

# Willard City Emergency Operations Plan



WILLARD CITY  
EMERGENCY OPERATIONS PLAN

**APPROVED**

**March 24, 2016**

**PREFACE**

The Willard City Emergency Operations Plan establishes a flexible framework for the community's activities to prepare for, respond to, and recovery from all types of major disasters. This manual is to assist the city officials and staff during times of emergencies and disasters. Each section contains major activities that will need to be organized and/or accomplished. The activation of this plan and the numbers of responders needed to assist in the EOC and in the field will depend on the type and size of the emergency or disaster. This plan is modular and can be activated fully or in part, depending on the situation.

**PROMULGATION**

This plan is promulgated as the City of Willard Emergency Operations Plan. The plan is designed to comply with all applicable local ordinances and resolutions and provides policies and procedures to be followed to prepare for, mitigate, respond and recover from emergencies, disasters, and terrorism events.

This plan has been constructed with the best information available and from a planning perspective. It is recognized that as an emergency unfolds and new information becomes available, decisions and actions may be different than the plans envisioned at the time the plan was developed.

The City of Willard gives full support to the plan and urges all officials, employees, and others involved in the total emergency management effort, individually and collectively, to do their share in making the City of Willard a disaster resistant and resilient community.

**This plan supersedes all previous plans.**

Promulgated this 24th day of March, 2016.

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Kenny Braegger, Mayor

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## **Approval and Implementation**

Transmitted herewith is the integrated Emergency Operations Plan for the City of Willard. It provides a framework for all city departments to plan and perform their respective emergency functions before, during and after a disaster or other emergency. It is further intended that this document be used as a reference and training aid for all departments and emergency response personnel to ensure efficient and effective response and management of disasters and other emergencies.

This plan may be used to prepare for or to respond whenever there is a disaster or emergency that could significantly threaten human health, property or the environment. The functions of emergency management are under the immediate operational direction and control of the Designated City Mayor or his/her designee, who becomes the Cities Emergency Manager and coordinates interdepartmental emergency operations and maintains the ultimate responsibility for resolution of conflicts regarding the application of limited resources to a variety of concurrent emergency situations. Upon declaration of a disaster or other emergency, the Emergency Manager or his/her designee is authorized to commit the resources necessary to carry out the provisions contained in this plan.

In accordance with the Homeland Security Presidential Directive (HSPD) 5, all departments and organizations having responsibilities delineated in this Emergency Operations Plan will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

Responsibility for coordination of emergency activities with regional, state, and private partners resides with the Emergency Manager or his/her designee and will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System.

The Incident Command System (ICS), as a part of 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 EOC functions and on-scene management of incidents will be conducted using the Incident Command System. The City Council and Department heads will comprise the EOC team and will provide overall direction and support to the EOC and responders in the field.

The plan is in accordance with existing local, state, and federal statutes. It has been approved by the City of Willard and will be revised and updated as required.

Effective Date: March 24, 2016

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Mayor

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Emergency Manager

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**Record of Changes**

The City of Willard Emergency Operations Plan is a dynamic document that will be strengthened and enhanced over time as it is tested and activated for actual events or exercises. In concert with the plan maintenance section and planning efforts with other agencies, this plan may be revised and refined on a regular basis.

Each revision to the plan will be numbered and documented. As new versions are created, they will be distributed to designated plan holders and will supersede all previous versions.

**INSTRUCTIONS TO PLAN HOLDER**

Use this form to document any changes to the City of Willard Emergency Operations Plan. Update the plan by removing outdated pages and replacing them with updated information.

**RECORD OF CHANGES**

<b>REVISION NUMBER</b>	<b>SECTION OF PLAN CHANGED</b>	<b>PAGES</b>	<b>REVISION DATE</b>	<b>INITIAL</b>



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**SITUATIONS AND ASSUMPTIONS**

**SITUATION:**

The City of Willard is located in Box Elder County, Utah approximately 6 square miles with a population of about 1746 residents.

The City of Perry is north of the Willard and to the east are the Mountains. To the south of Willard is Box Elder County which consists of homes and farmlands.

