60-DAY WARNING

OFFICE OF THE
STATE AUDITOR

August 11, 2025

Bart Smith
Interlaken Town
P.O. Box 1256
Midway, UT 84049

60 Day Warning
Per *Utah Code 67-3-1(8)*, this letter serves as the required 60 day notice of our intent to withhold state-allocated funds and property tax for failure to comply with reporting requirements.

Dear Bart Smith:

We have reviewed the budget submitted by Interlaken Town for the fiscal year ending June 30, 2026. Our review was made to verify substantial compliance with applicable State fiscal laws.

Because of the issue noted below further action is required in order for the entity's budget to be accepted.

> *Budgeted expenditures exceed budgeted revenues in the General Fund. The difference between these two figures should be accounted for as an appropriation from beginning fund balance or a transfer-in from another fund, or combination of both.*

Please submit a corrected revised version of your annual budget via our website reporting.auditor.utah.gov

Budget templates and a budgeting basics video can be found on the Local Government Resource website https://resources.auditor.utah.gov

Failure to properly correct all the issues noted above within 60 days of this letter could result in state-allocated funds and property taxes being withheld.

We appreciate your efforts and those of your staff. Please contact our office if you have any questions.

Best,
The Local Government Team
Office of the State Auditor

Interlaken Town Budget
Fiscal Year Ending 6/30/2026

	Interlaken Town FY2026 Budget - Amendment Proposed for 9/2/25 TC Meeting	FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Adopted	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025	Notes for FY2026 Budget Amendment
1	**General Fund (checking)**					
3	**General Fund Revenue**					
5	Annual Wasatch County Tax Assessment	$207,371	$230,000	$210,000	$210,000	Tax rate unchanged - adjusted for increased valuations
8	1% State Sales Tax (estimate)	$30,053	$34,000	$34,000	$34,000	
10	Interest Income	$87	$130	$130	$130	
13	B&C Road Tax (estimate)	$28,753	$26,000	$29,000	$29,000	Estimate increased
15a	Federal Grant Revenue		$0	$0	$0	
15b	State and Local Grant Revenue		$0	$0	$0	
15c	Miscellaneous Revenue		$0	$0	$0	
15d	Fines for municipal code violations	$5,020	$200	$200	$200	
16	**Total General Fund Revenue:**	$271,284	$290,330	$273,330	$273,330	
18	**Transfers into General Fund**					
19	Transfer from Building Fund (Application Fees for admin costs)	$0	$2,000	$2,000	$2,000	
20	Transfer from Water Revenue for Share of Admin. Expenses	$0	$110,000	$200,000	$200,000	50% of General fund admin fees - FY25 + FY26
21	Transfer from Transportation Reserves for Capital expenses	$310,000	$0	$0	$0	
23	**Transfers out of General Fund**					
26	**Transfers into Transportation Reserve Fund**					
28	Transfer of B&C Road Tax to Transportation Reserve Fund		($26,000)	($29,000)	($29,000)	Increase in B&C Revenue
29	Contribution to Capital Improvements	($50,000)	$0	($100,000)	**$0**	Transfer replaced with appropriation
31	**Total Net General Fund Transfers:**	$260,000	$86,000	$73,000	$173,000	
35	**General Fund Expenses**					
36	**Administrative Expenses**					
37	Town Council, Commission, Appointee Stipends	$0	($5,700)	($5,700)	($5,700)	New stipends added through compensation ordinance
38	Town Administrator & Clerk	($114,599)	($105,000)	($105,000)	($105,000)	Increase in hourly rate through compensation ordinance
39	Association Memberships	($837)	($2,000)	($2,000)	($2,000)	
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	($2,579)	($1,500)	($1,500)	($1,500)	
40a	Town Council Equipment & Supplies	($98)	($1,000)	($1,000)	($1,000)	
41	Meeting Advertising	($19)	($200)	($200)	($200)	
42	Bookkeeping, Accounting & CPA fees	($21,028)	($18,000)	($18,000)	($18,000)	
43	Bank Charges, Checks	($903)	($500)	($500)	($500)	
44	Town Attorney	($2,179)	($10,000)	($10,000)	($10,000)	
45a	Animal Control through Interlocal Agreement w/ Heber City	($1,654)	($3,000)	($3,000)	($3,000)	
45b	Municipal Election Balloting & Noticing, Advertisements	($46)	($200)	($200)	($200)	Applicable in election years only
46	Misc. Admin. Expenses	($303)	($1,500)	($1,500)	($1,500)	Cost increases
47	Insurance	($5,066)	($5,000)	($5,000)	($5,000)	
48	Office Supplies (postage + supplies)	($1,595)	($1,500)	($1,500)	($1,500)	
51	Additional Consulting Fees	($19)	($2,000)	($2,000)	($2,000)	
51a	Federal IRS Taxes	($3,725)	($5,500)	($5,500)	($5,500)	
51c	Safety and Enforcement (Wasatch County Sheriff Agreement)	($627)	($12,000)	($12,000)	($12,000)	Need to decide to pursue this contract
51d	Public Works Manager	($3,525)	($45,000)	($45,000)	($45,000)	Increase in hourly rate
52	**Total Administrative Expenses:**	($158,804)	($219,600)	($219,600)	($219,600)	
54	**Annual Road Maintenance-Repair Expenses - General Fund**					
55	Annual Road Repair & Maintenance	($2,625)	($85,000)	($85,000)	($85,000)	Crack sealing all roads, patching - increased from $48K - Eckles Paving Bid
56	Additional Contract Services - Recycling, Noxious Weed Control	($9,388)	($10,000)	($10,000)	($10,000)	Additional expense of Noxious Weed Control plus recycling
56a	Road Signage	($4,081)	($5,500)	($5,500)	($5,500)	Replace old signs, add new signs
57	Contract Service (Snow Removal)	($65,000)	($70,000)	($70,000)	($70,000)	Increase from $13K to $14K per month, for 5 months
58	Supplies - Salt, Sand, etc	$0	$0	$0	$0	Included in contract with SuperDave
58a	**Annual Fire Mitigation Expenses**					
58b	Brush Removal and other Widlfire Mitigation	($21,400)	($20,000)	($20,000)	($20,000)	
59	**Annual General Fund Capital Expenses**					
59a	Capital Equipment Investment	($4,775)	$0	$0	$0	No planned equipment expenditures
60	Capital Investment in Roads	($309,820)	($3,000)	($3,000)	($3,000)	Selected shoulder work only
60a	**DPW Expenses**					
60b	DPW Site Construction - Capital Investment		$0	$0	$0	
60c	Annual DPW Site Maintenance Expenses	($85)	($500)	($500)	($500)	
61	**Total Road Maintenance, Capital, Fire & DPW Expenses**	($417,174)	($194,000)	($194,000)	($194,000)	
65	**Total General Fund Expenses:**	($575,978)	($413,600)	($413,600)	($413,600)	
66	**General Fund Balance to be Appropriated**	$0	$0	$0	**($100,000)**	General Fund Appropriation to Transportation Reserves
67	**Increase/Decrease in General Fund Balance**	**($44,694)**	**($37,270)**	**($67,270)**	**($67,270)**	
70	**Transportation Reserve Fund (savings)**					
72	**Transportation Reserve Fund Revenue**					
73	Estimated Interest	$838	$800	$800	$800	
73a	Revenue From RMA Agreement & 3rd Party Contributions	$36,865	$3,000	$18,000	$18,000	RMA reimbursement for snow removal and brush clearing

	Interlaken Town FY2026 Budget - Amendment Proposed for 9/2/25 TC Meeting	FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Adopted	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025	Notes for FY2026 Budget Amendment
73b	Revenue from Federal & State Transporation System Grants	$0	$0	$0	$0	
74	**Total Transportation Reserve Fund Revenue:**	$37,703	$3,800	$18,800	$18,800	
76	**Transfers into Transportation Reserve Fund**					
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	$0	$26,000	$29,000	$29,000	Increase in B&C Revenue
78	Transfer from General Fund for Capital Improvement Reserves	$50,000	$0	$100,000	**$0**	Transfer replaced with appropriation
80	Transfer from Building Fund of Road Impact Fee	$0	$10,000	$20,000	$20,000	2 Permits @ $5K + FY25 fees
82	**Transfers out of Transportation Reserve Fund**					
83	Transfer to General Fund for Transportation Capital Expenses	($310,000)	$0	$0	$0	
84	**Total Net Transportation Reserve Fund Transfers:**	**($260,000)**	**$36,000**	**$149,000**	**$49,000**	
85	**General Fund Balance to be Appropriated**	$0	$0	$0	**$100,000**	General Fund Appropriation
86	**Incr/Decr in Transportation Reserve Fund Balance**	**($222,297)**	**$39,800**	**$167,800**	**$167,800**	
88	**Water Revenue Fund (checking)**					
90	**Water Revenue Fund Revenue**					
92	Annual Water Utility Base Usage Fee	$211,930	$245,000	$245,000	$245,000	Rate Increase +21% FY25 +42% FY26
93	Interest Income	$86	$200	$200	$200	
95	Charge for Services: Metered Water (overages)	$19,139	$22,000	$22,000	$22,000	Increase in overages consistent with historical usage
95a						
95b	Water Billing Late Fees and Additional Administrative Fees	$1,430	$1,200	$1,200	$1,200	Increase based on current FY amounts
95c	New Owner Transfer Fees	$650	$450	$450	$450	
95d	Misc. Water Revenue					
95e						
96	**Total Water Revenue Fund Revenue:**	$233,235	$268,850	$268,850	$268,850	
98	**Transfers into Water Revenue Fund**					
100	Transfer from Building Fund (Water Connect Fees)	$0	$2,300	$2,300	$2,300	Increase in connection fee, $2,300 per lot
101	Transfer from Bond Sinking Fund for current year Water Bond payme	$0	$0	$0	$0	Bond payments completed in FY2024
102	Transfer from Water System Reserves for Capital Improvements	$90,000	$0	$0	$0	No capital improvements
104	**Transfers out of Water Revenue Fund**					
105	Transfer to Water System Reserve Capital Fund	$0	($60,000)	($150,000)	($150,000)	Adjustments made based on expenses
106						
107	~~Transfer to Bond Sinking Fund - Next Year's Bond Payment~~	$0	$0	$0	$0	
108						
109	Transfer to General Fund for Share of Administrative expenses	$0	($110,000)	($200,000)	($200,000)	Based on 50% share - FY25 + FY26
110	**Total Net Water Revenue Fund Transfers:**	$90,000	($167,700)	($347,700)	($347,700)	
111a	***Water Revenue Fund - continued***					
112	**Water Revenue Fund Expenses**					
113	**Bond Payment**					
114	Water Bond Payment, due annually in January	$0	$0	$0	$0	Bond payments completed in FY2024
115	**Operating Expenses**					
116	Payroll - Water Masters	($24,680)	($31,500)	($31,500)	($31,500)	Adjust for inflation
117	Bank Charges, Checks		($500)	($500)	($500)	New expense line
118	Chemicals & Monitoring	($645)	($800)	($800)	($800)	
119	Telemetry System Operating Costs	($1,213)	($2,700)	($2,700)	($2,700)	
120	Water Share Fee, Education, etc.	($904)	($450)	($450)	($450)	
121	Gas Heat	($582)	($800)	($800)	($800)	Reduction based on historical expense
122	Electricity	($7,678)	($7,000)	($7,000)	($7,000)	
123	Payroll Taxes - Water Masters	($2,927)	($4,000)	($4,000)	($4,000)	
123a	Workman's Comp Insurance for Water Masters	($179)	($1,200)	($1,200)	($1,200)	
123b	Misc. Water Expenses	($1,665)	($1,500)	($1,500)	($1,500)	
123e	**Capital Investment in Water System**					
123f	Purchase of Generator and Installation	$0	$0	$0	$0	
123g	Water System Capital Upgrades, Replacements	($111,612)	$0	$0	$0	None planned
123h	Capital Equipment Investment - Water System	$0	($1,000)	($1,000)	($1,000)	Additional equipment
124	**Repair and Maintenance**					
125	Additional Water System Contract Services	($1,537)	($70,000)	($70,000)	($70,000)	Water master plan not completed in FY25 - move to FY26
126	Annual Generator Maintenance	($1,793)	($1,700)	($1,700)	($1,700)	Maintenance cost based on historical expense
126a	General Water System Maintenance & Repair	($7,119)				
127	**Total Water Revenue Expenses:**	($162,534)	($123,150)	($123,150)	($123,150)	
129	**Increase/Decrease in Water Revenue Fund Balance**	**$160,700**	**($22,000)**	**($202,000)**	**($202,000)**	
131	**Water Bond Sinking Fund (money market)**					
133	**Water Bond Sinking Fund Revenue**					
134	Estimated Interest	$0	$0	$0	$0	Account closed in FY2024
135	**Total Water Bond Sinking Fund Revenue:**	$0	$0	$0	$0	

	Interlaken Town FY2026 Budget - Amendment Proposed for 9/2/25 TC Meeting	FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Adopted	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025	Notes for FY2026 Budget Amendment
137	**Transfers into Water Bond Sinking Fund**					
138	Transfer from Water Revenue Fund		$0	$0	$0	
140	**Transfers out of Water Bond Sinking Fund**					
141	Transfer to Water Revenue Fund to pay current year bond	$0	$0	$0	$0	
142	**Total Net Water Bond Sinking Fund Transfers:**	$0	$0	$0	$0	
144	**Increase/Decrease in Water Revenue Bond Sinking Fund Balance**	**$0**	**$0**	**$0**	**$0**	
146	**Water Reserve Fund (savings)**					
148	**Water Reserve Fund Revenue**					
149	Interest Income	$1,894	$800	$800	$800	
150	Revenue from Federal & State Water System Grants	$0	$0	$0	$0	
151	**Total Water Reserve Fund Revenue:**	$1,894	$800	$800	$800	
153	**Transfers into Water Reserve Fund**					
154	Trfr from Water Revenue Fund to Capital Reserves	$0	$60,000	$150,000	$150,000	Adjustments made based on expenses
154a	Trfr from Water Bond Fund to Capital Reserves					
160	**Transfers out of Water Reserve Fund**					
161	Transfer to Water Revenue Fund for Capital Improvements	($90,000)	$0	$0	$0	
162	**Total Net Water Reserve Fund Transfers:**	($90,000)	$60,000	$150,000	$150,000	
164	**Increase/Decrease in Water Reserve Fund Balance**	**($88,106)**	**$60,800**	**$150,800**	**$150,800**	
166	**Building Fund (checking)**					
168	**Building Fund Revenue**					
168a	Interest Income	$69	$150	$150	$150	
169	Building Permit Application Fees	$2,500	$1,800	$1,800	$1,800	
170	Water Connect Fees	$700	$700	$700	$700	
171	Road Impact Fees	$10,500	$7,000	$7,000	$7,000	
172	Damage Deposits - Refundable	$25,000	$8,000	$8,000	$8,000	
173	Completion Deposits - Refundable	$11,000	$8,000	$8,000	$8,000	
173a	Plan Review & Inspections (Town Engineer)	$12,559	$19,000	$19,000	$19,000	
173b	Variance Application Fees	$0	$240	$240	$240	
174	**Total Building Fund Revenue:**	$62,328	$44,890	$44,890	$44,890	
176	**Transfers into Building Fund**					
177	Transfer from General Fund - Special Engineering Projects	$0	$0	$0	$0	
179	**Transfers out of Building Fund**					
180	Transfer to General Fund - Building Permit Application Fees	$0	($2,000)	($2,000)	($2,000)	New construction admin fee is $1000
181	Transfer to Water Revenue Fund - Water Connect Fees	$0	($2,300)	($2,300)	($2,300)	Increase in connection fee, $2,300 per lot
182	Transfer to Transportation Reserve Fund - Road Impact Fees	$0	($10,000)	($20,000)	($20,000)	2 Permits @ $5K + FY25 fees
183	**Total Net Building Fund Transfers:**	$0	($14,300)	($24,300)	($24,300)	
185	**Building Fund Expenses**					
187	Refunds of Damage Deposits	($10,442)	($8,000)	($8,000)	($8,000)	
188	Refunds of Completion Deposits	($4,000)	($4,000)	($4,000)	($4,000)	
188a	Plan Review & Inspections (Town Engineer)	($12,565)	($10,000)	($10,000)	($10,000)	
188b	Additional Contractual Services (Town Engineer)	($2,686)	$0	$0	$0	
188c	Plan Review by Planning Commission	($372)	$0	$0	$0	
189	**Total Building Fund Expenses:**	($30,065)	($22,000)	($22,000)	($22,000)	
191	**Increase/Decrease in Building Fund Balance**	**$32,263**	**$8,590**	**($1,410)**	**($1,410)**	

194

195		**Fiscal Year Net Increase/Decrease for all Funds**				
197		**Fund Name**	FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Adopted	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025
199		General Fund (checking)	**($44,694)**	**($37,270)**	**($67,270)**	**($67,270)**
200		Transportation Reserve Fund (savings)	**($222,297)**	**$39,800**	**$167,800**	**$167,800**

	Interlaken Town FY2026 Budget - Amendment Proposed for 9/2/25 TC Meeting		FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Adopted	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025	**Notes for FY2026 Budget Amendment**
201		Water Revenue Fund (checking)	**$160,700**	**($22,000)**	**($202,000)**	**($202,000)**	
202		Water Bond Sinking Fund (money market)	**$0**	**$0**	**$0**	**$0**	
203		Water Reserve Fund (savings)	**($88,106)**	**$60,800**	**$150,800**	**$150,800**	
204		Building Fund (checking)	**$32,263**	**$8,590**	**($1,410)**	**($1,410)**	
205		**Total Fiscal Year Increase/Decrease**	**($162,134)**	**$49,920**	**$47,920**	**$47,920**	
206							
207		**Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease**					
209		**Budget Category**	FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Adopted	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025	
212		Revenues	**$606,443**	**$608,670**	**$606,670**	**$606,670**	
213		Net Transfers between funds	**$0**	**$0**	**$0**	**$0**	
214		Expenses	**($768,577)**	**($558,750)**	**($558,750)**	**($558,750)**	
215		**Ending Increase/Decrease**	**($162,134)**	**$49,920**	**$47,920**	**$47,920**	
216							
217		**Account Year-End Balances**					
218		**Fund Name**	FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Adopted	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025	
221		General Fund (checking) *2681	**$ 151,388**	**$ 45,442**	**$ 84,118**	**$ 84,118**	
222		Transportation Reserve Fund (savings) *4574	**$ 84,949**	**$ 271,345**	**$ 252,749**	**$ 252,749**	
223		Water Revenue Fund (checking) *1520	**$ 304,129**	**$ 109,529**	**$ 102,129**	**$ 102,129**	
224		Water Bond Sinking Fund (money market) *1058	**$ -**	**$ -**	**$ -**	**$ -**	
225		Water Reserve Fund (savings) *1330	**$ 151,583**	**$ 281,289**	**$ 302,383**	**$ 302,383**	
226		Building Fund (checking) *1678	**$ 129,241**	**$ 118,958**	**$ 127,831**	**$ 127,831**	
227		**Total of Ending Balances**	**$ 821,290**	**$ 826,563**	**$ 869,210**	**$ 869,210**	

FY2026 Budget Amendment Proposal - 9/2/2025

FY2026 Budget Line	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025	Proposed 9/2/25 Amendment Notes
Total General Fund Revenue:	$273,330	$273,330	No Change
Transfers into General Fund	$202,000	$202,000	No Change
Transfers out of General Fund	($129,000)	($29,000)	Transfer to Road Reserves removed & replaced with appropriation
Total General Fund Expenses:	($413,600)	($413,600)	No Change
General Fund Revenue + Transfers In	$475,330	$475,330	No Change
General Fund Expenses - Transfers Out	($542,600)	($442,600)	Transfer out to Transportation Reserves removed, replaced with appropriation
General Fund Appropriation	$0	($100,000)	Appropriation from General to Transportation Reserves
Transportation Reserves Fund Appropriation	$0	$100,000	Transfer replaced with an appropriation
General Fund Balance Change w/ Transfers	**($67,270)**	**$32,730**	Amendment changes balance to Revenue > Expenses as per auditor request

FY2026 Account Year-End Balances

Fund Name	FY2026 Budget 7/1/25-6/30/26 Amended 8/5/25	FY2026 Budget 7/1/25-6/30/26 Proposed 9/2/2025
General Fund (checking) *2681	$ 84,118	$ 84,118
Transportation Reserve Fund (savings) *4574	$ 252,749	$ 252,749
Water Revenue Fund (checking) *1520	$ 102,129	$ 102,129
Water Bond Sinking Fund (money market) *1058	$ -	$ -
Water Reserve Fund (savings) *1330	$ 302,383	$ 302,383
Building Fund (checking) *1678	$ 127,831	$ 127,831
Total of Ending Balances	**$ 869,210**	**$ 869,210**

Section 9.07.010 Normal Hours and Days of Work of Construction Activity

In all zoning districts throughout the Town, construction work shall be allowed between the hours of 7 a.m. and 8 p.m. Monday through Saturday. Construction shall be allowed in all zoning districts throughout the Town between the hours of 9 a.m. and 6 p.m. on Sundays. When work is prohibited, no exterior construction, excavation or delivery of supplies and concrete are allowed. Interior work, however, may be allowed Monday through Sunday, with no limitation hours for the following types of construction:

A. Interior work on individual single-family home construction or addition projects not involving materials or supply deliveries.

B. Non-mechanized exterior painting

C. Non-mechanized landscaping

D. Survey work not involving grading or use of power equipment to cut vegetation.

9.22.020 Disturbing The Peace

A. It is unlawful for any person to maliciously or willfully disturb the peace and quiet of another by loud or unusual noise or by tumultuous conduct or by threatening or yelling in a manner likely to incite another to violence or confrontation.

B. It is unlawful for any person to cause noise that disturbs the peace of another, and shall constitute a public disturbance after once being requested to stop or cease making the noise. It is also unlawful for any person in possession of real property to allow to originate from the property noise that constitutes a public disturbance after once being requested to stop permitting the noise. For purposes of this Section, public disturbance is sound which reasonably disturbs or interferes with the peace, comfort or repose of owners or possessors of real property and which emanates from any of the following sound sources:

1. Music, stereo or sound systems.
2. Loud arguing or boisterous conduct.
3. The use of machinery, power tools or equipment in or adjacent to a residential zone.
4. The repetitive or continuous starting, testing or operation of a motor vehicle, including a motorcycle, in a residential zone.
5. The use of construction or landscaping equipment in or adjacent to a residential zone.

C. For purposes of Section 020, sounds are assumed to be in violation if they can be heard within twenty five (25) feet of the property line the sound(s) are coming from and are between the hours of 10:00 pm and 7:00 am.

D. Disturbing the peace is a Class C Misdemeanor if the offense continues after a request by a person to desist or cease. Otherwise it is an Infraction.

