



**MIDVALE CITY COUNCIL MEETING
AGENDA
June 21, 2016**

PUBLIC NOTICE IS HEREBY GIVEN that the **Midvale City Council** will hold a regular meeting on the **21st day of June, 2016** at Midvale City Hall, 7505 South Holden Street, Midvale, Utah as follows:

**6:30 PM
INFORMATIONAL ITEMS**

- I. DEPARTMENT REPORTS**
- II. CITY MANAGER BUSINESS**

**7:00 PM
REGULAR MEETING**

- III. GENERAL BUSINESS**
 - A. WELCOME AND PLEDGE OF ALLEGIANCE
 - B. ROLL CALL

- IV. PUBLIC COMMENTS**

Any person wishing to comment on any item not otherwise on the Agenda may address the City Council at this point by stepping to the microphone and giving his or her name for the record. Comments should be limited to not more than three (3) minutes, unless additional time is authorized by the Governing Body. Citizen groups will be asked to appoint a spokesperson. This is the time and place for any person who wishes to comment on non-hearing, non-Agenda items. Items brought forward to the attention of the City Council will be turned over to staff to provide a response outside of the City Council meeting.

- V. COUNCIL REPORTS**
 - A. Councilmember Paul Hunt
 - B. Councilmember Quinn Sperry
 - C. Councilmember Wayne Sharp
 - D. Councilmember Stephen Brown
 - E. Councilmember Paul Glover

- VI. MAYOR REPORT**
 - A. Mayor JoAnn B. Seghini

- VII. PUBLIC HEARINGS**
 - A. Public hearing to receive public comment on the proposed FY2017 Budget beginning July 1, 2016 and ending June 30, 2017 [*Kane Loader, City Manager; Laurie Harvey, Assist. City Manager/Admin, Services Director*]
 - B. Consider amendments to the FY 2016 budgets for the General Fund and other funds as necessary [*Laurie Harvey, Assist. City Manager/Admin. Services Director*]

ACTION: Approve Resolution No. 2016-R-19 Adopting the Amendments to the Fiscal Year 2016 Budgets for the General Fund and other funds as necessary

VIII. CONSENT AGENDA

- A. Approve minutes of June 7 and 14, 2016 [*Rori Andreason, H.R. Director/City Recorder*]
- B. Set date and time (July 12, 2016 at 7:00 p.m.) for a public hearing to Consider a Proposed Text Amendment to create a Residential Overlay within the Regional Commercial Zone [*Lesley Burns, City Planner*]
- C. Set date and time (July 12, 2016 at 7:00 p.m.) for a public hearing to Consider a Proposed Text Amendment to add Telecommunications Facilities Standards in the Public Facilities Overlay [*Lesley Burns, City Planner*]

IX. ACTION ITEMS

- A. Approve Resolution No. 2016-R-20 Adopting the Midvale City Emergency Operations Plan [*Jesse Valenzuela, Emergency Operations Plan*]

X. DISCUSSION ITEMS

- A. Discuss Proposed Text Amendment to create a Residential Overlay within the Regional Commercial Zone [*Lesley Burns, City Planner*]
- B. Discuss Proposed Text Amendment to add Telecommunications Facilities Standards in the Public Facilities Overlay [*Lesley Burns, City Planner*]

XI. ADJOURN

XII. CALENDAR OF EVENTS

June 22 – Planning Commission	July 12 – Regular Meeting
July 4 - INDEPENDENCE DAY	July 25 – PIONEER DAY
July 6 – Community Council	July 27 – Planning Commission

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

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

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

DATE POSTED: JUNE 17, 2016

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



MIDVALE CITY COUNCIL SUMMARY REPORT

Meeting Date: June 21, 2016

SUBJECT: Midvale City Corporation Resolution No. 2016-R-19
Budget Opening #2 for Fiscal Year 2016

SUBMITTED BY: Laurie N. Harvey, Director of Administrative Services

SUMMARY: Staff proposes amendments to the FY 2016 Budget for the following funds: General, Capital Improvement Projects, and Fleet. The amendments include new grant awards, carryover of unexpended 2015 appropriations, and adjustments to appropriated expenditure accounts. The resolution and budget detail are attached.

FISCAL IMPACT:

General Fund – no impact on Fund Balance

Capital Improvement Projects Fund – no impact on Fund Balance

Fleet Fund – reduces Fund Balance by \$93,700

STAFF RECOMMENDATION (MOTION READY): I move we adopt Resolution 2016-R-19, amending the budgets of the following funds: General, Capital Improvement Projects, and Fleet for the fiscal year ending June 30, 2016.

ATTACHMENTS: Resolution and proposed budget adjustments.

**MIDVALE CITY CORPORATION
RESOLUTION 2016-R-19**

A Budget Appropriation Resolution of Midvale City, amending the budgets of the following funds: General, Capital Improvement Projects, and Fleet for the Fiscal Year ending June 30, 2016.

Whereas, Utah State Code, Sections 10-6-109, 10-6-127, and 10-6-128 of the Uniform Fiscal Procedures Act for Utah Cities, requires that increases in appropriations for operating budgets of the General Fund and other funds be made by resolution of the governing body; and

Whereas, the required public notice was properly published in newspapers of general circulation in Salt Lake County; and

Whereas, pursuant to notice, the public hearing was held on the 21st day of June, 2016; and

Whereas, in compliance with statutory requirements, Midvale City amends the revenue and appropriation budgets of the following funds: General, Capital Improvement Projects, and Fleet as detailed on the attached schedule:

Now therefore be it resolved, by the Midvale City Council, that the above budget amendments be made for the appropriate budgets for the Fiscal Year ending June 30, 2016.

This resolution shall become effective immediately upon passage thereof.

Passed and adopted by the City Council of Midvale City, State of Utah, this ____ day of June, 2016.

JoAnn B. Seghini, Mayor

ATTEST:

Rori L. Andreason, MMC
City Recorder

Voting by the City Council: “Aye”		“Nay”
Stephen Brown	_____	_____
Paul Glover	_____	_____
Quinn Sperry	_____	_____
Paul Hunt	_____	_____
Wayne Sharp	_____	_____

MIDVALE CITY CORPORATION - BUDGET OPENING #2 - FY 2016

Description	Revenue	A/C #	Expenditure	A/C #
GENERAL FUND				
Grant - Salt Lake County - Boys & Girls Club	\$ 75,800	10-3370-200-000	\$ 75,800	10-4151-540-100
Grant - Salt Lake County TRCC - Outdoor Stage in Park	60,000	10-3370-300-000		
Grant - Midvale Arts Council - OSP	30,000			
Buildings & Grounds - professional services - OSP			(30,000)	10-4160-310-000
Contribution to CIP - Outdoor Stage in Park drawings			120,000	10-4830-910-100
Finance - benefits			10,000	10-4141-130-000
Development Services - salaries			12,000	10-4620-110-000
Sale of assets (Generator)	10,000	10-3640-000-002		
Intergovernmental - salaries			(12,000)	10-4151-110-000
TOTAL GENERAL FUND	<u>\$ 175,800.00</u>		<u>\$ 175,800.00</u>	
CAPITAL IMPROVEMENT PROJECTS FUND				
Transfer from General Fund - Outdoor Stage in Park	\$ 120,000	41-3810-100-000	\$ 120,000	41-4983-713-019
TOTAL CAPITAL IMPROVEMENT PROJECTS FUND	<u>\$ 120,000</u>		<u>\$ 120,000</u>	
FLEET FUND				
Contribution from Fund Balance	\$ 93,700	62-3898-000-000		
Proceeds from sale of assets	\$ 32,200	62-3640-000-000		
Water vehicle purchase			\$ 71,700	62-4971-760-103
Bldgs & Grounds vehicle purchase			27,500	62-4971-760-105
Public Safety vehicle purchase			26,700	62-4971-760-106
TOTAL FLEET FUND	<u>\$ 125,900</u>		<u>\$ 125,900</u>	



CITY COUNCIL MEETING

Minutes

Tuesday, June 7, 2016
Council Chambers
7505 South Holden Street
Midvale, Utah 84047

MAYOR: Mayor JoAnn B. Seghini

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

STAFF: Kane Loader, City Manager; Phillip Hill, Assistant City Manager/Community Development Director; Laurie Harvey, Asst. City Manager/Admin. Services Director; Rori Andreason, H.R. Director/City Recorder; Lisa Garner, City Attorney; Lt. Kim Burgon, UPD Midvale Precinct; Chief Scott McBride, UFA; Michelle Henderson, Court Administrator; Dalin Hackett, Asst. Finance Director/City Treasurer; Jesse Valenzuela; and Jarin Blackham, IT Manager.

Mayor Seghini called the meeting to order at 6:38 p.m.

I. INFORMATIONAL ITEMS

A. DEPARTMENT REPORTS

Lt. Kim Burgon reported on recent police incidents. She updated the Council on activities at the homeless shelter and informed the Council that the officer at that facility is doing a great job. She also discussed a recent successful drug bust within the City.

Chief Scott McBride said that new employees Matt McFarland and Erick Holmes will be working in community services.

Laurie Harvey said the new City website is live. She asked Jarin Blackham to preview the new City website and its functions. She reviewed the base budget at the budget retreat as well as the items the Council wanted to fund. She reviewed the certified tax rate the City should be receiving from the State as well as bonds the City currently has and other funding mechanisms the City's financial advisors have been looking at. She said she did write a newsletter article stating staff is recommending a 150% tax increase and invited everyone to attend the public hearing on June 21st.

Phillip Hill updated the Council on current City projects. The 7200 South and 900 East project will begin the end of June. He updated the Council on the splash pad project. He said the pre-con meeting should take place soon.

Rori Andreason discussed the need for the Hall of Honors inductees for this year. She also discussed benefits enrollment that is due on Thursday.

Jesse Valenzuela said he would like to review in more detail the information from the conference he attended in Joplin, Missouri regarding disaster recovery. He also discussed the Emergency Operations Plan that is scheduled for adoption on June 21, 2016.

Mayor Seghini asked that a newsletter article be written making residents aware of scams with contractors stating pay me now and they will do the work later. Don't do it.

II. CITY MANAGER'S REPORT

Kane Loader discussed the status of obtaining approval from CAP regarding the use of the seminary building. He will bring that back as soon as possible for Council approval. He discussed the Jordan River Commission. The City has resisted joining that organization due to requirements to get approval for development. They have since softened their approach and want to be an organization that gives us ideas and assistance with developments. He and Phil are looking at the Interlocal agreement. He felt they have a better approach as to how they are dealing with it now. He will bring that back for Council approval. VECC is ready to issue the purchase order for the CAD system to Intergraph who is the successful bidder. They've had a lot of issues but are excited to get it started. It will take about 18 months for all of the agencies to get onto the system. TransJordan Landfill joined NUERA, the Northern Utah Environmental Resource Agency. Agencies joined the organization in hopes to work together on a regional landfill. With all of the agencies working together they will have the way stream to be able to operate a landfill. This will make it so we will not have to rely on the private sector to handle our waste. He said he would provide updates as he gets them. The employee BBQ is on Thursday from 11 am to 1 pm at the park bowery.

Michelle Henderson said Judge Wolhuis is one of three judges that have not chosen to be retained for this year. She discussed the process of choosing a new judge.

Mayor Seghini called the business meeting to order at 7:47 p.m.

III. GENERAL BUSINESS

A. Welcome and Pledge of Allegiance

B. Roll Call – Council Members Paul Hunt, Wayne Sharp, Quinn Sperry, and Paul Glover were present at roll call. Council Member Stephen Brown was excused.

IV. PUBLIC COMMENTS

There was no one present who desired to speak.

V. COUNCIL REPORTS

A. Councilmember Paul Glover – said he will be out until July 5th.

B. Councilmember Paul Hunt – had nothing to report.

C. Councilmember Quinn Sperry – said he attended the Ribbon Ceremony at the new Maverik, which was great. He discussed the property on 900 East south of the Focus Dental. There are concerns of the weeds growing there as well as on the private lane adjacent to that property.

D. Councilmember Wayne Sharp – said the mosquitoes are out and about. He said to dump out all the standing water in your yards. He said he appreciated the work the Public Works Department did by Fur Breeders last year to get rid of the mosquitoes down there. He said he recently toured Main Street with Chris Butte and the Vincent kids who are now thinking about doing something with their property. He said he received a few calls on a Sunday stating the music from the bowery in the park is too loud. He went over to his son's house close to the park and could hear the music clearly. He asked staff to look into this. He also said Top Golf is wonderful.

E. Councilmember Stephen Brown – excused.

VI. MAYOR REPORT

Mayor JoAnn B. Seghini – said the County Library is reopening on Saturday. The United Way is moving forward with the clean-up program on June 24th.

VII. CONSENT AGENDA

A. APPROVE MINUTES OF MAY 17, 2016

B. SET DATE AND TIME (7:00 PM – JUNE 21, 2016) FOR A PUBLIC HEARING TO RECEIVE PUBLIC COMMENT OF THE PROPOSED FY 2017 BUDGET

C. SET DATE AND TIME (7:00 PM – JUNE 21, 2016) FOR A PUBLIC HEARING TO CONSIDER AMENDMENTS TO THE FY 2016 BUDGETS FOR THE GENERAL FUND AND OTHER FUNDS AS NECESSARY

MOTION: Councilmember Wayne Sharp **MOVED** to approve the consent agenda. The motion was **SECONDED** by Councilmember Paul Hunt. Mayor Seghini called for discussion on the motion. There being none she called for a roll call vote:

Council Member Paul Glover	Aye
Council Member Paul Hunt	Aye
Council Member Quinn Sperry	Aye
Council Member Wayne Sharp	Aye
Council Member Stephen Brown	Absent

The motion passed unanimously.

VIII. DISCUSSION ITEMS

A. DISCUSS THE PROPOSED BUDGETS FOR THE ADMINISTRATIVE SERVICES DEPARTMENT, NON-DEPARTMENTAL, EMPLOYEE SERVICES, HUMAN RESOURCES, AND CAPITAL PROJECTS

Laurie Harvey discussed details of the budgets for the Administrative Services Department, Non-Departmental, Employee Services, Human Resources, City Recorder, and Capital Projects. Rori Andreason discussed the proposed market adjustments as well and the insurance costs, which have not increased for the last two years.

IX. ADJOURN

MOTION: Councilmember Wayne Sharp MOVED to adjourn the meeting. Councilmember Paul Hunt SECONDED the motion. Mayor Seghini called for discussion on the motion. There being none, she called for a vote. The motion passed unanimously.

The meeting adjourned at 8:28 p.m.

**Rori L. Andreason, MMC
H.R. DIRECTOR/CITY RECORDER**

Approved this 21st day of June, 2016.



MIDVALE CITY
CITY COUNCIL WORKSHOP MEETING
Minutes

Tuesday, June 14, 2016
Council Chambers
7505 S. Holden Street
Midvale, Utah 84047

MAYOR: JoAnn Seghini

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

STAFF: Kane Loader, City Manager; Laurie Harvey, Asst. City Manager/Admin. Services Director; Rori Andreason, H.R. Director/City Recorder; Danny Walz, Redevelopment Agency Director; Lisa Garner, City Attorney; Jesse Valenzuela, Emergency Operations Manager; Dalin Hackett, Asst. Finance Director/City Treasurer; David Starkey, Senior Accountant; Michelle Henderson, Court Administrator; and Jarin Blackham, IT Manager.

Mayor Seghini called the meeting to order at 6:35 p.m.

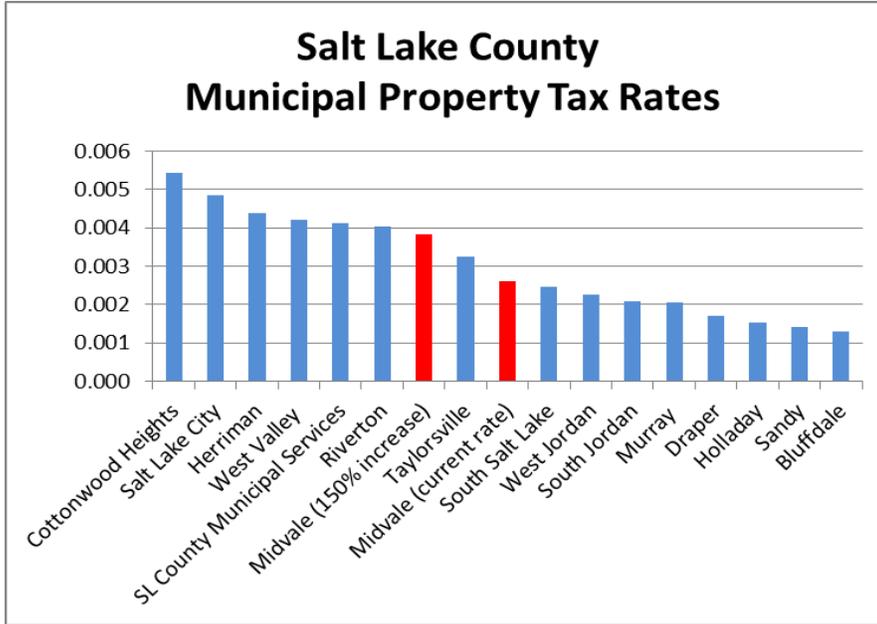
I. DISCUSSION ITEMS

A. PROPOSED FY 2017 BUDGET WRAP UP

Laurie Harvey discussed the proposed FY 2017 Budget

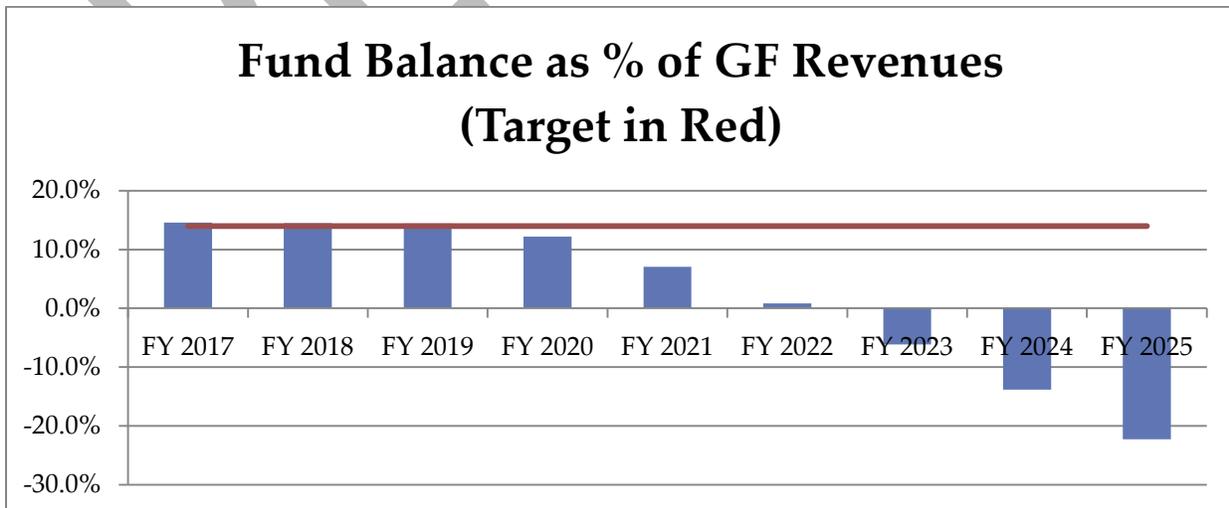
General Fund

- City Management recommends 145% Property Tax Increase
 - 105% increase in Certified Tax Rate (CTR)(approximately \$1 million revenue)
 - 40% increase by assessing G.O. Bond debt service (approximately \$400,000 revenue)
 - Another option would be a 145% increase in the CTR
- Benefits
 - Provides \$400,000 for roads, debt service on new B&C Road Fund Bond, or another capital project
 - Keeps Fund balance at 18% of GF revenue through FY 2019
 - Gets the pain over all at once
- Impact of reducing recommended property tax increase
 - Inadequate funding for future capital projects
 - Fund balance drops below 18% of GF revenues
 - Reduced capacity to service new debt
 - Another substantial tax increase may be necessary in FY 2018



- Issuing bonds for building improvements or road projects
 - Target debt service level built into financial model is 5% of GF revenue
 - Delays bond issuance until FY 2021
 - Midvale’s financial policies adopted in 2012 allow 15% of GF revenue
- Potential future bond issues in model:
 - FY 2021 MBA for building improvements - \$3.5 million
 - FY 2021 Excise tax (B&C Road Funds) - \$2.3 million
- Concerns regarding Court Revenue
 - Almost 40% of revenue collected is from clean-up of old cases
 - Backlog of old cases is diminishing

Dynamic Financial Sustainability Model



Capital Projects Built into Model

- Pavement Management - \$800,000
- Other capital projects - \$450,000
 - FY 2017 included Pickle-ball court and 50/50 sidewalk program
- UTOPIA - \$850,000, increases 2% per year
- Safe “Sidewalks, Curb and Gutter - \$100,000

Unfunded Future Capital Projects

Park Restrooms	\$75,000
Parking lot for Senior Center	\$100,000
Remodel Performing Arts Center	\$850,000
Renovate former Senior Center-Reception Ctr.	\$400,000
Additional Land for Public Works	\$200,000
Remodel Amphitheater	\$300,000
Bowery replacement	\$400,000
Storage in Park	\$100,000
Pickle ball court	\$30,000
Recreational Projects/other	\$1,400,000
Total	\$3,855,000