Interstate Highway I- 15 runs west of the City, with access from Exit 357. Highway 89 the main local road through the city.

Emergency Response is provided to the City by Willard City Police/Fire Department, Brigham City Ambulance and Box Elder County.

The nearest Hospital is located north of Willard is Brigham City approximately six miles away.

**VULNERABILITY:**

Willard is at a high risk for flooding due to heavy rains from Willard Canyons could affect the city adversely.

Willard is at a high risk for Earthquakes. The largest Earthquake event in Utah happened just to the northwest in Hansel Valley.

Utah is well known for its rapid and often severe changes in weather. Severe weather includes; winter storms, large scale wind events, thunderstorms, lightning, hail, tornadoes, flooding, avalanches and heat waves. While some types of these events can be predicted, others will occur with little or no warning.

Thousands of pounds of Hazardous Materials are transported daily via Interstate Highways 15 and 84 and by means of the Union Pacific Railroad which runs parallel to Interstate 15.

There is a high pressure natural gas line running east of 300 East from the north to the south City limits.

There is a petroleum pipeline west of I-15 running from the north to the south City limits.

Drought due to abnormally dry weather could have a serious effect on the Farmlands and crops.

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Other hazards, Natural and Man-made that could affect Willard City are Pandemics/Epidemics, Fire Power outages, Fallen Aircraft.

## INTRODUCTION

This manual is to assist Town officials and staff during times of emergencies and disasters. Each section contains major activities that will need to be organized and/or accomplished. The activation of this plan and the numbers of responders needed to assist in the EOC and in the field will depend on the type and size of the emergency or disaster. This plan is modular and can be activated fully or in part, depending on the situation.

Each position identified in this manual should have guidelines and procedures in place to actually carry out the duties he or she is assigned. Everyone should be familiar with their role before, during and after a disaster. Other assignments may be given to staff that are not outlined in this manual.

Checklists are in the back of the manual for all emergency support functions which are outlined in this plan.

## NIMS (National Incident Management System)

Elwood Town responds to emergencies in accordance with principles of the Incident Command System (ICS) and Unified Command System (UCS) as identified in the National Incident Management System. The Town EOC is also organized within NIMS guidelines. The Town Council and Department heads will comprise the City Disaster team and will provide overall direction and support to the EOC and responders in the field.

## ADMINISTRATION and LOGISTICS

During a disaster response, it is clear that some administrative policies and procedures should be suspended, relaxed or made optional under threat of disaster. Such actions should, however, be carefully considered, and the consequences should be projected. Details of purchasing and contracting must be maintained. Town employees, volunteers and mutual aid resources must have complete documentation of all hours and costs associated with the disaster response.

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## **EMERGENCY OPERATIONS CENTER**

The function of Willard Cities Emergency Operation Center (EOC) is to be the center for communication, information and coordination during a state of emergency. The primary EOC is located at the Willard City Hall. The back-up EOC is located at the Willard City Fire Station or Willard Cities Public Works shop. The EOC serves 5 main objectives: 1) Situation Assessment, 2) Direction and Control, 3) Coordination, 4) Priority establishment, and 5) Resource Management.

## **ACTIVATION OF EOC**

The EOC can be activated by the Mayor, or, if the Mayor is unavailable, by the following City officials: 1) Council Chair Person, 2) Council member over Public Safety, (City Emergency Coordinator), and 3) Fire Chief.

## **CONTINUITY OF GOVERNMENT**

The line of succession for Willard City continuity of government, in case the chief elected official is not available, is as follows as outlined in City Ordinance:

- A. Mayor
- B. Mayor pro tem
- C. Emergency Management
- D. Any other available Council Member

## **CONCEPT OF OPERATIONS**

### **GENERAL:**

The operation of the plan shall be coordinated amongst all departments and agencies and not dependent upon any one individual.

The City of Willard Emergency Operations Center (EOC) staff will collect, record and evaluate information in order to determine measures to be taken before, during and after disasters/emergencies.

The information will be evaluated and used to identify the need for critical resources to support response activities and minimize the effects of the emergency.