HISTORY
Adopted by Ord. 2003-20 on 9/4/2003
Amended by Ord. 2020-18 Amending Heber City's Criminal Code Section 9 - Public Peace, Morals & Welfare on 5/5/2020
Amended by Ord. 2020-29 Amended by Ord. 2020-29 on 6/16/2020

https://heber.municipalcodeonline.com/book?type=ordinances#name=9.22.020_Disturbing_The_Peace

9.22.021 Exemptions To Disturbing The Peace

A. Sounds created by emergency activities or emergency vehicles; sounds giving warning of emergencies; and sounds associated with emergency work shall be exempt from the provisions of this chapter. "Emergency work" means work made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from an imminent exposure to danger.

B. Sounds created by specialized equipment used for seasonal and periodic snow removal and for emergency road and utility repairs.

C. Government sponsored or sanctioned special events are exempt from these restrictions.

D. Sounds created by parades, carnivals, special public social events, or special construction projects may be exempted from the noise provisions of this chapter. For best management practices the code enforcement officer will determine if the event or project is in the best interest and good of the community. If an exemption is granted by a permit from the code enforcement officer, it must be in writing and shall describe:

1. The special nature of the exempted event; and
2. The time period for which the exemption is in force.

The permit shall be for one event only. The code enforcement officer may impose reasonable conditions on the issuance of a permit as necessary to protect the public peace and welfare. The permit may be withdrawn if the provisions thereof are violated.

If any party wishes to dispute the permitted event, an appeal may be presented to the city manager and he/she will be the determining body if the permit should remain in place or be amended. The city manager will respond to the permitted event within five (5) working days.

E. The use of the following types of machinery or equipment for routine property maintenance (mowing, blowing, edging, etc.) or hand power tools (drills, saws, sanders, shop vacuum, etc.) are permitted in these sections, and are exceptions to the prohibited sound sources of Section 9.22.020, if occurring during the prescribed hours set forth in these sections.

F. Violations of the conditions of an exemption permit shall be a Class C misdemeanor.

HISTORY
Adopted by Ord. 2020-18 Amending Heber City's Criminal Code Section 9 - Public Peace, Morals & Welfare on 5/5/2020
Amended by Ord. 2020-29 Amended by Ord. 2020-29 on 6/16/2020

Comprehensive Emergency Management Plan Meeting

Presentation by Jim McInstosh – FEMA, 8/4/25

Hosted by Jeremy Hales, Wasatch County

Main points for Interlaken:

Interlaken needs a plan that works in conjunction with the county, state, and federal agencies.

Our plan should include these phases:

- Activation Phase
- Response Phase
- Recovery Phase
- Preparedness Phase (for next emergency)

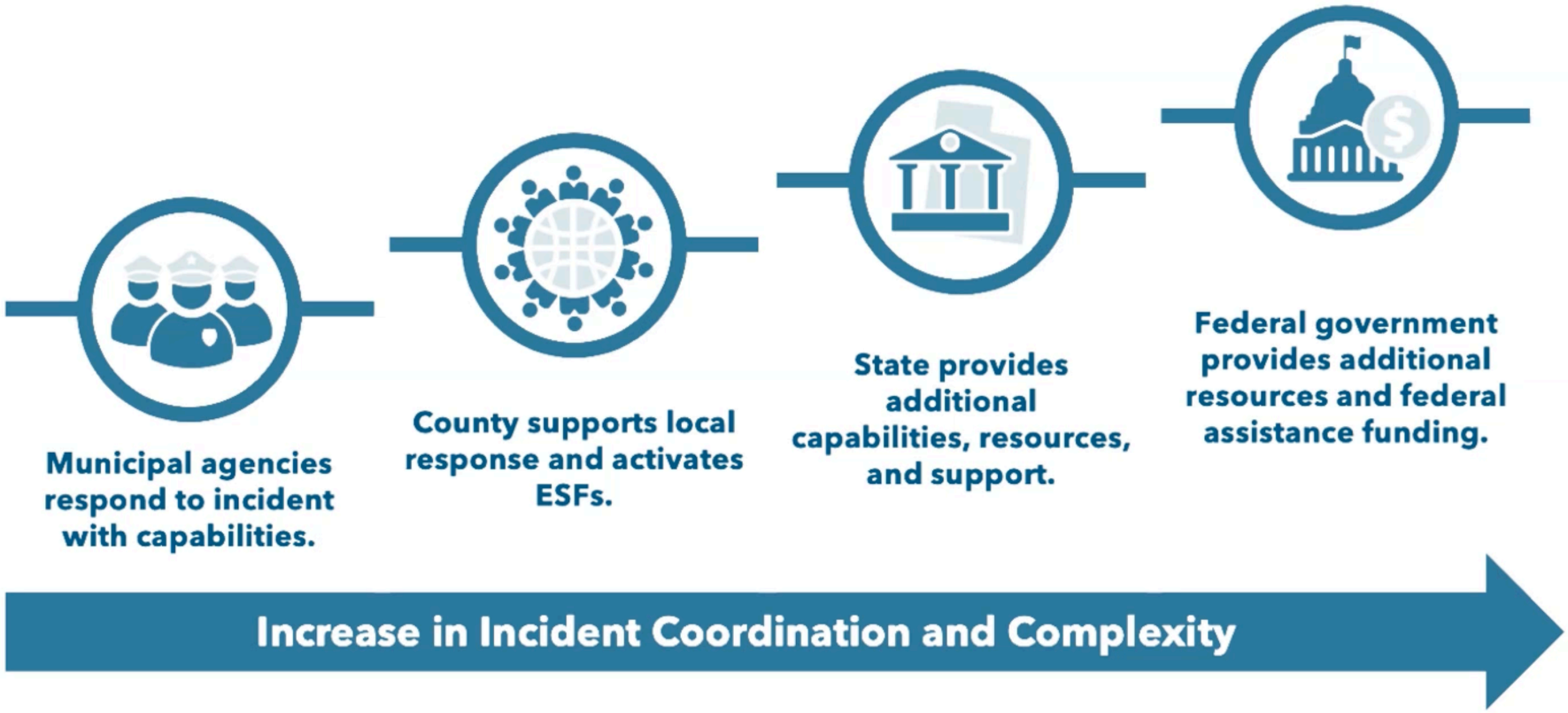
Wasatch County has prepared a draft plan, Interlaken can use this to build on.

In order to receive FEMA funding, it is necessary to have a CEMP in place.

Example Scenarios:

- Wildfire
- Active assailant
- Water outage
- Power outage
- Hazardous material spill

All Disasters Start Locally



DRAFT | March 2025

[Town/City/Municipality]

Comprehensive Emergency Management Plan

Base Plan

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Table of Contents

Executive Summary

The [Town/City/Municipality] Comprehensive Emergency Management Plan (CEMP) establishes the framework through which [Town/City/Municipality] will respond to, recover from, prepare for, and mitigate against all hazards that threaten the [Town/City/Municipality]. 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.

The intended audience for the CEMP includes:

- Town, City, and Municipal leadership.
- [Town/City/Municipality] Division of Emergency Management (DEM) staff.
- [Town/City/Municipality] staff expected to support response, recovery, preparedness, and mitigation operations.
- [Town/City/Municipality], *County,* State, federal, private-sector, and Nongovernmental Organizations (NGOs) that may support response, recovery, preparedness, and recovery operations.

Navigating the CEMP

The following sections in the CEMP provide directions 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 [Town/City/Municipality] Emergency Management Board to determine response priorities and next steps.
- Activating the CEMP to facilitate response and recovery operations.
- Determining which [Town/City/Municipality] facilities are activated to support response and recovery operations.

- Staffing the [Emergency Operation Center (EOC)/ Emergency Coordination Center (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 based on the [Town/City/Municipality] Comprehensive Emergency Management Plan (CEMP).
- Issuing timely and accurate public warnings and guidance to the community.
- Implementing protective actions, such as evacuations and sheltering, to save lives and property.
- Coordinating with non-[Municipality] partners, the [Town/City/Municipality], 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.

Mitigation

Reduces the impact of disasters and emergencies. Operations in this section include:

- Reducing the public's vulnerability to recurrent hazards by the promotion of hazard mitigation strategies, particularly in the areas of critical infrastructure, land use, and building codes.

- Assisting in coordination structures for effective mitigation actions prior to or following natural, technological, or human-caused emergencies and disasters.
- Assessing and understanding vulnerabilities within the [Town/City/Municipality] to prepare for and mitigate future disasters or emergencies.

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.
- Training and exercising plans and procedures to support the execution of response and recovery operations.
- Involving the public in emergency management through outreach to increase community preparedness.

Additional Elements of the CEMP

The following sections and elements of the CEMP provide additional tools and information to support operations in the CEMP.

- **[Town/City/Municipality] and Hazard Overviews:** Provides information regarding the [Town/City/Municipality] physical and demographic makeup as well as descriptions of natural hazards, technological hazards, and human-caused hazards that may impact the [Town/City/Municipality].
- **Roles and Responsibilities:** Outlines response and recovery roles and responsibilities for [Town/City/Municipality], State, and federal entities.
- **Financial Management:** Provides an overview of how the [Town/City/Municipality] manages financial activities during response and recovery operations.
- **Administration:** Provides an overview of how the [Town/City/Municipality] manages administrative activities and documentation during and after response and recovery operations.
- **Appendices:** Provides additional tools and reference materials to support operations in the CEMP, including organization charts, tables, and a glossary of emergency management terms.

Record of Distribution

Name	Title	Agency	Date Delivered	Number of Copies

Record of Changes

Section Title	Revision Summary	Date	Revised By	Reviewer's Contact

Letter of Promulgation

WHEREAS, [Town/City/Municipality] recognizes it is at risk of a wide range of natural, technological, and human-caused hazards, and there is a need for ongoing emergency operations planning by all jurisdictions of government within [Town/City/Municipality]**;** and

WHEREAS this Comprehensive Emergency Management Plan (CEMP) is needed to coordinate and support [Town/City/Municipality] response efforts in the event of an emergency or disaster and during the aftermath thereof; and

WHEREAS this Plan will provide a framework for the departments in each jurisdiction, township, community, and [Town/City/Municipality] to plan and perform their respective emergency functions during a disaster or national emergency. Tasked organizations within the Plan have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this Plan. Under the direction of The Emergency Management Director, this Plan will be revised and updated as required. All recipients are responsible for submitting to [Town/City/Municipality] Emergency Management any changes that might result in its improvement or increase its usefulness.

WHEREAS, in accordance with the Homeland Security Presidential Directive 5, all agencies, departments, and organizations having responsibilities delineated in this CEMP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, State, and federal organizations. The Incident Command System (ICS), as a part of the NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the ICS. This Plan is promulgated as the [Town/City/Municipality] CEMP and is designed to comply with all applicable [Town/City/Municipality] regulations and

provide the policies and procedures to be followed in response to emergencies, disasters, and terrorism events.

NOW THEREFORE, BE IT RESOLVED by the Manager of [Town/City/Municipality], this Comprehensive Emergency Management Plan as updated is officially adopted, IN WITNESS WHEREOF;

_____ _____

Name / Title Date

_____ _____

Name / Title Date

Base Plan Introduction

The Comprehensive Emergency Management Plan (CEMP) establishes the framework through which [Town/City/Municipality] will respond to, recover from, prepare for, and mitigate against all hazards that threaten the [Town/City/Municipality]. The CEMP describes the comprehensive integration and coordination of all levels of [Town/City/Municipality], County, State, and federal government, volunteer organizations, nonprofit agencies, and the private sector.

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 CEMP establishes a framework for an effective system of comprehensive emergency operations and management for:

- Reducing the loss of life, injury, property damage, and loss resulting from natural or human-caused 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.

Scope

The CEMP provides information regarding policy on coordination structures, roles and responsibilities, procedures, and resources for the [Town/City/Municipality] and its agencies that will support the activation, response, recovery, mitigation, and preparedness for emergencies and disasters. This Plan and accompanying

components apply to the government located within the [Town/City/Municipality]'s boundaries.

Plan Maintenance

[Town/City/Municipality] Division of Emergency Management [Town/City/Municipality] maintains the CEMP and its components in coordination with the plan stakeholders. Reviews and updates will occur bi-annually or as needed following training, exercises, and real-world incidents. **Table 1** describes plan maintenance actions and their frequency.

Table 1: CEMP Maintenance

Plan Review Action	Frequency
CEMP Development and Maintenance Cycle	Reviewed [frequency] and Updated [frequency] or as needed following trainings, exercise, or real-world incidents
Validating CEMP Concepts and Procedures Through Training and Exercises	The CEMP will be reviewed and validated [frequency] through trainings, exercises, and real-world incidents.

Notification of CEMP Updates

The [Town/City/Municipality] Emergency Manager or designee is responsible for public outreach and for distributing the content and concepts within the base plan to County, State, [Town/City/Municipality], and community stakeholders (e.g., NGOs). Whether the CEMP undergoes routine maintenance updates or requires revision due to significant events necessitating adjustments, the [Town/City/Municipality] Division of Emergency Management will provide timely communication with relevant parties regarding the updated information.

[Town/City/Municipality] Division of Emergency Management

The [Town/City/Municipality] Division of Emergency Management is comprised of officials representing [Town/City/Municipality], including emergency management officials from various agencies within the [Town/City/Municipality]. This dedicated team is tasked with the responsibility of regularly reviewing and updating the CEMP according to the planned maintenance schedule listed in the Plan to ensure its effectiveness and relevance in managing potential emergencies.

Relationship With Other Plans

This CEMP provides the foundation for [Town/City/Municipality]'s Emergency Management programs, and includes fifteen Emergency Support Function (ESF) Annexes, Incident annexes, and the County Hazard Mitigation Plan. By leveraging such frameworks, the CEMP consequently captures the best practices of the [Town/City/Municipality]'s emergency management procedures, protocols, and structures. When leveraging this CEMP and its supporting resources, the [Town/City/Municipality] can use them collectively to mitigate the impact of disasters, protect lives and property, and expedite recovery efforts in the aftermath of incidents.

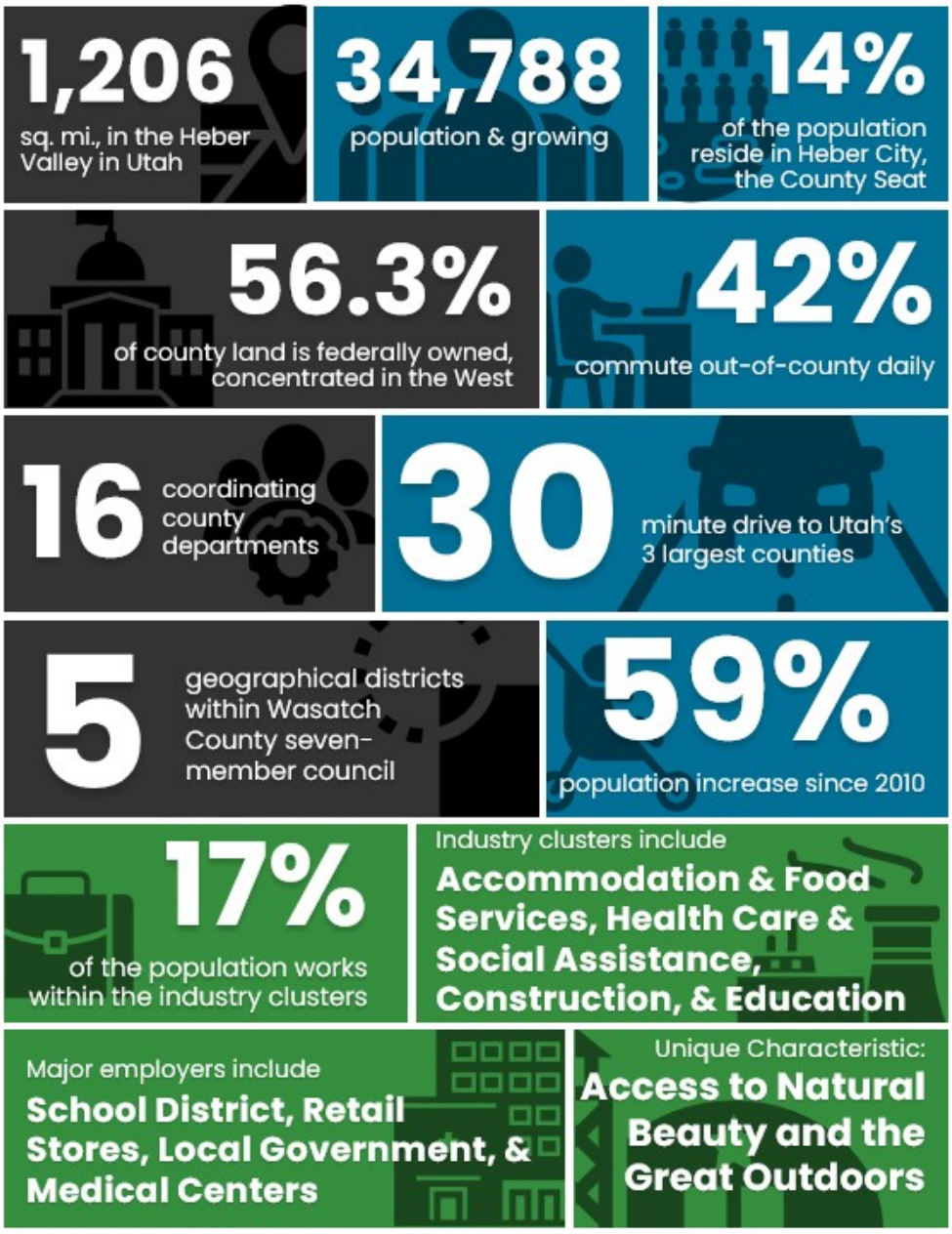
Authorities and References

Multiple county, state, and federal codes, administrative rules, and/or laws govern the CEMP base plan and its accompanying components. The **Appendices: Authorities and References** section provides a list of these authorities and references.

County Situation (Town/City/Municipality)

Figure 1 provides an overview of county geographic, economic, and demographic information that informs considerations for the preparedness, mitigation, response, and recovery actions.

Figure 1: County Profile



Operational Area Overview

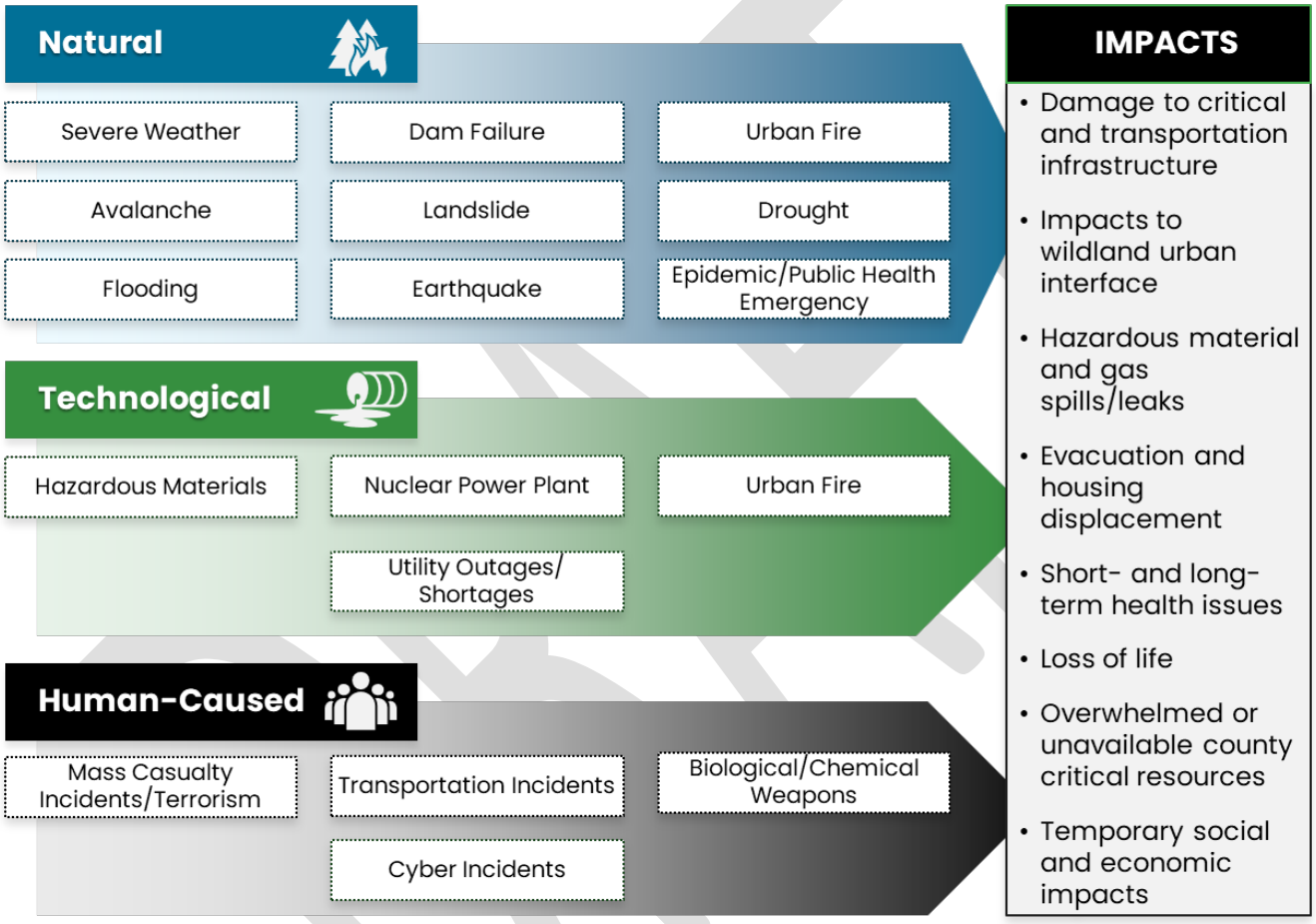
Figure 2 provides insights into the County's [Town/City/Municipality] Operational Area. This figure is an overview of where emergency response activities and coordination are managed during disasters or major incidents.

Figure 2: County Hazard Overview

Hazard Analysis

The Wasatch County Hazard Mitigation Plan (HMP) identifies the hazards that pose a risk to the County and details their potential impacts. **Figure 3** below provides an overview of those hazards.

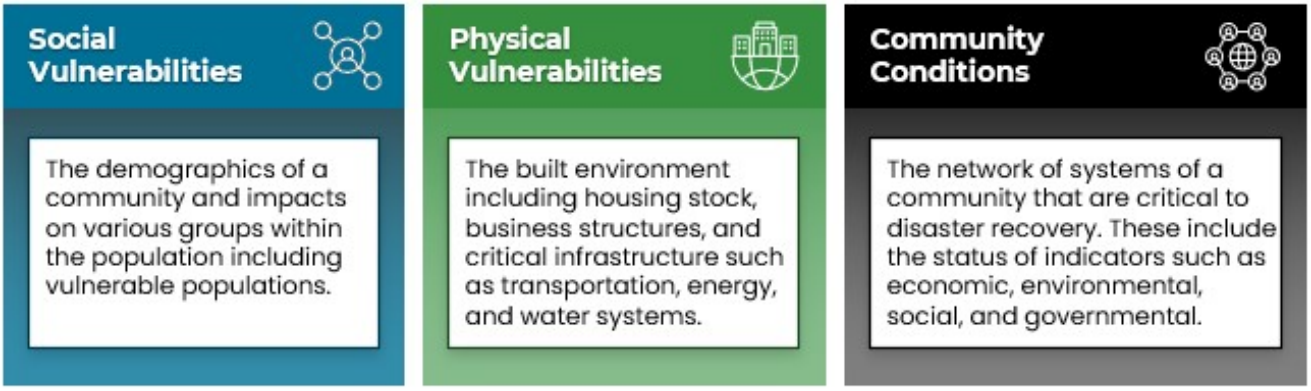
Figure 3: County Hazard Overview



Identifying Hazard Vulnerability

The Wasatch County HMP is the core document that identifies the County's vulnerabilities to hazards. Decision-makers consider the vulnerabilities in the **Figure 4** below when assessing the impacts or potential impacts of disaster or emergency incidents.