Water Fund Recommendations

- Reduce all base and overage rates by 5%
- Discontinue inclusion of 4,000 gallons in base
 - Possible increase for resident using only 4,000 per month \$5.23
 - Decrease for resident with zero consumption - \$1.26
- Average user will see a 7% - 9% increase - \$3.32/month
 - Revenue from user fees increases by \$174,500 or 4%
- Savings from refunding 2008B bonds = \$30,000 per year
 - Water – 84% - \$25,200
 - Sewer – 16% - \$4,800
- Equalize rates by 2022 with up to 7% increases
- Request to add benefits to new part/time tech
 - Increase hours to 30 per week
 - Benefit cost estimate is \$13,000

Sewer Fund Recommendations

Rate Comparison	
Gallons Used	9,000
Murray	34.81
Midvale - SA #1	30.82
Midvale - SA #2	30.82
South Salt Lake	29.70
West Jordan	26.88
South Valley Sewer Dist	25.00
Granger-Hunter	18.00
Sandy Suburban Improv Dist	15.04
Cottonwood Improv Dist	12.00
Midvalley Improv Dist	10.00

Storm Water Utility Fund Recommendations

- Increase rate by 5%
- Residential - \$.38 per month
 - Revenue from user fees increases by \$84,000, or 6%
- Another 5% rate increase scheduled for 2019

Storm Water Utility Fund Recommendations

Rate Comparison	
City	Charge/ERU
South Jordan	8.50
Midvale	8.00
South Jordan - KMS Dvlpmnt	6.50
Sandy	6.00
Draper	5.00
Murray	4.05
West Jordan	4.02
West Valley City	4.00
Riverton	4.00

Other Enterprise Funds

- No increase to Garbage rate
- No increase to Street Lighting rates

Proceedings of the Midvale City Council Workshop
June 14, 2016

- Recommended rate increases provide:
 - Debt service coverage of at least 125%
 - 300 days working capital for Water
 - 60 days working capital for Sewer
 - 30 days working capital for Water

Impact of tax/fee increases

SA 1	2016	2017	% Change	\$ Difference
Property Taxes	67.00	167.50	150%	100.50
Water	393.96	432.00	10%	38.04
Sewer	369.84	429.72	16%	59.88
Storm Water	91.44	96.00	5%	4.56
Total	1,015.11	1,230.18	21%	215.07
SA 2	2016	2017	% Change	\$ Difference
Property Taxes	67.00	167.50	150%	100.50
Water	471.60	511.20	8%	39.60
Sewer	369.84	429.72	16%	59.88
Storm Water	91.44	96.00	5%	4.56
Total	1,102.35	1,319.48	20%	217.13
SA 3	2016	2017	% Change	\$ Difference
Property Taxes	67.00	167.50	150%	100.50
Water	562.12	605.40	8%	43.28
Storm Water	91.44	96.00	5%	4.56
Total	803.80	960.62	20%	156.82

Next Steps

- Public Hearing June 21
- Provide proposed rate to County June 22
- Publish second article in July newsletter
- County tax notices mailed by July 22
- Publish Truth-in-Taxation” public notice August 1
 - Take out our own quarter page ad to explain?
- Truth-in-Taxation Hearing August 9
 - Adopt Budget

Laura Lewis talked about balancing the City revenues with 1/3 property tax, 1/3 sales tax, and 1/3 franchise tax growth. Rating agencies like to see this balance so if there is an economic downturn; the City will still be able to function.

Dave Starkey discussed increasing one of the part-time meter techs to a ¾ time position. He said the position will be posted in accordance with city policies. The Council agreed.

Laurie Harvey discussed the proposed tax increase. The Council agreed to a 100% tax increase plus adding the GO bond.

B. DISCUSS PROPOSED BUDGET AMENDMENTS TO THE FY 2016 BUDGETS

Laurie Harvey reviewed the proposed amendments to the FY 2016 budgets as follows:

General Fund

- Grant from Salt Lake County - \$75,800
 - Boys and Girls Club programs
- Grant from Salt Lake County - \$60,000
- Grant from Midvale Arts Council-\$30,000
- Transfer from Bldgs & Grounds - \$30,000
 - Pass \$120,000 through to CIP for drawings for Outdoor Stage in the Park
- Finance – benefits - \$10,000
- Development Services– salaries - \$12,000
- Intergovernmental - salaries - \$(12,000)
- Sale of assets – generator - \$(10,000)

Fleet Fund

- Vehicle for Emergency Ops - \$26,700
- Vehicle for Facilities Manager - \$27,500
- Vehicle for Water - \$71,700
- Sale of fixed assets - \$32,200
- Contribution from Fund Balance- \$93,700

C. DISCUSS PROPOSED NUISANCE ORDINANCE FOR CODE ENFORCEMENT

Lisa Garner discussed the proposed nuisance ordinance for Code Enforcement.

Code Enforcement

- Current Procedure
- Current Ordinance
- Proposed Changes

Nuisances

- Current Ordinances
- Options

Code Enforcement

- Current Procedure
- Current Ordinance
- Proposed Changes

Nuisances

- Current Ordinances
- Options

Current Procedure

- Notice of Violation – 14 Days
- Notice of Noncompliance – 14 Days
- Notice of Hearing – 14 Days
- Hearing
 - Total Time from Violation to Hearing – 42 Days

Other Procedures

- No courtesy notice for snow or weeds
- Repeat offenders receive a notice of noncompliance and are directed to legal
- Repeat offenders are criminally prosecuted if they are uncooperative

Requirements

- Notice by regular mail is deemed served 7 days after it was mailed
- Notices of Violation must be provided in English and Spanish
- No explanation of what must be included in a Notice of Emergency Abatement
 - Total Time from Violation to Hearing – By citizen's or City's request only

Proposed Changes

- Notice of Violation – 14 Days
- Notice of Noncompliance Hearing – 14 Days
- Hearing
 - Total time from Violation to Hearing – 28 Days

The Council wanted the process shortened as much as possible to include a 14 day notice, and only hold a hearing if the individual requests it.

Procedures/Requirements

- To qualify as a repeat offender, an individual must have gone through the administrative hearing process first
- Repeat offenders are referred to legal
- No requirement for notices to be given in Spanish
- Reduce time period required for notice to be deemed served to 2 days
- Remove administrative citations as an enforcement option
- Use Notice of Violation requirements as benchmark for Notice of Emergency Abatement

Option

- Remove requirement for hearing unless requested by individual

The Council agreed to only hold a hearing if the individual requests it.

Current Ordinances

Under Midvale's current ordinances, the following are defined as nuisances:

- Property Maintenance
 - Storage of Personal Property
 - Lumber
 - Appliance

- Container
- Solid waste
- Vacant Structures
- Exterior Property
 - Unsanitary conditions
 - Exhaust vent
 - Accessory structure
 - Inoperable vehicle
 - Graffiti
- Unkempt Pool, Spa, or Hot Tub
- Exterior Structure
 - Not in good repair
 - Cracked or broken foundation wall
 - Deteriorating wall
 - Defective roof or drainage
 - Decorative feature in poor repair
 - Unsound overhang extension
 - Unsound stairway, deck, porch, or balcony
 - Unsound chimney or tower
 - Handrail or guard in poor repair
- Garbage
- Abandoned Vehicles
- Unreasonable Loud Noises
- Unsafe or Annoying Animals
- Incompatible Uses

Options

Possible Definitions

- Statutory - U.C.A. §78-31-1(1): Anything which is injurious to health, indecent, offensive to the senses, or an obstruction to the free use of Property, so as to interfere with the comfortable enjoyment of life or Property
- Statutory - U.C.A. §76-10-801: Any item, thing, manner, or condition whatsoever that is dangerous to human life or health or renders soil, air, water, or food impure or unwholesome.
- Statutory - U.C.A. §76-10-803: Unlawfully doing any act or omitting to perform any duty, which act or omission:
 - annoys, injures, or endangers the comfort, repose, health, or safety of three or more persons;
 - offends public decency;
 - unlawfully interferes with, obstructs, or tends to obstruct, or renders dangerous for passage, any lake, stream, canal, or basin, or any public park, square, street, or highway; or
 - in any way renders three or more persons insecure in life or the use of Property. An act which affects three or more persons in any of the ways specified in this subsection is still a nuisance regardless of the extent to which the annoyance or damage inflicted is unequal.
- Common Law - A condition which:

- wrongfully annoys, injures, or endangers the comfort, repose, health, or safety of others; or
 - unlawfully interferes with, obstructs, or tends to obstruct, or render dangerous for passage, any public park, square, street, highway, or other public place; or
 - in any way renders other persons insecure in life, or in the use of Property, and which affects the rights of an entire community or neighborhood, although the extent of the damage may be unequal.
- Enumerated - Specific nuisances as enumerated throughout the Municipal Code.

Other Cities` Approaches

Exhaustive:

‘Nuisance’ definition includes statutory and common law definitions, as well as enumerated nuisances.

- Springville
- Taylorsville
- Lehi
- Herriman
- Cedar Hills

Hybrid:

‘Nuisance’ definition includes common law or statutory definition and enumerated nuisances in city code.

- West Jordan
- Salt Lake
- Holladay
- Bluffdale

Enumerated:

‘Nuisance’ definition only includes enumerated nuisances in city code.

- Riverton
- Provo
- Murray
- Draper

Process

Period of City Council Involvement

Enforcement

- Prosecution
- Civil
- Administrative

Lisa discussed the ordinance extensively with the Council.

D. DISCUSS THE MIDVALE CITY OPERATION PLAN

Jesse Valenzuela discussed the Midvale City Emergency Operations Plan.

II. ADJOURN

Mayor Seghini adjourned the meeting at approximately 9:20 p.m.

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

Approved this 21st day of June

PENDING



MIDVALE CITY COUNCIL SUMMARY REPORT

Meeting Date: June 21, 2016

ITEM: **Approve Resolution No. 2016-R-20 a resolution approving the Midvale City Emergency Operations Plan**

SUBMITTED BY: **Jesse Valenzuela, Emergency Manager**

SUMMARY:

As previously discussed with Council, the Midvale City Emergency Operations Plan is ready for adoption. The purpose in developing and adopting this plan is due to the fact that FEMA is not obligated to fully reimburse the City post disaster unless this plan is officially adopted. Therefore, the plan has been respectfully submitted by your Emergency Manager to be adopted and implemented by Resolution.

Fiscal Impact: N/A

STAFF'S RECOMMENDATION AND MOTION:

I move that we adopt Resolution No. 2016-R-20 a resolution adopting the Midvale City Emergency Operations Plan as presented.

**MIDVALE CITY, UTAH
RESOLUTION NO. 2016-R-20**

A RESOLUTION ADOPTING THE MIDVALE CITY EMERGENCY OPERATIONS PLAN

WHEREAS, Midvale City desires to adopt and implement a current Midvale City Emergency Operations Plan; and

WHEREAS, the Midvale City Council desires to be in full compliance with FEMA in regards to disaster recovery regulations; and

WHEREAS, this Midvale City Emergency Operations Plan supersedes any other emergency operation plans that existed prior to this date; and

WHEREAS, the Midvale City Council have a working awareness, value, purpose, and importance of this document; and

WHEREAS, the Midvale City Council recognizes this document is a flexible working document to be utilized during a disaster;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MIDVALE CITY, UTAH:

Section 1. The Midvale City Council hereby adopts and implements the Midvale City Emergency Operations Plan as (Exhibit A).

Section 2. This Resolution shall take effect immediately.

APPROVED AND ADOPTED this 21st day of June, 2016.

JoAnn B. Seghini, Mayor

ATTEST:

Rori L. Andreason, MMC
City Recorder

Voting by the Council:	“Aye”	“Nay”
Wayne Sharp	_____	_____
Stephen Brown	_____	_____
Paul Glover	_____	_____
Paul Hunt	_____	_____
Quinn Sperry	_____	_____



2016

Developed by:

MIDVALE CITY

EMERGENCY MANAGER, JESSE VALENZUELA

AND

GRANT PRO GROUP L.L.C, LIZ KINNE

[EMERGENCY OPERATIONS PLAN]

2016 Emergency Operations Plan is for planning and operational purposes when an incident occurs or is imminent; and/or a state of emergency is declared by the Mayor; and/or as directed by the Midvale City Manager or designee.

EMERGENCY OPERATIONS PLAN ACTIVATION

This Emergency Operations Plan (EOP) will be activated and implemented when the Midvale City Mayor or designee declares an emergency or when an emergency is considered imminent or probable and the implementation of this plan and the activation of the Midvale City Emergency Operations Center is considered a prudent, proactive response.

This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent
- A state of emergency is declared by the Mayor
- As directed by the Midvale City Manager or designee

Familiarity with the EOP components will help users locate guidelines, procedures, and supplemental information in an emergency and complete tasks in a timely manner. The EOP will also provide guidance regarding official records to be kept on file after an emergency response.

The emergency management organizational structure is outlined in Emergency Support Function #5 – Emergency Management. Midvale City Emergency Management is under the immediate operational direction and control of the City Manager, who coordinates interdepartmental emergency operations and is ultimately responsible for resolving conflicts regarding the application of limited resources to a variety of concurrent emergencies.

Saving lives will take precedence over protecting property and environmental for decisions involving resource allocation and prioritization.

Midvale City Emergency Management is responsible for coordinating emergency activities with regional, state, and private partners. Coordination will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System (NIMS).

Midvale City operates under a traditional form of government and is a City of the Third class as determined by Utah law. Hence, it is governed by a six-member Council comprised of five Council Members and a Mayor. The Mayor votes only to break a tie-vote of the Council. The Mayor serves as the Chief Executive Officer and the City Manager serves as Chief Administrative Officer overseeing the day-to-day administrative functions of the City.

PROMULGATION

This plan is promulgated as the Midvale City Emergency Operations Plan (EOP). This plan is designed to comply with all applicable Midvale City regulations and provides the policies and procedures to be followed in response to emergencies, disasters, and terrorism events.

This plan supersedes all previous versions of the EOP.

Promulgated on this ___ day of _____ 20__

Name

Title

LINE OF AUTHORITY

When disasters threatens or strikes Midvale City, the City government is expected to marshal its resources, channel the efforts of CERT volunteers and private enterprise in the community, and solicit assistance from outside of the City if and when necessary. The elected leadership in Midvale City is legally responsible for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters. During the applicable phases (pre-, trans-, and post-) of the emergency response effort, it allows the City's leadership to:

- Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively.
- Direct and coordinate the efforts of the jurisdiction's various response forces.
- Coordinate with the response efforts of other jurisdictions.
- Use available resources efficiently and effectively.

In the event of an emergency, Midvale City's command structure is as follows:

- i. Mayor
 - ii. City Council Members (5)
 - iii. City Manager
 - iv. Assistant City Managers
 - v. Public Works Director
 - vi. Human Resource Director
 - vii. EmergencyManager
-

APPROVAL AND IMPLEMENTATION

Effective date: _____

This document is the updated integrated Emergency Operations Plan (EOP) for Midvale City. This EOP supersedes any previous emergency management plans promulgated by Midvale City. This plan provides a framework for Midvale City departments and agencies to plan and perform their respective emergency functions during a disaster or national emergency.

This EOP recognizes the need for ongoing emergency operations planning by all Midvale City departments and agencies.

This plan addresses the four goals identified in the National Strategy for Homeland Security:

- Prevent and disrupt terrorist attacks
- Protect the American people, our critical infrastructure, and key resources
- Respond to and recover from incidents
- Continue to strengthen the foundation to ensure our long-term recovery success

By integrating planning efforts in these four areas, Midvale City can produce an effective emergency management and Homeland Security program.

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

As part of NIMS, the Incident Command System (ICS) 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 incident management will be conducted using ICS.

This EOP complies with existing federal, state, and local statutes. It has been approved by the Mayor and City Council, and will be revised and updated as required. All recipients are requested to advise Midvale City Emergency Management of any changes that might improve or increase the usefulness of this EOP.

APPROVED BY:

SIGNATURE

DATE

PRINTED NAME, TITLE

APPROVAL AND IMPLEMENTATION

Preparedness to cope with the effects of a disaster includes many diverse but interrelated elements that must be woven into a comprehensive, *integrated emergency management system* involving all jurisdictions of local government and including private support organizations and citizens.

Disasters require a sudden escalation in the material needs of a community and a reorganization of resources and personnel in order to address emergency response needs. Many lives can be lost in the confusion and disorganization that accompanies the lack of a fully planned response effort. Failure to develop and implement an integrated disaster preparedness plan results in a less effective response instead of a coordinated operation.

Planning for population protection must be a cooperative effort to avoid or minimize the effects of disasters, protect lives and property, and restore the stricken area to its pre-disaster condition with a minimum of social and economic disruption.

We, as the departmental leaders of the Midvale City Corporation, support the planning principles used to develop this document and accept the responsibilities outlined in this plan.

City Manager

Finance Director
Assistant City Manager

Director, CED
Assistant City Manager

Public Works Director

Human Resource Director

RDA Director

Information & Technology Manager

City Attorney

Emergency Manager

Midvale City Corporation
Emergency Operations Plan
BASE PLAN

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1.1 Purpose

The Midvale City Emergency Operations Plan (EOP) establishes a framework to integrate and coordinate the emergency response and recovery actions of all levels of government, volunteer organizations, and the private sector within Midvale City. The EOP is a comprehensive plan that is risk-based and all-hazards in its approach. As such, it is the blueprint for all Midvale City emergency and disaster operations.

Emergency response and recovery actions undertaken by government agencies and volunteer organizations following a major disaster or emergency will ensure that the following objectives are met:

- Reduce the vulnerability of citizens and communities within Midvale City to loss of life, injury, damage, and destruction of property during natural, technological, or human-caused emergencies and disasters or during hostile military or paramilitary actions.
- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies and disasters.
- Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
- Assist Midvale City citizens with recovering from emergencies and disasters by providing for the rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.
- Provide an emergency management system encompassing all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.

Midvale City Emergency Management is the lead agency for coordinating the response during a major disaster or emergency affecting Midvale City. The Emergency Manager is responsible for the following actions:

- Develop effective mitigation practices for the community.
 - Provide training and conduct exercises for Midvale City emergency responders.
 - Develop and implement emergency plans, operating procedures and checklists, systems, and facilities for response to community emergencies.
 - Work with local government and city departments and agencies to develop plans and procedures to recover from a disaster.
 - Coordinate the city's response to disasters.
-

1.2 Scope

The Midvale City EOP establishes the fundamental policies, basic program strategies, assumptions, and mechanisms through which Midvale City will mobilize resources and conduct activities to guide and support local jurisdictions and to seek assistance when necessary from Salt Lake County Emergency Management and the Utah Division of Emergency Management during response, recovery, and mitigation.

The EOP is based on 15 Emergency Support Functions (ESF) for Midvale City. There are clearly defined roles and responsibilities and a concept of operations for each of the primary and support agencies that make up the 15 ESFs. The EOP addresses the various levels of emergencies or disasters likely to occur and, in accordance with the magnitude of an event, the corresponding short-term and long-term response and recovery actions that state organizations will take in coordination with the Salt Lake County Emergency Management, Utah Division of Emergency Management, and surrounding local jurisdictions.

1.3 Phases of Emergency Management

The Midvale City EOP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The EOP addresses the following phases of emergency management:

- **Prevention** consists of actions that reduce risk from human-caused events. Prevention planning identifies actions that minimize the possibility that an event will occur or adversely affect the safety and security of a jurisdiction's citizens and critical infrastructure.
- **Protection** reduces or eliminates a threat to people and places. The protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection safeguards citizens and their freedoms, critical infrastructure, property, and the economy from acts of terrorism, natural disasters, or other emergencies. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.
- **Mitigation** is a vital component of the overall preparedness effort and represents a jurisdiction's sustained actions to reduce or eliminate long-term risk to people and property from the effects of hazards and threats. The purpose of mitigation to protect people and structures and to minimize the costs of disaster response and recovery.
- **Response** embodies the actions taken in the immediate aftermath of an event to save lives, meet basic human needs, and reduce the loss of property and impact to the environment. Response planning provides rapid and disciplined incident assessment to ensure response is quickly scalable, adaptable, and flexible.
- **Recovery** encompasses both short-term and long-term efforts to rebuild and revitalize affected communities. Recovery planning must be a near seamless transition from response

activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons.

1.4 Disaster Condition (Situation Overview)

Midvale City is vulnerable to natural, technological, and human-caused hazards that threaten the health and safety of citizens. Mitigation action and planning can substantially reduce the cost of responding to and recovering from a disaster.

A major disaster or emergency could produce a large number of fatalities and injuries. Many people will be displaced and unable to feed, clothe, and shelter themselves and their families. Jobs will be lost with reduced prospect for future employment in the area. The economic viability of the affected communities may be jeopardized. Many private homes and businesses and major industries will be damaged or destroyed. The structural integrity of many public buildings, bridges, roadways, and facilities will be compromised. Water and utility infrastructure will be severely affected, and emergency response efforts will be hampered due to transportation problems, lack of electrical power, debris, and damaged, destroyed, or inaccessible structures.