Problem areas and deployment of resources will be monitored and recorded.

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Public information will be coordinated with the Joint Information Center (JIC) as necessary.

**OPERATIONS:**

Operation of the plan commences when the Mayor/Council or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property

Alert and order the mobilization of the City's emergency management organization.

Activate the Cities Emergency Operations Center. Size and composition of the staff is to be determined by the magnitude of the disaster.

Alert the general population of the disaster or impending disaster.

Arrange for the evacuation of threatened areas if necessary.

Alert the Box Elder County Emergency Management for assistance and coordination of other resource agencies.

Willard City will utilize a simple Emergency Level Response System to help clarify the impact of the emergency on the City, and to alert City officials as to the need for EOC activation.

The emergency response levels outlined below are declared by the on-scene commanders in concert with the Mayor or Mayor's designee (see Continuity of Government). When an incident reaches a magnitude that the Town's resources are being tasked, then, the on-scene commanders will notify the Mayor to discuss:

- A. Impact of the Event on the City and its resources.
- B. Situation Status (what has happened, what is happening, what may happen.)
- C. Resource Status (resources on-scene, resources in-route, resources needed.)
- D. Need for declaration of Emergency Level.

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Emergency response is always guided by the following priorities: 1) Life Safety, 2) Incident Stabilization, and 3) Protection of Property.

The following checklists for the respective Emergency Level would then be followed by the Mayor and on-scene Commander based on the aforementioned priorities.

**LEVEL 2 EMERGENCY:**

- A. Definition of a Level 2 Emergency - Any unexpected occurrence that can be met with the Cities normally available resources. This would include resources from contracted outside agencies (i.e. BESO on duty deputies, County Fire, Brigham City Fire etc.). A Level 2 Emergency might require the use of all City resources, but yet would not overwhelm the Cities response capabilities.

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- B. Responsibility- The department that would normally respond to the situation and establish command is responsible for the decision making to properly resolve the incident.
- C. Actions- The responsible department shall set up an on-site command post as appropriate. No City wide action is required.
- D. Notifications- Mayor, Fire, BESO, other dept. heads as determined by the Mayor including County Emergency Management is needed.
- E. Press Relations- Press relations will be handled by the **Mayor** or his/her designee.
- F. EOC – Not activated.

NOTE: If a large scale evacuation (10 + homes) is required, the level is automatically changed from a Level 2 to Level 1 response and the City EOC must be activated.

**EL 1 EMERGENCY:**

- A. Definition of a Level 1 Emergency- Any unexpected occurrence that overwhelms the Cities own response capabilities and resources. A Level 1 Emergency requires additional resources far beyond a normal response pattern. Such emergencies require a cooperative effort and a commitment of personnel, equipment or resources that would upset the normal working routine of either or all responding departments or agencies.
- B. Responsibility- The primary decision making responsibility rests with the Emergency Operations Center. The nature of this emergency will require a cooperative effort with all Town departments and outside agencies and/or jurisdictions that are responding to the Town.
- D. Notification-Mayor, all Department Heads, the City Council and Box Elder County Emergency Management will be notified.
- E. Actions- the Mayor or designee (see Activation of EOC) will activate the EOC. Members of the EOC, under the direction of the Mayor will organize, and coordinate the Town's response. Those departments responsible for on-scene management, will establish an on-site command post and notify all responding agencies (and the EOC) of the location. The on-site command post will coordinate directly with the EOC.
- F. Press Relations- Press relations will be handled by the Mayor of Willard City.
- G. EOC- Activated.

NOTE:

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The County EOC may also be activated to support the City of Willard EOC. If it is not activated, the County Emergency Manager may report to the City EOC for coordination and support.

The County Joint Information Center may also be activated (without the County EOC being activated) to support the Cities information needs.

## **RESPONSE CHECKLIST**

The following checklist should be followed by all City staff who are assigned to respond to the Cities EOC in the event of a large scale emergency or disaster.