Figure 4: Types of Vulnerability



Planning Assumptions

The following planning assumptions in **Table 2** were considered in the development of the base plan.

Table 2: Base Plan Assumptions

Group	Assumptions
Coordination Structures	• Municipal, County, State, and federal response organizations adopt the National Incident Management System (NIMS) as the integrated system for responding to and recovering from incidents. • Emergency management coordination and resource allocation in the County starts at the municipal level and extends to County, State, and federal resources as availability and capabilities are exhausted.
Activation	• Some activation notifications and communications depend on the availability of communications and energy infrastructure. • Damaged infrastructure impacts the speed at which municipal, special service districts, Counties, States, and federal agencies can activate and deploy resources.
Response	• The [Town/City/Municipality] 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.

Group	Assumptions
	• 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 damage to facilities and systems.
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.
Mitigation	• Effective mitigation may prevent certain hazards or incidents from occurring. For hazards or incidents that cannot be prevented, effective mitigation may reduce their impacts.
Preparedness	• 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. • Constructive agency trainings to enhance capabilities in real-world events.

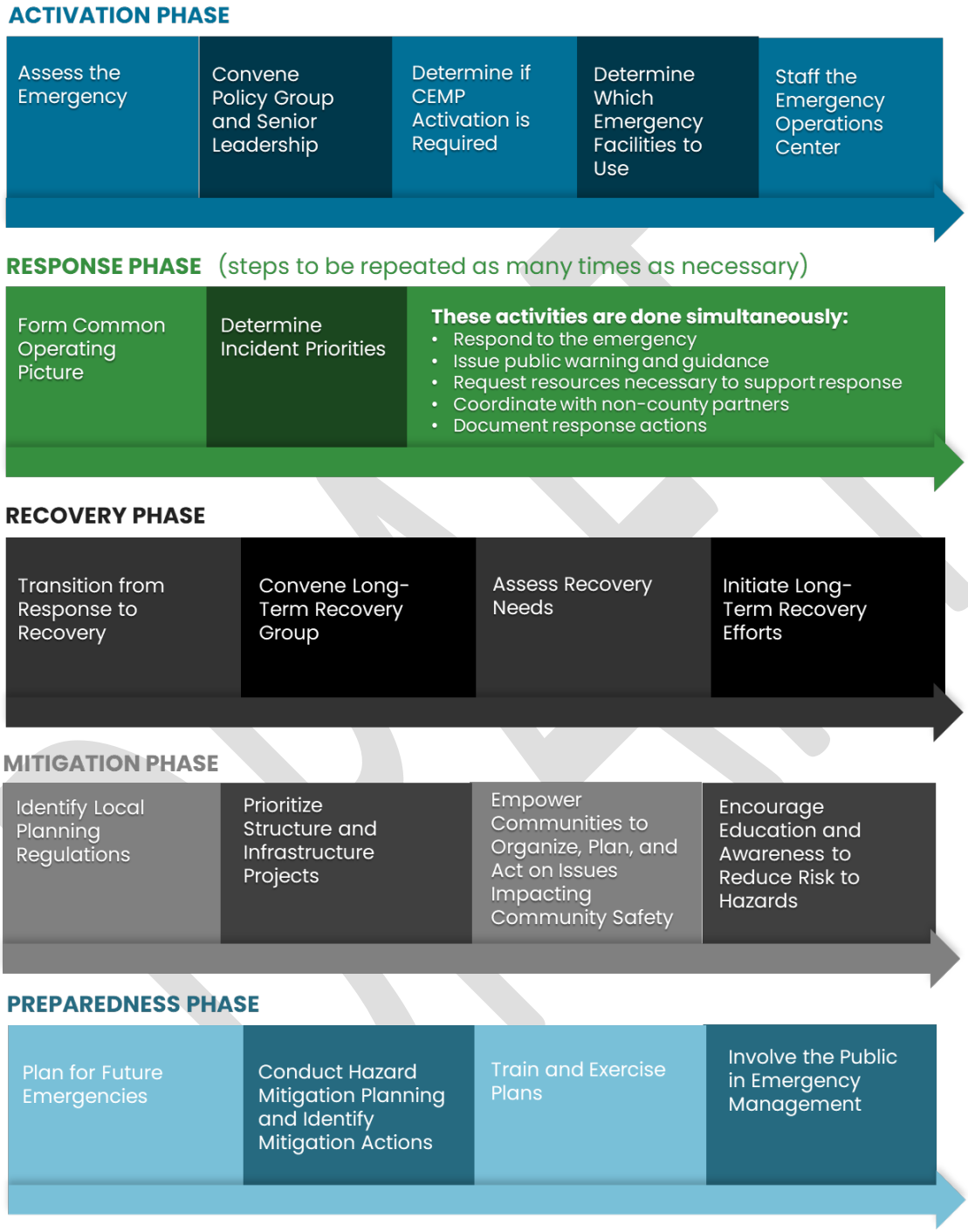
Concept of Operations

The concept of operations describes command and control structures, operations, and mechanisms the [Town/City/Municipality] utilizes to activate, respond to, recover from, mitigate, and prepare for all hazards.

[Town/City/Municipality] utilizes a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. Thus, the resources of local, state, and federal response agencies are utilized in this sequential order to ensure a rapid and efficient response.

All emergency and disaster incidents are unique; operations are guided by the scope of impacts and available resources and capabilities. **Figure 5** below illustrates the general sequence of events during emergencies and disasters that are expanded upon in the concept of operations.

Figure 5: Concept of Operations



The concept of operations provides an overview of coordination structures that outlines the framework for emergency and disaster activation, response, recovery, mitigation, and preparedness.

Normal Operations

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

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

National Incident Management System and Incident Command System

[Town/City/Municipality] utilizes the National Incident Management System and Incident Command System (NIMS/ICS) to manage emergency incidents. NIMS/ICS is a set of nationally recognized systems and processes that help organize all government NGOs and the private sector in preparing for, mitigating, responding to, and recovering from emergencies and disasters.

Three Core Components of NIMS as defined in the National Incident Management System, 2017:

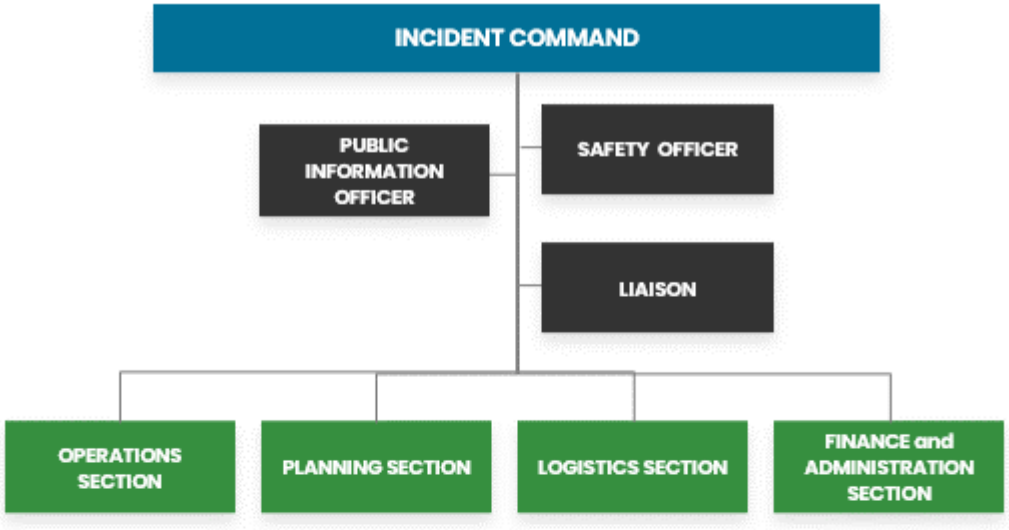
- **Command and Coordination:** Leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels, and an explanation of how these structures interact to manage incidents effectively and efficiently.

- **Communications and Information Management Systems:** Methods that help ensure incident personnel and other decision-makers have the means and information they need to make and communicate decisions.
- **Resource Management:** Standard mechanisms to systematically manage resources (e.g., personnel, equipment, supplies, teams, and facilities) both before and during incidents to help organizations more effectively share resources when needed.

Incident Command System (ICS) is the standardized approach to incident management used by emergency response agencies to coordinate and manage resources during various types of incidents. It provides a flexible yet structured framework for organizing personnel, facilities, equipment, and communication. As a key component of the NIMS, ICS ensures interoperability and seamless coordination between different agencies and jurisdictions involved in emergency response efforts, fostering a more effective and efficient response.

Figure 6 below reflects the basic ICS structure as an example.

Figure 6: ICS Structure



ICS

Organization Structure and Positions

ICS utilizes an organizational structure that is scalable and flexible and follows a hierarchical framework designed to facilitate effective coordination and decision-

making during emergency response and recovery efforts. Typical organizational structures, either on-site with an Incident Command Post (ICP) or within the EOC, include the key components listed in **Table 3**.

Table 3: EOC components of ICS

Component	Description
Incident Commander	• Responsible for overall management and coordination of the operations (in the EOC, this may be the EOC Manager)
Operation Section	• Coordinates tactical response activities.
Planning Section	• Collects, analyzes, and disseminates information to support decision-making.
Logistic Section	• Responsible for resource management, including personnel, equipment, and supplies.
Finance and Administrative Section	• Responsible for financial and administrative functions, including cost tracking and documentation
Communications Unit	• Manages communication systems and ensures effective information flow.
Public Information Officer	• Responsible for managing public communications and media relations.
Liaison Officers	• Serves as a point of contact between the Incident Command or EOC and external agencies, organizations, or jurisdictions.
Support Staff	• Personnel who provide administrative, technical, and operational support to Incident Command or EOC's functions.
Volunteer and Partner Organizations	• External agencies, organizations, and volunteers may be integrated into the Incident Command or EOC organization to provide additional support and resources as needed.

Incident Response Locations

Incident Command Post

An ICP is focused on tactical operations at the incident site. It is set up as a temporary location established at or near the scene of an incident, where the incident commander and their staff operate to manage and direct on-scene response activities. The ICP's location offers a clear view of the incident area while remaining safe and accessible for personnel.

Emergency Operation Center

An EOC serves as a centralized command and coordination facility responsible for managing emergency response and recovery efforts during incidents or disasters. It functions as a hub for decision-making, resource allocation, and communication among various agencies and organizations involved in response. Under NIMS and ICS, an EOC acts as a key component for coordinating incident response at the local, state, tribal, territorial, and federal levels. It provides support to on-scene incident commanders, facilitates information sharing, and ensures a unified and coordinated response effort across jurisdictions and disciplines to effectively address the incident's challenges and mitigate its impacts.

[Town/City/Municipality] EOC ([Address]) will serve as the [Town/City/Municipality]'s coordination center for all disaster response operations. If a disaster or emergency prevents the use of the primary facility, an alternate EOC will be activated in accordance with [Town/City/Municipality]'s Continuity of Operations (COOP) Plan.

Notification Protocol

Notification procedures are an integral part of both NIMS and ICS, emphasizing the importance of timely and accurate information sharing during response to an incident. These procedures and protocols are usually outlined in an Incident Action Plan (IAP) or a Standardized Operating Procedure (SOP), which provides clear guidance for initiating and managing notifications throughout the response. It is integral that municipalities across a country adopt the same notification processes in their

emergency preparedness plans in order to encourage seamless communication and coordination during response to and recovery from an incident.

Activation Actions

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 imminent or occurring emergency or disaster incident.

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

After determining initial impacts, responding jurisdictions or first responders determine actions, including activation of resources, plans, communication, scaling up response operations, and coordinating with municipal emergency management as needed.

CEMP Activation

This Plan is continually operational, with changes in levels of response occurring under the following conditions:

- An incident occurs or is imminent.
- A state of emergency is declared.
- As directed by the [Town/City/Municipality] Emergency Manager or designee.

Senior leadership considers the initial assessment from first responders to determine what operations should be activated. Once activated, relevant municipal, [Town/City/Municipality], and State agencies and partners are notified to implement the subsequent sections of this Plan.

Emergency Operations Center

[Town/City/Municipality] EOC will serve as the [Town/City/Municipality]'s coordination center for all disaster response operations. If a disaster or emergency prevents the use of the primary facility, an alternate EOC will be activated. An EOC's organizational structure typically follows a hierarchical framework designed to facilitate effective coordination and decision-making during emergency response and recovery efforts. Typical [Town/City/Municipality] Emergency Operation Center (EOC) organizational structures include the key components listed in NIMS/ICS models.

Activating the EOC

The [Town/City/Municipality] EOC activation level may be elevated by the [Town/City/Municipality] Manager, [Town/City/Municipality] Emergency Manager, Fire District Chief, Sherrif, Health Director, IT Director, or their designees during any situation where the need for EOC-level coordination is evident. Escalation of levels may also extend to the following:

- [Town/City/Municipality] Emergency Management on-call duty officers may independently increase the level of activation when [Town/City/Municipality] Emergency Management representatives are unavailable, and it has been

determined by the personnel commanding an emergency event that [Town/City/Municipality] interdepartmental coordination is required.

- Any senior official or department head may request EOC assistance for a [Town/City/Municipality] emergency by contacting [Town/City/Municipality] Emergency Management during business hours or an on-call duty officer after hours. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency or planned event. If the EOC mission is unclear or if such a response is not evident, the matter will be referred to the [Town/City/Municipality] Emergency Management Director, who may request policy group input prior to authorizing the activation level to be escalated.
- Individuals will be notified of an escalation in levels using communication methods that are most functional and available.
- [Town/City/Municipality] Emergency Management may also utilize the EOC in preparation for planned events in which EOC-level coordination is needed. If a department recognizes a need for EOC support during pre-event planning, a request may be submitted to the Emergency Management Director. Examples of planned events may include, but are not limited to, protests and demonstrations, political events, parades, and holiday events.

EOC LEVELS OF OPERATION

Emergencies or disasters that can potentially affect [Town/City/Municipality] are divided into three levels of readiness to establish emergency operations. These levels are outlined below.

[Town/City/Municipality] constantly monitors events within the [Town/City/Municipality]. Emergency Management Duty Officers are on-call at all times to monitor and follow up on situations, threats, or events within the [Town/City/Municipality]. How severe an event is will directly affect the level of activation. The [Town/City/Municipality] Manager and the emergency management director will decide whether to increase or decrease activation levels. The EOC activation levels provide a means for a centralized response and recovery, with

operational plans and activities focused on efficiency, quality, and quantity of resources.

There are three levels of activation:

- Level I: Full-Scale Activation.
- Level II: Limited Activation.
- Level III: Daily Operations/Monitoring

The table below concisely depicts and summarizes the levels of emergencies or disasters and the corresponding [Town/City/Municipality] Emergency Management EOC operational level.

[Town/City/Municipality] uses a staggered activation of the EOC to facilitate emergency response. **Table 4** defines four levels of activation.

Table 4: Activation Levels

Level	Description	Emergency Management Actions
I: Full	Widespread threats to public safety; large-scale County, State, and Federal response anticipated.	24/7 staffing of command, general staff, and ESF agencies as needed for event/incident coordination, determined by operational needs.
II: Limited	Incidents that overwhelm local response capability, requiring County assistance.	Extended staffing with selected command, general staff, and ESF agency representation as needed.
III: Monitoring Emergency Management staff monitors situations 24/7	Monitoring and assessment of incidents. Emergency incidents for which local response capabilities are likely adequate.	[Town/City/Municipality] Emergency Management provides full time EOC staff and on-call EOC staff (after hours and weekends) to monitor 24/7 and, if needed, elevate the activation level.

LEVEL I – FULL-SCALE ACTIVATION

In a full-scale activation, all primary and support ESF agencies under the [Town/City/Municipality] plan are notified. [Town/City/Municipality] Emergency Management staff and all primary ESFs will report to the [Town/City/Municipality] EOC. When an event warrants a Level I activation, the EOC will be activated on a 24-hour, 7-day schedule due to the severity of the event or an imminent threat. All staff and all ESFs are activated and will be contacted to provide representatives at the EOC. ICS is implemented, and all sections and branches are activated; the EOC Planning Section initiates the incident support planning process to establish operational objectives and priorities. It is expected at this level of activation that response and recovery operations will last for an extended period. As [Town/City/Municipality] resources are exhausted, the state DEM will be contacted for assistance, and the State will then notify FEMA of the response operations and status of needs.

LEVEL II – LIMITED ACTIVATION

Level II is limited agency activation. Coordinators of primary ESFs that are affected will be notified by [Town/City/Municipality] Emergency Management staff to report to the EOC. All other ESFs are alerted and put on standby. All agencies involved in the response will be requested to provide a representative to the [Town/City/Municipality] EOC. Some ESFs may be activated to support response/recovery operations. Emergency Management staff will report to the EOC as well as the local agencies involved in the response and recovery. This level can warrant a 24-hour schedule. The ICS system is activated, and all sections and branches are activated as required.

LEVEL III – MONITORING

Level III is typically a monitoring phase in which jurisdictional response agencies oversee events. [Town/City/Municipality] duty officers monitor and follow up on situations, threats, or events and report to the EOC as needed to assess the situation and escalate the activation level when necessary.

Notification will be made to local agencies and ESFs who would need to take action as part of their everyday responsibilities. This level typically involves observation, verification of appropriate action, and follow-up by [Town/City/Municipality]

Emergency Management staff. Most events can be resolved in a small amount of time using lesser amounts of resources. The day-to-day operations are typically not altered, and the management structure stays the same. Emergency Management on-call duty officers apprised of the event evaluate the situation and, if conditions warrant, appropriate individuals and agencies are alerted and advised of the situation and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the event, the duty officers verify the completion of the actions taken and document the incident. Incident action planning is not necessary, although it may be necessary to provide briefings or meetings for response or mitigation efforts for the event.

ICS FORMS

In the event of an incident progressing beyond normal day-to-day operations or elevation in the EOC activation, an Incident Support Plan (ISP) should be prepared in accordance with [Town/City/Municipality] procedures for utilizing ICS forms and the ICS Incident Support Plan format. This ISP should be created as the transition is made from initial response to operational periods and incident support objectives are established. The initial EOC incident response activities should be documented on an ICS 201 form.

Virtual Emergency Operations Center (VEOC)

EOCs are more than the traditional physical facilities that house them. The ability to develop a common operating picture and perform emergency management depends on the ability to staff the EOC with properly trained personnel and decision-makers. Team member responsibilities do not change if they are operating out of a physical EOC or a VEOC.

A VEOC takes the people and processes of a physical EOC and moves it into an online format through a variety of technology and tools, such as WebEOC and Microsoft Teams. An EOC is virtual when participants can share information, maintain a common operating picture, make decisions, and deploy resources without being physically present in the EOC. A VEOC may be established when EOC activation is

required while key personnel are dispersed across geographical areas, or when conditions prohibit the ability to operate out of the physical EOC.

Emergency Support Functions

The EOC is organized in a model based on the Incident Command System (ICS) structure, which provides EOC staff with a standardized operational structure and common terminology. The [Town/City/Municipality] utilizes Emergency Support Functions (ESF) based on national guidance and in alignment with the practices of federal, state and regional jurisdictions to help further organize incident preparedness, response, and recovery. ESFs are composed of local agencies and voluntary organizations that are grouped according to their skill sets and areas of expertise to provide needed assistance.

There are 15 ESF's aligned with the broader categories of assistance and "functions" that may be needed in an emergency. When activated, ESF's will serve under an ICS section designated within the EOC organizational structure. ESFs, in coordination with [Town/City/Municipality] Emergency Management, are the primary mechanism for providing response and recovery assistance to local governments through all disaster levels. See Error! Reference source not found. for a summary of all ESFs and the services each provides.

- [Town/City/Municipality] agencies and organizations have been designated as primary and support agencies for each ESF according to authority, resources and capability to coordinate emergency efforts in the field of each specific ESF.
- Primary agencies, with assistance from one or more support agencies, are responsible for coordinating the activities of the ESF, providing updates for situational awareness, and ensuring that tasks assigned to the ESF by [Town/City/Municipality] Emergency Management are completed successfully.
- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency event. However, regardless of circumstance, the ESFs will coordinate within the EOC in executing and accomplishing their missions.

Table 5: Emergency Support Functions Overview

ESF	Responsible Division	Scope
• ESF #1 - Transportation	• Public Works • Engineering	• Transportation Safety. • Restoration/recovery of transportation infrastructure. • Movement restrictions Damage and impact assessment.
• ESF #2 - Communications	• Information Services • [Town/City/Municipality] Dispatch	• Coordination with telecommunications and information technology industries. • Restoration and repair of telecommunications infrastructure. • Protection, restoration, and sustainment of [Town/City/Municipality] cyber and information technology resources. • Oversight of communications within the [Town/City/Municipality] incident management and response structures.
• ESF #3 - Public Works/Engineering	• Public Works Operations • Public Works • Engineering • Public Works Cities and Towns • Twin Creeks and Jordanelle SSD's • Heber Valley Special Service Dist. (Sewer)	• Infrastructure protection and emergency repair. • Infrastructure restoration. • Engineering services and construction management. • Emergency contracting support for lifesaving and life-sustaining services.

ESF	Responsible Division	Scope
• ESF #4 - Firefighting	• Wasatch Fire District	• Coordination of Wasatch Fire District activities. • Support to wildland, rural, and urban firefighting operations.
• ESF #5 – Emergency Management	• Emergency Management	• Coordination of incident management and response efforts. • Issuance of mission assignments. • Resources and human capital. • Incident action planning financial management.
• ESF #6 - Mass Care, Emergency Assistance, Housing, Human Services	• Red Cross • Evacuation Facility Personnel • Health Department • Housing Authority • Volunteers	• Mass care. • Emergency assistance Disaster Housing Human Services.
• ESF #7 - Logistics Management and Resource Support	• Emergency Management Director • Law Enforcement • Fire • IT Department • Senior Citizens Food Service	• Comprehensive [Town/City/Municipality] incident logistics planning, management, and sustainment capability. • Resource support (facility space, office equipment and supplies, contracting services, nutrition assistance, correctional facility, etc.).
• ESF #8 – Public Health & Medical Services	• [Town/City/Municipality] Health Department • Heber Valley Medical Center	• Public Health. • Food Safety and Security. • Medical. • Mental health services. • Mass fatality management.