Timely deployment of resources from unaffected areas in Midvale City, Salt Lake County, and the State of Utah will be needed to ensure an effective and efficient response.

1.5 Planning Assumptions

- The Midvale City emergency management command and control structure is based on a bottom-up approach to response and recovery resource allocation (that is, local response efforts followed by county response efforts, then state response efforts, and finally federal government assistance). Each level of government must exhaust its resources prior to elevation to the next level. Homeland security statutes and regulations may govern certain response activities. The recovery of losses and reimbursements of costs from federal resources will require preparation and compliance of certain processes.
- Midvale City will make every reasonable effort to respond to an emergency or disaster. However, Midvale City resources and systems may be damaged, destroyed, or overwhelmed.
- The responsibilities and functions outlined in this EOP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time of the emergency or disaster.
- There will likely be direct physical and economic damages to critical infrastructure. This damage will diminish emergency response abilities due to inaccessible locales, cause inconvenience or overwhelming distress due to temporary or protracted service

interruptions, and result in long-term economic losses due to the economic and physical limitations of recovery operations.

- The Midvale City Emergency Operations Center (EOC) will be activated and staffed with representatives from Midvale City departments, agencies, and private organizations. Representatives will be grouped together under the ESF concept. The primary agency for each ESF will be responsible for coordinating the planning and response activities of the support agencies assigned to the ESF.
- Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared, when possible, and understand their own responsibilities should a major disaster or emergency occur.
- Residents living within Midvale City boundaries are encouraged to develop a family disaster plan and maintain the supplies necessary to be self-sufficient for a minimum of 72 hours and a maximum of two weeks.
- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events (for example, fires, explosions, structural collapse, contamination issues, loss of critical infrastructure, and floods) are a few of the significant factors that will affect casualties and damage.
- Disaster relief from agencies outside Midvale City will take more than 72 hours to arrive.

1.6 Incident Command System

Midvale City has adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Midvale City. First responders are encouraged to implement training, exercises, and daily use of ICS. ICS is a combination of facilities, equipment, personnel, procedures, and communications that operate with a common organizational structure. ICS is designed to aid in resource management during incidents. ICS is applicable to small incidents and large, complex incidents. All operations within the Midvale City EOC will be conducted using ICS.

Section 2 POLICIES

All operations under the Midvale City Emergency Operations Plan (EOP) will be undertaken in accordance with the mission statement of Midvale City Emergency Management: To be known as a disaster-resilient community, with effective partnerships and commitment to reducing the impact of disasters, by preparing Midvale City staff and continuing to encourage, educate, and involve the community in personal and family preparedness.

The following policies apply to the Midvale City EOP:

- County, state, and federal emergency plans and programs will integrate with the Midvale City EOP to provide effective and timely support to Midvale City citizens following a major disaster or emergency.
 - Midvale City departments and agencies will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the EOP.
 - Local emergency response is primary during an emergency or disaster. Midvale City will coordinate with Salt Lake County officials to augment local emergency resources as needed.
 - All agencies must be prepared to respond to emergencies and disasters even when government facilities, vehicles, personnel, and political decision-making authorities are affected. The Midvale City Continuity of Operations Plan (COOP) may be used in conjunction with this EOP during various types of emergencies. The COOP plan details the processes by which administrative and operational functions will be accomplished if an emergency disrupts normal business activities. As part of the COOP plan, mission essential functions of county and local government, private sector businesses, and community services are identified and procedures are developed to support these.
 - When necessary, Midvale City will request assistance from Salt Lake County through Salt Lake County Emergency Management. As stated in the Salt Lake County EOP, Salt Lake County Emergency Management will request assistance from the state government through the Utah Division of Emergency Management, when necessary. The Utah Division of Emergency Management may request assistance from the federal government through the Federal Emergency Management Agency (FEMA), and may request assistance from other states through the Emergency Management Assistance Compact (EMAC).
 - When necessary, the Mayor and City Council members should be prepared to respond to the disaster using the guidance established in the Elected Officials Guidance document. Each City Council member and the Mayor will respond by traveling to a pre-identified geographic location (i.e. staging area) within their voting district to set up incident command. Elected officials will be responsible for making any policy related decisions for their respective locations. The Emergency Manager's role will be to advise the Elected Officials on policy decisions.
-

Section 3

HAZARD ANALYSIS

After a major disaster, the public looks to all levels of government for assistance. Many factors can increase the effects of a disaster. Among the factors considered are property values, population growth, and population density within hazard vulnerable zones. These considerations may set the stage for increased impact and economic ramifications of catastrophic events.

3.1 Hazard Analysis

A disaster can occur at anytime within Midvale City. All areas of the city are at risk for three types of events:

- **Natural disasters:** Avalanche, drought, earthquake, epidemic, flood, landslide, tornado, severe weather (rain, snow, wind, lightning, etc.), wildfires, etc.
- **Technological caused hazards:** Airplane crash, dam failures, hazardous materials release, power failure, radiological release, train derailment, urban conflagration, etc.
- **Human-caused hazards:** Transportation incidents involving hazardous substances, major air and ground transportation accidents, civil disturbances, school violence, terrorists or bomb threats, sabotage and conventional nuclear, biological, or chemical attack, etc.

3.1.1 Natural Hazards

Numerous natural hazards exist in the Midvale City area that can constrain land use. Active fault zones pose the threat of earthquakes, while steep mountains adjacent to the city create a potential for landslides, debris flows, rock falls, and snow avalanches.

3.1.1.1 Avalanche

While Midvale City may not be directly affected by an avalanche, it is good to note that the Wasatch Range east of Salt Lake City receives an average annual snowfall of 3.9 feet. Such heavy snowfalls coupled with steep canyons create ideal conditions for avalanches. Because risk is generally confined to known avalanche paths in the Wasatch Range, Salt Lake County ordinances prohibit building permanent structures in known avalanche hazard areas. However, older structures built prior to adoption of the ordinances are still exposed to damage or destruction by avalanches.

3.1.1.2 Landslide

Landslides are common natural hazards in Utah. They often strike without warning and can be destructive and costly. Common types of landslides in Utah are debris flows, slides, and rock falls. Many landslides are associated with rising groundwater levels due to rainfall, snowmelt, and landscape irrigation.

3.1.1.3 Drought

Even in normal years, Utah has a limited water supply. It is the second driest state in the nation. Most of Utah is classified as a desert, receiving less than 13 inches of annual precipitation. Drought is a normal and recurring feature of climate and is a result of a deficiency of precipitation over an extended period, resulting in a water shortage, which affects normal water usage. The severity of a drought depends upon the degree of moisture deficiency, its duration, and the size of the affected area. Because it is so hard to develop a quantitative definition for drought, it is difficult to determine precisely when a drought starts and ends.

3.1.1.4 Earthquake

Earthquakes (magnitude 6.5 to 7.5) can occur on any of several active segments of the Wasatch Fault between Brigham City and Levan. Such earthquakes can also occur on many other recognized active faults in Utah. It was once thought that the chance of a large earthquake in the Wasatch Front region during the next 50 years was about 1 in 4. However, a study performed in early 2016 entitled "Earthquake Probabilities for the Wasatch Front Region in Utah, Idaho and Wyoming" found that the probability of at least one magnitude 6.75 earthquake could rattle the Wasatch Front in the next 50 years is 43 percent. Earthquake-related hazards may include ground shaking, soil liquefaction, surface fault rupture, tectonic subsidence, slope failure, and problems related to changes in ground water. A major earthquake anywhere in northwestern Utah or a moderate earthquake in the immediate vicinity of the Great Salt Lake has the potential to generate destructive waves on the Great Salt Lake. Damage from this hazard will be extensive in the event of a moderate to large earthquake.

3.1.1.5 Flooding

Although located in a semi-arid region, Midvale City is subject to severe thunderstorms and snowmelt floods.

3.1.1.6 Wildfire

Utah's typical fire season is the dry period from May through October. A large number of wildfires are caused by lightning. The wildland/urban interface is defined as the area where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. Midvale City can be susceptible due to the potential for wildfire along the Jordan River and in open fields or undeveloped areas.

3.1.1.7 Tornado

Salt Lake County is subject to severe damage resulting from tornadoes and extremely high winds. On August 11, 1999, a category F2 tornado touched down in the downtown Salt Lake City area, killing 1 person and injuring at least 100 people. The tornado caused widespread power outages and large-scale debris, mainly from downed tree limbs. Estimated costs were over \$150 million.

3.1.1.8 Severe Weather

Snow

Snowstorms over northern Utah have a dramatic effect on regional commerce, transportation, and daily activity. Snowfall is also influenced by the Great Salt Lake, which produces localized snow bands several times each winter. These snow bands are known locally as "lake effect bands," producing some of the region's worst winter storms, with the potential to increase transportation problems and power failures.

Lightning

Each year, hundreds of Americans are hit by lightning, resulting in dozens of deaths and injuries. Lightning causes more deaths per year in the United States than those from tornadoes or hurricanes.

3.1.2 Technological Hazards

Technological hazards include hazardous materials incidents and nuclear power plant failures. Usually, little or no warning precedes incidents involving technological hazards. Numerous technological hazards could impact the Midvale City area.

3.1.2.1 Hazardous Materials

Hazardous materials incidents can occur anywhere there is a road, rail line, pipeline, or fixed facility storing hazardous materials. Virtually the entire city and county is at risk of an unpredictable incident of some type.

Fixed Sites

Midvale City Emergency Management conducts an annual review of facilities that store or use chemicals that are considered extremely hazardous substances (EHS) by the United States Environmental Protection Agency (EPA). Midvale City Emergency Management maintains and updates the hazard analysis and facility emergency response information every two years.

Chemical Stockpile Emergency Preparedness Program

In December 1985, Congress directed the U.S. Department of Defense (DoD) to destroy the United States stockpile of lethal unitary chemicals. Accidents involving explosions, fires, and/or spills could have environmental consequences of major proportions, including human fatalities, destruction of wildlife and wildlife habitat, destruction of economic resources, contamination of water resources and water supplies, and degradation of the quality of life in affected areas. Nevertheless, such high-consequence accidents have extremely low probabilities of occurrence. The most significant impact from potential accidents at a facility would result from a catastrophic incident, such as an earthquake-induced fire inside the disposal plant.

3.1.2.2 Nuclear Power Plant

The University of Utah reactor, located in the Engineering Building on the main campus of the University of Utah, is the only nuclear reactor in the State of Utah. The reactor is a low power-training reactor with a minimal possibility of off-site releases. Midvale City Emergency Management will be notified of any incidents requiring off-site support by the city and county EOC.

3.1.2.3 Utility Outages/Shortages

Temporary or long-term utility outages/shortages can cause massive disruptions in essential services. Many critical facilities have emergency standby power supplies; however, they are designed for short-term events and are subject to failure as well. The electrical power grid can fail due to storm damage, sabotage, or system overloading. Midvale City has already deployed strategies to reduce our dependency on the public utility system during times of emergency by creating a geothermal ground loop system underneath the City Hall and securing a battery operated generator to produce electricity during times of need. In addition, the City seeks to research and develop alternative renewable energy sources including, but not limited to, solar panels on buildings and in parking areas.

Telecommunications Disruptions

Increasing usage, reliance on, and volume of data moved by telecommunications systems greatly increases the impact of a disruption. Types of failure include data transfer, communications or processing caused by physical destruction, or software failure through technical failure or sabotage. System disruption is a major economic threat. Cybersecurity remains an increasing threat.

3.1.3 Human-Caused Hazards

Midvale City may not be able to prevent a human-caused hazard from happening, but it is well within their ability to lessen the likelihood and the potential effects of an incident. As with many large metropolitan areas across the county, the Midvale City area is also vulnerable to a variety of human-caused hazards.

3.1.3.1 Urban Fires

The risk of an urban conflagration has been reduced with the establishment and implementation of fire prevention codes and inspection programs. Arson and institutional fires may require major commitments of fire suppression resources leaving the community vulnerable to other emergency responses.

3.1.3.2 Epidemic and Public Health Emergency

Emerging and reemerging infections such as the global AIDS pandemic, ebola, dengue viruses, hemorrhagic fevers, and the resurgence of tuberculosis and cholera in new, more severe forms, and the economic and environmental dangers of similar occurrences in animals and plants, attest to our continuing vulnerability to infectious diseases throughout the world.

3.1.3.3 Transportation Incidents

Transportation incidents involve interruption or failure of transportation systems including air, rail, and ground vehicles. With daily flights and an extensive highway and rail system, serious injuries or a mass casualty incident is an ever-looming threat. The county is traversed by three interstate highways, one U.S. highway, one freeway, and one major expressway. US-89 enters from Davis County to the north and traverses the county arrow-straight until merging with I-15 in north Draper. It is known as State Street along most of the route and is the primary surface road in the valley. I-15 and I-80 intersect just west of downtown Salt Lake City, merging for approximately 3 miles (5 km) north-to-south. I-80 continues west past the Salt Lake International Airport and east through Parley's Canyon and into the Wasatch Range. I-15 traverses the valley north-to-south, providing access to the entire urban corridor.

I-215 directly serves many of the suburbs of Salt Lake City in the western, central, and eastern portions of the valley in a 270° loop. It enters from Davis County, intersecting I-80 just east of the airport and I-15 in Murray, and ending after intersecting with I-80 at the mouth of Parley's Canyon. From the southern I-80/I-15 split on the border of Salt Lake City and South Salt Lake, SR-201 heads west as a freeway along the border with West Valley City, eventually becoming an expressway and ending at I-80 near the Tooele County border. Bangerter Highway (SR-154) is an expressway that traverses the entire western end of the valley from the airport, ending at I-15 in southern Draper. SR-68, or Redwood Road, is the only surface street that traverses the entire valley from north-to-south.

A light rail system, known as TRAX, is operated by the Utah Transit Authority (UTA) and runs from the Salt Lake Central Station in downtown Salt Lake City south through the Midvale Center Station on its way to Sandy. Bus route 525 serves Midvale and includes 29 stops throughout Midvale. A commuter rail line (TRAX Blue Line), has two stops in Midvale (Ft. Union 7200 S and Midvale Center 7720 South). The Legacy Parkway section of the Legacy Highway project intersects with I-215 near the northern border of the county.

3.1.3.4 Terrorism

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to create fear among the public, try to convince citizens that their government is powerless to prevent terrorism, and get immediate publicity for their causes. The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types: domestic terrorism or international terrorism.

- Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
- International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.

A terrorist attack can take several forms, depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the terrorist's target. Bombings are the most frequently used terrorist method in the United States. Other possibilities include an attack at transportation facilities, an attack against utilities or other public services, or an incident involving chemical or biological agents.

3.1.3.5 Active Shooter

In order to preserve life and address the reality of an active shooter event, policy guidelines have been established to guide our response to this event to maximize survivability. If an Active Shooter or "Code Silver" should occur, Midvale City employees are expected to follow the procedures outlined in the Active Shooter Policy found in Section 15 Appendix H of this Emergency Operations Plan.

3.1.3.6 Biological and Chemical Weapons

Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. Biological agents can be dispersed as aerosols or airborne particles. Terrorists may use biological agents to contaminate food or water because they are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Some chemical agents are odorless and tasteless and are difficult to detect.

3.1.3.7 Cyberterrorism

Cyberterrorism is the act of Internet terrorism in terrorist activities, including acts of deliberate, large-scale disruption of computer networks, especially of personal computers attached to the Internet, by the means of tools such as computer viruses. It is usually politically motivated and involves the use of computers and information technology to cause severe disruption or widespread fear in society. Cities today are vibrant centers of modern life and modern economies, which increasingly depend on information and communication technology (ICT). Along with the growing economic value, threats to it grow apace. A secure city can be confident that it is better positioned for opportunity and growth. Establishing a city strategy for cybersecurity is an important element in maintaining a city's security while mapping a path to future. In an effort to mitigate Midvale City's exposure and risk associated with cyberterrorism, an "Acceptable Use Policy" and "Disaster Recovery Plan Policy" has been drafted pending approval by the City Attorney, IT Department and Administration as of July 2016. See Appendix H for examples of these policies.

3.2 Hazard Assessment

Salt Lake County has conducted an all-hazards assessment of potential vulnerabilities to the county. This assessment will assist Salt Lake County with prioritization and outlines a direction for planning efforts. Salt Lake County recognizes the pre-disaster mitigation plan developed by the Wasatch Front Regional Council. This pre-disaster mitigation plan serves to reduce the region’s vulnerability to natural hazards. The pre-disaster mitigation plan is intended to promote sound public policy and protect or reduce the vulnerability of citizens, critical facilities, infrastructure, private property, and the environment.

Table 3-2 provides information to understand risks and their corresponding likelihood and consequences in Salt Lake County and the Wasatch Front.

**Table 3-1
Hazard Analysis Table Legend**

Rating	Frequency	Consequences
Low	Less than every 25 years	Some citywide impact possible. Usually handled with available community resources.
Medium	Between 1 and 25 years	Localized damage may be severe; citywide impact minimal to moderate. Handled with city resources and some mutual aid.
High	Annual	Moderate to high citywide impact. May require state or federal assistance.

**Table 3-2
Hazard Analysis Table**

Hazard	Frequency	Warning Lead Times	Consequences	Population/Area at Risk
Avalanche	Medium	Minutes	Low	Site
Landslide	Low	Hours to days	Low	Site
Drought	Low	Weeks to months	Medium	Citywide
Earthquake	Medium	Minutes	Catastrophic	Citywide
Epidemic	Low	Weeks to occurrence	Catastrophic	Citywide
Flooding	Medium	24 hours to occurrence	High	Site
Snowstorm	High	36 to 24 hours	Medium	Citywide

Hazard	Frequency	Warning Lead Times	Consequences	Population/Area at Risk
Lightning	High	Occurrence	Low	Site
Tornado	Low	Several minutes	High	Citywide
Wildfire	High	24 to 12 hours/ occurrence	Medium	Wildland urban interface
Hazardous materials spill	Medium	Occurrence	High	Site
Radiological incidents	Low	Occurrence	Medium	Site
Utility outages/shortages	Low	Months to weeks	High	Citywide
Telecommunications disruptions	Low	Days to hours	High	Citywide
Urban fires	Low	Months to weeks	High	Citywide
Transportation accidents	High	Occurrence	Low	Site
Domestic terrorism	Has not occurred	Days to hours	High	Locale
Biological/chemical weapons	Has not occurred	Days to hours	High	Locale

3.3 Mitigation

Based on the hazard analysis and hazard assessment above, Midvale City and Salt Lake County have designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the effects or consequences of an incident. These mitigation activities are detailed in the State of Utah Hazard Mitigation Plan and the 2015 Hazard Mitigation Plan for Midvale City that is part of the Salt Lake County Multi-Jurisdictional Natural-Hazard Mitigation Plan. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level. This section outlines the mitigation activities at each level of government as they pertain to the Midvale City and Salt Lake County mitigation strategy to reduce exposure to, probability of, or potential loss from hazards. The plans intend to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment.

3.3.1 Mitigation Planning Process and Coordination

The State Department of Public Safety, Division of Emergency Management is the lead agency responsible for coordinating the development of the State of Utah Natural Hazard Mitigation Plan. Salt Lake County is the lead agency responsible for coordinating the development of the 2014 Hazard Mitigation Plan for Midvale City that is part of the Salt Lake County Multi-Jurisdictional Natural-Hazard Mitigation Plan. The state plan is a result of a separate planning process put into motion before to the state planning process. The initial pre-disaster mitigation planning process involved the seven associations of government. The second process initiated to complete the state natural hazard mitigation plan was a result of a 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 heavily on mitigation and program experts from the Division of Emergency Services and state agencies.

During the planning process, subject matter experts from state and federal agencies verified information in the multijurisdictional mitigation plans submitted by each association of government. Every attempt was made to coordinate other planning efforts to reduce duplication of effort. The plan was posted to the state web site upon completion and comments were solicited. The plan was also submitted to FEMA Region VIII for approval.

3.3.2 Mitigation Programs

3.3.2.1 Single Jurisdictional Areas

- Jurisdictions will develop and implement programs designed to avoid, reduce, and mitigate the effects of hazards by developing and enforcing policies, standards, and regulations.
- Jurisdictions will promote mitigation efforts in the private sector by encouraging the creation of continuity of operations plans and identifying critical infrastructures vulnerable to disasters or required for emergency response.

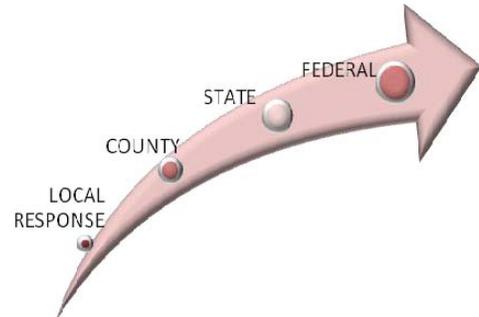
3.4 Capability Assessment

Midvale City and Salt Lake County conducted a risk analysis and capability assessment using Digital Sandbox's Risk Analysis Center. This report focuses on assessing, prioritizing, and managing Midvale City and Salt Lake County-specific risks. The risks facing Midvale City and Salt Lake County were then prioritized by a set of capabilities that proves most effective at mitigating those risks. Investments have been built on those key capabilities where Midvale City and Salt Lake County can mitigate those risks.