Upon notification of an emergency/disaster:

- Get background information from the person(s) who notified you of the emergency.
  - a. Location
  - b. Incident size and type
  - c. Type of damage
  - d. Response up to now
- Make arrangements for family/household needs. If a member of your household is injured or your house is severely damaged, take care of those matters first. Come into work if you can. Please note that the Religious organizations and CERT members in Willard City will be checking the status of the families/households during the emergency and relaying information between the E.O.C. and responders.
- Take personal supplies for 72 hour needs, i.e. toothbrush, deodorant, personal medication, a change of clothes if possible.
- Report to the Council Chambers, unless asked to report elsewhere. (Alternate EOC is the Fire Station.
- If a member of your household is able, bring them into work with you to assist in clerical, messenger, and other duties which would assist assigned emergency responders.
- Employee welfare and the welfare of the employee's families is of utmost concern to the City. All individuals are encouraged to be prepared for a disaster and to prepare their families as well.

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**MAYOR:**

- Report to the E.O.C. If it is not activated, then report to the on-scene Command Post.
- Maintain authority before, during, and after an emergency declaration.
- Issue Proclamation of Local Emergency in Willard City, Utah.
- Issue and approve public proclamations as necessary during the declared emergency.
- Answer questions from the general public about the declared emergency. Activate County JIC/JIS (Joint Information Center/Joint Information System) if necessary.
- Coordinate press releases with various Public Information Officers (PIOs).
- Establish media locations for news conferences, interviews, etc.
- Develop and distribute media releases to the public through the news media.
- Appoint assistants and specialists during the emergency as necessary.
- Activate Mutual Aid Agreements as necessary.
- Contact County Emergency Manager to coordinate activities of E.O.C. and/or command post.
- Document all actions, costs and decisions. Obtain scribe if necessary to assist with documentation.
- Review public assistance needs as well as individual assistance needs in the City.
- Conduct periodic briefings in the EOC for staff.
- Maintain situational awareness for all departments and coordinate actions of the City with all involved.
- Rescind Proclamation of Local Emergency when appropriate.

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**CITY COUNCIL MEMBERS:**

- Report to the E.O.C. when activated.
  
- Begin a log of activities, decisions, communications, and significant events. Make sure that everyone is doing the same.
  
- Get an assistant to help you with documenting decisions, faxing reports, etc.
  - Assist in alerting appropriate City departments, council members, City staff, and outside agencies as needed. (Specific City Council member duties listed later in plan)
  
- **Direction and Control** – As a member of the City Disaster team (Council and Department Members), assist in determining the priorities and objectives for the situation and ensure that the EOC members are communicating and coordinating with each other and obtaining needed resources.
  
- Each individual Department Member and Council member (EOC Council Disaster Team) is responsible for the allocation of available resources in their respective control. The majority of requests are made by the on-scene Incident Commander and members of the EOC Disaster Team.
  
- Assist with Mutual Aid Agreements between neighboring jurisdictions to increase efficiency of emergency response efforts. Such agreements also assure that costs are proper and compensation is made as required. This requires coordination is made as required. This requires coordination with Town Administrator.
  
- Oversee the coordination and implementation of response activities for your assigned emergency functions (duties) and provide updates and briefing information to the Mayor and other members of the Council Disaster team on a regular basis.
  
- Recommend actions regarding curfews, forced evacuations, authority and need of immediate demolition of unsafe structures on private property or other matters.
  
- Have the administrative assistant assist with errands and clerical duties, such as: maintain the log of events, decisions, communications, significant events which can be referred to during a debriefing.
  
- Assist in preparation of emergency related ordinances, Disaster Declaration and process with other government agencies.
  
- Assist purchasing with contract preparation and administration.
  
- Assist the Mayor in developing appropriate wording to warn the general and at risk populations.