ESF	Responsible Division	Scope
	• Wasatch Mental Health • Wasatch Fire District	
• ESF #9 - Search and Rescue	• Wasatch Fire District • Law Enforcement • EMS	• Lifesaving assistance. • Search and rescue operations.
• ESF #10 – Oil and Hazardous Materials Response	• Wasatch Fire District • Health Department • Law Enforcement • Emergency Management	• Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental short- and long-term cleanup.
• ESF #11 - Animal Services, Agriculture and Natural Resources	• Heber City Animal Control • Law Enforcement • Division of Natural Resources	• Animal and plant disease and pest response. • Safety and well-being of household pets and livestock. • Natural Resources.
• ESF #12 - Energy	• Heber Light & Power • Rocky Mountain Power • Enbridge • Questar Pipeline Gas • Chevron • [Town/City/Municipality] Building Maintenance	• Energy infrastructure assessment, repair, and restoration. • Energy industry utility coordination. • Energy forecast.
• ESF #13 - Public Safety – Law Enforcement and Security	• Sheriff • Heber City Police Department • Utah Highway Patrol	• Facility and resource security. • Security planning and technical resource assistance.

ESF	Responsible Division	Scope
	• State Park Rangers	• Public Safety – Law Enforcement and Security Support. • Support to access, traffic, and crowd control.
• ESF #14 - Long Term Community Recovery	• Emergency Management • Planning & Development • Public Works Department • Human Resources	• Social and economic community impact assessment. • Long-term community recovery assistance to local governments and the private sector. • Analysis and review of the mitigation program. • Implementation of Historic property protection and restoration of Cultural Resources.
• ESF #15 - External Affairs	• PIO's (Public Information Officers)	• Emergency public information and protective action guidance. • Media and community relations.

EOC Coordination

[Town/City/Municipality] Emergency Management is responsible for emergency operations and coordination before, during, and after an event. Resource management and policy coordination take place in the EOC.

[Town/City/Municipality]'s response to and recovery from an emergency and/or pending disaster is conducted through the [Town/City/Municipality] Emergency Management Organization.

ESFs are grouped by the types of assistance provided. Each ESF is led by a primary agency or agencies and is supported by other [Town/City/Municipality] agencies and volunteer organizations.

The principles of this CEMP conform to the National Incident Management System (NIMS), which provides a core set of common concepts, principles, terminology, and

technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex scenarios that will benefit from additional coordination and support.

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

THE EOC UTILIZES ICS TO MANAGE ESF COORDINATION

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. Local and [Town/City/Municipality] agencies and responders may have various roles and responsibilities throughout an emergency. Therefore, the local command structure established to support response and recovery efforts must maintain significant flexibility in order to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. It is imperative to develop and maintain depth within the command structure and response community.

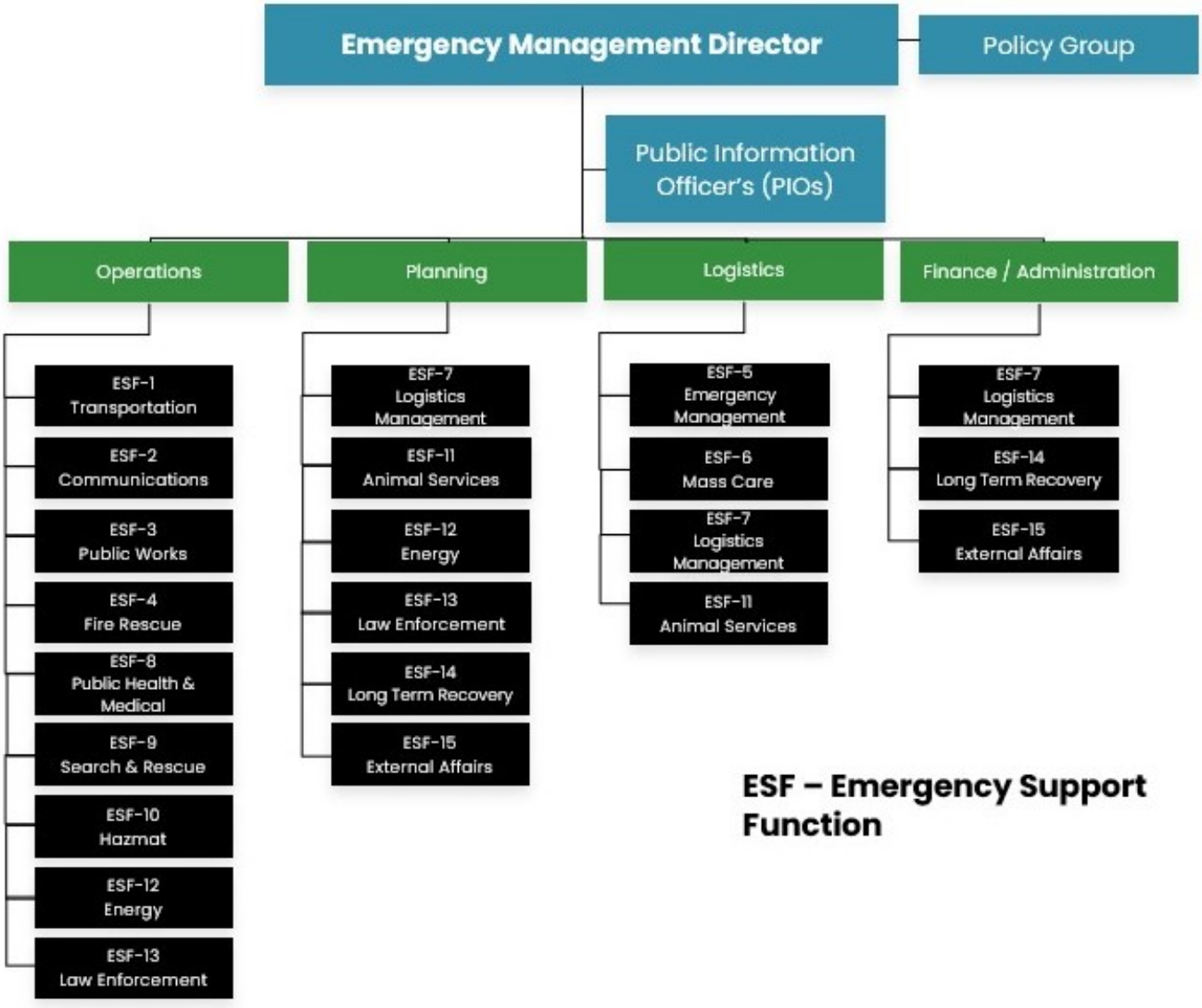
Staffing the EOC

Along with determining EOC activation, the appointed authority also determines which EOC branches and ESFs are activated or deactivated depending on the emergency or disaster's scope.

- **Branches:** EOCs are organized into branches, each responsible for specific functions. These branches align with the NIMS.
    - **Planning:** Develops and maintains IAPs.
    - **Finance:** Manages financial matters related to the incident.
    - **Logistics:** Manages resources, supplies, and facilities.
    - **Operations:** Coordinates field response activities.
- **ESF:** Groupings of similar organizations and agencies to support section and branch-specific operations.

Figure 7 below provides an overview of a typical EOC structure, including branches and ESFs.

Figure 7: EOC Organization



Activating Emergency Support Functions

The [Town/City/Municipality] EM determines which ESFs to activate within the EOC sections depending on the incident's scope and needs. **Table 5** describes each ESF, its scope, and the [Town/City/Municipality] divisions and agencies that manage it.

Notify Personnel of Activation

Emergency Management monitors local emergencies and assists as required. Notifications of reportable events are made to the appropriate agencies and are conducted in accordance with the [Town/City/Municipality] CEMP. Once the [Town/City/Municipality] EM has decided to activate EOC sections or ESFs, the EM notifies [Town/City/Municipality] staff and supporting organizations of their activation and expected next steps. The following are activities to support response activities.

- All departments, agencies, and organizations involved in implementing the CEMP will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and implement instructions for preparedness, response, and recovery activities.
- All organizations are responsible for the development and maintenance of their own internal operating and notification procedures.
- All responding organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and alerting those who are absent due to other duties or assignments.
- Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed.
- Unless directed otherwise, the release of information to the public or media will be handled through the [Town/City/Municipality]'s joint information system, using the concepts outlined in Emergency Support Function (ESF) #15 - External Affairs.
- Personnel designated to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.
- At the EOC, organizational and agency representatives will:
    - Report to EOC check-in immediately upon arrival for an update on the situation and to confirm table/telephone assignments.
    - Provide name, agency, and contact information on the EOC staffing chart.
    - Ensure adequate 24/7 staffing for long-term EOC activations.
    - Ensure that their departments/agencies are kept constantly informed of the situation, including major developments, decisions, and requirements.
    - Maintain coordination with other appropriate organizations/agencies.

    - Thoroughly brief incoming relief personnel and inform the EOC-appropriate section chief of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.
- The safety of both the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety prior to any implementing decision, and safety will be constantly monitored during the operation itself.

Response Actions

Response begins immediately after an incident occurs or is identified. Response operations often start at the municipal level and then expand to County, State, and federal support as the needs of the incident exceed capabilities. In compliance with Homeland Security Presidential Directive 5, municipal, special service district, County, State, and responding federal entities utilize NIMS as the coordination structure to facilitate command and control during response operations. An effective response depends on proper incident evaluation, rapid interagency coordination, and efficient utilization of available resources.

Response operations consist of immediate actions that save lives and prevent further property damage, such as fire suppression, food distribution, and communicating emergency public information. Municipal, County, and State agencies are responsible for executing these actions to limit the incident's impact on the affected community.

Emergency/Disaster Declaration

When required, [Town/City/Municipality] will declare a local state of emergency. The disaster declaration process is a critical step for the [Town/City/Municipality] to access State and federal support and assistance. This section provides an overview of how emergency declarations at the municipal and *County* levels are escalated to the State and federal governments.

Declaring a Local State of Emergency

The EOC will serve as the [Town/City/Municipality]'s coordination center for all disaster response operations. An event may start small and escalate quickly, or a major event

may occur at any time. The following is an example of steps leading to a [Town/City/Municipality] disaster declaration. As soon as an incident occurs, [Town/City/Municipality] Emergency Management begins monitoring the situation; activates it to the appropriate level and staffs the EOC accordingly. The affected jurisdiction notifies [Town/City/Municipality] Emergency Management of the incident and requests assistance. An initial assessment of damages is provided if available. [Town/City/Municipality] Emergency Management will:

- Make assistance available as necessary.
- When conditions warrant, assist the [Town/City/Municipality] Manager in declaring that a local state of emergency exists. (The Manager has the authority to declare an emergency and is charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless the [Town/City/Municipality] Council ratifies it.) A [Town/City/Municipality] council member and/or the [Town/City/Municipality] may make a declaration of an emergency or disaster strictly in accordance with local ordinances, state statutes, or federal law.
- Request damage assessment updates from the affected areas at regular intervals to the [Town/City/Municipality] EOC to affix costs to the declaration.
- [Town/City/Municipality] agencies may respond with available resources to assist in response, recovery, and mitigation efforts as specific requests are received.

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

- Amount and type of damage (number of homes destroyed or with major damage).
- Impact on the infrastructure of affected areas or critical facilities.
- Imminent threats to public health and safety.
- Impacts on essential government services and functions.
- Unique capability of the Federal government.
- Dispersion or concentration of damage.

- Level of insurance coverage in place for homeowners and public facilities.
- Assistance available from other sources (federal, state, local, and voluntary organizations).
- State and local resource commitments from previous, undeclared events.
- Frequency of disaster events over a recent time.

The very nature of disasters, their unique circumstances, the unexpected timing, and varied impacts preclude a complete listing of factors considered when evaluating disaster declaration requests. However, the above lists most primary considerations.

Local Government Resources

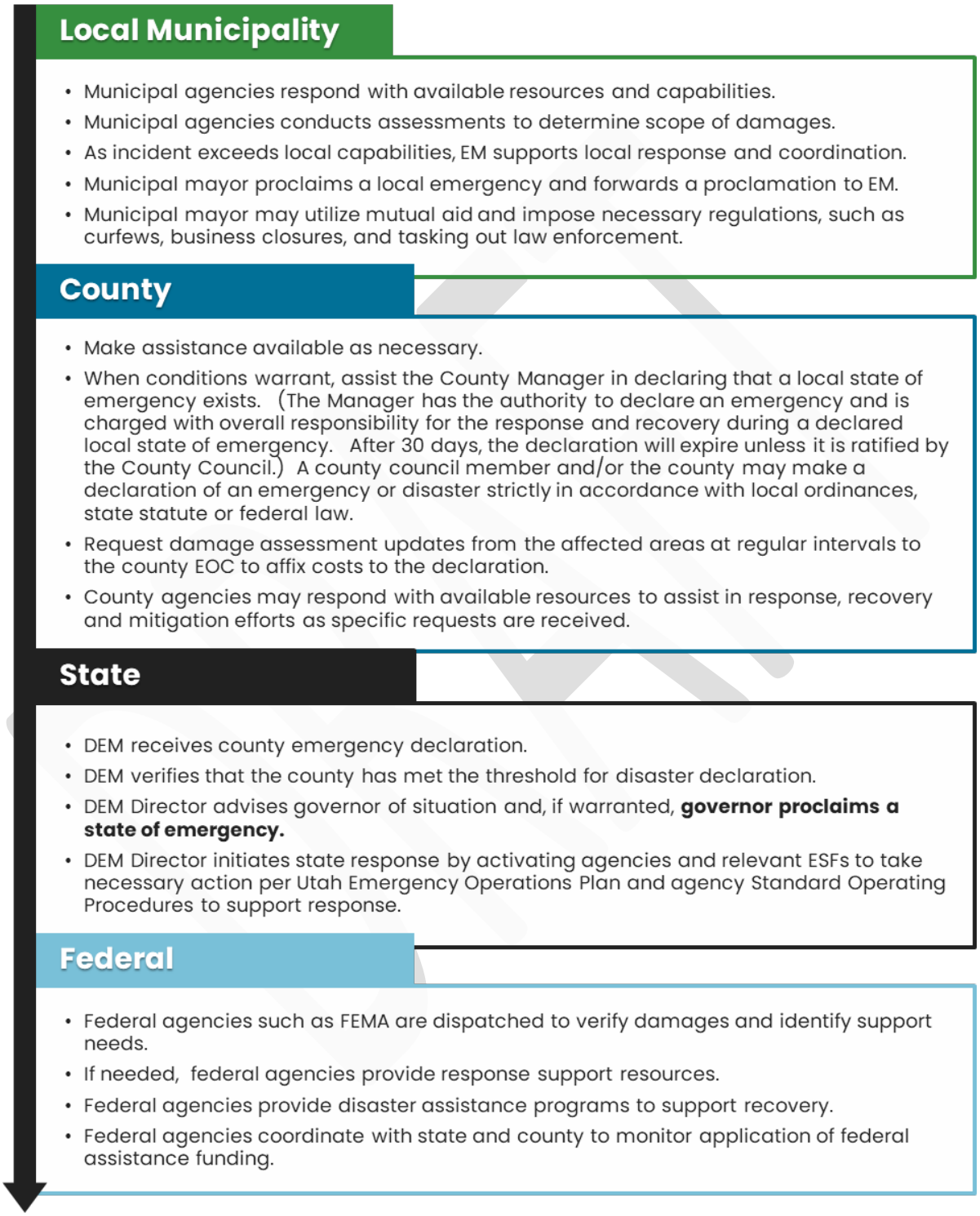
Local governments shall use their resources first in an emergency or disaster situation and may call for assistance from County Emergency Management during events that overwhelm or threaten to overwhelm their own response and recovery resources.

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

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

When required, the [Town/City/Municipality]'s declaration will take into account the primary factors required by FEMA for their declaration process.

Figure 8: Disaster Declaration Process



Emergency Warning

The [Town/City/Municipality] Sheriff's Office Dispatch Center dispatch [Town/City/Municipality]'s response agencies. The [Town/City/Municipality] Sheriff's Office Dispatch is the 24/7 Law Enforcement, Wasatch Fire District, and Emergency Medical Service (EMS) Dispatch Center. [Town/City/Municipality] Sheriff's Office Dispatch is responsible for after-hours notification of the Emergency Management staff, responders, and the media if conditions warrant. The [Town/City/Municipality] manager, emergency management staff, fire chief officers, or Law Enforcement Level personnel may request notifications and warnings take place if conditions warrant. Conditions to be considered include threat to life and property and safety of the responders. The Dispatch Center is equipped with an emergency generator, computers, and uninterrupted power supplies.

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:

- Operability - The ability of emergency responders to establish and sustain communications in support of the operation.
- 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.
- Continuity of Communications - The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

COMMON OPERATING PICTURE

The use of integrated systems for communication, information management, intelligence, and information sharing establishes and maintains a common operating picture. This allows data to be continuously updated during an incident and provides a common framework that covers the incident life cycle across jurisdictions and disciplines.

One of the systems available to the [Town/City/Municipality] is the ArcGIS Hub for Emergency Management Operations, found here: https://emergency-management-operations-wasatch.hub.arcgis.com/. This tool enhances the common operating picture by providing a centralized platform for data sharing, situational awareness, and collaborative planning. This tool integrates real-time information from multiple sources, including weather updates, resource availability, and incident reports, allowing Emergency Management personnel to make informed decisions quickly. By leveraging GIS technology, the platform visualizes critical data on interactive maps, facilitating a clear understanding of incident locations, resource distribution, and potential impacts. This comprehensive view supports effective coordination among agencies, ensuring a unified response to emergencies and optimizing resource allocation for better outcomes.

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

- Allow incident managers at all levels to make effective, consistent decisions.
- Ensure consistency at all levels of incident management.

Critical aspects of local incident management are as follows:

- Effective communications
- Information management
- Information and intelligence sharing

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

- Formulate and disseminate indications and warnings.
- Formulate, execute, and communicate operational decisions.

- Prepare for potential requirements and requests supporting incident management activities.
- Develop and maintain overall awareness and understanding of an incident within and across jurisdictions.

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

- Indications and warnings
- Incident notifications
- Public communications

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

The types of communication used in an incident or event will vary depending on its complexity and consist of both internal and external methods. They may cross a broad spectrum of methods, such as the following, represented in **Table 6.**

Table 6: Warning, Notification, and Status Update Channels

Internal Communications	External Communications
• Landline	• Landline
• Cellular phone	• Fax
• Texting	• Cellular phone
• Paging/notification	• Text
• 800 MHZ	• 800 MHZ
• Internet/WebEOC/ESponder	• Internet/WebEOC
• Amateur Radio Emergency Service (ARES)	• Joint Information System/Joint Information Center
	• Emergency activation system
	• Everbridge Notification System

Internal Communications	External Communications
	• Press releases
	• News media

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

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

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

These actions include the following:

- Mobilization or pre-deployment of resources
- Strategic planning by:
    - Preparedness organizations
    - Multiagency coordination entities
    - Agency executives
    - Jurisdictional authorities
    - EOC personnel

Taking Protective Actions

Some emergencies or disasters may require the [Town/City/Municipality] to implement protective actions such as evacuations and sheltering. The implementation of these protective actions is based on the scope, size, and impacts of the incident, as well as information from responding agencies and organizations.

Table 7 provides an overview of protective actions and expected operations.

Table 7: Protective Actions Overview

Protective Action	Operations

Evacuation	• Ensuring residents are aware of evacuation orders.
	• Moving affected residents who are unable to evacuate themselves.
	• Identifying, activating, and procuring transportation resources, including routes to support evacuations.
	• Activating and operating reception centers as temporary collection and accountability facilities.
	• Maintaining and executing evacuation planning for facilities and locations such as:
	  ○ Residential healthcare facilities.
	  ○ Schools.
	  ○ Businesses.
	  ○ Mobile home parks.
	• Evacuating vulnerable populations, including but not limited to:
	  ○ Medical patients.
	  ○ Long-term care facility residents.
	  ○ Individuals housed in prisons or jails.
	  ○ Residents in other housing facilities (e.g., group homes).

Sheltering	• Review shelter availability and procedures to ensure that basic procedures are in place for rapid procurement of services, equipment, and supplies. • When the [Town/City/Municipality] requires shelter facilities, ESF #6 will be notified to coordinate sheltering operations. • Identifying shelters. • Coordinating shelter staffing and operations. • Supporting mass care. • Identifying considerations for pet-friendly shelters.

Performing Preliminary Damage Assessments

[Town/City/Municipality] utilizes the ESRI damage assessment tool to facilitate the gathering of crucial data from both responders and the public. Preliminary damage assessment reports are essential for the governor's decision to declare a state of emergency and request federal disaster assistance. These assessments are conducted during the response effort to identify necessary repairs, impacts on critical infrastructure, and immediate safety needs. By integrating the ESRI tool, responders can efficiently collect and report data on the scope of damages, affected populations, and resource requirements. This information aids in prioritizing facilities that need immediate attention and helps ensure a coordinated and effective disaster response.

These damage assessments are conducted during response efforts 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.

Table 8 provides an overview of the preliminary damage assessment conducted during response operations, including who may conduct them and the types of information collected.

Table 8: Preliminary Damage Assessment Overview

Preliminary Damage Assessment	
Time Conducted	• Immediately after a disaster occurs.
Purpose	• Determine the width and breadth of damage in the initial phase to quantify damage.

	• Determine impacts on critical facilities to identify the immediate and life safety needs. • Findings can be leveraged and used to assist with disaster declarations.
Conducted By:	• Federal Emergency Management Agency (FEMA). • State Emergency Management Agency. • County and local officials. • U.S. Small Business Administration.
Information Collected	• Estimated costs of damage. • Type of facility damaged. • Location of the damaged facility. • Pictures of damage.
Facilities Will be Prioritized According to:	• Life Safety. • Property Preservation . • Environmental Preservation.

Resources Management

The [Town/City/Municipality] CEMP assigns Primary and support agencies for 15 functional areas of disaster response. Each agency assigned to an ESF is responsible for mobilizing existing personnel, equipment, materials, supplies, and other resources under their control.

When agencies require additional resources, they are referred to ESF #7—Logistics Management and Resource Support in the [Town/City/Municipality] EOC. ESF #7 is tasked with identifying the most appropriate and economical method of meeting the resource request.

There are four basic methods of meeting a resource request as follows:

1. Local forces are those resources under the direct control of the [Town/City/Municipality] EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
2. The [Town/City/Municipality] EOC can request mutual aid to augment local forces during a locally declared state of emergency. All requests for mutual aid must follow the procedures established by the state DEM under this agreement.
3. State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. This response is anticipated to occur early in the disaster for short periods.
4. All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Clerk/Auditor's office in a timely fashion. The Clerk/Auditor will ensure all documentation is complete, recorded on the appropriate forms, and proper in all respects. If the [Town/City/Municipality] disaster was federally declared, the Clerk/Auditor will submit for reimbursement. If the [Town/City/Municipality] disaster was not declared, the documentation will serve as a recorded history of activity with expenditures ESF procurements, and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Finance Director's office in a timely fashion. The Finance Director will ensure all documentation is complete, recorded on the appropriate forms, and proper in all respects. If the disaster was federally declared the Finance Director will submit for reimbursement. If the disaster is not declared, the documentation will serve as a recorded history of activity with expenditures.