Section 4

CONCEPT OF OPERATIONS

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



4.1 Normal Operations

In the absence of a declared disaster or state of emergency, the emergency response forces of the city (emergency medical services [EMS], fire, law enforcement, and public works) will respond to emergencies within Midvale City with the authorities vested in 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.

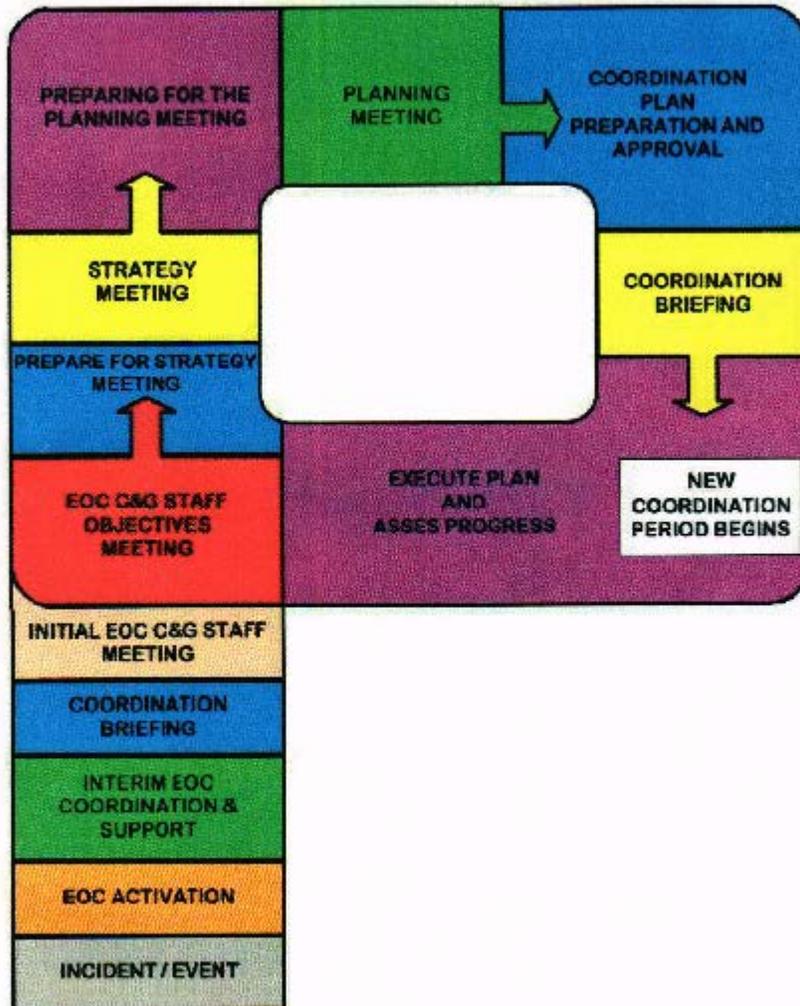
Midvale City Emergency Management monitors local emergencies and provides Emergency Operations Center (EOC) operational assistance as required. Notifications of reportable events are made to the appropriate agencies and warning points. Severe weather watches and warnings are relayed to agencies when issued by the National Weather Service (NWS). The Midvale City EOC may be activated without a local declaration of a state of emergency to support local agencies in normal response or community emergencies.

4.2 Emergency Operations Plan Activation

This Midvale City Emergency Operations Plan (EOP) will be activated when the Mayor declares an emergency or when an emergency is considered imminent or probable and the implementation of this plan and the activation of the Midvale City EOC is considered a prudent, proactive response.

This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent
- A state of emergency is declared by the Mayor
- As directed by the Midvale City Emergency Manager or designee



4.3 Declaring a Local State of Emergency

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (referred to as the Stafford Act – 42 U.S.C. 5721 et seq.) authorizes the President to issue major disaster or emergency declarations before or after catastrophes occur. Emergency declarations trigger aid that protects property, public health and safety, and lessens or averts the threat of an incident becoming a catastrophic event.

An event may start out small and escalate quickly or a major event may occur at any time. The following is an example of steps leading to a disaster declaration:

- As soon as an incident occurs, Midvale City Emergency Management begins monitoring the situation. The EOC may be put on standby or minimally staffed.
- Midvale City notifies the Midvale City Emergency Manager of the incident and requests assistance. An initial assessment of damages is provided if available.
- When conditions warrant, the Midvale City Manager or Emergency Manager will request a declaration that a local state of emergency exists in Midvale City. Following that request, the Mayor has the authority to declare an emergency and is the elected official charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the City Council.
- The Midvale City Emergency Operations Plan (EOP) will be fully activated upon declaration of a local state of emergency.
- Damage assessment updates from the affected areas should follow at regular intervals to the county EOC.
- As specific assistance requests are received, Midvale City departments and agencies or Salt Lake County may respond with available resources to assist in response, recovery, and mitigation efforts.

The federal disaster law restricts the use of mathematical formulas or other objective standards as the sole basis for determining the need for federal supplemental aid. As a result, the Federal Emergency Management Agency (FEMA) assesses a number of factors to determine the severity, magnitude, and impact of a disaster. 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. The very nature of disasters—their unique circumstances, the unexpected timing, and varied impacts—precludes a complete listing of factors considered when evaluating disaster declaration requests. However, the primary factors considered include the following:

- 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 to essential government services and functions
- Unique capability of federal government
- Dispersion or concentration of damage
- Level of insurance coverage for homeowners and public facilities
- Assistance available from other sources (federal, state, local, voluntary organizations)
- State and local resource commitments from previous, undeclared events
- Frequency of disasters over recent time period

LOCAL DISASTER/STATE OF EMERGENCY DECLARATION

A Local Disaster/State of Emergency Declaration must be issued prior to requesting state or federal assistance. A Local State of Emergency Declaration for Midvale City will be transmitted through the Region VIII Emergency Management Agency office pursuant to Utah State Code Title 53 Chapter 2a Section 208.

http://le.utah.gov/code/TITLE53/htm/53_02a020800.htm

*** Midvale City has suffered from a _____ (*i.e., disastrous tornado strike*) that occurred on _____ (*include date(s) and time*) causing severe damage to public and private property, disruption of utility service, and endangerment of health and safety of the citizens of Midvale City in Salt Lake County within the disaster area.

Therefore, the *Mayor* has declared a state of emergency authorized under Utah State Code - Title 53 Chapter 2a Section 208 - on behalf of Midvale City, and will execute for and on behalf of Midvale City, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Utah for assistance from the Governor's Emergency Fund and any other resources he/she deems necessary in the fulfillment of his/her duties.

Mayor JoAnn Seghini

WITNESS my hand and the seal of my office
this _____ day of _____, 20__.

4.3.1 Midvale City Resources

Midvale City shall use its own resources first in an emergency or disaster and may call for assistance from Salt Lake County during events that overwhelm or threaten to overwhelm their own response and recovery resources.

County, state, and federal relief will likely only be provided when damage is widespread and severe. Therefore, Midvale City Emergency Management must develop and maintain an ongoing program of mitigation, preparedness, response, and recovery.

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

When required, Midvale City will declare a local state of emergency and direct emergency response coordination and operations from the Midvale City EOC taking into account the primary factors required by FEMA for their declaration process.

4.4 Emergency Operations Center

The Midvale City EOC will serve as the Midvale City command center for all disaster response operations. The Midvale City EOC is located at 7505 Holden Street Midvale, Utah 84047. If a disaster or emergency prevents the use of the primary facility, the alternate EOC, located at the Unified Police Midvale Precinct at 7912 S Main Street, Midvale, UT, will be activated in accordance with the Midvale City Continuity of Operations Plan.

4.4.1 Activation of the Emergency Operations Center

The EOC may be activated by the Midvale City Manager or Emergency Manager during any situation where the need for EOC-level coordination is evident. Activation authority may also extend to the following:

- The Emergency Manager may activate the EOC whenever facilitation of Midvale City interdepartmental coordination is necessary to successfully manage an event.
- Midvale City Assistant City Managers may independently activate the EOC when Midvale City Emergency Management representatives are unavailable and it has been determined by the personnel commanding an emergency that Midvale City interdepartmental coordination is required.
- The Midvale City Manager and Assistant City Managers may request that the EOC be activated by contacting Midvale City Emergency Management staff. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency. If the EOC mission is unclear or if such a response is not evident, the matter

will be referred to the Midvale City Emergency Manager, who may request Policy Group input prior to authorizing EOC activation.

Notification regarding an EOC standby or activation will be accomplished using communication methods that are most functional and available, such as the following:

Primary:

- Landline phone
- Cellular phone
- Text message
- E-mail
- Internet
- 800 MHZ radio

Secondary:

- Paging system
- Local media

Tertiary:

- Satellite telephone
- Satellite Internet

Midvale City Emergency Management may also activate the EOC in preparation for planned events in which EOC-level coordination is needed. Examples of planned events may include protests and demonstrations, political events, parades, and holiday events.

4.4.2 Emergency Operations Center Levels of Activation

Emergencies or disasters that could affect Midvale City are divided into three levels of readiness to establish emergency operations. These levels are outlined below and mirror the Salt Lake County EOP and the Utah Division of Emergency Management state EOP levels to maintain consistent definitions and facilitate activation and emergency response.

Midvale City is constantly monitoring events within the jurisdiction. Emergency Management staff is on-call at all times to monitor and follow up on situations, threats, or events. The severity of an event will directly affect the level of EOC activation. Increasing or decreasing levels of activation will be directly decided by the Midvale City Manager and the Emergency Manager. When the EOC is activated a centralized response and recovery will be established, with operational plans and activities focused on efficiency, quality, and quantity of resources. There are three levels of activation, which coordinate with Salt Lake County, State of Utah, and federal plan activation levels:

- **Level I:** Full-scale activation
- **Level II:** Limited activation
- **Level III:** Monitoring activation

Table 4-1 summarizes the levels of emergencies or disasters and corresponding Midvale City Emergency Management EOC operational level.

4.4.2.1 Level I – Full-Scale Activation

In a full-scale activation, all primary and support agencies under the EOP are notified. Midvale City Emergency Management staff and all primary Emergency Support Functions (ESF) will report to the Midvale City EOC. When an event warrants a Level I activation, the EOC is activated on a 24-hour 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. The Incident Command System (ICS) is implemented and all sections and branches are activated, the EOC Planning Section initiates the incident action 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 Midvale City resources are exhausted, Salt Lake County Emergency Management will be contacted for assistance.

4.4.2.2 Level II – Limited Activation

Level II is limited agency activation. Coordinators of affected primary ESFs are notified to report to the EOC by Midvale City Emergency Management staff. All other ESFs are alerted and put on standby. All agencies involved in the response are requested to provide a representative to the Midvale City EOC. Some ESFs may be activated to support response/recovery operations. The emergency management staff will report to the Midvale City EOC as well as the local departments and agencies involved in the response and recovery. This level can warrant a 24-hour schedule. ICS is activated and all sections and branches are activated as required. The EOC management team will initiate the incident action planning process to establish operational objectives and priorities.

4.4.2.3 Level III – Monitoring Activation

Level III is typically a monitoring phase. Local departments, agencies, and ESFs that would need to take action as part of their everyday responsibilities are notified. Midvale City Emergency Management staff will actively monitor and follow up on situations, threats, or events, and report to the Midvale City EOC to assess the situation and escalate activation as needed. This level typically involves observation, verification of appropriate action, and follow-up by Midvale City Emergency Management staff. Most events can be resolved in a small amount of time using few resources. Day-to-day operations are typically not altered and the management structure stays the same. Emergency management staff evaluate the situation and, if conditions warrant, appropriate individuals and agencies are notified of the situation and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the event, duty officers verify completion of the actions taken and document the incident. Incident action planning is not necessary. However, it may be necessary to provide briefings or meetings for response or mitigation efforts for the event.

Table 4-1
Levels of Emergencies or Disasters and Corresponding Midvale City Actions

Level of Emergency or Disaster	Initiating Events	EOC Operational Level	Corresponding Actions
I	Widespread threats to the public safety; large-scale Salt Lake County, state, and federal response anticipated	I	Full activation of Midvale City EOC. All ESF primary and support agencies send representatives to the Midvale City EOC where possible.
II	An incident begins to overwhelm Midvale City response capability; some Salt Lake County assistance possible	II	Limited activation. Selected primary EOC section representatives report to the EOC. The electrical power grid can fail due to storm damage, sabotage, or system overloading. All other EOC staff are alerted and put on standby.
III	Emergency for which local response capabilities are likely adequate	III	The Emergency Manager will monitor situation and, if needed, appropriate local departments and agencies are notified to take action as part of their everyday responsibilities.

4.4.3 Emergency Support Functions

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

These 15 ESFs may or may not be physically represented in the Midvale City EOC. Their functions may be deferred to the Salt Lake County ESFs if they are not available within the Midvale City EOC at that time. If physically on site within the EOC, they will fall under the Operations Section in most cases. If not physically present, any coordination with the County ESFs will be assigned as indicated in the attached EOC Organization Chart. ESFs, in coordination with Midvale City Emergency Management, are the primary mechanism for providing response and recovery assistance to local governments throughout all phases of a Level III disaster. Assistance types are grouped according to like functions. Table 4-2 summarizes the services each provides.

- Midvale City departments, 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 ESF.
- Primary agencies, with assistance from one or more support agencies, are responsible for coordinating ESF activities and ensuring that tasks assigned to the ESF by Midvale City Emergency Management are completed successfully.

- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency. However, regardless of circumstance, the ESFs will coordinate with the Operations Section chief to execute and accomplish their missions.

Table 4-2
Summary of Midvale City Emergency Support Functions

Annex	Primary Agency	Support Agencies
ESF #1 – Transportation	Midvale City Streets Department	<ul style="list-style-type: none"> ▪ Canyons School District ▪ Midvale City Human Resources ▪ Salt Lake County Public Works ▪ Utah Department of Transportation ▪ Utah Transit Authority ▪ Unified Police Department
ESF #2 – Communications	Midvale City Information Technology Department Midvale City Emergency Management	<ul style="list-style-type: none"> ▪ Midvale City Emergency Management ▪ Valley Emergency Communications Center ▪ Unified Police Department ▪ UPD Dispatch ▪ Amateur Radio (HAM) ▪ Civil Air Patrol ▪ Public Utilities ▪ Local Media
ESF #3 – Public Works and Engineering	Midvale City Public Works and Engineering	<ul style="list-style-type: none"> ▪ City Engineer ▪ City Water Department ▪ Jordan Valley Conservancy District ▪ Salt Lake County Flood Control
ESF #4 – Firefighting	Unified Fire Authority	<ul style="list-style-type: none"> ▪ Jordan Valley Water District ▪ Salt Lake County Public Works Departments
ESF #5 – Emergency Management	Midvale City Emergency Management	<ul style="list-style-type: none"> ▪ All City Departments ▪ All Volunteer Organizations ▪ Unified Fire Authority ▪ Unified Police Department ▪ Salt Lake County Emergency Management ▪ Salt Lake County Emergency Services ▪ State Incident Management Teams
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	Salt Lake County Emergency Services	<ul style="list-style-type: none"> ▪ American Red Cross ▪ Midvale City Emergency Management ▪ Unified Fire Authority ▪ Unified Police Department ▪ Salt Lake County Animal Services ▪ Midvale City Emergency Response Volunteers ▪ Midvale City Human Resources ▪ Amateur Radio (HAM) ▪ Canyons School District

CONCEPT OF OPERATIONS

Annex	Primary Agency	Support Agencies
		<ul style="list-style-type: none"> ▪ Salvation Army
ESF #7 –Logistics Management Resource Support	Midvale City Emergency Management and Midvale Public Works	<ul style="list-style-type: none"> ▪ All Midvale City Departments ▪ Unified Fire Authority ▪ Unified Police Department ▪ Salt Lake County Public Works
ESF #8 –Public Health and Medical Services	Salt Lake County Health Department	<ul style="list-style-type: none"> ▪ Midvale City Administration ▪ Salt Lake County Volunteer Programs ▪ Unified Fire Authority ▪ Salt Lake County Sherriff’s Office ▪ School Districts ▪ Utah Transit Authority ▪ American Red Cross
ESF #9 –Search and Rescue	Unified Fire Authority	<ul style="list-style-type: none"> ▪ Unified Police Department ▪ Utah Task Force 1 ▪ Utah Task Force 5 ▪ Amateur Radio (HAM)
ESF #10 – Oil and Hazardous Materials	Unified Fire Authority	<ul style="list-style-type: none"> ▪ Midvale City Emergency Management ▪ Salt Lake Valley Health Department ▪ Midvale City Public Works ▪ Unified Police Department ▪ Salt Lake Valley Fire Departments
ESF #11 – Animal Services, Agriculture and Natural Resources	Salt Lake County Animal Services	<ul style="list-style-type: none"> ▪ Other Salt Lake Valley Animal Control Departments ▪ Utah Department of Agriculture
ESF #12 – Energy (Public Utilities)	Midvale City Public Works Department	<ul style="list-style-type: none"> ▪ Midvale City Water Department ▪ Midvale City Sewer Department ▪ Private Utilities ▪ South Valley Sewer District ▪ Salt Lake County Public Works
ESF #13 – (Law Enforcement) Public Safety and Security	Unified Police Department	<ul style="list-style-type: none"> • Other Salt Lake Valley Police Departments • Utah Highway Patrol • Utah Department of Homeland Security (SIAC) • Amateur Radio
ESF #14 – Long-Term Community Recovery	Midvale City Community and Economic Development	<ul style="list-style-type: none"> ▪ Salt Lake County Emergency Management ▪ Midvale City Emergency Management ▪ Midvale City Risk Management
ESF #15 – External Affairs	City Public Information Office, City JIC	<ul style="list-style-type: none"> ▪ All Midvale City Departments ▪ Salt Lake County JIC

Annex	Primary Agency	Support Agencies
		<ul style="list-style-type: none"> ▪ State JIC ▪ Local Media

4.4.4 Emergency Operations Center Coordination

Midvale City’s response to, and recovery from, an emergency and/or pending disaster is carried out through the Midvale City EOC organization chart as illustrated in Figure 1. Pre-identified roles and responsibilities have been assigned to City Personnel by the Emergency Manager. The process involved researching and evaluating the knowledge, experience, training and expertise on various topic related to emergency response. The organization chart is key to the proper implementation of the EOP and includes a step-by-step path for guiding the City through the disaster/emergency and response.

In the event that Midvale City defers to Salt Lake County Emergency Management and their EOC, the organization will be as designated by their Emergency Operation Plan.

Midvale City Emergency Management is responsible for emergency operations and coordination before, during, and after an event. The EOC is where incident management and policy coordination take place. The principles of this plan comply with 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 incident management scenarios. The EOC reinforces interoperability and makes the response more efficient and effective by coordinating resources and making decisions based on agreed-upon policies and procedures.

The Midvale City EOC will be activated as necessary to manage the event. Midvale City emergency response coordination will be assigned by the EOC Director or the Emergency Manager and have emergency responsibilities to support the following common tasks:

- Assign personnel to Midvale City EOC.
- Notify department personnel and implement established call-down procedures to contact key stakeholders and essential staff. Each department and agency is responsible for ensuring that critical staff are identified and trained on ICS and NIMS prior to an incident to enable effective execution of existing response plans, procedures, and policies.
- Protect vital records, materials, facilities, and services.
- Provide information and instructions to personnel on self-protection while minimizing exposure resulting from particular hazards associated with the emergency.

Collaboration and development of consensus within the EOC takes place using ICS through use of a structured method for developing priorities and objectives called the EOC action planning process. All EOC sections provide input to the Planning Section and the Policy Group for the

development of EOC priorities. These priorities serve as guidance for the allocation of resources and enable the EOC to coordinate requests.