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**When an E.O.C. is activated**

- Continue to log events, actions, decisions, communications, reasons for decisions, etc. Save all logs for records and references.
- Ensure that all Team members in the EOC are doing the same.
- Begin Damage Assessments. Start with Rapid Assessments to obtain a quick picture of what has happened in the community. Then deploy resources. Rapid Assessment will give you the initial damage information that you need for declaring a state of emergency.
- Damage Assessments will need to be organized and conducted so that more detailed information for recovery efforts can be obtained. This is usually done by joint state and federal teams, along with local representatives from City of Willard.
- Assign people to fill any vacancies in E.O.C. or to special duties.
- Hold regular briefing meetings with CERT team for updates on response activities and actions on the established priorities.
- Ensure that departments are keeping records of the event and their activities.
- Additional clerical help is paramount to keep accurate status of events.
- Assist the Public Information Officer (Mayor) to prepare press releases, instructions, information, etc. and set a time schedule for subsequent releases.
- If needed, assist the Mayor in preparing a Disaster Declaration.
- Guarantee purchasing needs are being met so each department can get the resources it needs to appropriately respond to the emergency.
- See that utilities are being restored to damaged areas and temporary shelters.
- Assist in managing coordination and internal activities within the E.O.C.

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**CITY RECORDER:**

- Upon notification, report to your own office unless asked to report elsewhere. Get at least two assistants to help you with your emergency responsibilities.
- Begin a log of the information you receive, decisions you make and hours you work.
- Assist with obtaining home telephone numbers of those involved with response efforts. Each responder's home will be called to give and receive information on the emergency and expected duration.
- Assist the Emergency Coordinator in accounting for each responder's hours logged involved in the emergency. Note who is exempt and who is not. It is possible that FEMA will pay 75 percent of overtime workforce expenses directly related to the disaster.
- Remind all parties involved that each person, included non-exempt staff, needs to have an accurate account of their hours spent responding to the emergency.
- Collect from each department and/or group after shift or day records on the following.
- Personnel- who, where, when, activity and time worked.
- Begin accumulating, or have an assistant retrieve the shift time logs from the EOC and the on-scene responders.
- Assist the CERT team in continuous operations and shift changes for relief personnel for an emergency that lasts 12 hours or longer.

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**FIRE DEPARTMENT:**

- Begin a log of events, decisions, communications, and significant events. Save all logs.
- Make sure that all agencies involved in responding are taking measures to maintain their own safety.
- As soon as is reasonable, tour the disaster site and take photos for records.
- Also tour the established shelters and assist Shelter Manager with correcting any hazards and preventing any injuries inside of the shelter.
- After your tour, advise the CERT team of issues dealing directly with Risk Management and responder safety.
- If applicable, assist the Incident Commander and City Attorney in investigation and documentation for potential liability issues.
- If necessary, recommend that the Policy Group request a Critical Incident Street Debriefing team for the emergency responders on scene and in the E.O.C. coordinate this with Incident Command and the Director of Public Safety.
- A representative from Fire Service/ EMS will report to the E.O.C. to assist in response coordination should the E.O.C. be activated.
- Ensure that departments are keeping records of the event and their activities. This information can be used as documentation for potential liability issues.
- Communicate with the Food Services Coordinator to ensure that proper food handling procedures are being met.
- Communicate with the Public Safety to ensure that all safety measures are being taken in consideration of populations with special needs.
- Communicate with the Shelter Coordinator to ensure safety at all established temporary shelters. If possible, have a trained medical responder treat small wounds at the shelter rather than transporting them to a hospital.

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**EMERGENCY MANAGEMENT COORDINATOR**

**(TOWN COUNCIL MEMBER):**

- Notify the Box Elder County Emergency Manager.
- Make sure E.O.C. telephone numbers are available to the P.I.O. and all City staff.
- Establish communication links with Box Elder County.
- Get an assistant to update the status board in the E.O.C./WEB EOC, be a runner and take notes.
- Through volunteer coordinator, notify or alert voluntary agencies with the following information:
  - Type of disaster; Time of disaster; Actions already taken; Areas/number of persons involved; Estimate of damage/loss of life; Type/amount of assistance needed.
- Update information on conditions of disaster with the following information.
  - Status of public services; Status of water and sewer systems; Release of hazardous materials; Rumor control; Status of weather.
- Be sure accurate logs and records of activities are being kept by all Departments with the following information.
  - Service activities; Estimates of damage; Manpower and equipment utilized; Mutual aid or extra-jurisdictional assistance requested or provided; Financial expenditures; Federal and State reports.
- Maintain contact with the National Weather Service.
- Work with the CERT team in filling out and faxing the Preliminary building Damage Assessment Surveys to the County and State.
- Work with the P.I.O. and the County in activating the Emergency Alert System.
- Recommend a professional Critical Incident Street Debriefing Team.