Mutual Aid Requests

If [Town/City/Municipality] resources are overwhelmed and become inadequate to cope with an emergency, the [Town/City/Municipality] will request mutual aid or state assistance. Wasatch County participates in the Statewide Mutual Aid Act. All requests for mutual aid and State/Federal assistance will be coordinated by the [Town/City/Municipality] EOC and forwarded to the Utah State EOC. The State liaison

will assist the [Town/City/Municipality] with appropriate procedures to accomplish these efforts.

[Town/City/Municipality] has entered into the Statewide Mutual Aid Act, 53-2-501, for Catastrophic Disaster Response and Recovery and has MOUs with Public Works and the Fire Department.

Coordination with Local, State, and Federal Agencies

To effectively implement activation, response, recovery, and preparedness actions, the [Town/City/Municipality] 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 9** below provides a general overview of how different agencies and entities are involved as an incident becomes more complex.

Figure 9: Incident Complexity

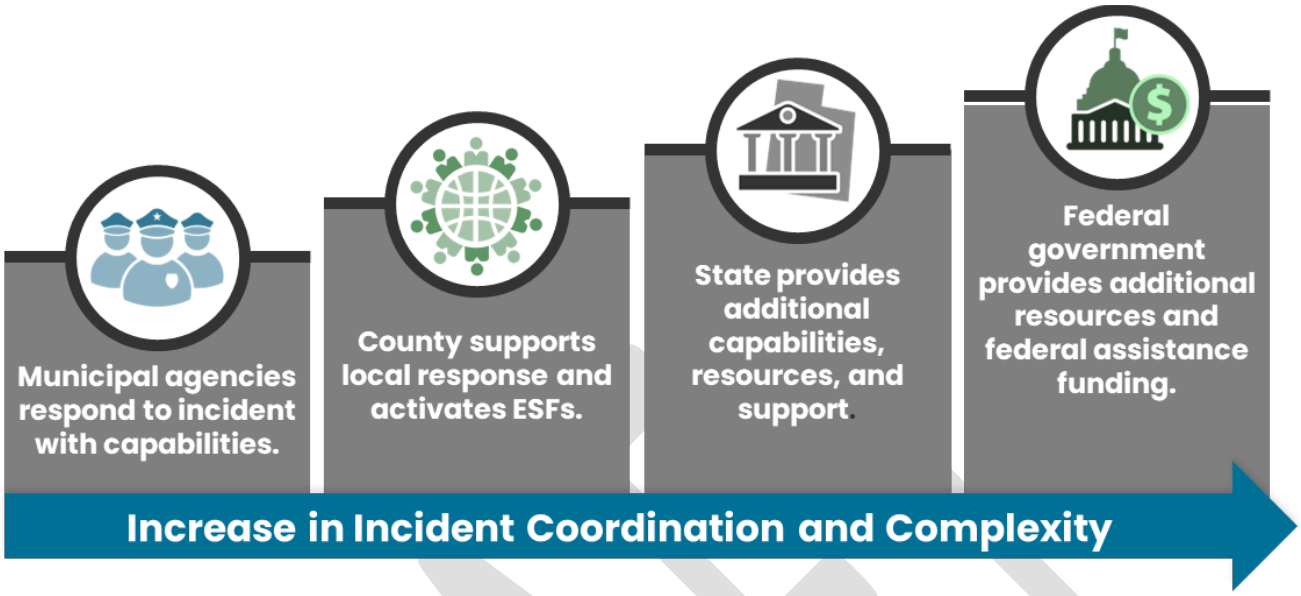


Table 9 describes the major responsibilities related to coordination during emergency and disaster response and recovery operations.

Table 9: Coordination Roles and Responsibilities

Entity	Coordination Roles and Responsibilities
Municipalities	• Respond to incidents 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 EOCs to provide timely, accurate, and regular assessments and coordination support. • Declare a local emergency if warranted.
County	• Activate EOC to support response and recovery coordination. • Notify EM of the incident and request support as needed. • Create County disaster declaration as needed.

Entity	Coordination Roles and Responsibilities
	• Coordinate with EM to request State or 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 EM liaison to support communication and coordinate between the EOC and EM. • Coordinate support from State of Utah agencies, other counties, and inter-state mutual Aid through the Emergency Management Assistance Compact (EMAC). • Support County and State disaster declarations as needed. • Coordinate federal assistance.
Federal Government	• Provide response support and resources if the State of Utah's capabilities are insufficient to respond and recover from the incident. • Provide federal assistance to help the County 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.

Emergency Management Assistance Compact

When necessary, County Emergency Management will initiate requests for assistance from the state government through the DEM. DEM may initiate requests for assistance

from the federal government through the Federal Emergency Management Agency (FEMA) and other states through the Emergency Management Assistance Compact (EMAC). EMAC is 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.

Access and Functional Needs Support

The [Town/City/Municipality] recognizes the need for additional care and services for those with Access and Functional Needs during incident response and recovery. To this end, the [Town/City/Municipality] has curated and currently follows a mental health program.

Behavioral Health

Behavioral health refers to the mental health and well-being of individuals. Treatment of mental illnesses and conditions requires access to the appropriate resources and facilities. Access to mental health resources requires a coordinated system of care with a variety of inpatient, outpatient, residential, and peer support services, crisis stabilization, recovery treatment facilities, and telehealth access to comprehensively address behavioral health care needs.

[Town/City/Municipality] Emergency Management coordinates with Wasatch Behavioral Health to meet the needs of the community through various services including:

- Inpatient Services
- Residential Care
- Outpatient Care
- 24-Hour Crisis Care
- Medication Management
- Psychoeducation & Psychosocial Rehabilitation
- Case Management
- Peer Support Services

- Consultation & Education Services
- Services to Incarcerated Individuals
- Substance Use Disorder Services

More information on available services can be found in the Wasatch Behavioral Health Wasatch County Family Clinic (WCFC) Service Summary.

Continuity of Government

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

Community Lifelines

FEMA created the Community Lifelines to highlight impacts on essential community services and identify the root causes of those impacts. These lifelines allow responders to identify where there is a breakdown in services while reporting on impacts and streamlining efforts to stabilize the services that have been affected. By implementing this structure into response activities, experts are assigned the responsibility of managing specific systems in emergencies that are interdependent and vulnerable to failures. This level of coordination encourages engagement with the private sector partners in both response and preparedness activities. The seven lifelines FEMA has identified as critical include:

- Safety and Security
- Food, Water, Shelter
- Health and Medical
- Energy
- Communications

- Transportation
- Hazardous Material

Each lifeline contains components and subcomponents defining the critical elements of a community and can be found in Table 10 on the following page. The use of lifelines can benefit both small- and large-scale incidents. At its core, the Community Lifeline framework develops deeper collaboration amongst response partners. While the lifelines are used to assess the impacts of an incident during the response phase, they are also capable of supporting activities in all phases of emergency management. Incidents can point out vulnerabilities in essential services allowing supporting partners to develop mitigation and preparedness procedures, lessening future impacts. After an incident has occurred, the assessment tools can help emergency managers prioritize recovery efforts, ensuring communities return to pre-incident operations.

Community Lifelines and Components

Below are the lifelines that FEMA has identified as a community's most fundamental and critical services. Each lifeline includes components and subcomponents, further outlining the services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

Table 10: Coordination Roles and Responsibilities

Safety and Security	Food, Water, Shelter	Health and Medical	Energy	Communications	Transportation	Hazardous Material
Law Enforcement/ Security • Police Stations • Law Enforcement • Site Security • Correctional Facilities	**Food** • Commercial Food Distribution • Commercial Food Supply Chain • Food Distribution Programs (e.g., Food Banks)	**Medical Care** • Hospitals • Dialysis • Pharmacies • Long Term Care Facilities • VA Health System • Veterinary Services • Home Care	**Power Grid** • Generation Systems • Transmission System • Distribution Systems	**Infrastructure** • Wireless • Cable Systems and Wireline • Broadcast (TV and Radio) • Satellite • Data Centers/ Internet	**Highways/ Roadway/ Motor Vehicle** • Roads • Bridges	**Facilities** • Oil/ HAZMAT Facilities (e.g., chemical, nuclear) • Oil/ HAZMAT/ Toxic Incidents from Facilities
Fire Service • Fire Stations • Firefighting Resources	**Water** • Drinking Water Utilities (intake, treatment, storage, and distribution) • Wastewater Systems • Commercial Water Supply chain	**Patient Movement** • Emergency Medical Services	**Fuel** • Refineries/ Fuel Procession • Fuel Storage • Pipelines • Fuel Distribution (e.g., gas stations, fuel points) • Off-shore Oil Platforms	**Alerts, Warnings, and Messages** • Local Alert/ Warning Ability • Access to IPAWS (WEA, EAS, NWR) • NAWAS Terminals	**Mass Transit** • Bus • Rail • Ferry	**HAZMAT, Pollutants, Contaminants** • Oil/ HAZMAT/ Toxic Incidents from Non-Fixed Facilities • Radiological or Nuclear Incidents
Search and Rescue • Local Search and Rescue		**Fatality Management** • Mortuary and Post Mortuary Services		**911 and Dispatch** • Public Safety Answering Points • Dispatch	**Railway** • Freight • Passenger	
Government Service • Emergency Operations Center • Essential Government Functions • Government Offices • Schools • Public Records • Historical/Cultural Resources	**Shelter** • Housing (e.g., homes, shelters) • Commercial Facilities (e.g., hotels)	**Public Health** • Epidemiological Surveillance • Laboratory • Clinical Guidance • Assessment/ Interventions/ Treatments • Human Services • Behavioral Health		**Responder Communications** • LMR Networks	**Aviation** • Commercial (e.g., cargo/ passenger) • General • Military	

Community Safety
• Flood Control
• Other Hazards
• Protective Actions
	Agriculture
	• Animals and Agriculture
		Medical Supply Chain
		• Blood/ Blood Products
		• Manufacturing
		  ○ Pharmaceutical
		  ○ Device
		  ○ Medical Gases
		• Distribution
		• Critical Clinical Research
		• Sterilization
		• Raw Materials
				Finance
				• Banking Services
				• Electronic Payment Processing
					Maritime
					• Waterways
					• Ports and Port Facilities	

SAFETY AND SECURITY

Immediately following disaster impacts, emergency managers work to mitigate all threats to life and safety among survivors. This typically includes dispatching all partners in first response and can warrant the deployment of specialized teams like search and rescue to assist all affected survivors.

FOOD, WATER, SHELTER

Once life safety concerns have been depleted, communities need to ensure wraparound services are available to support displaced survivors. The Food, Water, and Shelter Lifeline ensures that all survivors, their pets, and service animals have access to safe and sanitary resources that sustain basic levels of immediate needs.

Depending on the nature of the disruption, these services require the combined efforts of different community partners in [Town/City/Municipality].

HEALTH AND MEDICAL

Health and Medical services are critical to the success of response and recovery. In the aftermath of a disaster, survivors, their pets, and service animals need access to required medical and veterinary care. Health and Medical partners can prepare to assist by ensuring the [Town/City/Municipality] medical systems are capable of managing patient movement, public health services are available to all survivors, fatality management support is sufficient and able to mobilize quickly, and medical supply chains are ready to allocate adequate medical supplies to medical care providers.

ENERGY

It is necessary to support both immediate and long-term energy needs in disaster response. Energy services provide generators to critical facilities and fuel for first responders and survivors including supplying to those dependent on power for life-sustaining medical care. When working to stabilize this lifeline, [Town/City/Municipality] should call on the county and private sector public works/utility entities for successful restoration.

COMMUNICATIONS

Access to stable commercial communications systems is critical to survivors in need of life-saving emergency services. It is also important to ensure that land mobile radio communication networks are operational, public safety answering points are available to the public, and that survivors have access to financial services.

TRANSPORTATION

Transportation infrastructure is often impacted by disasters requiring debris removal or access to areas by alternate means. This lifeline covers multimodal routes, including air, rail, road, and port accessibility to survivors and responders.

HAZARDOUS MATERIAL

To avoid the compounding impacts of a disaster on communities, partners responsible for the Hazardous Material lifeline should ensure that all contaminated areas are identified and secured before, during, and after an incident occurs.

Community Lifeline Responsibilities

The Community Lifelines do not replace ESFs but work as a framework that ESFs can use to evaluate incident impacts, report on critical community systems, and prioritize response activities within their specific scope. ESFs may be responsible for supporting more than one lifeline, depending on the capabilities of the ESF.

ESF 5 serves as the lead coordinator amongst all the Community Lifelines and helps designate responsibilities. This mirrors the current role of ESF 5 in an EOC but may slightly shift the process. As the lifeline coordinator, ESF 5 should consider the following:

- Identify lifelines likely to be impacted during a disaster.
- Determine who is responsible for managing the reporting of those lifelines.
- Ensure ESF Leads are familiar with the lifeline assessment process.
- Establish a cadence in which ESFs should report on their respective lifelines.
- Manage incoming reports according to leadership preference.
- Provide comprehensive status updates through the chain of command as requested.

The crosswalk that follows identifies all ESFs that are capable of supporting the associated lifeline. The Primary or Lead ESF is emphasized with a large red marking among the supporting ESFs.

Table 11: Community Lifelines and ESF Crosswalk

Community Lifeline/ ESF Crosswalk	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Safety and Security				**S**				**S**		**S**			**P**		
Food, Water, Shelter						**P**	**S**							**S**	
Health and Medical								**P**	**S**						
Energy			**S**									**P**			
Communications		**P**			**S**										**S**
Transportation	**P**														
Hazardous Material				**S**						**P**					

Key: Primary (Lead) Agency = **P** / Support Agency = **S**

Community Lifeline Reporting

While reporting on the Community Lifelines requires engagement from all ESFs and response partners, ESF 5 is responsible for coordinating reporting activities. Situational awareness reports, impact assessments, and verbal communications amongst partners within public, private, and non-profit sectors inform the condition of each lifeline. ESF 5 works with the lead ESF of each lifeline to determine the scale of disruption to a lifeline and identify the lines of effort needed to stabilize those critical services. The lines of effort are the operationalization of response and recovery core capabilities maintained to support an incident. Stakeholders assigned to lifelines are responsible for reporting on the impacts of the associated components and subcomponents by providing ESF 5 with a Situation Report at a predetermined cadence specific to the incident. This level of coordination improves strategy and partnership among all response stakeholders.

ASSESSMENT

As an incident unfolds, emergency management personnel monitor the impacts on critical services in their communities. The lifelines serve as a great tool to characterize

the effects of an incident through reporting processes. To begin reporting on a specific lifeline, experts should conduct an assessment of the lifeline by determining the disruption, tracking the impacts, identifying steps toward stabilization, and identifying potential obstacles that may affect the timeline to reconstitution. Below is an example of a lifeline assessment that can help determine the breakdown in services of a particular lifeline.

Table 12: Community Lifeline Assessment

Categories	Description
Component	Identify the component.
Status *(What?)*	Summarize the root cause(s) of disruption to lifeline services.
Impacts *(So What?)*	Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is stabilized. Specify the impacted areas and population totals.
Actions *(Now What?)*	Describe the actions that are being taken to stabilize and re-establish the disrupted services. Summarize the most critical actions being taken across the Whole Community.
Limiting Factors *(What's the Gap?)*	Express issues that are preventing services from being stabilized or re-established. Such issues can stem from another lifeline / component, resource shortfall, management, policy, etc.
Estimated Time to Status Change and Reestablishment Requirements *(When?)*	Provide current component condition or an estimated timeframe for when a change in condition is expected.

STATUS OR CONDITION

After initial assessments of lifelines and their associated components, emergency managers can assign a status for brief indications of the condition for individual

lifelines. The status can be applied to the lifeline as a whole or to the individual components depending on the scale of the disaster and leadership discretion. This status provides emergency managers with context to prioritize response efforts and the ability to provide adjustable stabilization targets as needed.

FEMA uses the chart below as an example for what each status may indicate and can be applied to. The ability to adjust and update the conditions of a lifeline provides a better picture than a binary system of affected/not affected. Below you see different conditions regarding the same lifeline component throughout the response and recovery process. As lines of effort are operationalized and the lifeline is getting closer to restoration, the status/condition shifts towards green as well. The transitions in status' are conducted through continual assessments and reevaluations of response actions.

Table 13: Community Lifeline Status / Condition Example

Status/ Condition	Example
Grey	Assessment teams have been unable to establish status of water infrastructure.
Red	The community's drinking water is believed to be compromised and contaminated by flood waters. Plan to provide water to survivors not yet established.
Yellow	Bottled water mission identified and resourced, but transportation issues restricting delivery.
Green	Bottled water mission supporting survivor needs until water service re-established.
Blue	Blue does not indicate an operational status or condition; it is used for administrative purposes, such as presentations and briefings.

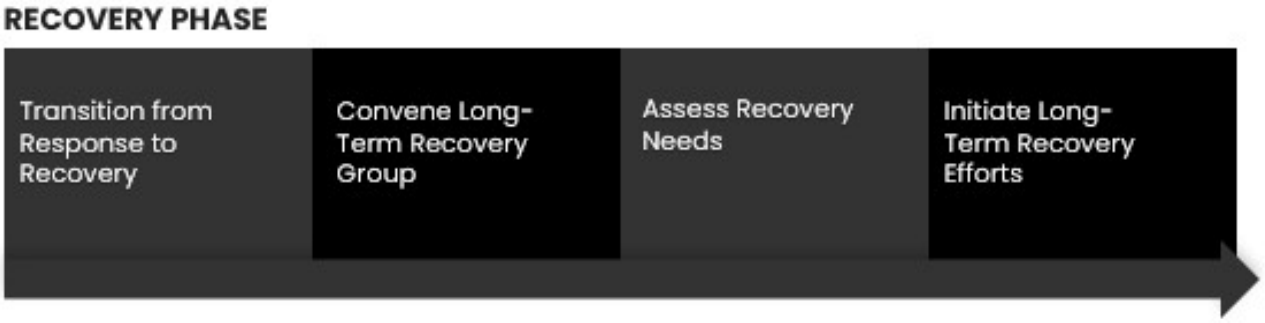
STABILIZATION

Once response efforts are coordinated and prioritized, response personnel can more accurately determine the timeline to lifeline stabilization. Lifeline stabilization also creates a window into viewing vulnerabilities of their specific components and

subcomponents. Assessing the vulnerabilities can enhance existing best practices, identify mitigation efforts, and reduce the time needed to restore critical community service the next time it is impacted.

Recovery Actions

This section provides an overview of the [Town/City/Municipality]'s recovery operations to return the community to pre-disaster conditions. After initial lifesaving and protection response operations have concluded, the [Town/City/Municipality] shifts to recovery operations. Depending on the circumstances of the incident, recovery may occur simultaneously with response and can extend for months or even years after a disaster, depending on the scale, impacts, and needs of the community.



Transition From Response to Recovery

The speed and process of the transition from response to recovery depend on the size and scope of recovery needs and the [Town/City/Municipality]'s capacity. The [Town/City/Municipality] determines how to mobilize recovery resources during or following response operations.

The following events or triggers can help facilitate the gradual transition to recovery operations:

- The hazard has subsided or been contained.
- Initial response efforts have plateaued or stabilized.
- Protective actions have been implemented if required.
- Injured persons or fatalities have been entered into the medical system.
- Initial damage assessments have been completed.

- Disaster impacts on the community are understood.
- Community Lifelines are stabilized.

Transition Considerations

The transition from response to recovery may not be clear. Some considerations as operations begin to shift include:

- Transition may occur at different rates throughout the [Town/City/Municipality]. Some communities may be functioning normally while others still lack essential services.
- Response and recovery functions may occur simultaneously, with staff sometimes supporting both, depending on their function. It is important to delineate responsibilities within functions to ensure recovery is not forgotten during early

Demobilize Response Resources

As the [Town/City/Municipality] shifts to recovery, various response operations may be demobilized from the EOC. Once demobilized, ESFs and EOC personnel go through the following demobilization process:

1. Return all provided equipment to owners and determine if any additional documentation is needed.
2. Clean workspace in EOC.
3. Provide any documentation, such as activity logs, to the EOC Planning Section Chief.
4. Participate in any after-action meetings or follow-up discussions to identify strengths, gaps, and areas for improvement during response and recovery operations.

Establish a Recovery Task Force

Establishing a Recovery Task Force (RTF) at the [Town/City/Municipality] level is essential for orchestrating a coordinated and effective recovery from challenges posed by disasters. Such a task force brings together diverse stakeholders, including government agencies, nonprofit organizations, businesses, and community representatives, to collaborate on recovery efforts. By pooling resources, expertise, and perspectives, the task force can develop comprehensive strategies, such as Recovery Support Functions (RSFs), to address the multifaceted needs of affected areas. This collaborative approach ensures that recovery efforts are well coordinated, responsive to community needs, and aligned with overarching goals for rebuilding and revitalization. Moreover, the RTF serves as a platform for fostering communication, sharing best practices, and mobilizing support from various sectors, thereby maximizing the impact of recovery initiatives.

Recovery Support Functions

RSFs encompass core recovery capabilities, including those not active in emergency response, to focus on community recovery needs. They are organized into six core functions and activated to identify and resolve recovery challenges. RSFs are used to supplement the recovery teams as recovery operations develop.

** Every disaster does not require every RSF, and some may not require any; it depends on the scale of the disaster.*

Additional State Assistance

Requests for assistance will be forwarded to the state DEM from the [Town/City/Municipality] EOC when local resources are exhausted or local capabilities are unable to meet the need. DEM can orchestrate and bring outside resources and materials to bear to meet the situation. The State of Utah can contact the federal government for assistance if it is unable to fulfill the request.

Additional Federal Assistance

Following a disaster declaration and initial damage assessment(s), the intent is to maximize the benefit from federal funds that an impacted community may be qualified to receive. These funds can help prevent delays in recovery and eliminate duplication of assistance at the municipal, county, State, and federal levels. The objective is to focus federal resources on the most pertinent recovery needs and to foster trust and communication between stakeholders at all levels.

Initiate Short- and Long-Term Recovery Efforts

The [Town/City/Municipality]'s Plan encompasses both short-term and long-term efforts to rebuild and revitalize affected communities. Recovery planning must be a seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and provision of food and shelter to displaced persons. Simultaneously, long-term strategies focus on recovery assistance to local governments and the private sector; historic property protection and restoration of cultural resources; social and economic community recovery; and the implementation of mitigation programs.

Mitigation Actions

This section provides an overview of the [Town/City/Municipality]'s mitigation actions that are executed prior to an emergency or hazardous event. Mitigation actions involve proactive measures taken by local authorities to minimize or alleviate the impact of various hazards or risks.

Conduct Hazard Mitigation Planning

Hazard mitigation planning helps improve the [Town/City/Municipality]'s preparedness and resilience by lessening the impacts of emergencies and disasters through the identification of risk, hazard-specific impacts, and mitigation actions. Identification and implementation of mitigation actions can occur following an emergency or disaster to lessen impacts or during preparedness planning.