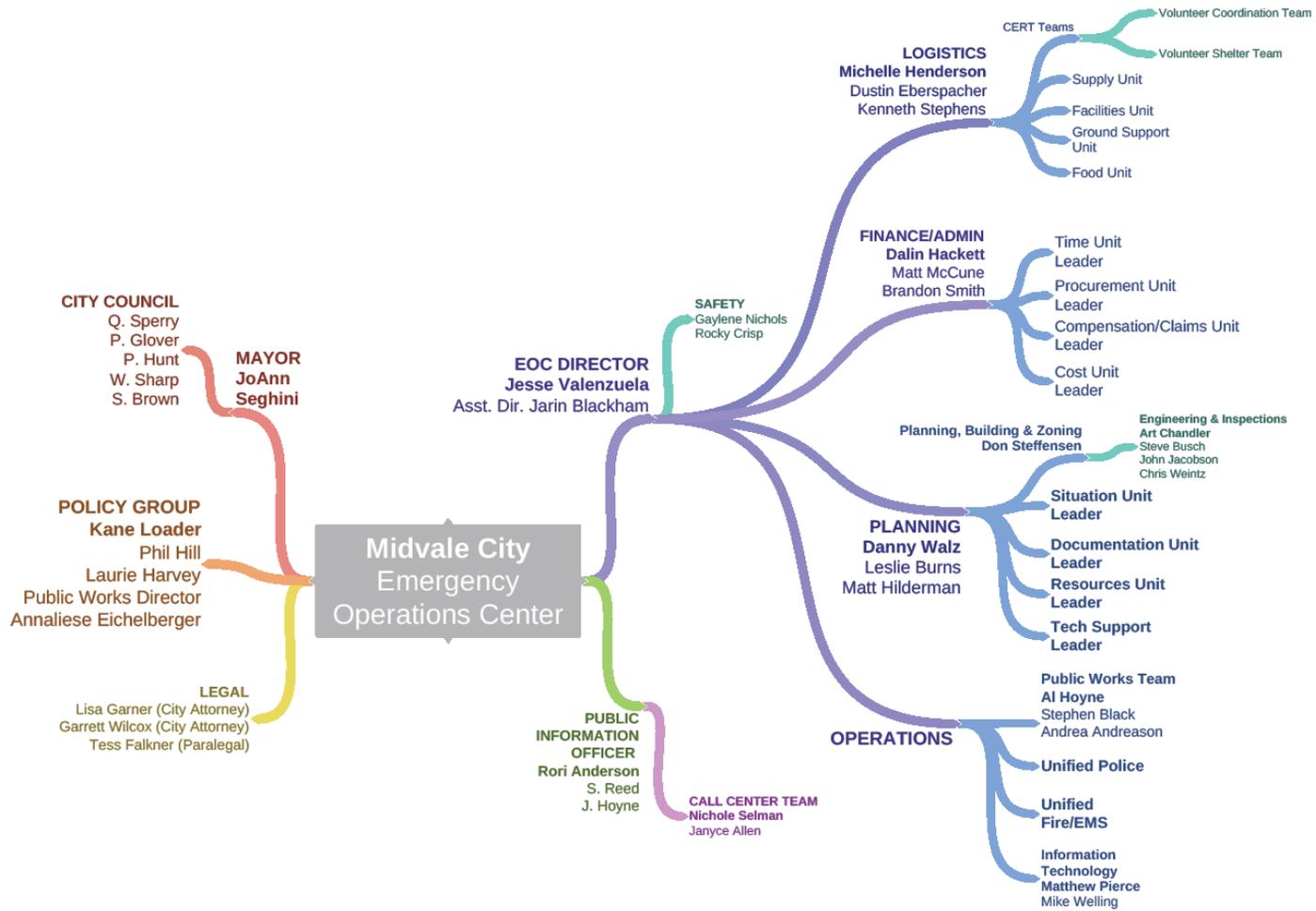
The Midvale City EOC is organized by levels, with the supervisor of each level holding a unique title (for example, only a person in charge of a section is labeled "chief"; a "director" is exclusively the person in charge of a branch). Levels (supervising person's title) are:

- Incident Commander
- Section Chief
- Branch Director
- Unit Leader

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by day-to-day supervisory assignment. Standardized position titles are useful when requesting qualified personnel. Midvale City, county agencies, and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts is able 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, and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

Figure 1

**Midvale City Emergency Operations Center
Organization**



4.4.5 Decision Making in the Emergency Operations Center

The EOC is activated to develop and maintain awareness of the entire situation for decision makers and to coordinate support for emergency responders. This common operating picture is critical because it provides the basis for making decisions and facilitates the release of emergency public information. Situational awareness is also vital to the effective coordination of support for all affected personnel in the EOC as well as responders in the field.

4.4.6 Emergency Operations Center Incident Action Planning (IAP)

The operations of Midvale City's Emergency Operations Center (EOC) will be guided by an *Incident Action Plan (IAP)* as a way to plan and execute operations on any incident. Federal Emergency Management Agency (FEMA) standards will be applied throughout the Incident Action Planning process to produce the best effects on incidents of all size and scope. The IAP will provide designated EOC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. also provide a basis for measuring achievement of objectives and overall system performance. FEMA standard IAPs are an important management tool that involves the following:

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

The Planning Team is responsible for developing the EOC Incident Action Plan, distributing it to all affected EOC and field personnel and facilitating action planning meetings. EOC IAPs are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by establishing an initial set of priority actions. A reasonable time frame is then determined for the accomplishment of those actions. EOC IAPs should be sufficiently detailed to guide EOC elements in implementing the priority actions but do not need to be complex.

The Planning Team may develop an IAP to guide the actions of local first responders. For a catastrophic incident there may be hundreds of concurrent incident action planning efforts taking place simultaneously which is why Midvale City's IAPs will also be synchronized at the County, State and Federal level. **The Incident Action Plan is included in Appendix A.**

4.4.7 Situation Reports

The Planning team will prepare a Situation Report. The purpose of this written report is to document the current status of the situation as it pertains to the disaster and emergency response. The Situation Report will be generated every 12 hours until the event has ended. The Situation Report will contain information on the background of the disaster/emergency response, current status/events, status of emergency declaration, severity of impact on local jurisdictions including EOCs activated and impact on individuals, road/transportation status, critical facilities, status of

the state of each EOC team (Planning, Logistics, Operations, Finance) and their respective sub-teams. **A template for the Situation Report is included in Appendix B.**

4.4.8 After Action Reports/Improvement Plans (AAR/IP)

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, responsible individuals will be debriefed and lessons learned will be documented. Resulting information will be consolidated and reviewed by the Midvale City Planning Team and other Emergency Management personnel, and a written After Action Report/Improvement Plan (AAR/IP) will be prepared. The report contents will include an Executive Summary, Overview, Analysis and Conclusion as well as Appendices that detail the Improvement Plan, Lessons Learned, Participant Feedback Summary, Exercise/Event Summary Table and Performance Rating. Matters requiring corrective action will be forwarded to Midvale City Emergency Management planning staff to be addressed as needed. **A template for the AAR/IP is included in Appendix C.**

4.5 Notification and Warning

Midvale City response agencies are dispatched by two separate dispatch centers. The Salt Lake Valley Emergency Communications Center (VECC) is the 24-hour/7-days-per-week dispatch as well as the Unified Fire Authority dispatch center. VECC is responsible for after-hours notification of Midvale City Emergency Management staff, responders, and the media if conditions warrant. The Unified Police Department's dispatch operates 24-hour/7-days per week. The Mayor, emergency management staff, Unified Fire Authority fire chief officers, or Unified Police Department command-level personnel may request that notifications and warnings take place if conditions warrant. Conditions to be considered include threat to life and property and safety of the responders. VECC and the UPD dispatch center are equipped with an emergency generator, computers, and uninterrupted power supplies. Both centers have emergency plans to rely on in a major incident.

Section 5

ORGANIZATION AND RESPONSIBILITIES

Midvale City departments, agencies, and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the Midvale City command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impact, size of the incident, and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

Each department and agency is responsible for ensuring that critical staff are identified and trained at levels that enable effective execution of existing response plans, procedures, and policies. Departments and agencies tasked by this emergency operations plan (EOP) with specific emergency management responsibilities should complete the following:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).
- Negotiate, coordinate, and prepare mutual aid agreements as appropriate.
- Analyze need and determine specific communications resource needs and requirements.
- Provide the emergency management office with current contact information, facsimile numbers, and e-mail addresses.
- Identify potential sources of additional equipment and supplies.
- Provide for continuity of operations by taking action to accomplish the following:
 - Ensure orders of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - If practical, ensure that alternate operating locations are available if the primary location suffers damage, becomes inaccessible, or requires evacuation.
 - Protect emergency response staff. Actions include the following:
 - Obtain personal protective equipment for responders.
 - Provide security at facilities.
 - Rotate staff or schedule time off to prevent fatigue and stress.
 - Make stress counseling available.
 - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required.

The following are Midvale City, county, state, federal, and nongovernmental agencies and departments tasked with primary or support responsibilities as detailed by the EOP. More detailed assignments can be found in the functional area, emergency support functions (ESF), and incident annexes appendices to this EOP.

5.1 Midvale City Departments and Agencies

- Midvale City Accounting Department
- Midvale City Administration
- Midvale City Courts
- Midvale City Economic Development
- Midvale City Emergency Management
- Midvale City Human Resource Department
- Midvale City Legal Affairs Office
- Midvale City Parks and Recreation Department
- Midvale City Public Works Department
- Midvale City Purchasing Department
- Midvale City Redevelopment Agency
- Midvale City Water Department

5.2 County Departments and Agencies

Salt Lake County Emergency Management

- Maintain ESF #5 – Emergency Management’s computer-driven information management programs, and ensure an adequate number of personnel are trained to use the programs.
- Provide disaster management-related information using ESF #5’s information management and response planning computer programs, and provide this information to the emergency operations center (EOC) and others as determined by the director of emergency services.
- Maintain incident logs, mission-tracking log, and mutual aid request log and document all EOC briefings, meetings, and other information tracking procedures.
- Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.

ORGANIZATION AND RESPONSIBILITIES

- Determine locations and procedures for managing staging areas and donated goods in coordination with the EOC supervisor.
- Develop procedures that increase capabilities to respond to and recover from emergencies and disasters.
- Coordinate, supervise, and manage the procurement, distribution, and conservation of supplies and resources available for use by county government to support recovery.
- Maintain the overall responsibility for coordinating, implementing, and training of ESF #15 – External Affairs, ensuring that internal and external audiences are informed of measures being taken to respond to an emergency, including governmental decisions, recommendations, and directives.

Unified Police Department

- Coordinate the maintenance and continued operations of radio, landline telephone, and Internet communications during a disaster.
- Coordinate, assess, and restore continued operations of Salt Lake County radio networks.
- Support coordinated assistance centers, shelters, and points of distribution (POD) with facilities, equipment, and staff as needed.
- Provide personnel for security at warehouses and staging areas.
- Maintain law and order in Salt Lake County.
- Assign, supervise, and provide direction for all police personnel and equipment.
- Designate, if necessary, the appropriate officials within the Sheriff's Office to take command of all law enforcement if the sheriff is unable to perform this function.

Human Services

- Coordinate and lead county resources, as required, to support local governments and voluntary agencies (VOLAG) in the performance of mass care, emergency assistance, housing, and human service missions.
- Provide direction to operation of ESF #6, assign ESF personnel to requests for assistance, and ensure that requests for assistance are met, documented, and prioritized.
- Identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations.
- Inform critical personnel and supporting agencies of their role in the event of an emergency or disaster.
- Establish mobilization procedures and orders of succession and update them regularly.

ORGANIZATION AND RESPONSIBILITIES

- Endeavor to provide accurate and timely emergency public information.

Aging Services

- Coordinate with special needs community and ESF #6 activities.
- Provide Meals on Wheels as directed and support other feeding operations.
- Provide staff and support as part of an integrated case management system.

Salt Lake Valley Health Department

- Provide subject matter expertise, consultation, and technical assistance to ESF #6 partners on disaster human services issues.
- Provide medical staff and support to augment health services personnel as appropriate.
- Provide medical care and mental health services for affected populations either in or outside the shelter locations in accordance with appropriate guidelines.
- Provide technical assistance for shelter operations related to food, vectors, water supply, and wastewater disposal.
- Assist with the provision of medical supplies and services, including durable medical equipment.
- Coordinate overall needs assessment and monitor potential health hazards.
- Identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations.
- Endeavor to provide accurate and timely emergency public information.

Animal Services

- Provide support to ensure an integrated response to provide for the safety and well-being of household pets and companion animals.
- Serve as the coordinating agency for all other animal support organizations in the county.
- Identify and provide qualified veterinary medical personnel for incidents/events requiring veterinary medical services or public health support for household pets and service animals.
- Coordinate and provide emergency and disaster-related veterinary medical care services to affected animal populations in or outside of shelter locations until local infrastructures are reestablished.
- Provide veterinary public health, zoonotic disease control, environmental health, and related service coordination.

Valley Emergency Communications Center and UPD Dispatch Center

- Operate as a 24-hour/7-day-a-week dispatch center. VECC will be responsible for Unified Fire Authority Calls and UPD Dispatch for Law Enforcement calls.
- VECC will provide after-hours notification for Midvale City Emergency Management, emergency management staff, responders, and the media if conditions, such as threat to life and property and safety of the responders, warrant.

School Districts

- Support coordinated assistance centers, shelters, and PODs with facilities, equipment, and staff as needed.

Utah Transit Authority

- Assist with providing transportation resources during an emergency.

5.3 State Agencies

Utah Division of Emergency Management

- Coordinate the State of Utah's response to disasters.
- Support Salt Lake County Emergency Management efforts when local resources are unable to cope with the situation and when a particular capability or resource is required but unavailable.
- Contact the federal government for assistance if the state is unable to fulfill the request.

5.4 Federal Agencies

Federal Emergency Management Agency (FEMA)

- Midvale City will coordinate with Salt Lake County, Utah State and FEMA 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.

National Weather Service

- Issue severe weather watches and warnings.

5.5 Nongovernmental Organizations

American Red Cross

- Provide staff to work at the EOC each day to support mass care and sheltering activities.
- Provide subject matter expertise on regulations, policy, and all relevant American Red Cross (ARC) issues, including general mass care planning, preparedness, and response and recovery activities as ARC-specific activities in these areas.
- Provide information on current ARC mass care activities as required.
- Support reunification efforts through its Safe and Well Web site and in coordination with government entities as appropriate.
- Provide public health and safety, and lessen or avert the threat of an incident becoming a catastrophic event.
- Provide major first aid at shelter locations managed by the American Red Cross when an incident escalates to the level necessitating its services.
- Provide staff and support as part of an integrated case management system.

ORGANIZATION AND RESPONSIBILITIES

Table 5-1
Emergency Support Functions Assignment Matrix

Midvale City: EOC Organization by ESF P = Primary Agency S = Support Agency	ESF #1 – Transportation	ESF #2 – Communications	ESF #3 – Public Works and Engineering	ESF #4 – Firefighting	ESF #5 – Emergency Management	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	ESF #7 – Logistics Management and Resource Support	ESF #8 – Public Health and Medical Services	ESF #9 – Search and Rescue	ESF #10 – Oil and Hazardous Materials	ESF #11 – Agriculture and Natural Resources	ESF #12 – Energy (Public Utilities)	ESF #13 – Public Safety and Security	ESF #14 – Long-Term Community Recovery	ESF #15 – External Affairs
Midvale City Administration					S		S	S						S	P
Midvale City Emergency Management		S			P	S	S			S				S	S
Midvale City Public Works Department	P		P	S	S		P			S		P		S	
Midvale City Human Resources	S				S	S	S	S						S	
Midvale City Information Technology		P			S		S								S
Midvale City Economic Development					S		S							P	S
Unified Fire Authority				P	S	S	S	S	P	P					S
Midvale City Finance					S		S	S						S	
Salt Lake County Emergency Management		S			S	P	S							P	S
Salt Lake County Animal Services						S					P				
Unified Police Department		S			S	S		S	S	S	S		P		
Salt Lake County Aging Services						S									
Salt Lake Valley	P	S													

ORGANIZATION AND RESPONSIBILITIES

Midvale City: EOC Organization by ESF P = Primary Agency S = Support Agency	ESF #1 – Transportation	ESF #2 – Communications	ESF #3 – Public Works and Engineering	ESF #4 -- Firefighting	ESF #5 – Emergency Management	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	ESF #7 – Logistics Management and Resource Support	ESF #8 – Public Health and Medical Services	ESF #9 – Search and Rescue	ESF #10 – Oil and Hazardous Materials	ESF #11 – Agriculture and Natural Resources	ESF #12 – Energy (Public Utilities)	ESF #13 – Public Safety and Security	ESF #14 – Long-Term Community Recovery	ESF #15 – External Affairs
Emergency Communications Center															
Salt Lake County Health Department								S		S		S			
School Districts	S					S	S	S			S				
American Red Cross						S		S			S				

Section 6

DIRECTION, CONTROL, AND COORDINATION

Midvale City’s emergency response forces of the city (emergency medical services [EMS], fire, law enforcement, and public works) are responsible for responding to emergencies and disasters within the city.

The Midvale City Emergency Manager will coordinate response to major events when required through the Midvale City Emergency Operations Center (EOC). The Midvale City Emergency Manager, in collaboration with the Midvale City Mayor and City Council members, will declare a state of emergency when necessary. **If the emergency exceeds locally available resources of the emergency response forces, the Midvale City Mayor and City Council can request county assistance from Salt Lake County Emergency Management. Salt Lake County Emergency Management is the agency charged with coordinating jurisdictions located within Salt Lake County in response to disasters. A mutual aid agreement has been established among Emergency Responders and Public Works in Midvale City and Salt Lake County to lend assistance across jurisdictional boundaries.**

The Midvale City Emergency Operations Plan (EOP) components will be coordinated as follows:

1. This promulgated EOP is effective immediately upon approval and implementation.
 2. All departments, agencies, and organizations involved in the execution of this EOP will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and implementing instructions for preparedness, response, and recovery activities.
 3. All organizations are responsible for developing and maintaining internal operating and notification procedures.
 4. 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.
 5. Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed.
 6. Unless directed otherwise, the release of information to the public or media will be handled through the jurisdiction’s joint information system using the concepts outlined in Emergency Support Function (ESF) #15 – External Affairs.
 7. Personnel designated as representatives 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.
 8. Once the EOC has been activated, organizational and agency representatives will complete the following:
-

DIRECTION, CONTROL, AND COORDINATION

- a. Report to EOC check-in immediately upon arrival to receive a situation update and to confirm table/telephone assignments.
 - b. Provide name, agency, and contact information on EOC staffing chart.
 - c. Ensure adequate 24/7 staffing for long-term EOC activations.
 - d. Ensure that their departments and agencies are kept constantly informed of the situation, including major developments, decisions, and requirements.
 - e. Maintain coordination with other appropriate organizations and agencies.
 - f. Thoroughly brief incoming relief personnel face-to-face and in written form as well as inform the EOC Director 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.
9. The safety of 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.

6.1 Preliminary Damage Assessment

A preliminary damage assessment is conducted within the framework of a declaration process. The preliminary damage assessment assists the City Manager and the Mayor in determining which resources are available and what additional needs may be required. Damage assessments are to be relayed to the city EOC through damage assessment components. Midvale City will work with Salt Lake County Emergency Management to assemble assessments in the EOC environment.

A preliminary damage assessment team may be composed of personnel from the Federal Emergency Management Agency (FEMA), the state emergency management agency, county, and Midvale City officials and employees as well as our first responding agency representatives as needed in conjunction with the U.S. Small Business Administration. The team's work begins with reviewing the types of damage or emergency costs incurred by the units of government and the impact to critical facilities, such as public utilities, hospitals, schools, and fire and police departments. They will also look at the effect on individuals and businesses, including the amount of damage and the number of people displaced as well as the threat to health and safety caused by the event. Additional data from the American Red Cross or other local voluntary agencies may also be reviewed. During the assessment, the team will collect estimates of the expenses and damages compiled by the EOC.

This information can then be used by the governor to support a declaration request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage, citizenry affected, and criteria to illustrate that the

needed response efforts are beyond state and Midvale City recovery capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources.

6.2 Response Procedures

The Midvale City Emergency Manager will monitor impending emergencies and actual occurrences. If the readiness level indicates, the Midvale City Emergency Manager will notify any key response organizations. When events are such that normal response procedures are inadequate, Midvale City will declare a state of emergency and activate the EOP, mutual aid agreements between Law Enforcement, Fire and Public Works, and the Midvale City EOC. The Midvale City emergency manager directs the activation and operation of the EOC.

For those situations where response is beyond the capability of Midvale City due to the severity or the need for special equipment or resources, Midvale City will declare a state of emergency and request assistance from Salt Lake County Emergency Management. A mutual aid agreement has been established between Midvale City and Salt Lake County.

The Midvale City EOC serves as the central location for direction and control of response and recovery activities for the city. When the EOC is fully activated, it will be staffed by the Midvale City Emergency Manager and personnel from each of the activated ESFs. Each ESF will designate a lead who will direct that ESF's operation. These individuals will report to the Midvale City emergency manager.

Emergency response actions may be undertaken and coordinated with or without activation of the Midvale City EOC, depending on the severity of the impending or actual situation. The decision to activate the Salt Lake County EOC to assist will be made by Midvale City Emergency Manager in conjunction with field command staff. Although it is understood that the Salt Lake County EOC is always in a monitoring stage and will escalate its activation if it feels it needs to do so to be ready for assisting Midvale City.

Response priorities will focus on life safety; basic survival issues (water, food, basic medical care, shelter); restoration of the community's vital infrastructures (water/waste systems, electric, phones, roads); cleanup and emergency repairs; and then recovery.

When Midvale City requires shelter facilities, ESF # 6 – Mass Care, Emergency Assistance, Housing, and Human Services will be notified to coordinate sheltering operations. A verbal announcement to school officials should be followed by a written notification.

The joint information center (JIC) will organize notifications to the public, business community, and other parties of developments and activities via the local media.

Local resources will be used fully before requesting mutual aid or state/federal assistance.

If Midvale City resources cannot cope with an emergency, Midvale City will request mutual aid or Salt Lake County assistance. Salt Lake County is a participant in the Utah Interlocal Mutual Aid Agreement.

All requests for mutual aid and Salt Lake County/state/federal assistance will be coordinated by the Midvale City EOC and forwarded to the Salt Lake County EOC. The Salt Lake County liaison will assist Midvale City with appropriate procedures to accomplish these efforts.