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**PUBLIC INFORMATION OFFICER (PIO)**

**Warning Phase of an Emergency**

- Coordinate with departments on what information needs to be released before an action takes place, i.e. evacuation, in-place sheltering, anticipated weather information, etc.
- Prepare printed material (if applicable) for media and quick distribution to public and monitor media reports.
- **After the Emergency has begun** - Get an assistant to assist you with clerical duties.
- Log activities, decisions, communications, major events, etc.
- Handle inquiries from the media. Schedule regular press conferences. Let them know where and when information will be released. **The media center must be removed from the E.O.C.**
- Coordinate visitor control at the E.O.C.
- Coordinate all rumor control activities. You may need assistants to help you.
- Determine the value of the information received.
- Release the names of injured residents or employees **only after the next of kin have been notified.**
- Keep records of what you did and why.

**Emergency Alert System**

- If the desired action is to activate the emergency alert system, contact the Box Elder County Sheriff's Office. Give them the brief information to be broadcast. **This information should answer who, what, where, when, why and how.**
- Call back the Box Elder County Sheriff's Office to update or cancel the E.A.S.
- **People Need Information About:**

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- Damage to community.
- What services are/ are not available.
- What the Town is doing to restore lost services.
- Estimates of how long services will be out.
- What the public should do and plan for.
- **Where medical, shelter, and food services may be obtained.**

**COMMUNICATIONS COORDINATOR**

- Designate a runner to take and receive written messages and those messages, which cannot be transmitted by radio or telephone.
- See that redundant communication links are established between the EOC and field personnel.
- Is there sufficient communication equipment with emergency power supplies available?
- Inform all parties involved in the response of the channels assigned to the different departments and how to contact other departments and groups.
- Coordinate with ARES (Amateur Radio Emergency Services) to augment the city's needs. For example, setting up communications between shelters, field personnel and the EOC and establish communications with other government agencies including Box Elder County.

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**HEALTH and MEDICAL VICTIM ACCOUNTIBILITY (Fire Dept.)**

- Coordinate with medical facilities so we can tell people where to go for medical help.
- Inform the Public Information Officer of the availability of medical resources.
- Establish a temporary morgue if needed.
- Is the emergency being surveyed for health and sanitation hazards?
- Is decontamination an issue? How will it be handled?
- Have helicopter landing zones with adequate ground support been established.
- Is water being tested for contamination? (Public Works)
- Should arrangements be made for bulk water supply?
- Are there adequate facilities for proper containment and disposal of medical wastes?
- Contact the Box Elder County Sheriff's Office to alert them of the possibility of needing additional medical resources including mental health workers.
- Work with the Communications Coordinator as needed at hospitals, shelters or on scene.
- Monitor health and sanitation conditions and needs in designated shelters.
- Coordinate the established of emergency hospitals if required.
- Work with Community Services Coordinator to make communication links with every established shelter.
- Contact Shelter Coordinator and start collecting copies of shelter registration forms.
- Work with the PIO to determine when and under what conditions the release of victim information will be given to the public.

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- Coordinate victim information with local hospitals.
- The EOC will be the victim inquiry center to exchange information as to the names of people and in which shelters they are in.

**TRANSPORTATION COORDINATOR**

- The goals of the Transportation Coordinators are to: 1) Obtain information regarding the status of major roads: 2) Coordinate the transportation of groups of people from point A to point B without congesting routes used by emergency vehicles and equipment.
- Obtain a current, full size street map.
- You will need at least one assistant to help you with calling people and recording information.
- Assist in the allocation of Cities vehicles and equipment.
- Work with all on scene teams and groups to keep information of open routes and inform the EOC of roads needing to be cleared.
- When releasing information, remind the PIO to tell the general public to stay off the roads unless completely necessary and frequently update the PIO of roads closed.
- Coordinate transportation needs of displaced people to shelter sites.
- Assist with the transportation of food and supplies to shelter areas.
- Provide appropriate transportation for the return of displaced people to their residences.
- Provide and coordinate public transportation to emergency feeding sites, food distribution points, and clothing pick-up areas.
- Begin a log of activities, decisions, events, communications, etc.
- Designate an assistant to help with clerical duties such as message running, taking notes, or other errands.