Mitigation Planning Process

The DEM is the lead agency responsible for coordinating the development of the State of Utah Natural HMP. The initial pre-disaster mitigation planning process involved the seven Associations of Government (AOG) entities. The second process was initiated to complete the state natural hazard mitigation plan was a result of strengthening and augmentation of the process used over the last 15 years to complete previous state hazard mitigation plans. The state plan and process used to create it relied on mitigation and program experts from DEM and state agencies.

During the planning process, subject matter experts from state and federal agencies were used to verify information in the review of multi-jurisdiction mitigation plans submitted by the Mountainlands Association of Government.

The seven multi-jurisdictional plans were reviewed, and information from these plans was instrumental in completing the state plan. Sections of the state mitigation plan were split for review. The Plan was posted on the Department of Emergency Services website, and comments were solicited from interested parties.

Every attempt was made to coordinate other planning efforts to reduce duplication of effort. Upon completion, the Plan was posted to the website, and comments were solicited. It was also submitted to FEMA Region VIII for approval.

[Town/City/Municipality] Mitigation Actions

One key output of the hazard mitigation planning process is the identification of mitigation actions that build overall resilience and lessen the impacts of specific hazards. **Table 12** provides an overview of the types of mitigation actions and examples from the Wasatch County Hazard Mitigation Plan.

Table 13: Mitigation Actions and Examples

Action Type	Hazard Mitigation Plan Example
Local Planning and Regulations	• Incorporate earthquake mitigation into local planning.
Structure and Infrastructure Projects	• Conduct regular maintenance for drainage systems and flood control.
Natural Systems Protection	• Implement a fuels management program.
Education and Awareness Programs	• Conduct winter weather risk awareness.

All mitigation actions are evaluated based on parameters that allow planners to identify the time, benefit, cost, and priority of each action.

Surveys and Mapping

Surveys serve as a critical tool for assessing the vulnerability of structures and areas to various hazards. By meticulously mapping out vulnerable structures and areas, EMs can pinpoint high-risk areas within the [Town/City/Municipality], enabling targeted mitigation efforts. This strategic approach involves the efficient collection of resources and prioritization of interventions where they are most needed. The insights gleaned from the surveys and mapping processes inform the development of robust mitigation strategies and action plans tailored to address the specific vulnerabilities identified, thereby increasing the [Town/City/Municipality]'s resilience in the face of impending disasters.

Flood Mapping

Wasatch County recognizes that many of its municipalities are in Special Flood Hazard Areas (SFHAs) due to their proximity to rivers, canals, creeks, etc. The presence of these flooding catalysts leaves areas within the county subject to flooding, potentially leading to disruptions to life, property, commerce, etc. Because of this hazard, the Wasatch County Emergency Management Webpage leverages a Flood Hazard Map prepared by FEMA to assist in mapping out the county to determine at-risk areas of flooding. This Flood Hazard Map then informs land developers how to manage their properties and avoid flood plains. This information is also captured in the County's HMP where it outlines flooding mitigation measures.

Preparedness Actions

This section provides an overview of preparedness actions executed by the [Town/City/Municipality] and partnering agencies to prepare for the impacts of all hazards. Preparedness actions include planning, training, and exercises before and after emergencies and disasters.

Training and Exercise Plans

Coordination structures and procedures described in the CEMP and other preparedness documentation are subject to and supplemented by regular training and exercises. The DEM socializes the content and concepts within the Plan and components with municipal and State partners and the wider County community through community outreach.

TRAINING

Each agency and department are responsible for ensuring that critical staff at all levels are identified and trained to implement existing response plans, procedures, and policies effectively. This comprehensive approach ensures that personnel across all sectors are equipped with the necessary skills to respond efficiently to emergencies. Through training programs, the [Town/City/Municipality] ensures that its workforce is well-prepared to manage a variety of scenarios, contributing to a resilient and responsive community.

EXERCISES

The [Town/City/Municipality] holds the critical responsibility of reviewing, exercising, and reevaluating all emergency plans, policies, and procedures to ensure robust preparedness and effective response. Emphasizing the importance of exercises, the [Town/City/Municipality] conducts regular simulations to evaluate the functionality and efficiency of its emergency protocols. Examples of exercises include:

- **Discussion-based exercises** to familiarize players with plans, policies, procedures, and agreements. These focus on strategic, policy-oriented issues, and a facilitator leads the discussion to progress toward objectives.
    - These exercises include seminars, workshops, tabletop exercises, and games.
- **Operations-based exercises** validate plans, policies, procedures, and agreements, clarify roles and responsibilities, and identify resource gaps. These exercises include real-time response utilizing communications and mobilizing resources and personnel.
    - These exercises include drills, functional exercises, and full-scale exercises.

These exercises are vital for identifying potential gaps, refining strategies, and ensuring that all stakeholders are well-prepared to manage real-life emergencies.

After-Action Reporting

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, the debriefing of responsible individuals and the documentation of lessons learned will begin. Resulting information will be consolidated and reviewed by [Town/City/Municipality] Emergency Management personnel and a written report will be prepared. Matters requiring corrective action will be forwarded to [Town/City/Municipality] Emergency Management planning staff to be addressed as

Through exercising and evaluation, the [Town/City/Municipality] remains committed to maintaining a state of readiness and resilience against hazards that may arise.

Public Awareness and Education Strategy

Effective community preparedness requires ongoing community awareness and educational programs for citizens. Such programs encourage communities to be prepared and understand their responsibilities should a major disaster or emergency occur. The [Town/City/Municipality] recognizes the items below when considering public awareness:

- Public information is critical for saving lives and minimizing property damage. When public awareness and education programs are emphasized, an aware, more informed public acts more predictably.
- The [Town/City/Municipality] aims to enhance public education on relevant topics, including severe weather warning systems, home safety, personal preparedness checklists, evacuation routes, and weather safety procedures such as flooded roads, winter storm conditions, and electrocution hazards.

Roles and Responsibilities

This section outlines the general roles and responsibilities of Municipal, County, State, and federal entities regarding response, recovery, preparedness, and mitigation operations.

Functional Responsibilities

This section provides an overview of emergency response functions and the primary (P) and support (S) entities responsible for executing them.

Table 14: Agency Roles & Responsibilities

County Agencies/Special Disasters/Other Organizations	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
America Red Cross						S		S							
Animal & Plant Health Inspection											S				
Animal Control Agencies											S				
Animal Welfare Organizations											S				

County Agencies/Special Disasters/Other Organizations	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Association for Utah Community Health								S							
Wasatch Fire District				S						S					
County School Districts	S					S		S							
Code 3 Associates											S				
Facilities Management												S			
Finance							S								
Kennels – Private Boarding											S				
Parks and Recreation	S						S								
Public Works Engineering	P		P												
Public Works Operations			P												

County Agencies/Special Disasters/Other Organizations	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Questar												S			
Heber Valley Medical Response System								S							
County Health Department								P		S					
ARES of Wasatch County		S						S							
Emergency Management	S	P/S	S	S	P	S	S	S	S	S	S	S	S	S	P
Information Services		P													
County Public Information Office															S
Public Works	S		P							S		P			
Solid Waste Management												P			
Law Enforcement		P													

County Agencies/Special Disasters/Other Organizations	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Law Enforcement Dispatch		P													
Utah Department of Agriculture and Food											P				
Utah Department of Health								S							
Utah Department of Environmental Quality										S					
Utah Division of Wildlife Resources											S				
Utah Emergency Animal Response Coalition											S				
Utah Highway Patrol Motor Carriers Division										S					

County Agencies/Special Disasters/Other Organizations	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Utah National Guard								S							
Utah Occupational Safety and Health										S					
Utah Power												S			
Wasatch County Behavioral Health								S							
Veterinary Hospitals											S				
VOAD						S					S				

General Roles and Responsibilities

Municipalities

Municipalities are the primary providers of emergency services within their jurisdiction to ensure timely response to incidents. They are often the first to use their personnel and resources during an incident.

Table 15: Municipal Roles and Responsibilities

Entity	Roles and Responsibilities
Municipalities	• Respond to an emergency through the utilization of local law enforcement agencies, fire districts /departments, EMS, public works departments, public utilities, and any other public resources that are available and required. • Establish readiness procedures designed to ensure proper training of emergency response personnel and the availability of such personnel and equipment in times of emergency. • Cities and Towns affected will be prepared to participate in Federal, State, and local efforts to accomplish post-emergency hazard mitigation plans and studies, especially as required by Federal regulations when Federal loans and/or grants are made available to the County under a Presidential declaration.

County

County entities are responsible for coordinating to support response, recovery, preparedness, and mitigation operations for all hazards.

Table 16: County Roles and Responsibilities

Entity	Roles and Responsibilities
County Manager's Office/County Council	• Wasatch County's Manager, as the jurisdiction's chief executive officer, is responsible for ensuring the public safety and welfare of the people of that jurisdiction. Specifically, this official provides strategic guidance and resources during preparedness, response, and recovery efforts. Emergency management, including preparation and training for effective response, is a core obligation of local leaders.

Entity	Roles and Responsibilities
	• Chief elected or appointed officials must have a clear understanding of their roles and responsibilities for successful emergency management and response. At times, these roles may require providing direction and guidance to constituents during an incident, but their day-to-day activities do not focus on emergency management and response. On an ongoing basis, elected and appointed officials may be called upon to help shape or modify laws, policies, and budgets to aid preparedness efforts and improve emergency management and response capabilities.
County Liaison Officer	• Point of contact for assisting and coordinating county agencies. The Liaison Officer should establish relationships with county agencies and be able to communicate information effectively with them.
County Coordinating Officer	• The County Coordinating Officer (CCO) is assigned to coordinate county resource support activities and information sharing following a major county emergency event or disaster. The CCO is responsible for all EOC coordination of resources, programs, and ESF groups for affected jurisdictions, individual victims, and the private sector. CCO is responsible for the preparation of ISP, which would include identifying operational periods and filling command and general staff positions as needed.
Emergency Management Director	• The Emergency Management Director is assigned the role of Emergency Manager. He has the responsibility of overseeing county emergency management programs, planning and activities, as well as coordinating all aspects of the county's mitigation, preparedness, response, and recovery capabilities. The Emergency Manager directs all county EOC coordination before, during, and after an emergency.

State

The State of Utah coordinates support for county-level requests and declarations and escalates requests for assistance to the federal level. The State also helps oversee mutual aid requests.

Table 17: State Roles and Responsibilities

Entity	Roles and Responsibilities
Division of Emergency Management	• Initiate requests for assistance from the Federal Government, through FEMA, and from other states through EMAC. • Review and send preliminary damage assessment to FEMA for federal disaster assistance. • Ensure State compliance with federal-state agreements and disaster assistance programs following a Presidential Declaration of Emergency or Major Disaster.
Other State Agencies	• Develop cooperative agreements and relationships with private organizations and associations that possess resources or capabilities for assistance. • Establish and maintain liaison with federal counterparts to ensure procedures and available resources are current. • Assign and train personnel to meet state agency response and recovery responsibilities prior to emergencies and disasters and appoint an emergency coordinator and representatives.

Federal

Federal agencies are responsible for deploying additional aid to support local response and recovery activities, as requested.

Table 18: Federal Roles and Responsibilities

Entity	Roles and Responsibilities
FEMA	• Identify and activate necessary federal ESFs to support State and County ESF counterparts. • Assess and fulfill requests for federal assistance in coordination with the State Coordinating Officer (SCO).

Entity	Roles and Responsibilities
	• Coordinate the activation and implementation of the Federal Response Plan (FRP), which allows states to access federal programs and support. • Conduct joint preliminary damage assessments with State and County agencies, as requested, to assess the damage to facilities and infrastructure and dispatch damage assessment teams to validate preliminary damage assessments and approve federal assistance during recovery. • Coordinate federal emergency grant programs to support recovery.
Federal Bureau of Investigation	• Lead and coordinate response efforts for emergencies and disasters with a national security or terrorism component. • Provide investigative assistance in the event of specific incidents (e.g., terrorist event, cyber-attack).

Nongovernmental Organizations

NGOs are generally responsible for providing additional volunteers and staff to support response and recovery operations. Local NGOs utilize a network of volunteers primarily to support ESF #6 and #14.

Table 19: NGOs Roles and Responsibilities

Entity	Roles and Responsibilities
American Red Cross (ARC)	• Support ESF #8, #11, and #14 by providing staff and coordination for public health, medical operations, animal populations support, and long-term recovery services (e.g., case management and unmet needs assistance). • Support ESF #6 by coordinating sheltering mass care services and managing all aspects of ARC services provided at shelters.

Entity	Roles and Responsibilities
	• Coordinate training for critical shelter staff prior to responses and for shelter volunteers at the onset of incidents (e.g., just-in-time trainings) and develop emergency planning documentation for shelter operations. • Assist in conducting preliminary damage assessments to size up the initial impacts of the incident, as necessary. • Assist with evacuee and sheltering reporting, including recording daily shelter population counts and providing other updates regarding sheltering activities. • Assume responsibility for all direct, documented disaster relief-related costs associated with the operation of the shelter, including facility operating costs that are over and above the normal operating costs of the facility.
Faith-Based NGOs	• Support ESF #6 by assisting in feeding and mass care operations. • Provide additional volunteers to support response and recovery needs as requested.
Mosaic Inter-Faith Ministries	• Support ESF #6 and #14 by assisting populations with functional and access needs. • Provide case management on-site to affected community members as needed. • Support populations in need through in-home senior assistance, refugee and economic immigrant services, employment assistance, and other community services.
Salvation Army	• Support ESF #6 by assisting in feeding and mass care operations for incident response. • Assist with feeding and mass care operations during incident recovery.

Private Sector

The private sector provides additional resources, skills, and personnel to support response and recovery efforts as needed. Private-sector organizations coordinate with the EOC to assist in any incident response needs.

Table 20: Private Sector Roles and Responsibilities

Entity	Roles and Responsibilities
Private Sector	• Businesses and industries based in [Town/City/Municipality] are responsible for the development of their disaster plans. Businesses and Industries should be prepared to survive the consequences of disasters and ensure the viability of their organization. Emergency Management will continue conducting lectures and seminars and working with the local business community to develop business and industry disaster plans.

Financial Management

Financial management occurs across every phase of emergency management. This section provides an overview of how the [Town/City/Municipality] sets financial policy, documents spending, and manages all other financial activities during response and recovery operations.

Be Audit Ready

Adhering to proper financial protocol is essential for the [Town/City/Municipality] to maintain proper documentation and records that are necessary for reimbursement or

Accounting

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

Fiscal Agreements

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

Below are the logistics that are considered when managing aid:

- [Town/City/Municipality] Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- ESF # 7 - Logistics Management and Resource Support provide logistical and resource support, including locating, procuring, and issuing resources (such as food, water, ice, supplies, office space, office equipment, fuel and communications contracting services, emergency response, and recovery efforts.
- The Manager, or designee, has the authority to appropriate services and equipment from citizens as necessary in response to a disaster.
- Detailed information on logistical assets may be found in the resources and logistics annex.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside [Town/City/Municipality] unless the Manager, the [Town/City/Municipality] Emergency Management Director, or other designated representative grants approval.

Pre-Authorized Spending

[Placeholder for potential reference to [Town/City/Municipality] plans or procedures]

Un-Authorized Spending

[Placeholder for potential reference to [Town/City/Municipality] plans or procedures, this would be to address emergency spending]

Administration

- The EOC monitors continuously 24/7 and is administered by [Town/City/Municipality] Emergency Management. Day-to-day operations are under the direction of the [Town/City/Municipality] Emergency Manager.
- The operational readiness of the EOC is the responsibility of [Town/City/Municipality] Emergency Management.
- Narratives and operational journals of response actions will be kept.

- All written records, reports, and other documents will follow the principles of the NIMS.
- Duly authorized officials must enter into agreements and understandings and should be formalized in writing whenever possible prior to emergencies.
- Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

Record Preservation and Restoration

All affected governments in [Town/City/Municipality] 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, with the maintenance of plans for the safety, recovery, and restoration of the [Town/City/Municipality]'s data and telecommunication systems during a disaster.

Reports and Records

General: Planning and activating an effective emergency response requires timely and accurate information reporting and continuous record maintenance.

Reporting guidelines: [Town/City/Municipality] will submit consolidated reports to DEM to include information from local municipalities. Local governments will submit situation reports, requests for assistance, and damage assessment reports to [Town/City/Municipality] Emergency Management by the most practical means and in a timely manner. Municipal and county governments will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the county and state.

Preliminary damage assessment: Preliminary damage assessment reports are the necessary basis for the governor's decision to declare a state of emergency and to

request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

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

Appendices: Authorities and References

The following municipal, County, State, and federal authorities and plans govern the procedures and actions in the base plan and accompanying appendices and annexes.

[Town/City/Municipality]

- [Insert Authorities and References]
- [Insert Authorities and References]

Wasatch County

- 2013 Wasatch County Emergency Management Emergency Operations Plan
- 2022 Utah and Wasatch Counties Pre-Disaster Mitigation Plan

State of Utah

- Title 63, Chapter 5, "State Emergency Management Act."

Federal

- National Flood Insurance Act (42 U.S.C. 4027)
- Executive Order 12148 of July 20, 1979
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)

References

- State of Utah, Division of Emergency Services/Homeland Security Plan
- National Response Plan
- Engineering Geology of the Salt Lake Metropolitan Area, Utah
- Bulletin 126, Utah Geological and Mineral Survey, 1990

Supporting Plans

- Wasatch County Sheriff Department Dispatch Center Operations Plan

- Emergency Operations Center - Operations Plans/Checklists
- Amateur Radio Emergency Service Operations Plan
- 2013 Wasatch County Emergency Management Emergency Operations Plan
- Local Government EOPs or CEMPs
- Local Government CEMPs, including Wasatch County CEMP, Toole County CEMP, and Salt Lake City CEMP
- State of Utah Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- FEMA 501, National Incident Management System
- FEMA 501-3, NIMS Basic - Preparedness
- FEMA 501-7, NIMS Basic - Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- EMAP Standards

Agreements

- Wasatch County has entered into the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster and Response and Recovery.

Appendices: Acronyms

Table 21: Acronym Table

Acronym	Term
AOG	Associations of Government
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CCO	County Coordinating Officer
CEMP	Comprehensive Emergency Management Plan
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
DEM	Division of Emergency Management
EM	Emergency Manager
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMS	Emergency Medical Service
EOC	Emergency Operation Center
EOP	Emergency Operation Plan
ESF	Essential Support Functions
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
HMP	Hazard Mitigation Plan
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
ISP	Incident Support Plan

Acronym	Term
MHZ	Megahertz
MOU	Memorandums of Understanding
NGO	Nongovernmental Organizations
NIMS	National Incident Management System
PSN	People with Special Needs
RSF	Recovery Support Function
RTF	Recovery Task Force
SCO	State Coordinating Officer
SFHA	Special Flood Hazard Areas
SOP	Standardized Operating Procedure
VOAD	Voluntary Organizations Active in Disasters

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PUBLIC WORKS

WATER RESOURCES

Cross Connection Control Policy

Protection for your Water Supply

Policy Signature and Date Page
Policy Title: Cross Connection Control Policy
Policy Number: 6
Effective Date: September 25, 2024

Approval Signatures

This policy has been reviewed and approved by the following individuals:

Prepared By:
Name: Emily Guerrero
Title: Cross Connection Control Coordinator
Signature:
Date: 9.25.24

Approved By:
Name: Gary Calder
Title: Water Resource Director
Signature:
Date: Sept 25, 2024

Final Approval:
Name: Gordon M. Haight
Title: Public Works Director
Signature: Gordon M. Haight
Date: 9/26/2024

This page serves as a formal record of the review, approval, and acknowledgment of the policy. Please retain this document as part of the official policy record.

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PUBLIC WORKS
WATER RESOURCES

Table of Contents

Policy Purpose

This policy serves as a dynamic framework to enforce and implement Provo City Code Chapter 10.07 Cross-Connection Control and Backflow Prevention. The Cross-Connection Control Coordinator, within the Water Resources Division, will diligently execute this policy to the best of their abilities.

Cross-connections pose a significant risk to the Provo City Water Distribution System and its users. Preventing backflow through the elimination or protection of cross-connections is a top priority for Provo City Water Resources.

Provo City's Cross-Connection Control Program is designed to fully comply with Utah Drinking Water Rule 309-105-12, Utah Plumbing Code, and the Clean Drinking Water Act.

Authority

Federal, state, and local laws, codes, and ordinances establish the City's responsibility for the establishment and enforcement of an on-going cross-connection control program and for the water user's responsibility to install and maintain on-site plumbing systems in compliance with applicable codes and regulations.

Federal Laws:

Federal Public Law 104-182 outlines public water departments' "responsibility of public water system[s] to protect quality of water to consumers." This complies with the US EPA Cross Connection Control Manual, which states the importance of the water purveyor providing water that complies with all EPA standards at the source, and deliver it to the customer without the quality being compromised as a result of its delivery to the customer. The 1974 Safe Drinking Water Act, with the Amendments of 1996, requires "water systems are responsible to protect the quality of water to the last free-flowing tap or point of protection from any contamination".

State Regulations/Codes:

Utah Code Section 19-4-112 (2d) states that there will exist "no cross connection between potable and non-potable water systems."[1] In addition, cross connection control procedures are given in the Utah Administrative Code R309-105-12, stating the importance of implementing cross control prevention practices, and following standard procedures that will protect against a compromise to the potable water supply.[2]

Local Code:

Provo City Code Chapter 10.07 Cross Connection Control and Backflow Protection (see Appendix A) provides the local authority for enforcing potable water protection by means of cross connections throughout the city. It sets forth requirements for water users, and promotes the reasonable elimination or control of cross connections to assure water system safety. This code provides Provo City Water Resources personnel with the authority to administer the program, enter facilities to conduct hazard assessments, and enforce backflow prevention assembly testing requirements.

1. https://le.utah.gov/xcode/Title19/Chapter4/19-4-S112.html?v=C19-4-S112_1800010118000101
2. https://adminrules.utah.gov/public/rule/R309-105/Current%20Rules?searchText=drinking%20water

Annual Backflow Prevention Assembly Testing Policy

Provo Water Resources will endeavor to issue timely notifications to all registered contacts regarding required annual testing of backflow assemblies. However, failure to receive these notifications does not exempt property owners or responsible parties from the obligation to ensure that all backflow assemblies are tested annually as mandated by city code.

General Testing Requirements: Backflow prevention assemblies must be tested within 10 business days of installation, relocation, or repair, and annually thereafter, by a Certified Backflow Technician. Backflow prevention assembly testing at more frequent intervals may be required, as determined by Provo Water Resources. Submitted test reports must follow the format approved by Provo Water Resources.

Notification Process

Initial Notification: Notification letters will be sent via USPS or email at the beginning of the month when testing is due. For instance, an assembly tested in July 2023 will be notified on July 1, 2024, with testing and reporting due by the end of that month.

Second Notification: If testing or reporting is not completed, a second notice will be sent on or around the 1st of the following month.

Third Notification: If compliance is still not met, a third notice will be issued on or around the 15th of the following month. For instance, an assembly due for testing in July 2024 will receive the third notification on or around August 15, 2024.