6.3 Response and Recovery

The Midvale City Emergency Manager and public works personnel, volunteers, humanitarian organizations, and other private interest groups provide emergency assistance required to protect the public's health and safety and to meet immediate human needs. If necessary, the Mayor, City Council and/or City Administration can declare a state of emergency and activate Midvale City's EOP to augment individual and public resources as required.

The Midvale City EOC will conduct a needs assessment immediately after a disaster occurs. The needs assessment shall identify resources required to respond to and recover from the disaster. This will form the basis for the request of Salt Lake County, state, and federal assistance.

ESF agencies shall report to the Midvale City EOC as their first priority. They will prioritize their needs as quickly as possible accordingly:

1. Search and rescue operations
2. Human requirements (such as water, food, shelter, and medical support)
3. Property and infrastructure (transportation, communications, and utilities systems)

The EOC will compile damage assessment information to determine the fiscal impact and dollar loss associated with a disaster. Damage assessment information is needed to secure a presidential disaster declaration (not normally required before federal assistance is requested in a catastrophic disaster).

Emergency public information and rumor control are coordinated by ESF # 15 – External Affairs. A Joint Information Center (JIC) will be established when the Midvale City EOC is activated or when a state of emergency has been declared for Midvale City. The JIC will be under the direction of the ESF #15 – External Affairs primary coordinator. The JIC will handle rumor control.

Mutual aid agreements will be used for support from other local governments. Mutual aid requests will be coordinated with Midvale City and Salt Lake County EOC, if operational, to ensure coordination with other affected jurisdictions.

When the emergency has diminished to the point where the normal day-to-day resources and organization of Midvale City can cope with the situation, the Mayor terminates the state of

emergency. The EOP and Midvale City EOC may continue to function in support of limited emergencies and the recovery process.

The Mayor or City Manager may determine, after consulting with local government officials, that the recovery appears to be beyond the combined resources of both the county and local governments and that state assistance may be needed. The Mayor must certify that the severity and magnitude of the disaster exceed county and local capabilities; certify that state assistance is necessary to supplement the efforts and available resources of the county and local governments, disaster relief organizations, and compensation by insurance for disaster-related losses; confirm execution of Midvale City's EOP; and certify adherence to cost-sharing requirements. If Salt Lake County receives a presidential disaster declaration, a recovery team will be implemented to address long-term recovery issues.

6.3.1 Recovery and Community Re-development

Short Term Recovery and Community Development (less than a week)

Medium Term Recovery and Community Development (two weeks to two months)

Long Term Recovery and Community Development (three to six months, depending on needs)

6.4 Requesting State and Federal Resources

Requests for assistance will be forwarded to the Salt Lake County EOC then to the Utah Division of Emergency Management from the Salt Lake County EOC when Midvale City resources are exhausted or Midvale City capabilities are unable to meet the need. The Utah Division of Emergency Management can orchestrate and bring to bear outside resources and materials to meet the situation. The State of Utah is able to contact the federal government for assistance if it is unable to fill the request.

6.5 Continuity of Government

Continuity of government is an essential function of emergency management and is vital during a community emergency or disaster. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. Local continuity of government is defined as the preservation and maintenance of the local civil government ability to carry out its constitutional responsibilities. Ordinances, administrative rules, and departmental procedures address continuity of government in Midvale City. For the City of Midvale, Midvale Municipal Code 2.16.570 may govern in appointing an emergency interim successor to the City Manager.

Section 7

DISASTER INTELLIGENCE

Disaster intelligence relates to collecting, analyzing, and disseminating information and analyses that describe the nature and scope of hazards and their impacts. Intelligence and information sharing in the Emergency Operations Center (EOC) is important, especially for each Emergency Support Function (ESF) that is activated. It will be vital in evaluation of ESF resources, capabilities, and shortfalls (for example, availability of trained personnel, equipment, and supplies) and will help to determine the level of assistance that is needed according to each ESF. This information will become part of the planning and response process as ESF shortfalls are relayed to the Midvale City EOC command staff.

Fusion centers provide analytical products (for example, risk and trend analyses) that are derived from the systematic collection and evaluation of threat information. Fusion centers provide access to national-level intelligence and can serve as a mechanism to deconflict information.

ESF #5 – Emergency Management is responsible for establishing procedures for coordinating overall information and planning activities in the EOC. The EOC supports local emergency response and recovery operations; provides a nerve center for collection and dissemination of information to emergency management agencies in order to qualify for county, state, and federal assistance; gauges required commitment of resources; and supports other emergency response organizations in their assigned roles.

Disaster intelligence incorporates essential elements of information, which include but are not limited to the following:

- Information element
- Specific requirements
- Collection method
- Responsible element
- Deliverables

Situational rapid assessment includes all immediate response activities that are directly linked to initial assessment operations to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after a disaster has occurred. In an event that occurs without warning, a rapid assessment must be conducted, at least initially, with county resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate local government response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, and criteria for requesting mutual aid and state and federal assistance.

Midvale City Emergency Management staff monitor events 24/7, which provides immediate information management. Midvale City will activate local rapid assessment teams following any event where disaster intelligence is needed. Rapid assessment involves teamwork and requires

personnel who are in place and know their responsibilities. The rapid assessment will be organized for information flow to a source that will most likely reside in the EOC. This person will prepare documentation necessary for continuing response operations and EOC activation if necessary.

Assessment is accomplished in three phases:

- Rapid assessment, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines
- Preliminary damage assessment, which affixes a dollar amount to damage
- Combined verification, which includes a detailed inspection of damage to individual sites by specialized personnel

Development of rapid assessment procedures will provide guidance to all participating agencies that will be involved in the process. Rapid assessment procedures will include the following:

- Developing a jurisdictional profile
- Sectoring the Midvale City and performing an assessment by sector
- Looking at Midvale City staffing patterns and possible resource needs
- Developing communication procedures
- Testing and exercising

Development of rapid assessment forms will assist pre-identified personnel as they collect intelligence. These checklists will ensure uniformity for information gathered, disseminated, and collected.

Section 8

COMMUNICATIONS

Emergency communications is 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 consists 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.

8.1 Common Operating Picture

A common operating picture is established and maintained by the use of integrated systems for communication, information management, intelligence, and information sharing. This allows a continuous update of data during an incident and provides a common framework that covers the incident lifecycle across jurisdictions and disciplines.

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 Emergency Operations Center (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 made to the appropriate jurisdictional levels and to private sector and non-governmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government.

The types of communication used in an incident or event will vary depending on the complexity of the incident or event and consist of internal communications and external communications. They may cross a broad spectrum of methods such as the following:

Internal Communications

- Landline
- Cellular phone
- Texting
- Paging/notification
- 800 MHZ
- Internet/WebEOC
- Amateur Radio Emergency Service (ARES)

External Communications

- Landline
- Fax
- Cellular phone
- Texting
- 800 MHZ
- Internet/WebEOC
- Joint Information System/Joint Information Center
- Emergency Activation System
- Reverse 9-1-1

- 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 cataloguing of required corrective actions.

Prior to an incident, entities responsible for taking appropriate pre-incident actions use communications and information management processes and systems to inform and guide various critical activities. These actions include the following:

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

During an incident, incident management personnel use communications and information processes and systems to inform preparedness organizations, multiagency coordination entities, agency executives, jurisdictional authorities, and EOC personnel of the formulation, coordination, and execution of operational decisions and requests for assistance. Sustained collaborative effort over time will result in progress toward common communications and data standards and systems interoperability.

Section 9

ADMINISTRATION, FINANCE, AND LOGISTICS

9.1 Administration Information

- The Emergency Operations Center (EOC) monitors 24 hours per day and is administered by Midvale City Emergency Management. Day-to-day operations are under the direction the Midvale City Emergency Manager.
- Midvale City Emergency Management is responsible for the operational readiness of the EOC.
- Narratives and operational journals of response actions will be kept.
- All written records, reports, and other documents will follow the principles of the National Incident Management System (NIMS).
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations with responsibilities for implementing 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.

9.1.1 Records Preservation and Restoration

All affected governments in Midvale City must ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency. The Midvale City Mayor, City Manager or designee is charged with maintaining plans for the safety, recovery, and restoration of Midvale City's data and telecommunication systems during a disaster.

9.1.2 Reports and Records

General: The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continual basis.

Reporting guidelines: Midvale City and Salt Lake County will submit consolidated reports to the Utah Division of Emergency Management to include information from local municipalities. Midvale City Emergency Management will submit situation reports, requests for assistance, and damage assessment reports to Salt Lake County Emergency Management by the most practical means and in a timely manner. Midvale City 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 Midvale City Emergency Manager. The logs and records will form the basis for status reports to the county and state.

Initial reports: Initial reports (needs assessment) are the 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 providing additional 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 duration a local activation.

Post-emergency reports: Salt Lake County Emergency Management will submit the appropriate post emergency reports to the:

Utah Division of Emergency Management

Department of Public Safety
1110 State Office Building
Salt Lake City, UT 84114
(801) 538-3400

9.2 Financial Management

The Midvale City Emergency Operations Plan (EOP) assigns lead and support agencies for 15 functional areas of disaster response. Each agency assigned to an Emergency Support Function (ESF) is responsible for mobilizing existing personnel, equipment, materials, supplies, and other resources under their control.

When agencies require additional resources, these requests will be referred to ESF #7 – Logistics Management and Resource Support in the Midvale City EOC. ESF #7 – Logistics Management and Resource Support 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:

- Local forces are those resources under direct control of the county EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the Midvale City EOC to augment staff during a locally declared state of local emergency. Salt Lake County is a signature party of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the Utah Division of Emergency Management under this agreement.
- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Midvale City Accounting Department in a timely fashion. The auditor will ensure all documentation is complete,

recorded on the appropriate forms, and proper in all respects. If an incident in Midvale City was federally declared, the auditor will submit for reimbursement. If an incident in Midvale City was not declared, the documentation will serve as a recorded history of activity with expenditures.

9.2.1 Accounting

Complete and accurate accounts of emergency expenditures and obligations (including personnel and equipment costs) will be maintained. Such records are essential to identify and document funds for which no federal reimbursement will be requested and funds eligible for reimbursement under major emergency project applications. When federal public assistance is provided under the Disaster Relief Act, local projects approved by the Federal Emergency Management Agency (FEMA) are subject to state and federal audit. The Finance Department will coordinate the reimbursement documentation for the FEMA Public Assistance Program during a presidentially declared disaster for county government.

9.2.2 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 mandatory.

9.3 Logistics

- Midvale City 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 provides logistical and resource support, including locating, procuring, and issuing resources (such as supplies, office space, office equipment, fuel, and communications contracting services, personnel, heavy equipment and transportation) to agencies and departments involved in delivering emergency response and recovery efforts.
- The Midvale City 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 Resource and Logistics Annex.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Midvale City unless the City Manager, Emergency Manager, or other designated representative grants approval.

Section 10

PLAN MAINTENANCE AND DISTRIBUTION

Midvale City Emergency Management is responsible for the overall maintenance of this Emergency Operations Plan (EOP) and for ensuring that changes and revisions are prepared, coordinated, published, and distributed.

This EOP will be reviewed and updated at least annually based on deficiencies identified in simulated or actual use or due to organizational or technological changes. All changes shall be recorded by the receiving department or agency.

EOP revisions will be forwarded to all organizations or agencies assigned responsibilities in the plan. Contact names and telephone numbers (for Emergency Operations Center [EOC] staff, departments, agencies, special facilities, schools, etc.) shall be maintained by appropriate departments and agencies.

10.1 Emergency Operations Plan Maintenance

To maintain EOP capabilities and to be prepared for any emergency or disaster that may affect Midvale City, Midvale City Emergency Management has developed and maintains a multi-year strategy. Table 10-1 provides a standardized list of activities necessary to monitor the dynamic elements of the Midvale City EOP and the frequency of their occurrence.

Table 10-1
EOP Maintenance Standards

Activity	Tasks	Frequency
Plan update and certification	<ul style="list-style-type: none"> ▪ Review entire plan for accuracy. ▪ Incorporate lessons learned and changes in policy and philosophy. ▪ Manage distribution. 	Annually
Train new Midvale City Emergency Management staff	<ul style="list-style-type: none"> ▪ Conduct EOP training for new Midvale City Emergency Management staff. 	Within 90 days of hiring
Orient new policy officials and senior leadership	<ul style="list-style-type: none"> ▪ Brief officials on existence and concepts of the EOP. ▪ Brief officials of their responsibilities under the EOP. 	Within 90 days of appointment
Plan and conduct exercises	<ul style="list-style-type: none"> ▪ Conduct internal EOP exercises. ▪ Conduct joint exercises with Midvale City Emergency Support Functions. ▪ Support and participate in state-level and local-level exercises. 	Annually

Section 11

AUTHORITIES AND REFERENCES

11.1 Authorities

Under the provisions of Homeland Security Presidential Directive (HSPD)-5, the secretary of homeland security is the principal federal official for domestic incident management.

Federal Authorities

Federal Civil Defense Act of 1950, (PL 81-950), as amended
Disaster Relief Act of 1974, (PL 93-288), as amended
Title III, of the Superfund Amendments and Reauthorization Act (SARA) of 1986, (PL 100-700)
Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance
October 1, 2008

The authorities under which this emergency operations plan (EOP) may be activated include the following:

State of Utah

Title 53, Chapter 2a, “Emergency Management Act”

Salt Lake County

Ordinance 2.86.010-120
State of Utah EOP
National Response Framework (NRF)

11.2 Supporting Documents/Plans

- 2015 Midvale City Hazard Mitigation Plan – Approved and implemented by City Council on November 10, 2015
- Federal Emergency Management Agency (FEMA) 501, National Incident Management System (NIMS)
- FEMA 501-3, NIMS Basic – Preparedness
- FEMA 501-7, NIMS Basic – Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- Emergency Operations Center – Operations Plans/Checklists 2016
- Amateur Radio Emergency Service Operations Plan (ARES)
- Local government EOPs

11.3 Agreements

Midvale City is part of the Utah Inter-local Mutual Aid Agreement for Catastrophic Disaster Response and Recovery.

Midvale City is a signatory for the use of Canyons School District facilities as emergency disaster shelters.

Section 12

GLOSSARY

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

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

- Reducing vulnerability of Utah people and communities to damage, injury, and loss of life and property resulting from natural, technological, or human-caused emergencies or hostile military or paramilitary action.
- Preparing prompt and efficient response and recovery to protect lives and property affected by emergencies.
- Responding to emergencies using all systems, plans, and resources necessary to preserve adequately the health, safety, and welfare of persons or property affected by the emergency.
- Providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.

Emergency Manager: Staff member who is in charge of the emergency management agency and serves as the incident manager when the Midvale City Emergency Operations Center is activated.

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

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

Emergency Operations Plan (EOP): Overview of Midvale City's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EOP, explains the general concept of operations, and assigns responsibilities for emergency planning and operations.

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

ESF assignment matrix: Organizational grouping of all primary and support ESF agencies.

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

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

Homeland Security Presidential Directive (HSPD)-5: Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.

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

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

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

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

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

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

Municipality: Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal EOP must be consistent with and subject to the applicable county EOP. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and

mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

National Response Framework (NRF): The guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response.

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

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

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

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

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

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

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

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

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

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

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

Section 13 ACRONYMS

ARES – Amateur Radio Emergency Service
CFR – Code of Federal Regulations
COOP – Continuity of Operations Plan
EHS – Extremely Hazardous Substances
DoD – U.S. Department of Defense
EMAC – Emergency Management Assistance Compact
EMS – Emergency Medical Service
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
EPA – United States Environmental Protection Agency
ESF – Emergency Support Function
FEMA – Federal Emergency Management Agency
HazMat – Hazardous Materials
HSPD – Homeland Security Presidential Directive
ICS – Incident Command System
JIC – Joint Information Center
NIMS – National Incident Management System
NRF – National Response Framework
SARA – Superfund Amendment and Reauthorization Act
TRAX – Light Rail System
UTA – Utah Transit Authority
VECC – Valley Emergency Communications Center
VOLAG – Voluntary Agency

Section 14

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

I. INTRODUCTION

The following pages detail each of the Midvale City Emergency Support Functions (ESFs), including listings of primary and support agencies for each ESF, policies under which each ESF will operate, assumptions made in planning for each ESF, concepts of operation, and responsibilities.

II. POLICIES

All agencies operating within each ESF will act in accordance with the Midvale City Emergency Operations Plan (EOP), the emergency plans of each individual agency, and applicable state and federal guidelines.

III. SITUATION

Emergency or disaster response will be led by Midvale City until the situation overwhelms Midvale City capabilities and resources. Midvale City will then call upon Salt Lake County Emergency Management for assistance. In disaster or emergency situations when extensive Midvale City assistance must be delivered in support of Midvale City, Midvale City Emergency Management will activate or place on standby all needed ESFs.

IV. CONCEPT OF OPERATIONS

All ESF services needed will likely be filled by the County EOC ESF personnel unless the incident is of such a size that ESF representatives can report to the Midvale City EOC directly. If ESFs report to the Midvale City EOC, they may operate as part of the Operations Section under the Incident Command System (ICS) or as designated by the EOC Director or Emergency Manager. A primary agency coordinates the activities of the ESF with help from supporting agencies. Midvale City will request assistance from Midvale City Emergency Management, the Operations Section Chief will task ESFs with missions to respond to those requests and meet the needs the requests address. ESFs will coordinate with other ESFs, their local counterparts, and private organizations and vendors to accomplish their missions. ESFs will properly document their activities and keep fiscal records for costs incurred while performing assigned tasks.

V. RESPONSIBILITIES

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

The primary agency of each ESF is responsible for coordinating all activities falling under that ESF if available. If not, the EOC liaison to the ESF will coordinate activities between the EOC and the ESF agency/agencies involved. In addition, each ESF is responsible for accomplishing mission tasks assigned to it by the Operations Section Chief, or whichever section chief they are assigned to.

VI. REFERENCES

Documents any plans, standard operating procedures, etc. that will assist an ESF.

Emergency Support Function #1 –Transportation

ESF Coordinator:	Midvale City Public Works Director
Primary Agencies:	Midvale City Public Works Department
	Salt Lake County Public Works
	Utah Department of Transportation – Region 2
Support Agencies:	City Engineer
	Salt Lake County Sheriff’s Office
	School Districts
	Utah Transit Authority
County Liaison:	To Be Announced (TBA)

INTRODUCTION

Purpose

Emergency Support Function (ESF) #1 – Transportation assists Midvale City Public Works Department by providing support for the transportation of people and equipment during and following a catastrophic earthquake, significant natural disaster, or other emergency; also provides support for mass transportation of citizens during a major evacuation using resources from the public and private sectors.

ESF #1 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Midvale City Emergency Operations Plan (EOP)
- Salt Lake County EOP

Scope

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

To provide transportation of people and equipment required to support response and recovery operation and/or the mass transportation of citizens threatened by a natural or human-caused disaster. When an emergency or disaster requires transportation needs or a federal disaster declaration is signed, the provision of ESF #1 will be carried out.

Additionally, the ESF #1 scope includes the following:

- Assist with emergency evacuation and re-entry.
- Process all transportation assistance requests from local governments and other ESFs.
- Coordinate and prioritize the use of all modes of public and private transportation to transport people, goods, and services to and from the affected areas.
- Establish emergency highway traffic regulations to restrict roadway use and access as needed.
- Assist with recovery operations.
- ESF #1 will be the focal point of all transportation activity at the city level during and after activation of the Midvale City Emergency Operations Center (EOC).

Policies

The city's transportation planning will be directed toward satisfying the requirements of moving personnel and equipment to do their assigned disaster responsibilities in accordance with the department's Standard Operating Procedures (SOPs), or to provide transportation vehicles to move large numbers of people during any evacuation.

The Midvale City Public Works Department will coordinate and direct the activities of ESF #1 in coordination with Salt Lake County Public Works and Utah Department of Transportation – Region 2.

Assets available to ESF #1 will be used to assist local and county emergency operations and other ESFs with emergency efforts to move people, materials, equipment, and other resources as needed.

Resource allocation shall be prioritized as follows:

- Evacuating persons in immediate peril
 - Maintaining the movement of traffic for evacuees and the transportation of emergency response and recovery resources
 - Transporting people, materials, equipment, and other resources to assist city government and other ESFs as needed
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EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

CONCEPT OF OPERATIONS

General

If outside assistance is requested from Salt Lake County, the Midvale City Public Works Department will retain control of all transportation and distribution needs during the disaster.

Upon request from Midvale City Emergency Management, the Midvale City Public Works Department will have agency liaisons report to the Midvale City EOC to coordinate and implement the response to transportation-related requests for assistance.

The agency liaisons, when available, will staff the ESF #1 workstation in the EOC, identify needed support agencies, and ensure that support agencies are activated or placed on standby as needed. If agency liaisons are not available, the EOC will assign one of its staff members to liaison with the ESF agency on behalf of the EOC.

As the primary for all activities under ESF #1, the Midvale City Public Works Department, in coordination with Utah Department of Transportation – Region 2 and Midvale City Emergency Management, will ensure that all agencies assigned to ESF #1 respond to requests for local transportation assistance.