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- Keep records of what you did and why. Make sure that all coordinators under your control are doing the same.
  
- Obtain information on status of department resources.
  - Personnel
  - Equipment, Building, Offices
  - Fleet Resources
  - Heavy Equipment
  - Communications
  - Materials
  
- Obtain information from field personnel regarding impacts of the disaster on the community.
- Street conditions, including bridges.
- Water distribution systems, including tanks, sewer lift stations, water treatment plant, wells springs and dams.
- Water availability to the public.
- Available/unavailable utilities from other agencies (private/public)
- Infrastructure.
  
- All Public Works damage assessment information must be submitted to the Policy Group which is the paramount requirement in declaring a disaster. A formal declaration cannot be made without the Preliminary Damage assessment Report being submitted to the Policy Group and the County EOC.
  
- Coordinate and recommend response priorities during Policy Group briefings. Standard priorities are 1) Route Clearance 2) Utility restoration of critical buildings.

**All other response functions and protocol performed by Public Works will follow previously established departmental plans.**

**If Applicable**

- Assist with evacuation plans and traffic control resources such as barricades and emergency signs.
  
- Lead the discussion as to where debris should be taken. Is the location temporary or permanent?
  
- Make sure that all of the shelters have sufficient basic utilities.
  
- Make sure someone is keeping records on vehicle, manpower, and equipment use.
  
- Check with mutual aid cities and Box Elder County to see if they have any Public Works resources available.

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**Flooding**

- Identify flood areas and coordinate with Police and Public Information for warnings, evacuations, and traffic control.
- Identify routes for storm water runoff to deter flooding damage.

**DAMAGE ASSESSMENT COORDINATOR (Public Works)**

- Assess the structural safety of the E.O.C. (Willard City Offices), Fire Station and Public Works maintenance building.
- Report the number of injured and killed (those that you become aware of) to the Sheriff's Deputy.
- Immediately gather information and fill out the Preliminary Damage Assessment report. Give one copy to the Policy Group, fax a copy to Box Elder County and the State Emergency Management Divisions and keep a copy.
- Attend Policy Group briefings and report damage assessment information.
- Assemble the Damage Assessment Team consisting of one Building Inspector and one Public Works Inspector. The team is to update the Damage Assessment Coordinator after a completed inspection of each targeted area and / or building.
- See that damage assessments are done on potential shelters and mass care facilities. Coordinate with Box Elder School District. The Damage Assessment Team will post each building inspected as Safe to Enter or Unsafe to Enter. The notice should include the time and date of inspection.
- Collect information from other sources such as volunteers, other government agencies, religious groups, and engineers from engineering firms on information they may have about damage.
- Complete the Initial Damage Assessment Report and send a copy to the Box Elder County E.O.C. and the State E.O.C. and keep a copy for your records.
- Keep records of what was completed and the reasons of such.
- Coordinate with Volunteer Coordinator to see if volunteers are a possibility and available.

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**Volunteer Coordinator**

- Report to the EOC, unless otherwise instructed.
- Begin a log of decisions, communications and significant events.
- Have four logs with you at all times. 1) Requests from public about status of a neighborhood; 2) The status of a neighborhood 3) Requests from parents about the status of their child at a particular school; 4) the status of students at a particular school.
- Get at least two assistants to assist you in documenting information given and received, making phone calls and assignments.
- Make your telephone numbers readily available to the Policy Group, EOC, public.
- Activate your community call down list.
  - Call each community leader to share information about the emergency.
  - Make sure that all of the information you receive is confirmed and that you get the name of the person giving the information.
  - Necessary information: Preliminary extent of damage to each individual community, neighborhood needs and availability of resources, i.e. people equipment.