Fines and Penalties

A fine of $100 per assembly will be issued on or around the 15th of the month following the due date if testing or reporting remains incomplete. For instance, an assembly tested in July 2023 and due for testing in July 2024 will be issued fines beginning August 15, 2024 if it remains out of compliance.

Continued non-compliance will result in additional fines issued on the 1st and 15th of each subsequent month until assembly(s) are brought into compliance. Fines may be issued at a more frequent interval as determined by Provo Water Resources.

Water Shutoff Notice

A 10-day water shutoff notice will be issued at the beginning of the fourth month of non-compliance. For example, if testing is due in July 2024, the shutoff notice will be sent in early October 2024. Water service will not be restored until full compliance is achieved.

EXAMPLE: Backflow assembly was last tested in July 2023 and is due for annual testing July 2024.

July 1 - First Notification
August 1 - Second Notification (out of compliance)
August 15 - Third Notification and first Non-Compliance Fine issued
September 1 - Second Non-Compliance Fine issued
September 15 - Third Non-Compliance Fine issued
October 1 - Shutoff Notice issued
October 15 - Water services are terminated

Non-Compliance Fines continue until compliance is achieved.

Cross Connection Control Onsite Survey Policy

Cross Connection Control Onsite Surveys, also known as hazard assessments, are critical for identifying and mitigating risks to the public drinking water system. Provo City officers and employees must have access to all premises receiving city water during reasonable hours to conduct these assessments. The presence of the owner or representative is required during the survey, and thorough documentation will be maintained.

Failure to grant access for hazard assessments, address unprotected cross-connections, or comply with backflow prevention requirements may result in water service termination or the imposition of maximum backflow protection measures.

Notification Process

Initial Notification: A post hazard assessment letter will be mailed or emailed as quickly as possible following the onsite assessment. Typically this will be issued with a 30-day notice to bring the water user to compliance.

Second Notification: If compliance is not achieved, a second notice will be issued 30 days following the initial notification.

Third Notification: If compliance is not achieved, a third notice will be issued 45 days following the initial notification.

Fines and Penalties

A fine of $100 per assembly or cross-connection violation will be issued on or around 45 days following the initial notification if testing or reporting remains incomplete.

A second fine of $100 per assembly or cross-connection violation will be issued on or around 60 days following the initial notification if testing or reporting remains incomplete.

Continued non-compliance will result in additional fines issued biweekly until assembly(s) or cross-connection violations are brought into compliance. Fines may be issued at a more frequent interval as determined by Provo Water Resources.

Water Shutoff Notice

A 10-day water shutoff notice will be issued 75 days after the hazard assessment, if the facility/residence remains out of compliance. Water service will not be restored until full compliance is achieved.

Backflow Assembly Testing Policy on "Failed" Test Reports

Backflow assembly test reports with a status of "Passed" must be furnished to Provo Water Resources within (30) calendar days of testing. Backflow assembly test reports with a status of "Failed" must be furnished within five (5) business days of testing.

If the assembly fails installation requirements described or has a testing status of "Failed," the user must arrange repairs with the manufacturer's specified parts, in accordance with the manufacturer's suggested procedure, or have the assembly replaced with the same type of backflow assembly. Following repairs or replacement, the assembly must be tested again within ten (10) business days to verify that it is meeting performance standards and has the status of "Passed." Submitted test reports must follow the format approved by Provo Water Resources.

Notification Process

Initial Notification: A failed backflow assembly test report letter will be mailed or emailed as quickly as possible following the receipt of a failed backflow assembly test. This letter will include the requirement that the backflow assembly is to be replaced or repaired, and then retested with a status of "Passed" within 10 business days after the initial failed test.

Second Notification: If compliance is not met, a second notice will be issued 15 days following the initial notification.

Fines and Penalties

A fine of $100 per failed backflow assembly test will be issued on or around 30 days following the initial notification if testing or reporting remains incomplete.

A second fine of $100 per failed backflow assembly test will be issued on or around 45 days following the initial notification if testing or reporting remains incomplete.

Continued non-compliance will result in additional fines issued biweekly until assembly(s) or cross-connection violations are brought into compliance. Fines may be issued at a more frequent interval as determined by Provo Water Resources.

Water Shutoff Notice

A 10-day water shutoff notice will be issued 60 days after the first notification of the failed backflow assembly test report if the facility/residence remains out of compliance. Water service will not be restored until full compliance is achieved.

Selection of Backflow Prevention Methods and Assemblies

When selecting backflow prevention methods and assemblies, it's essential that water users, or their designated professionals, thoroughly evaluate the degree of hazard associated with each cross connection. This assessment should take into account the potential for backpressure or backsiphonage.

Water users must ensure that the applicable plumbing code and city codes are referenced to determine the correct backflow prevention method or assembly for each situation. This process is critical to maintaining compliance and protecting the integrity of the water supply.

Degrees of Hazard

Degree of Hazard - the degree of threat to public health through a cross connection. The two possible degrees are:

- Health Hazard – a hazard arising from a Contaminant; and
- Non-Health Hazard - a hazard arising from a Pollutant.

Below are the definitions for Contaminants and Pollutants:

- Contaminant - any substance introduced into the public drinking water system which creates a threat to the public health such as poisoning, pathogenic organisms, or any other public health concern.

- Pollutant - any substance introduced into the public drinking water system that does not create a threat to the public health, but that does adversely and unreasonably affect the aesthetic quality of the water.

Potential high-hazard locations, such as those with fire protection systems, irrigation systems, carbonated beverage machines, chemical detergent dispensers, or industrial water processes, should be documented to ensure they receive "high priority" during cross-connection control onsite surveys. Additionally, locations with a history of non-compliance should be documented and given the same "high priority" status.

Methods of Backflow Protection

The table below from the 2021 International Plumbing Code, which is currently adopted by the State of Utah with amendments, outlines the degree of hazard, types of backflow, and approved methods of protection for backflow prevention devices and assemblies. This table should be referenced in most situations, except where Sections 608.2 through 608.17.10 of the ICP or any current amendments adopted by the State of Utah specify otherwise.

SECTION608
PROTECTION OF POTABLE WATER SUPPLY

608.1 General.

A potable water supply system shall be designed, installed and maintained in such a manner so as to prevent contamination from nonpotable liquids, solids or gases being introduced into the potable water supply through cross connections or any other piping connections to the system. Backflow preventer applications shall conform to Table 608.1, except as specifically stated in Sections 608.2 through 608.17.10.

TABLE 608.1 APPLICATION OF BACKFLOW PREVENTERS

DEVICE	DEGREE OF HAZARD[a]	APPLICATION[b]	APPLICABLE STANDARDS
Backflow prevention assemblies:			
Double check backflow prevention assembly and double check fire protection backflow prevention assembly	Low hazard	Backpressure or backsiphonage Sizes $^3/_8$˝–16˝	ASSE 1015; AWWA C510; CSA B64.5; CSA B64.5.1
Double check detector fire protection backflow prevention assemblies	Low hazard	Backpressure or backsiphonage Sizes 2˝–16˝	ASSE 1048
Pressure vacuum breaker assembly	High or low hazard	Backsiphonage only Sizes $^1/_2$˝–2˝	ASSE 1020; CSA B64.1.2
Reduced pressure principle backflow prevention assembly and reduced pressure principle fire protection backflow assembly	High or low hazard	Backpressure or backsiphonage Sizes $^3/_8$˝–16˝	ASSE 1013; AWWA C511; CSA B64.4; CSA B64.4.1
Reduced pressure detector fire protection backflow prevention assemblies	High or low hazard	Backsiphonage or backpressure (automatic sprinkler systems)	ASSE 1047
Spill-resistant vacuum breaker assembly	High or low hazard	Backsiphonage only Sizes $^1/_4$˝–2˝	ASSE 1056; CSA B64.1.3
Backflow preventer plumbing devices:			
Antisiphon-type fill valves for gravity water closet flush tanks	High hazard	Backsiphonage only	ASSE 1002/ASME A112.1002/CSA B125.12; CSA B125.3
Backflow preventer for carbonated beverage machines	Low hazard	Backpressure or backsiphonage Sizes $^1/_4$˝–$^3/_8$˝	ASSE 1022
Backflow preventer with intermediate atmospheric vents	Low hazard	Backpressure or backsiphonage Sizes $^1/_4$˝–$^3/_4$˝	ASSE 1012; CSA B64.3
Backflow preventer with intermediate atmospheric vent and pressure-reducing valve.	Low hazard	Backpressure or backsiphonage Sizes $^1/_4$˝–$^3/_4$˝	ASSE 1081
Dual-check-valve-type backflow preventer	Low hazard	Backpressure or backsiphonage Sizes $^1/_4$˝–1˝	ASSE 1024; CSA B64.6
Hose connection backflow preventer	High or low hazard	Low head backpressure, rated working pressure, backpressure or backsiphonage Sizes $^1/_2$˝–1˝	ASME A112.21.3; ASSE 1052; CSA B64.2.1.1
Hose connection vacuum breaker	High or low hazard	Low head backpressure or backsiphonage Sizes $^1/_2$˝, $^3/_4$˝, 1˝	ASME A112.21.3; ASSE 1011; CSA B64.2; CSA B64.2.1
Laboratory faucet backflow preventer	High or low hazard	Low head backpressure and backsiphonage	ASSE 1035; CSA B64.7
Pipe-applied atmospheric-type vacuum breaker	High or low hazard	Backsiphonage only Sizes $^1/_4$˝–4˝	ASSE 1001; CSA B64.1.1
Vacuum breaker wall hydrants, frost-resistant, automatic-draining-type	High or low hazard	Low head backpressure or backsiphonage Sizes $^3/_4$˝, 1˝	ASME A112.21.3; ASSE 1019; CSA B64.2.2
Other means or methods:			
Air gap	High or low hazard	Backsiphonage or backpressure	ASME A112.1.2
Air gap fittings for use with plumbing fixtures, appliances and appurtenances	High or low hazard	Backsiphonage or backpressure	ASME A112.1.3
Barometric loop	High or low hazard	Backsiphonage only	(See Section 608.14.4)

Record Keeping:

Physical or electronic documentation of all activities should be kept to ensure thorough application of the cross connection control program including, but not limited to:

1. Inspection and testing results

2. Records of cross connection control surveys or inspections

3. Inventories and locations of assemblies and high hazard air gaps should be entered into the Provo City Public Works GIS portal

4. Test histories and inspection records of inventoried sites

5. Any backflow incidents, and any corrective actions taken

6. All compliance and enforcement actions

Training

At least one member of the Public Works department shall be designated as the Cross Connection Control Coordinator and trained and certified as a backflow tester. The Cross Connection Control Coordinator should be familiar with cross connection hazards, be familiar with locations where potential hazards exist within the City, and be familiar with the approved methods for preventing the occurrence of a backflow.

Public Education

The City recognizes that it is beneficial to have water users educated on what cross connections are, how they can be prevented, what types of protection are available, and the concerns associated with thermal expansion*. Some educational strategies are:

- Hold public meetings and send notices to customers to educate the community about the need for the program and how it may affect them.

- Inform water customers with newsletters, brochures, press releases, and the use of web sites.

- Encourage the installers of the backflow assembly devices to educate their customers of the hazards associated with cross connections.

- Make educational materials available to the public at public facilities and on the City Website.

- During site and building inspections explain cross connection control to the owner or resident of the inspected facility or building.

- Provide notices to owners of a scheduled cross connection control onsite survey dates and any required corrective action.

*An event that occurs when expanding water, such as in a water heater, has nowhere to go because the backflow device creates a “closed system,” and may result in rupture or, in worst cases, explosion of the water container.

Enforcement Response Plan

If in the judgment of the City an approved backflow prevention assembly is required at the customer's water service connection or within the customer's private water system for the safety of the water system or, if violations of the City's Cross-Connection Control program exist, the designated agent of the City shall:

1. Give notice in writing to water user to immediately install or repair such approved backflow prevention assembly(s) at specific locations(s) on their premises. Upon receiving such notice, the customer shall immediately install or repair such approved assembly(s) at the customer's own expense.

2. Discontinue service of water to any premises if an unapproved cross connection is found or if a City-approved backflow prevention assembly is not installed, tested, and maintained, or if it is found that a backflow prevention assembly has been removed, by-passed, or if any unprotected cross connection exists on the premises. Non-compliance fines will also be issued if compliance is not achieved.

3. Failure, refusal, or inability on the part of the customer to install, have tested, or maintain said assembly(s) shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

4. Once discontinued, the City shall not restore water service until such conditions or defects are corrected in conformance with the state and city statutes relating to plumbing, safe drinking water supplies and the regulations adopted pursuant thereto.

Backflow Incident Response Plan

1. Purpose

The purpose of this Backflow Incident Response Plan is to establish a clear, organized, and efficient procedure for responding to incidents involving backflow into the public water supply. This plan aims to minimize potential health risks, ensure the safety of the water supply, and comply with all relevant local, state, and federal regulations.

2. Scope

This plan applies to all backflow incidents within the jurisdiction of Provo City. It includes actions to be taken by City personnel and any other relevant stakeholders to mitigate and manage backflow events.

3. Incident Identification

3.1 Monitoring

- Continuous monitoring of water pressure and quality is conducted by the City's Water Resources Department to detect any anomalies that may indicate a backflow event.
- Public complaints or reports of unusual water quality (e.g., discoloration, taste, or odor) are also potential indicators of a backflow incident and should be investigated immediately.

3.2 Initial Response

- Upon detection or notification of a suspected backflow incident, the first responder (typically a Water Resources Department employee) will immediately notify the Incident Response Team (IRT).

4. Incident Response Team (IRT)

4.1 Composition

The IRT will typically consist of the following personnel:

- Water Superintendent
- Cross Connection Control Coordinator
- Public Information Officer
- Legal Counsel (if required)
- Emergency Services Public Information Officer (if required)

4.2 Roles and Responsibilities

- Water Superintendent: Oversees the response, coordinates actions, and ensures compliance with regulations.
- Cross Connection Control Coordinator: Leads the technical assessment and determines the source and extent of the contamination.
- Public Works Public Information Officer: Manages communication with the public, media, and other stakeholders.
- Legal Counsel: Advises on legal obligations and potential liabilities.
- Emergency Services Public Information Officer: Coordinates with emergency services if the incident escalates.

5. Immediate Actions

5.1 Isolation of Affected Area

- Shut off water supply to the affected area to prevent further contamination.
- Isolate the suspected source of contamination by closing valves and employing backflow prevention devices.

5.2 Water Quality Testing

- Conduct immediate water quality tests to identify contaminants and determine the severity of the incident.
- Samples should be taken from multiple points within the affected area to ensure accuracy.

5.3 Notification of Affected Parties

- Notify affected residents and businesses of the backflow incident, advising them to avoid using tap water for drinking, cooking, or bathing until further notice.
- Issue a boil water advisory or alternative safety instructions based on the nature of the contamination.

5.4 Documentation

- Document all actions taken during the response, including timelines, communications, and test results.

6. Remediation and Recovery

6.1 Source Identification and Elimination

- Identify the source of the backflow and take corrective actions to eliminate it, such as repairing or replacing faulty backflow prevention devices.

6.2 System Flushing and Disinfection

- Flush and disinfect the water system in the affected area to remove any contaminants.
- Continue water quality testing to ensure the system is safe before restoring service.

6.3 Post-Incident Inspection

- Conduct a thorough inspection of the backflow prevention devices and other related infrastructure to prevent future incidents.

7. Public Communication

7.1 Ongoing Updates

- Provide regular updates to the public on the status of the incident, actions being taken, and when normal water service is expected to resume.
- Use multiple communication channels, including the city website, social media, press releases, and direct notifications.

7.2 Final Notification

- Once the incident is fully resolved and water service is safe to use, issue a final notification lifting any advisories and thanking the public for their cooperation.

8. Incident Review and Reporting

8.1 After-Action Review

- Conduct an after-action review to evaluate the response, identify lessons learned, and implement improvements to the response plan.

8.2 Reporting

- Prepare a detailed incident report documenting the cause, response actions, outcomes, and any recommendations for future prevention.
- Submit the report to relevant authorities, including state regulators, as required.

9. Training and Preparedness

9.1 Regular Training

- Conduct regular training exercises for the IRT and other relevant personnel to ensure preparedness for backflow incidents.

9.2 Public Awareness

- Promote public awareness about the importance of backflow prevention and how residents can help protect the water supply.

10. Policy Review and Updates

10.1 Annual Review

- The Backflow Incident Response Plan shall be reviewed annually and updated as necessary to reflect changes in regulations, technology, or best practices.

This plan provides a comprehensive framework for managing backflow incidents, ensuring a rapid and effective response to protect public health and safety.

Appendix A: City Ordinance for Cross Connection Control and Backflow Prevention

Chapter 10.07 Cross Connection Control and Backflow Prevention

10.07.010 Purpose and Policy

(1) This Chapter sets forth uniform requirements for users of the publicly owned Provo City Water Distribution System to protect the public drinking water supply by requiring compliance with the Utah Public Drinking Water Rules (UPDWR) and the International Plumbing Code, which require cross connection control protection of all public drinking water systems in the State of Utah. Compliance with this Chapter will be considered reasonable diligence for the prevention of contaminants or pollutants that could backflow into the public drinking water system.

(2) This Chapter also serves to:

(a) promote the reasonable elimination or control of cross connections in the plumbing fixtures and piping system(s) of the user, as required by the state and plumbing regulations to assure water system safety; and

(b) provide for the administration of a continuing program of cross connection control which will systematically examine risk and work to prevent the contamination or pollution of the drinking water system.

(3) This Chapter applies to Provo City residents and to persons outside the City who are, by contract or agreement with the City, users of the Provo City Water Distribution System.

(4) Cross connections pose inherent risks, potentially allowing hazardous substances to contaminate public drinking water systems through backpressure or backsiphonage conditions. To mitigate this risk, the installation of approved backflow prevention assemblies and devices, in addition to the use of approved air gaps, is mandated to protect the City's drinking water supply. Cross connections may be allowed under specific conditions, contingent upon meeting the backflow protection requirements outlined in this Chapter.

10.07.020 Administration

Except as otherwise provided herein, the Provo City Cross Connection Control Coordinator administers, implements, and enforces the provisions of this Chapter. Any powers granted to, or duties imposed upon, the Provo City Cross Connection Control Coordinator may be delegated by the Provo City Water Resource Director to a qualified Provo City employee.

10.07.030 Definitions

Unless the context specifically indicates otherwise, the following terms and phrases, as used in this Chapter, have the following meanings:

Air Gaps - The physical separation between the discharge end of a water supply and the flood rim of an open or non-pressure receiving vessel.

Backflow - the undesirable reversal of flow of water or mixtures of water and other liquids, gases, or other substances into the distribution pipes of the potable water supply from any source.

Backflow prevention assembly - A backflow preventer that is testable and repairable inline and is approved by the State of Utah to prevent backflow.

Backflow prevention device -A backflow preventer that is not testable and has specific installation requirements to operate properly.

Backpressure - the phenomenon that occurs when the customer's pressure is higher than the supply pressure. This could be caused by an unprotected cross connection between a drinking water supply and a pressurized irrigation connection, a boiler, a pressurized industrial process, elevation differences, air or steam pressure, use of booster pumps, or any other source of pressure.

Backsiphonage - a form of backflow due to a reduction in system pressure that causes a sub-atmospheric pressure to exist at a site in the water system.

Certified Backflow Technician - an individual that has successfully completed a Division of Drinking Water approved backflow certification course with a written and practical examination and has maintained this certification in accordance with R309-305, Certification Rules for Backflow Technicians.

Containment (Meter or Point of Connection Protection) - the practice of installing approved backflow prevention assemblies/devices at the service connection of users to protect the public drinking water system from any backflow from the user’s plumbing system.

Contaminant - any substance introduced into the public drinking water system which creates a threat to the public health such as poisoning, pathogenic organisms, or any other public health concern.

Cross Connection - any actual or potential connection between a potable water system and any other source or system through which it is possible to introduce into the public drinking water system any used water, industrial fluid, gas, or substance other than the intended potable water.

Degree of Hazard - the degree of threat to public health through a cross connection. The two possible degrees are:

- Health Hazard – a hazard arising from a Contaminant; and
- Non-Health Hazard - a hazard arising from a Pollutant.

Isolation (Plumbing Code Compliance) - the practice of installing approved backflow prevention assemblies/devices at each point of cross connection or system outlet as required by Plumbing Code and its amendments as adopted by the State of Utah.

Plumbing Code – the International Plumbing Code, as adopted and amended by the State of Utah.

Pollutant - any substance introduced into the public drinking water system that does not create a threat to the public health, but that does adversely and unreasonably affect the aesthetic quality of the water.

Provo Water Resources – the Provo City Division of Water Resources.
Public Drinking Water System – the Provo City Water Distribution System.

Service Connection - the terminal end of the City's drinking water system where the City transfers jurisdiction and sanitary control of the water. If a water meter is present, then the service connection exists at the downstream end of the meter.

UPDWR – the Utah Public Drinking Water Rules, as promulgated and amended by the state Drinking Water Board.

User - the owner or operator of a non-City owned plumbing system(s) having a service connection from the drinking water system.

10.07.040 Prohibited Actions

(1) It is unlawful at any place supplied with water from the public drinking water system to do any of the following:

(a) To install, maintain, or use any existing or potential physical connection or arrangement of piping or fixtures that may allow any fluid or substance other than potable water in the public drinking water system to come in contact with potable water in the public drinking water system, unless the water supply is protected as required by the UPDWR, the Plumbing Code, and this Chapter; any such cross connection now existing or hereafter installed is unlawful and must be immediately protected or eliminated; or

(b) To install any connection, arrangement, or fixtures without using a backflow prevention device or assembly designed to prevent a violation of Subsection (1)(a) of this Section;

(c) To install any backflow prevention device or backflow prevention assembly without approval for installation by Provo Water Resources with respect to each application; or

(d) To install any backflow prevention device or assembly without meeting the requirements of the Plumbing Code.

10.07.050 Cross Connection Protection Determinations

(1) The control or elimination of cross connections, the criteria for determining the degree of hazard, and prescribing appropriate levels of protection must be in accordance with the Plumbing Code and the UPDWR. Water service to any premises is contingent upon the user providing appropriate cross connection control in accordance with this Chapter.

(2) Provo Water Resources has the authority to make individual determinations regarding necessary backflow prevention requirements and to institute more rigorous standards or mandates pertaining to backflow prevention measures where circumstances dictate that is necessary to meet the purposes of this Chapter. Such standards may pertain to isolation or containment methods and may surpass the criteria outlined in the Plumbing Code. The determination of such requirements may be based on various factors, including the nature of the business or type of connection, the level of associated hazards, and any history of non-compliance with regulatory directives.

(3) Determinations and enforcement is the responsibility of Provo Water Resources. Water service may be refused or terminated to any premises where an unprotected cross connection may allow contaminants or pollutants to backflow into the public drinking water system.

10.07.060 Secondary Meter (Containment) Protection

(1) Dual check valves, or any such backflow prevention device currently approved in the Provo City Standards for backflow prevention in meter boxes, are required as a secondary line of protection for the public drinking water system. These devices are not considered a primary backflow prevention device or assembly as defined in this Chapter.