Following any evacuation, the majority of requests for transportation resources will likely be generated by other ESFs.

Transportation equipment will be committed when authorized evaluation or re-entries have been made and when local resources are insufficient.

All support agencies and organizations will be notified and tasked to provide 24-hour representation as necessary. Each support agency and organization shall ensure that a sufficient number of personnel are available to staff the EOC workstation and support EOC activities on a continuous basis.

Individuals staffing the EOC on behalf of ESF #1 agencies and organizations should have extensive knowledge of the resources and capabilities of their respective agencies, and have access to the appropriate authority for committing agency resources.

ORGANIZATION

Transportation Structure

ESF #1 will organize under the leadership of the Midvale City Public Department, Salt Lake County Public Works and the Utah Department of Transportation – Region 2. Midvale City Public Works Department and Utah Department of Transportation – Region 2 personnel assigned to the EOC will provide daily direction for all assigned missions. Midvale City Public Works Department and Utah Department of Transportation – Region 2, in coordination with Midvale City Emergency Management, shall develop an organizational structure for directing, planning, implementing, and monitoring missions assigned by Midvale City Emergency Management,

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

according to the ESF concept.

The support agencies assigned to ESF #1 assist Midvale City Public Works Department, Salt Lake County Public Works and the Utah Department of Transportation – Region 2 with restoring the transportation network after a major disaster or emergency. Although the composition of the support agencies for ESF #1 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing transportation assistance to local governments following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – TRANSPORTATION

In the event of an emergency or disaster, Midvale City Public Department will be notified by Midvale City Emergency Management.

The Midvale City Public Works Department, Salt Lake County Public Works and the Utah Department of Transportation – Region 2 (primary agencies) will request that Midvale City Emergency Management notify support agencies and organizations as needed.

ACTIONS: INITIAL ACTIONS – TRANSPORTATION SUPPORT

Upon notification of a potential or actual incident:

- Verify inventories of available vehicles and provide a summary listing to ESF #5 – Emergency Management.
- Because Midvale City Public Works Department is responsible for providing adequate transportation resources in case of an emergency or disaster, **a list of all available city vehicles and equipment will be available at Midvale City Streets Department and a copy of that list will be placed in the EOC.**
- Establish communications with appropriate agency field personnel to coordinate response efforts.
- Pre-position response resources when it is apparent that city transportation resources will be required.
- Use information provided by ESF #5 – Emergency Management to plan effective response actions.
- Pre-position recovery resources at the nearest staging area(s), as needed.
- Coordinate with ESF #6 – Mass Care, Emergency Assistance, and Housing and Human Services for ground transportation of evacuees to shelters during evacuations.
- Coordinate with ESF #10 – Oil and Hazardous Materials to identify any known hazardous materials transporters (for example, oil tankers, railways or trucks) that could be affected by an emergency or disaster and could have a bearing on the commitment of transportation resources.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Implement pre-determined cost accounting measures for tracking overall ESF #1 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Coordinate with Salt Lake County ESF counterpart as needed.

ACTIONS: CONTINUING ACTIONS – TRANSPORTATION SUPPORT

- Coordinate the transportation of personnel, goods, and services in response to requests for assistance.
- Re-assess priorities and strategies to meet the most critical transportation needs.
- Track committed transportation resources and provide information to ESF #5 – Emergency Management.
- Prepare and process reports using established procedures, giving attention to matters that will be of interest in after-action reports.
- Draft recommendations for after-action reports and other reports as appropriate.
- Develop strategies, in coordination with ESF #5 – Emergency Management, for supporting recovery operations

RESPONSIBILITIES: TRANSPORTATION

Primary Agency: Midvale City Public Works Department and the Salt Lake County Public Works in conjunction with the Utah Department of Transportation – Region 2

As the primary agencies for Transportation, the Midvale City Public Works Department, Salt Lake County Public Works and Utah Department of Transportation – Region 2 has the overarching responsibility for execution of the responsibilities of ESF #1 – Transportation. In this role the Midvale City Public Works Department, Salt Lake County Public Works and Utah Department of Transportation – Region 2:

- Coordinate with support agencies and Midvale City Emergency Management to direct transportation resources and prioritize transportation needs.
 - Ensure replacement of critical traffic control signs and signals that have been damaged, destroyed, or lost in affected areas.
 - Ensure that necessary cost accounting measures are being used by all support agencies and that summary reports are generated as needed and shared with ESF #5 – Emergency Management.
 - Coordinate with ESF #7 – Logistics Management and Resource Support to obtain information related to vendors, volunteer groups, and other organizations that may be able to supplement local and county transportation resources.
 - Coordinate with ESF #3 – Public Works and Engineering to commit agency resources for
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EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

debris removal, construction work, and other public works-related tasks as needed.

- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

SUPPORT AGENCIES: TRANSPORTATION

AGENCY	FUNCTIONS
Internal City Support Agencies	
City Engineer	
External Support Agencies	
School Districts	Provides buses or other transport to support transportation/evacuation resource needs.
Salt Lake County Sheriff's Office	UPD is responsible for law enforcement within the city, and may provide transportation needs as necessary.
External Suppliers and Service Providers	

Emergency Support Function #2 – Communications Annex	
ESF Coordinator:	Midvale City Logistics Section Chief
Primary Agencies:	Salt Lake Valley Emergency Communications Center (VECC) UPD Dispatch
Support Agencies:	Midvale City Emergency Management Midvale City Information Technology
County Liaison:	Salt Lake County

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

INTRODUCTION

Purpose

The purpose of Midvale City Emergency Support Function (ESF) #2 – Communications is to organize, establish, and maintain the communications capabilities necessary to meet the operational requirements of Midvale City in preparing for, responding to, and recovering from emergencies and disasters. It also provides guidance for rapidly warning key officials and the public of a potential or occurring emergency or disaster.

During periods of emergency and disaster, it will be necessary the communication system be capable of rapidly receiving and transmitting emergency information necessary for the direction, control, and coordination of government agencies. ESF #2 – Communications will coordinate telecommunication support necessary to conduct disaster response and relief operations. (The federal and state communication systems will be used if the local capabilities are exhausted and a requirement arises for outside assistance.)

ESF #2 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Midvale City Emergency Operations Plan (EOP)
- Salt Lake County EOP

Scope

ESF #2 will coordinate the use and maintenance of telecommunications systems for emergency management functions within Midvale City during times of disaster. Those systems include voice, data, and radios. Specific operating procedures and protocols are addressed in procedure manuals of participating departments.

ESF #2 will be the focal point of all communications activity at the city level during and after activation of the Midvale City Emergency Operations Center (EOC).

Policies

VECC and the UPD Dispatch will coordinate and direct the activities of ESF #2 – Communications.

Assets available to ESF #2 will be used to assist city emergency operations agencies and other ESFs with establishing and maintaining emergency communications during the emergency response and recovery phases.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

CONCEPT OF OPERATIONS

General

The Midvale City EOC has overall responsibility for providing direction and control and coordinating communication services during disasters. It is therefore of the utmost importance to have the EOC in communication with the numerous responding government agencies, as well as the outside sources of relief and assistance. Communication service for the EOC will be coordinated by the VECC and UPD Dispatch with the assistance of the support agencies. Primary location of all communication efforts will be located in the EOC. Secondary location of the alternate EOC shall be the Midvale City Water Shop at 3202 W 13600 South Street, Midvale, UT. Auxiliary communications networks will also be used as needed through the police, fire, public works, public utilities, and all other agencies having independent communications systems.

Upon request from VECC and the UPD Dispatch, all city departments and agencies will have agency liaisons report to the EOC to coordinate and implement communications related requests for assistance.

VECC and the UPD Dispatch liaisons will staff an ESF #2 workstation, identify needed support agencies for ESF #2, and take the steps necessary to ensure that support agencies are activated or placed on standby as needed.

As the primary agencies for all activities under ESF #2, VECC and the UPD Dispatch will ensure that agencies assigned to ESF #2 respond to all requests for local communications assistance.

All support agencies and organizations will be notified and tasked with providing 24-hour representation for as long as necessary. Each support agency and organization is responsible for ensuring that enough program staff is available to work in the EOC and carry out the activities tasked to the organization on a continuous basis.

Those individuals sent to represent organizations at the EOC will have extensive knowledge of the resources and capabilities of their respective agencies and organizations, and have the appropriate authority for committing such resources.

During a major natural disaster, the EOC is fully activated. Once activated, the primary EOC accesses various agency communications networks, as persons reporting to the EOC are directed to bring the means of contacting and maintaining contact with their respective organizations.

The primary communication system for command and control during EOC operations are landline, cellular phone, texting, paging 800 MHZ, Internet/WebEOC and amateur radio.

Communications with public safety emergency vehicles is conducted via the respective 9-1-1/Dispatch Center. Midvale City ARES establishes and coordinates radio communication between the city EOC, the Salt Lake County EOC and the American Red Cross, public shelters, and when required, other critical locations. For on-site command and coordination of

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

departmental assets during localized or the establishment of forward command and control activities during major disaster response operations, the Mobile Command Post (MCP) may be deployed. The MCP will be the primary means of coordinating activities of various agencies at a site or in a specific area of responsibility. The MCP will be equipped to communicate on all department frequencies. The MCP may be deployed at any time at the direction of the department.

ORGANIZATION

Communications Structure

VECC and the UPD Dispatch serve as the primary agencies for ESF #2 – Communications and will provide direction for all missions assigned to this ESF.

VECC and the UPD Dispatch shall develop an organizational structure for directing, planning, implementing, and monitoring mission assignments according to the ESF concept.

In the absence of VECC or the UPD Dispatch capability, Midvale City will use other means of communications, including but not limited to their 800 mhz radio system and volunteer HAM Operators. The support agencies assigned to ESF #2 – Communications assists VECC and the UPD Dispatch with maintaining communication service for emergency response and recovery efforts. Although the composition of the support agencies for ESF #2 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing communication assistance to local governments.

ACTIONS: INITIAL AND CONTINUING ACTIONS – COMMUNICATIONS

In the event of an emergency or disaster, Midvale City departments and agencies will be notified by VECC.

VECC and UPD Dispatch (primary agencies) will notify support agencies and organizations as needed.

ACTIONS: INITIAL ACTIONS – COMMUNICATIONS

- Develop strategies for initial response.
 - Verify inventories of ESF #2 communication resources and provide summary listing to ESF #5 – Emergency Management.
 - Implement pre-determined cost accounting measures for tracking overall ESF #2 personnel, equipment, materials, and other costs incurred during emergency response actions.
 - Pre-position response when it appears city communications resources will be required.
 - Use information provided by ESF #5 – Emergency Management for planning response actions.
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Assess the need for industry telecommunications support. Obtain such support as needed.
- Coordinate the acquisition and deployment of communications equipment, personnel, and other resources to establish temporary communications within the affected area(s).
- Pre-position anticipated recovery communication resources to the nearest staging area(s) as needed.
- Keep abreast of the plans and actions of the commercial telecommunications companies to restore services and provide a summary to ESF #5 – Emergency Management.
- Coordinate with ESF #6 – Mass Care, Emergency Assistance, and Housing and Human Services to develop and maintain adequate communications at local shelters.
- Coordinate with ESF #7 – Logistics Management and Resource Support to procure needed communication equipment and service.
- Coordinate with Salt Lake County Emergency Management ESF counterpart as needed.

ACTIONS: CONTINUING ACTIONS – COMMUNICATIONS

- Coordinate communications support to all government and volunteer agencies as needed.
- Re-assess priorities and strategies in light of the most critical communication needs.
- Track committed resources and provide information to ESF #5 – Emergency Management.
- Prepare and process reports using established procedures, giving attention to matters that will be of interest in after-action reports.
- Draft recommendations for after-action reports and other reports as needed.
- Develop strategies, in coordination with ESF #5 – Emergency Management, for supporting recovery operations, including the availability, operational condition, duration of need, and logistical requirements of equipment and other resources needed.
- Assist as needed with assessing damage to the communications infrastructure, with special attention to publicly owned communication systems and facilities, and provide tabulated results to ESF #5 – Emergency Management.

RESPONSIBILITIES: COMMUNICATIONS

Primary Agency: Salt Lake Valley Emergency Communications Center

As the primary agencies for ESF #2 – Communications, VECC and the UPD Dispatch has the overarching responsibility for the execution of the responsibilities of ESF #2 – Communications. In this role, VECC and the UPD Dispatch:

- Coordinate with support agencies to direct communications resources and prioritize communication needs.
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Coordinate the maintenance and continued operations of radio, landline telephone, and internet communications during times of disaster.
- Coordinate replacement and restoration of critical damaged or destroyed communications equipment and facilities in the affected areas.
- Coordinate with all support agencies to ensure adequate cost accounting measures are being used and summary reports are generated and shared with ESF #5 – Emergency Management.
- Coordinate the communication capabilities of all ESFs adequately for their needs.
- Coordinate, assess, and restore operations of the Midvale City radio network(s) as needed. (Note: Midvale City has radio networks, data networks, wireless networks, landline telephone service, and cell phone and satellite phone services with other city departments and the private sector that will be established for the EOC immediately following any disaster.)
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

Responsibilities of Support Agencies

- Send a liaison to the EOC as directed by VECC and the UPD Dispatch.
- Commit resources as needed.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

SUPPORT AGENCIES: COMMUNICATIONS

AGENCY	FUNCTIONS
Internal City Support Agencies	
Midvale City Emergency Management	
City Information Technology	
External Support Agencies	
External	

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Suppliers and Service Providers	
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Emergency Support Function #3 – Public Works and Engineering Annex

ESF Coordinator: Midvale City Public Works Director
Primary Agencies: Midvale City Public Works Department
Support Agencies: City Engineer City Water Department
County Liaison:

INTRODUCTION

Purpose

Midvale City Emergency Support Function (ESF) #3 – Public Works and Engineering coordinates and directs public works and engineering efforts to support local governments and Midvale City in lifesaving and life-protecting activities prior to, during, and immediately following a major disaster.

ESF #3 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Midvale City Emergency Operations Plan (EOP)
- Salt Lake County EOP

Scope

ESF #3 will provide the following types of services to local governments to protect lives and provide for the health and safety of the public:

- Provide technical advice and evaluations.
- Conduct construction management and inspections.
- Direct city assistance and emergency contracting services for repair and restoration of water, wastewater, and solid waste facilities.
- Conduct emergency debris clearance for reconnaissance and passage of emergency response personnel, equipment, and supplies.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Repair and restore damaged emergency access routes necessary for the transportation of emergency rescue personnel and supplies.
- Conduct emergency demolition and stabilization of damaged structures, as appropriate, to facilitate emergency response operations.
- Process all public works and engineering assistance requests from local governments and other ESFs.

Policies

- The Midvale City Public Works Department will coordinate the activities of ESF #3.
- The Midvale City Public Works Department will also direct emergency response operations related to all aspects of the city transportation infrastructure with ESF #1 – Transportation.
- The Midvale City Public Works Department will coordinate emergency response operations related to all aspects of the city's construction, water, wastewater, and solid waste infrastructure.
- Assets available to ESF #3 will be used to assist city emergency operations agencies and other ESFs with emergency public works and engineering needs.

CONCEPT OF OPERATIONS

General

In the event of a disaster, the Midvale City Public Works Department, in unison with selected elements of private utility companies, will become the main restorers of those vital services needed to reestablish the basic functions of the community; safe water, adequate sewage disposal, disposal of disaster generated debris, opening and repair of streets and drainage channels, reestablishment of electric power and gas service, and reestablishment of traffic control devices. In the event of a declared disaster, the director of the Midvale City Public Works Department will coordinate the activities of these agencies.

Upon request from Midvale City Emergency Management, the Midvale City Public Works Department will make its agency liaisons available to report to the emergency operations center (EOC) to coordinate and respond to public works and engineering-related requests for assistance.

The Midvale City Public Works Department liaisons will staff an ESF #3 workstation, identify needed support agencies for ESF #3, and take the necessary steps to ensure these agencies are activated or placed on standby as needed.

As the primary support agency for all activities under ESF #3, the Midvale City Public Works Department, in coordination with Midvale City Emergency Management, will ensure that agencies assigned to ESF #3 respond to all requests for local public works and engineering assistance.

It is anticipated the majority of the requests for public works and engineering services will

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

concern the repair and restoration of emergency access routes, potable water supplies, water and wastewater treatment systems, and water pressure for firefighting.

Public works and engineering services will be provided upon mission assignment from Salt Lake County EOC ESFs only in the event that local resources are deemed inadequate or potentially inadequate for responding to and recovering from the incident.

All support agencies and organizations will be notified and expected to provide 24-hour representation as needed. Each support agency and organization is responsible for securing sufficient program staff to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis.

Individuals staffing the EOC on behalf of ESF #3 agencies and organizations should have extensive knowledge of the resources and capabilities of their respective agencies, and have the appropriate authority for committing agency resources.

ORGANIZATION

Public Works Structure

As the ESF #3 primary agency, the Midvale City Public Works Department provides direction in all matters related to roadway repair, restoration, and construction, and shall provide direction in all matters related to building construction and public works.

The support agencies assigned to ESF #3 support the restoration of transportation and public works infrastructures after a major disaster or emergency. Although the composition of the support agencies for ESF #3 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing public works and engineering assistance to local governments following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – PUBLIC WORKS AND ENGINEERING

In the event of an emergency or disaster, the Midvale City Public Works Department will be notified by Midvale City Emergency Management.

The Midvale City Public Works Department (primary agency) will notify support agencies and organizations as needed.

ACTIONS: INITIAL ACTIONS – PUBLIC WORKS AND ENGINEERING

- Develop strategies for initial response, including the mobilization of resources and personnel.
 - Deploy personnel and resources as required.
 - Verify inventories of available vehicles and public works and engineering services, and provide a summary listing to ESF #5 – Emergency Management.
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Each ESF agency will establish communications with appropriate agency field personnel for the coordination of response efforts.
- Implement pre-determined cost accounting measures for tracking overall ESF #3 personnel, equipment, materials, and other costs incurred undertaking emergency response actions.
- Pre-position response resources when it appears city public works and engineering resources will be needed.
- Use information provided by ESF #5 – Emergency Management to plan effective response actions.
- Pre-position recovery resources to the nearest staging area(s), as needed.
- Prioritize roadway corridors, bridges, and airstrips for emergency debris clearance and repair to access affected areas.
- Provide for legal waivers concerning construction contracts, debris disposal, and other emergency response actions to ensure rapid restoration of services.
- Coordinate with Salt Lake County Emergency Management ESF counterpart as needed

ACTIONS: CONTINUING ACTIONS – PUBLIC WORKS AND ENGINEERING

- In response to requests for assistance, coordinate the mobilization and deployment of personnel, equipment, and materials with Midvale City Emergency Management.
 - Re-assess priorities and strategies to meet the most critical public works and engineering needs.
 - Track committed resources and provide information to ESF #5 – Emergency Management.
 - Provide personnel to assist in completing preliminary damage assessments as needed.
 - Coordinate with ESF #6 – Mass Care, Emergency Assistance, and Housing and Human Services to provide emergency debris clearance for sheltering operations, safe passage for emergency workers, and other related matters.
 - Draft recommendations for after action reports and other reports as needed.
 - In coordination with ESF #5 – Emergency Management, develop strategies for supporting recovery operations.
 - Upon request by Midvale City Emergency Management, provide engineers, skilled personnel, and construction workers, along with necessary equipment and materials, to assist in recovery operations.
 - Continue to coordinate with local and state counterparts as needed.
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EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

RESPONSIBILITIES: PUBLIC WORKS AND ENGINEERING

Primary Agency: Midvale City Public Works Department

As the primary agency for ESF #3 – Public Works and Engineering, the Midvale City Public Works Department has the overarching responsibility for the execution of the responsibilities of the ESF #3 – Public Works and Engineering. In this role, the Midvale City Public Works Department:

- Deploy agency resources in coordination with ESF #3 support agencies.
- Coordinate with support agencies to prioritize needs and direct public works and engineering resources, including engineers, skilled personnel, construction workers, equipment, and materials for the following tasks:
 - Removal of debris to restore access
 - Repair and restoration of water and wastewater facilities
 - Repair and restoration of critical public services and facilities
 - Repair or demolition of damaged structures and facilities as appropriate
 - Completion of damage assessments
- Support of other ESFs
- Development of written procedures to implement the responsibilities outlined in the Midvale City EOP
- A mutual aid agreement has been established with Salt Lake County and the State of Utah and could be implemented during a disaster or emergency.

Responsibilities of Support Agencies

- Report to the EOC as directed by the Midvale City Public Works Department or Midvale City Emergency Management.
- Provide ESF #3 an inventory of agency public works and engineering resources.
- Commit resources as needed.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

SUPPORT AGENCIES: PUBLIC WORKS AND ENGINEERING

AGENCY	FUNCTIONS
Internal City Support	

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Agencies	
City Engineer	
City Water Department	
External Support Agencies	
External Suppliers and Service Providers	

Emergency Support Function #4 – Firefighting Annex

ESF Coordinator:	Unified Fire Authority Battalion Chief
Primary Agencies:	Unified Fire Authority
Support Agencies:	Midvale City Public Works Department
County Liaison:	

INTRODUCTION

Purpose

ESF #4 – Firefighting is a Unified Fire Authority ESF function. Midvale City defers to Unified Fire Authority for ESF #4.