(2) Existing meters without secondary backflow prevention devices must be brought up to current Provo City Standards and replaced with meters containing backflow prevention devices or to have the existing meters retrofitted to include backflow protection devices. Provo City is not responsible or liable for any damages arising from the inherent risks of closed water systems and related thermal expansion downstream of backflow prevention.

10.07.070 System (Containment) Protection

The City reserves the right to require containment backflow protection for an entire Homeowners' Association (HOA) or at any junctions between private water lines and municipal water lines. The respective Homeowners' Association (HOA) or private utility owners bears the responsibility for all costs associated with the procurement and installation of backflow prevention devices or assemblies at locations designated by Provo Water Resources. It is the responsibility of the HOA or private utility owners at any premises where backflow preventers are installed to have certified inspections, operational tests, and necessary repairs completed at the user's expense.

10.07.080 Right of Entry

(1) Officers and employees of Provo City, duly identified, must be granted access, during reasonable hours of the day, to all premises or buildings receiving drinking water from the public drinking water system. Such access is granted for the express purpose of conducting cross-connection hazard assessment surveys or any other examinations or tests deemed reasonably necessary for the enforcement of this Chapter.

(2) During cross-connection hazard assessment surveys, the owner or representative is required to accompany the City representative while on premises, and appropriate documentation will be conducted during the assessment. The user is responsible for all expenses resulting from an illegal or faulty cross connection, or modifications made to an existing backflow preventer.

(3) Water service may be refused or terminated, or maximum backflow protection may be required, to any premises where:

(a) access to perform surveys is denied;

(b) unprotected cross connections are located on the premises;

(c) a backflow preventer is not installed, tested, and maintained as required by the UPDWR, the Plumbing Code, and this Chapter; or

(d) a backflow preventer has been removed or bypassed.

10.07.090 Backflow Assembly Testing and Reporting Requirements

(1) It is the ultimate responsibility of the user of water from the public drinking water system to furnish backflow assembly test reports to Provo Water Resources.

(2) Backflow prevention assemblies required by this Chapter must be tested within ten (10) business days of installation, relocation, or repair and annually thereafter by a Certified Backflow Technician. Backflow prevention assembly testing at more frequent intervals may be required, as determined by Provo Water Resources. Backflow assembly test reports with a status of “Passed” must be furnished to Provo Water Resources within (30) calendar days of testing. Backflow assembly test reports with a status of “Failed” must be furnished within five (5) business days of testing.

(3) If the assembly fails installation requirements described or has a testing status of “Failed,” the user must arrange repairs with the manufacturer’s specified parts, in accordance with the manufacturer’s suggested procedure, or have the assembly replaced with the same type of backflow assembly. Following repairs or replacement, the assembly must be tested again within ten (10) business days to verify that it is meeting performance standards and has the status of “Passed.”

(4) Submitted test reports must follow the format approved by Provo Water Resources.

10.07.100 Responsibilities

(1) Responsibility: City

(a) Provo City is responsible for the protection of the public drinking water system against foreseeable conditions leading to the possible contamination or pollution of the public drinking water system due to the backflow of contaminants or pollutants into the drinking water supply.

(b) Drinking water system surveys/inspections of the user's water distribution system(s) will be conducted or caused to be conducted by individuals deemed qualified by and representing Provo Water Resources. Survey records must indicate compliance with the UPDWR and the Plumbing Code. All such records will be maintained by Provo Water Resources.

(2) Responsibility: User

(a)Any user must comply with this Chapter as a term and condition of connection to, and the continued supply of, water from the public drinking water system. User's acceptance of service is deemed to show user's awareness of the user's responsibilities as a water system user.

(b) Any user of water from the public drinking water system, excluding Provo City, must pay all costs of purchase, installation, certified operational tests, and repairs of backflow prevention devices or assemblies required to comply with this Chapter. Failure to comply with this Chapter is grounds for discontinuation of service.

(3) Responsibility: Building Official
(a)The building official's responsibility to enforce the applicable sections of the plumbing code begins at the point of service (downstream or user side of the meter) and continues throughout the length of the user's water system.

(b)The building official will review all plans to ensure that unprotected cross connections are not an integral part of the user's water system. If a cross connection cannot be eliminated, it must be protected by the installation of an air gap or an approved backflow prevention device/assembly, in accordance with the Plumbing Code.

(4) Responsibility: Certified Backflow Technician, Surveyor, or Repair Person

Whether employed by the user or a utility to survey, test, repair, or maintain backflow prevention assemblies, any Certified Backflow Technician, Surveyor, or Repair Person has the responsibility to:

(a)Ensure that acceptable testing equipment and procedures are used for testing and repairing backflow prevention assemblies;

(b)Record all testing and repairs and submit report forms to the user and the City within 30 days of work performed;

(c) Report to the City any failed backflow assembly test within 5 days of work performed;

(d)Ensure that replacement parts are equal in quality to parts originally supplied by the manufacturer of the assembly being repaired;

(e)Refrain from modifying the design, material, or operational characteristics of the assembly during testing, repair, or maintenance, in accordance with legal obligations;

(f)Perform all tests of the mechanical devices/assemblies and assume responsibility for the competence and accuracy of all tests and reports;

(g)Ensure the Backflow Technician license is current, and the testing equipment being used is in proper operating condition and gauge calibrated in the past 12 months; and

(h)Be equipped with, and competent to use, all necessary tools, gauges, and other equipment necessary to properly test, and maintain backflow prevention assemblies.

10.07.110Backflow Preventer Installation

(1) In the case of a user requiring backflow prevention assembly installation, repair, or relocation, the task must be performed by individuals holding the appropriate licensure from the Utah Division of Professional Licensing.

(2) An approved backflow preventer must be installed on the service line of the identified user's water system, at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line. The type of backflow preventer assembly or device installed at this point of containment will be determined by Provo Water Resources. In accordance with the Plumbing Code, this Chapter acknowledges the potential requirement for additional backflow preventer assemblies or devices for isolation, and installation of such necessity may also be required by this Chapter. The determination of the minimum containment protection in all instances rests with Provo Water Resources.

(3) Backflow prevention assemblies must be installed with 12 inches of surrounding clearance and safely and readily accessible to Certified Backflow Technicians, repair persons, and the City. No backflow prevention assemblies may be installed so as to create a safety hazard (i.e., installation over an electrical panel, steam pipes, boilers, or other unsafe location).

(4) Backflow assembly test reports for all new installations must be submitted to the Cross Connection Control Coordinator within ten (10) days of installation. In instances involving backflow assemblies for irrigation systems installed outside of the seasonal period, backflow assembly test reports must be submitted within ten (10) business days following the commencement of water flow for the season.

10.07.120 Approval of Backflow Assemblies in New Construction

For new construction, the Public Works Department will not consider the installation of assemblies to be complete, and will not sign the Certificate of Occupancy, until:

(a) the installation has been inspected by the Cross Connection Control Coordinator or other qualified Provo City employee and deemed acceptable based on the manufacturer's installation criteria;

(b) the backflow assembly has been tested by a Certified Backflow Technician and has a status of "Passed;" and

(c) a Backflow assembly test report has been submitted to the Provo City Cross Connection Control Coordinator for official recordkeeping.

10.07.130 Recordkeeping

Provo Water Resources is responsible to maintain Cross Connection Control Surveys and backflow preventer assembly test reports. These records will be stored electronically with appropriate security measures as determined by Provo Water Resources.

10.07.140 Notification of Violation

(1) The installation, maintenance, or use of unprotected cross connections is a direct violation of this Chapter. Furthermore, failure to submit mandated backflow assembly test reports as stipulated by this Chapter is also a violation.

(2) When the Provo City Cross Connection Control Coordinator finds that a user has violated, or continues to violate, any provision of this Chapter, the Provo City Cross Connection Control Coordinator may serve upon that user a written notice of violation. Within ten (10) days of receipt of such notice, the violation must be fully rectified. Corrective action does not relieve the user of liability for any violations occurring before correction of the violation. Nothing in this Chapter limits the authority of the City Cross Connection Control Coordinator to take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

10.07.150 Termination or Refusal of Water Services

(1) Provo Water Resources may deny or immediately discontinue service to the premises ten (10) days after notification of deficiencies, excepting that water service may be discontinued immediately if an immediate threat to the water supply exists, by providing a physical break in the service line.

(2) Restoration of water service is contingent upon the correction of the specified conditions or defects, as determined by Provo Water Resources, and subject to payment of all applicable fees, including, but not limited to, noncompliance fees, service shut-off fees, and service restoration fees as shown on the Consolidated Fee Schedule.

10.07.160 Civil Penalties

(1) Any user who has violated, or continues to violate, any provision of this Chapter, or any cross-connection standard or requirement is civilly liable to Provo City, and to third persons other than Provo City, for all damage proximately caused by the violation, in addition to reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring costs.

(2) In the event that a user discharges pollutants or contaminants that cause Provo City to be fined by the EPA, local health department, or the State of Utah for such violations, the user is fully liable for the total amount of such fines and civil penalties assessed against Provo City and administrative costs incurred.

(3) In determining the amount of civil liability, the Court must take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires.

(4) Filing a suit for civil penalties is not be a bar against, or prerequisite for, taking any other action against a user.

10.07.170 Remedies Nonexclusive

The remedies provided for in this Chapter are not exclusive. Provo City may take any, all, or any combination of the actions described in this Chapter against a noncompliant user. Enforcement of cross connection violations will generally be in accordance with Provo Water Resources' Enforcement Response Plan, a section of the Cross Connection Control Program Guidelines. However, the City may take other action against any user when the circumstances warrant. Further, the City may take more than one (1) enforcement action against any noncompliant user.

10.07.180 Charges and Fees

The City may adopt charges and fees in the Consolidated Fee Schedule, including:

(1) Fees for noncompliance;

(2) Fees for backflow test report submittals;

(3) Fees for review and response to backflow incidents;

(4) Fees to recover administrative and legal costs associated with the enforcement activity taken by the City to address noncompliance; and

(5) Other fees as the City may deem necessary to carry out the requirements contained herein.

Appendix B: Approved Backflow Prevention Assemblies

Provo City utilizes the University of Southern California Foundation for Cross Connection Control and Hydraulic Research (FCCCHR) List of Approved Backflow Assemblies' as the standard for selecting backflow assemblies. The most current list is available at the following link:

https://fccchr.usc.edu/list.html

Examples of backflow prevention assemblies and devices

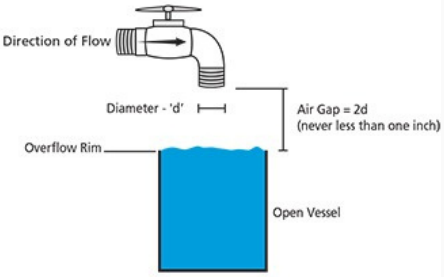

Figure 1: Air Gap.

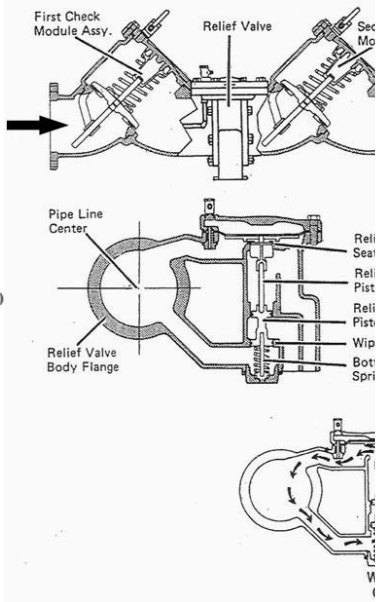

Figure 2: Reduced Pressure Principle Backflow Preventer.

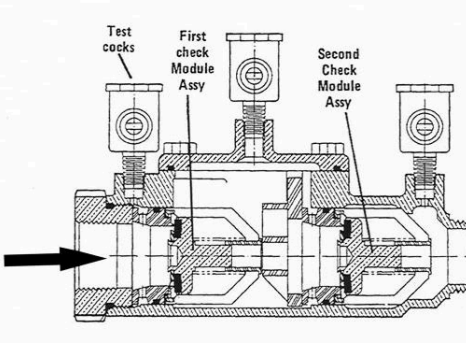

Figure 3: Double Check Backflow Preventer.

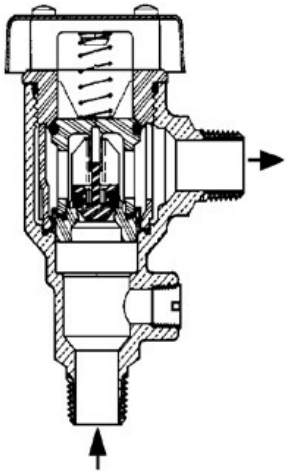

Figure 4: Atmospheric Vacuum Breaker.

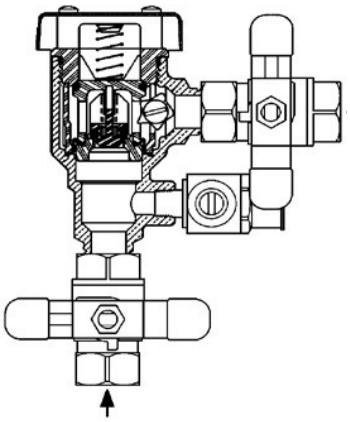

Figure 5: Pressure Vacuum Breaker and Spill Resistant Vacuum Breaker.

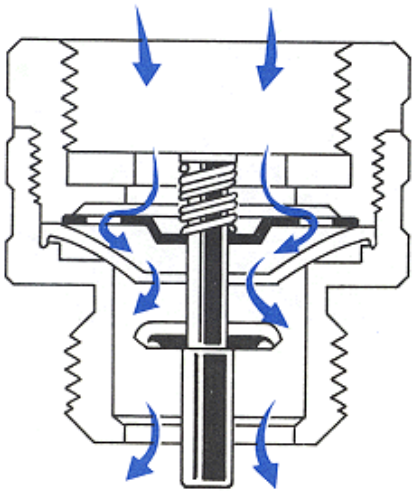

Figure 6: Hose Bib Vacuum Breaker.

Appendix C: Notice Letters*

Cross Connection Control Site Survey - Second Notice

Re: Urgent: Compliance Deadline Passed for Backflow Prevention Measures

Dear @Resident Name,

This is a second notice regarding the backflow prevention measures required at @Single Line Property Address. As previously communicated, a site survey was conducted to assess all water connections and determine the necessary backflow prevention measures for cross-connections. A follow-up letter was sent detailing the specific actions required to bring your location into compliance, and a copy of that letter is enclosed for reference. Failure to meet cross-connection control requirements poses a severe risk of contaminating the drinking water system, compromising public safety, and endangering the health of everyone consuming water within the building.

As of today, the deadline for completing these actions has passed, and we have not received a response or confirmation of the necessary changes. As a result, non-compliance fines of $100 per assembly or violation will begin to accrue until all issues are resolved. Continued failure to comply will result in the discontinuation of water service to the premises without further notice.

We urge you to take immediate action to address these compliance requirements. If you need further clarification on the action items or wish to schedule another onsite visit, please contact us. We are more than happy to assist you in meeting these requirements and ensuring compliance.

Please provide an update on your progress or contact us to arrange further assistance as soon as possible.

Thank you for your prompt attention to this matter.

@Director Name

Cross Connection Control Coordinator | 801.852.6788 | backflow@provo.org

*All notice letters are examples; wording may change slightly as updates are made.

Cross Connection Control Site Survey - Shutoff Notice

Re: Immediate Action Required: Water Service Discontinuation Due to Non-Compliance

Dear @Resident Name,

This letter serves as official notice that, due to the continued non-compliance with backflow prevention requirements under Provo City Code 10.07 at @Single Line Property Address, water service to the premises will be discontinued on @Inline Dynamic Text.

Despite our previous communications, including the second notice dated @Inline Dynamic Text, the necessary backflow prevention measures have not been completed.

As outlined, failure to address these requirements poses a significant risk of contamination to the drinking water system, jeopardizes public safety, and endangers the health of individuals consuming water within the building.

Since the deadline has passed and no response has been received, non-compliance fines of $100 per assembly or violation have been accruing and will continue until all issues are resolved. The discontinuation of water service is a direct consequence of ongoing non-compliance.

To prevent further action, immediate steps must be taken to complete the required measures and achieve compliance. Once compliance is confirmed, please provide updated test reports and documentation.

If you need additional clarification on the requirements or wish to schedule an onsite visit for further assistance, please contact us immediately. We are available to help you resolve these issues and restore water service.

Thank you for your urgent attention to this matter.

@Director Name

Cross Connection Control Coordinator | 801.852.6788 | backflow@provo.org

Failed Test - First Notice

Re: Backflow Assembly Repair

Dear @Resident Name,

Compliance with Utah State Code, International Plumbing Code, and Provo City Code 10.07 requires that the backflow prevention assemblies at @Single Line Property Address be tested annually by a Certified Backflow Prevention Assembly Tester possessing a valid Certification issued by the State of Utah, Department of Environmental Quality, Division of Drinking Water.

Our records show that the assemblies listed below have failed their recent field tests. This notice requires that you arrange for the necessary repairs or replacements, followed by a retest. Once the assembly passes the field test, the tester must submit the new inspection report through the AquaResource portal within 10 business days of the original failed test. Failure to comply may result in the discontinuation of water service to the premises without further notice.

Provo City Code | Chapter 10.07.090 | Backflow Assembly Testing and Reporting Requirements

If the assembly fails installation requirements described or has a testing status of "Failed," the user must arrange repairs with the manufacturer's specified parts, in accordance with the manufacturer's suggested procedure, or have the assembly replaced with the same type of backflow assembly. Following repairs or replacement, the assembly must be tested again within ten (10) business days to verify that it is meeting performance standards and has the status of "Passed."

Non-compliant backflow assemblies, including those with overdue tests or other issues, will incur a recurring fine of $100 per assembly until compliance is achieved.

@Backflow List

Please feel free to reach out if you have any questions or concerns about meeting this deadline.

Thank you for your prompt attention to this matter.

@Director Name

Cross Connection Control Coordinator | 801.852.6788 | backflow@provo.org

Failed Test - Second Notice

Dear @Resident Name,

Re: Backflow Assembly Repair

This is your second notice. Compliance with Utah State Code, International Plumbing Code, and Provo City Code 10.07 requires that the backflow prevention assemblies at @Single Line Property Address be tested annually by a Certified Backflow Prevention Assembly Tester, certified by the State of Utah, Department of Environmental Quality, Division of Drinking Water.

Failure to meet cross-connection control requirements poses a severe risk of contaminating the drinking water system, compromising public safety, and endangering the health of everyone consuming water within the building.

Our records indicate that the assemblies listed below have failed their recent field tests. Immediate action is required. You must arrange for the necessary repairs or replacements and have the assemblies retested without delay. The tester must submit the new inspection report through the AquaResource portal within 10 business days of the original failed test. Failure to comply will result in the discontinuation of water service to the premises without further notice.

Provo City Code | Chapter 10.07.090 | Backflow Assembly Testing and Reporting Requirements

If the assembly fails installation requirements described or has a testing status of “Failed,” the user must arrange repairs with the manufacturer’s specified parts, in accordance with the manufacturer’s suggested procedure, or have the assembly replaced with the same type of backflow assembly. Following repairs or replacement, the assembly must be tested again within ten (10) business days to verify that it is meeting performance standards and has the status of “Passed.”

Non-compliant backflow assemblies, including those with overdue tests or other issues, will incur a recurring fine of $100 per assembly until compliance is achieved.

@Backflow List

If you have any questions or require assistance in meeting this deadline, please contact us immediately.

Thank you for your prompt attention to this matter.

@Director Name

Cross Connection Control Coordinator | 801.852.6788 | backflow@provo.org

Failed Test - Shutoff Notice

Re: Immediate Action Required: Water Service Discontinuation Due to Non-Compliance

Dear @Resident Name,

This letter serves as official notice that water service to @Single Line Property Address will be discontinued on @Inline Dynamic Text due to your failure to comply with backflow prevention requirements outlined in our previous communications.

As noted in our second notice dated @Inline Dynamic Text, the backflow prevention assemblies listed below failed their recent field tests. Despite being given 10 business days to arrange for necessary repairs or replacements and submit a new inspection report through the AquaResource portal, our records show that the required compliance has not been achieved.

Provo City Code | Chapter 10.07.090 | Backflow Assembly Testing and Reporting Requirements

If the assembly fails installation requirements described or has a testing status of "Failed," the user must arrange repairs with the manufacturer's specified parts, in accordance with the manufacturer's suggested procedure, or have the assembly replaced with the same type of backflow assembly. Following repairs or replacement, the assembly must be tested again within ten (10) business days to verify that it is meeting performance standards and has the status of "Passed."

Non-compliant backflow assemblies fail to adequately protect the drinking water system, thus increasing the risk of contamination, compromising public safety, and endangering the health of anyone consuming water within the building. Due to this significant risk, water service to the premises will be discontinued as outlined in our previous notices.

Please note that non-compliance will continue to incur a recurring fine of $100 per assembly until the necessary repairs or replacement, retesting, and submission of inspection reports are completed. Water service will only be restored once full compliance is verified.

@Backflow List

Immediate action is required to avoid further penalties and service disruption. If you have any questions or need assistance in resolving this issue, please contact us immediately.

Thank you for your urgent attention to this matter.

@Director Name

Cross Connection Control Coordinator | 801.852.6788 | backflow@provo.org

Associated Organizations

Rural Water Association of Utah

Intermountain Section of the American Water Works Association

Rural Community Assistance Corporation

Chapter of the American Backflow Prevention Association

Division of Drinking Water

University of Southern California Foundation for Cross Connection Control and Hydraulic Research (FCCCHR)

Accounts Receivables Report - 8/31/25

Invoice/Deposits	Base Payment	Overage Payment	USPS Payment	Late Payment	New Owner Payment	Total Payment
Original Invoice	$ 210,331.00	$ 22,805.35	$ 105.00	$ 1,240.00	$ 150.00	$ 234,631.35
Batch 00	$ (3,057.18)	$ -	$ -	$ (800.00)	$ (150.00)	$ (4,007.18)
Batch 01	($34,063.82)	($3,631.37)	$0.00	$0.00	$0.00	($37,695.19)
Batch 02	($133,788.00)	($15,331.23)	($70.00)	$0.00	$0.00	($149,189.23)
Batch 03	($24,110.00)	($175.95)	($20.00)	$0.00	$0.00	($24,305.95)
Batch 04	($7,501.00)	$0.00	($10.00)	($100.00)	$0.00	($7,611.00)
Batch 05	($6,635.00)	$0.00	($5.00)	($200.00)	$0.00	($6,840.00)
Batch 06	($1,176.00)	($3,666.80)	$0.00	($140.00)	$0.00	($4,982.80)
Total Payments	$ (210,331.00)	$ (22,805.35)	$ (105.00)	$ (1,240.00)	$ (150.00)	$ (234,631.35)
Accounts Receivable	$ -	$ -	$ -	$ -	$ -	$ -
FY2025 Budget	$ 209,000.00	$ 7,500.00	$ 50.00	$ 50.00	$ 450.00	$ 217,050.00