Emergency Support Function #5 – Emergency Management Annex

ESF Coordinator:	Midvale City Manager, Emergency Manager or designee
Primary Agencies:	Midvale City Emergency Management
Support Agencies:	Midvale City Administration
	Midvale City Accounting Department
	Salt Lake County Emergency Management
	Salt Lake County Sheriff’s Office

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

County Liaison:

INTRODUCTION

Purpose

Midvale City ESF #5 – Emergency Management establishes, coordinates, and maintains city-wide emergency management activities and inter-governmental, private, and volunteer partnerships to establish sustainable communities and support responses to and recovery from emergencies, as well as collect and disseminate critical information.

ESF #5 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Midvale City Emergency Operations Plan (EOP)
- Salt Lake County EOP

Scope

ESF #5 coordinates the overall information-gathering and planning activities in the Midvale City Emergency Operations Center (EOC) in support of federal, state, county, and local response operations. These activities include the following:

- Collecting and processing information from ESFs, local governments, and other sources for use by response organizations and inclusion in briefings, reports, and press releases
- Displaying pertinent information for briefings using maps, charts, and electronic mediums
- Consolidating, reviewing, and analyzing information in support of the ongoing response planning process

Policies

- Midvale City Emergency Management will coordinate and direct the activities of ESF #5.
- Assets available to ESF #5 will be used to enhance the city's overall emergency response efforts.
- ESF #5 will collect and process information and disseminate it for use by other ESFs, local governments, and volunteer and other organizations. The information will support needs to conduct planning operations and create reports, briefings, and displays.
- ESF #5 will consolidate key information into reports and other documents, describe and document overall response activities, and keep appropriate authorities informed of the status of the overall response operation.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- ESF #5 staff members will maintain and display key information on maps, charts, and status boards in the, and, when requested, computer bulletin boards or e-mail.
- ESF #5 will establish a pattern of information flow in support of the planning process.
- ESF #5 will activate whenever another ESF becomes operational.

CONCEPT OF OPERATIONS

General

- Emergency operations shall include all activities intended to reduce the immediate hazard, establish situation control, and restore normal operations within the city.
- The Midvale City emergency management coordinator or designee is responsible for the management of the Midvale City EOC. The EOC is staffed 24/7. The decision to elevate the activation level will be made by the emergency management coordinator. The EOC will become operational based on the magnitude of the situation.
- When the city's EOC is activated, Midvale City Emergency Management staff members will report to ESF-5 and commence the information gathering operations. At the direction of the emergency management coordinator, ESF #5's staff may be expanded to include personnel to deal with computer mapping, public information, and other duties.
- The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives, and strategies selected to resolve the situation, and the demands of the emergency or disaster.
- The EOC will be managed in accordance with the EOC operating guidelines.
- ESF #5 is responsible for directing message flow within the EOC and between ESFs by displaying information, tracking mission assignments, and providing technical data to support disaster operations. ESF #5 acts as the common thread that binds all ESFs together.
- Midvale City Emergency Management staff will be notified to report to the EOC, where they will be assigned to functional areas within the EOC.
- ESF #5 shall develop reports, briefings, and updates for all elements of the EOC, to include scheduled situation reports to the Midvale City EOC and the state EOC. Briefings on EOC activities shall be coordinated with other ESF's in order to remain current on EOC operations, and to guarantee the accuracy of information being used for decision making and mission tasking.
- Following a disaster, ESF #5 shall coordinate the damage assessment operation and consolidate information into reports for use by local, state, and federal officials. Damage assessment estimates shall be developed on geographical parameters established by the emergency management coordinator.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Information used by the individual ESFs shall be displayed on dry-erase boards and other resources provided by the EOC or by the agencies themselves. Maps are centrally stored within ESF #5, but can be stored and displayed in each ESF using wall-mounted clips. Dry-erase boards and map boards can be easily moved to other areas within the EOC, for briefings and information dissemination.
- Electronic information from ESF #5 can be placed on strategically located monitors throughout the EOC.
- In situations requiring only a minimal activation the EOC, ESF #5 shall be made operational under the emergency management coordinator, and shall serve as the EOC, and assume the functions as designated at the time by the coordinator.

ORGANIZATION

Emergency Management Structure

The activities of ESF #5 consist of managing message flow, tracking missions, planning response activities, and displaying the results on status boards or other media.

ESF #5 staff members are dispersed throughout the EOC and are assigned to particular ESFs as needed.

Support staff from other agencies will be called in as needed.

ESF #5 staff members will provide technical information to ESF agencies. Staff members will work closely with ESF #15 – External Affairs to disseminate information concerning disaster characteristics and other issues as needed.

ESF #5 personnel may also be responsible for tracking resources needed for recovery, the status of the disaster recovery center, and continuing damage assessment information.

For direction and control purposes, ESF #5 is assigned directly to the Midvale City emergency management coordinator or designee, who is responsible for the management of the Midvale City EOC.

ACTIONS: INITIAL AND CONTINUING ACTIONS – EMERGENCY MANAGEMENT

In the event of an emergency or disaster, the Midvale City emergency management coordinator or designee will be notified by the Valley Emergency Communications Center (VECC) and will be requested to report to the EOC to direct and control emergency operations.

Midvale City Emergency Management will notify ESF staff and support staff as needed.

ACTIONS: INITIAL ACTIONS – EMERGENCY MANAGEMENT

- Verify pre-defined strategies for initial response actions, including the mobilization of resources and personnel.
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Assess need for ESF response to EOC.
- Notify appropriate ESF primary agencies to report to EOC.
- Implement pre-determined cost accounting measures for tracking overall ESF #5 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Establish a duty roster and review phone lists, set up status boards, establish message flow and tracking, and set up or procure data processing computers and software for ESF #5 personnel.
- Establish contact with Salt Lake County Emergency Management and Utah Division of Emergency Management liaison.
- Anticipate the types of response information that the ESF responding agencies will likely require.

ACTIONS: CONTINUING ACTIONS – EMERGENCY MANAGEMENT

- Coordinate with the response personnel in the field.
- Continue to staff the EOC on a 24-hour basis.
- Manage message flow in the EOC and log all protective actions taken.
- Provide information in support of responding ESF agencies.
- Review action plans.
- Create and publish situation reports.
- Share information processing capabilities with the Salt Lake County Emergency Management EOC and the Utah Division of Emergency Management.
- Draft recommendations for after-action reports and other reports as appropriate.
- Coordinate strategies with ESFs for supporting recovery operations.
- Recovery planning begins at the onset of the event. ESF #5 will address the following in relation to potential impacts:
 - Damage assessment requirements and priorities
 - Emergency and temporary housing issues
 - Business impacts
 - Debris management
 - Route clearance
 - Utilities restoration
 - Human needs

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Other issues affecting people, property, or livelihood

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

RESPONSIBILITIES: EMERGENCY MANAGEMENT

Primary Agency

- Coordinate message flow within the EOC.
- Maintain ESF #5's computer-driven information management programs, and ensure that adequate personnel are trained on their operation and use.
- Provide disaster management related information using ESF #5's information management and response planning computer programs, and provide this information to the EOC and others as determined by the emergency management coordinator.
- Coordinate the overall efforts to collect, process, report, and display essential elements of information.
- Collect and process information and data from damage assessment teams, fire, police, utility and other field responders, and incorporate in the planning process to help determine the severity of the event and the immediate needs of the community.
- Distribute plans and reports to locals, other ESFs, the Salt Lake County EOC, and the Utah Division of Emergency Management.
- Provide staffing support for ESF #5 activities at the EOC and other locations as necessary.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

Responsibilities of Support Agencies

General Responsibilities

- Send a liaison to the EOC as directed by Midvale City Emergency Management.
- Commit resources as needed.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

SUPPORT AGENCIES: EMERGENCY MANAGEMENT

AGENCY	FUNCTIONS
Internal City Support Agencies	
Midvale City Administration	

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

AGENCY	FUNCTIONS
Midvale City Accounting Department	
ESF #1 – Transportation	Ensure proper operation of traffic control devices, ensure transportation corridors are open, and coordinate transportation of people and goods.
ESF #2 – Communications	Maintain telecommunications systems for emergency management functions (including voice, data, and radios) within the Midvale City government during times of disaster.
ESF #3 – Public Works and Engineering	Provide for debris removal, storage, and long-term management; support damage assessment efforts by inspecting bridges, roads, and other infrastructure, and report this information to ESF #5; and provide emergency repair of utilities and special engineering systems, including water, sewers, storm drains, dams, and detention/retention/debris basins. Inspect buildings, tag damaged buildings, and coordinate demolition of condemned structures.
ESF #4 – Firefighting	Detect and suppress wildland, rural, and urban fires within Midvale City and provide personnel, equipment, and supplies in support of local agencies involved in urban, rural, and wildland firefighting operations.
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	Coordinate city resources to support local governments and voluntary agencies in providing mass care, emergency assistance, and housing and human services.
ESF #7 – Logistics Management and Resource Support	Provide logistical and resource support, including locating, procuring, and issuing resources such as supplies, office space, office equipment, fuel, and communications contracting services, personnel, heavy equipment, and transportation to local entities involved in emergency response and recovery efforts.
ESF #8 – Public Health and Medical Services	Coordinate health and medical resources necessary to prepare for, respond to, and recover from a natural disaster, infectious disease outbreak, or human-caused event. Identify and provide for health and medical needs of victims, relying heavily on Unified Fire Authority, Utah Department of Health, and Salt Lake County resources.
ESF #9 – Search and Rescue	Provide for locating, extricating, and providing immediate medical treatment to victims trapped due to disaster.
ESF #10 – Oil and Hazardous Materials	Coordinate city preparation for, response to, and recovery from oil and hazardous materials incidents in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan.
ESF #11 – Animal Services, Agriculture and Natural Resources	Provide guidance for emergency provision of nutritional assistance, coordination of animal and plant disease and pest response, assurance of food safety and security, protection of natural and cultural resources and historic properties, and emergency provisions for household pets.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

AGENCY	FUNCTIONS
ESF #12 – Energy (Public Utilities)	Inspect, repair, and coordinate emergency generators to ensure restoration of electrical power, ensure restoration of natural gas via inspection and repairs as needed, and coordinate use of existing fueling stations and other fuel sources to provide fuel for vehicles and equipment.
ESF #13 – (Law Enforcement) Public Safety and Security	Maintain law and order in the city and the assignment, supervision, and direction of all police personnel and equipment.
ESF #14 – Long-Term Community Recovery	Provide a framework to enable community recovery from the long-term consequences of an emergency.
ESF #15 – External Affairs	Provide a comprehensive plan for the efficient and consistent use of the external affairs function, including public information, liaison capabilities, and community relations. Ensure that internal and external audiences are informed of measures being taken to respond to emergencies, including governmental decisions, recommendations, and directives.
External Support Agencies	
Salt Lake County Emergency Management	<ul style="list-style-type: none"> ▪ Maintain ESF #5’s computer-driven information management programs, and ensure the training of adequate personnel on their operational and use. ▪ Provide disaster management-related information using ESF #5’s information management and response planning computer programs, and provide this information to the EOC and others as determined by the director of emergency services. ▪ Maintain incident logs, mission-tracking log, mutual aid request log, and documents all EOC briefings, and meetings, plus other information tracking procedures. ▪ Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC. ▪ Determine locations and procedures for managing staging areas and donated goods, in coordination with the EOC supervisor. ▪ Develop division procedures that increase capabilities to respond and recover from emergencies and disasters. ▪ Coordinate, supervise, and manage the procurement, distribution, and conservation of supplies and resources available for use by county government to support recovery. ▪ Maintain overall responsibility for coordination, implementation, and training of ESF #15 – External Affairs, ensuring that internal and external audiences, in an actual or potential emergency, are informed of measures being taken to respond to an emergency, including governmental decisions, recommendations, and directives.
Salt Lake County Sheriff’s Office,	<ul style="list-style-type: none"> ▪ Coordinate the maintenance and continued operations of radio, landline telephone, and Internet communications during times of disaster.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

AGENCY	FUNCTIONS
VECC and UPD Dispatch	<ul style="list-style-type: none"> ▪ Coordinate, assess, and restore continued operations of Salt lake County radio networks. ▪ Support coordinated assistance centers, shelters, and points of distribution (POD) with facilities, equipment, and staff as needed. ▪ Provide personnel for security at warehouses and staging areas. ▪ Maintain law and order in Salt Lake County. ▪ Assign, supervise, and provide direction for all police personnel and equipment. ▪ Designate, if necessary, the appropriate officials within the Sheriff’s Office to take command of all law enforcement if he is unable to perform this function.
External Suppliers and Service Providers	

Emergency Support Function #6 – Mass Care, Emergency Assistance, Housing and Human Services Annex

ESF Coordinator:	Midvale City Operations Section Chief and Logistics Section Chief
Primary Agencies:	Salt Lake County Department of Human Services
Support Agencies:	Salt Lake County Animal Services
	Salt Lake County Parks and Recreation
	Salt Lake County Aging Services
	Salt Lake County Volunteer Programs
	Unified Fire Authority
	Salt Lake County Animal Services
	Salt Lake County Sheriff’s Office
	School Districts
	Utah Transit Authority
	American Red Cross
County Liaison:	

INTRODUCTION

Purpose

ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services is a Salt Lake County ESF function. Midvale City defers to Salt Lake County for ESF #6. **Emergency**

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Support Function #7 – Logistics Management and Resource Support Annex

ESF Coordinator:	Midvale EOC Public Works and Logistics Section Chief
Primary Agencies:	Midvale Emergency Management Unified Fire Authority
Support Agencies:	City Administrative Services City Accounting Department City Public Works and Engineering Departments City Purchasing Department School Districts Utah Transit Authority
County Liaison:	

INTRODUCTION

Purpose

ESF #7 – Logistics Management and Resource Support will be maintained by the Midvale City Public Works and the Logistics Section within the EOC. Current city processes regarding the ordering, management and tracking of resources will be maintained. If resources are to be brought in to supplement, the Logistics section and the Planning Sections in the EOC will assist to make sure proper procedures are met and documented.

Emergency Support Function #8 – Public Health and Medical Services Annex

ESF Coordinator:	Logistics Section Chief
Primary Agencies:	Salt Lake Valley Health Department
Support Agencies:	Midvale City Administration Salt Lake County Volunteer Programs Unified Fire Authority Salt Lake County Sheriff's Office School Districts Utah Transit Authority American Red Cross
County Liaison:	

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

INTRODUCTION

Purpose

ESF #8 – Public Health and Medical Services is a Salt Lake County ESF function. Midvale City defers to Salt Lake County for ESF #8.

Emergency Support Function #9 – Search and Rescue Annex

ESF Coordinator:	Unified Fire Authority Battalion Chief
Primary Agencies:	Unified Fire Authority
Support Agencies:	Unified Police Department
County Liaison:	

INTRODUCTION

Purpose

ESF #9 – Search and Rescue is a Unified Fire Authority ESF function. Midvale City defers to Unified Fire Authority for ESF #9.

Emergency Support Function #10 – Oil and Hazardous Materials Annex

ESF Coordinator:	Unified Fire Authority Battalion Chief
Primary Agencies:	Unified Fire Authority
Support Agencies:	Midvale City Emergency Management
	Salt Lake County Sheriff's Office
	Salt Lake Valley Health Department
County Liaison:	

INTRODUCTION

Purpose

ESF #10 – Oil and Hazardous Material is a Unified Fire Authority ESF function. Midvale City defers to Unified Fire Authority for ESF #10.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Emergency Support Function #11 – Animal Services, Agriculture and Natural Resources

ESF Coordinator: Operations Section Chief
Primary Agencies: Salt Lake County Animal Services Division
Support Agencies:
County Liaison:

INTRODUCTION

Purpose

ESF #11 – Animal Services, Agriculture and Natural Resources is a Salt Lake County ESF function. Midvale City defers to Salt Lake County for ESF #11.

Emergency Support Function #12 – Energy (Public Utilities)

ESF Coordinator: Midvale City Public Works Director
Primary Agencies: Midvale City Public Works Department Midvale City Water Department
Support Agencies: Midvale City Emergency Management
County Liaison:

INTRODUCTION

Purpose

Midvale City Emergency Support Function (ESF) #12 – Energy (Public Utilities) coordinates the emergency response measures used by local jurisdictions, other county agencies, organizations, and private utilities in responding to and recovering from fuel shortages, power outages, and capacity shortages caused by an emergency or major disaster in the county.

ESF #12 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Midvale City Emergency Operations Plan (EOP)

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Salt Lake County EOP

Scope

ESF #12 will coordinate the emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations and restore the normal supply of power. This ESF will work closely with local, county, state, and federal agencies, energy offices, suppliers, and distributors. ESF #12 activities include the following:

- Assessing energy system damage, energy supply, demand, and resources needed to restore such systems
- Assisting city and other local agencies in obtaining fuel for transportation and emergency operations
- Coordinating with Utah Division of Emergency Management Emergency Support Function counterpart as needed and support agencies to assist energy suppliers with obtaining information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems
- Recommending local actions to save fuel
- Coordinating with local, county, state, and federal agencies to provide emergency energy information, education, and conservation guidance to the public
- Coordinating information with local, county, state, and federal officials and energy suppliers about available energy supply recovery assistance
- Coordinating technical assistance involving energy systems
- Processing all fuel and power assistance requests from local jurisdictions and ESFs

Policies

In the wake of an emergency or major disaster, many of the local energy resources will be unavailable due to damage, inaccessibility, or insufficient supply. All other assets available to ESF #12 will be used to assist local emergency operations and the efforts of other ESFs to provide fuel, power, and other resources as necessary. Priorities for the allocation of resources are as follows:

- Coordinate the supplying of fuel to emergency response organizations and in areas along evacuation routes.
- Coordinate supply of technical personnel, equipment, materials, and supplies to support efforts by local Emergency Operations Centers (EOC) and ESFs to repair or restore essential operating facilities.
- Update emergency shelter power generating status and needs in coordination with the American Red Cross Greater Salt Lake Area Chapter and surrounding local EOCs.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Assist in providing resources for emergency power generation.
- Provide emergency planning, data analysis, and forecasting of the energy situation and implementation of energy conservation measures.

ESF #12 agencies will coordinate with other local, county, and federal agencies, private utilities, industry, and the media in carrying out their mission

CONCEPT OF OPERATIONS

General

Upon request from Midvale City Emergency Management, the Midvale City Public Works Department and Midvale City Water Department will make an agency liaison available to work in the Midvale City EOC to coordinate and implement the response to energy-related requests for assistance.

The agency liaison will staff the ESF #12 workstation, identify the needed support agencies for ESF #12, and activate support agencies or place them on standby, as needed.

As the primary agencies for all activities under ESF #12, the Midvale City Public Works Department and Midvale City Water Department will attempt to ensure that the agencies assigned to ESF #12 respond to all requests for energy-related assistance.

Emergency organization personnel are mobilized to direct and coordinate relief efforts, communicate with the public and appropriate governmental agencies, and restore normal service.

ORGANIZATION

Energy (Public Utilities) Structure

As the primary agencies for ESF #12, the Midvale City Public Works Department and Midvale City Water Department will provide direction in all energy-related matters, including fuel shortages, power outages, and capacity shortage.

The support agencies are assigned to ESF #12 to support the restoration of energy services and resources following a major disaster or emergency. Though the composition of the support agencies for ESF #12 will likely change as a result of the planning process and through experience, it is anticipated that these agencies and the other supporting organizations will constitute the basis for providing energy type assistance to local government following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – ENERGY (PUBLIC UTILITIES)

- In the event of an emergency or disaster, the primary agencies, the Midvale City Public Works Department and Midvale City Water Department, will be notified by Midvale City Emergency Management.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- The primary agencies, Midvale City Public Works Department and Midvale City Water Department, will request Midvale City Emergency Management to notify support agencies as needed.

ACTIONS: INITIAL ACTIONS – ENERGY (PUBLIC UTILITIES)

- Develop strategies for initial response, including the mobilization of resources and personnel.
- Verify inventories of available energy resources and services and provide summary listing to ESF #5 – Emergency Management.
- Implement predetermined cost accounting measures for tracking overall ESF #12 personnel, equipment, materials, and other costs incurred during emergency response actions.
- Pre-position response personnel and equipment when city energy resources will likely be needed.
- Conduct an initial assessment of energy needs, and assemble, and analyze energy data for forecasting future energy availability. Use ESF #5 – Emergency Management information for response planning.
- Monitor the procedures followed by utilities during shortages of energy generating capacity to ensure countywide action and communication.
- Coordinate with local governments, trade associations, industry, and the media.
- Monitor procedures and activities of the petroleum industry regarding emergency fuel supplies.

ACTIONS: CONTINUING ACTIONS – ENERGY (PUBLIC UTILITIES)

- Monitor local, county, state, utility, and fuel oil response actions.
 - Assess requests for aid from local, county, state, and federal agencies and energy offices, suppliers, and distributors.
 - Coordinate obtaining needed resources to repair damaged energy systems. Such resources could include transportation to speed system repair.
 - Coordinate with ESF #15 – External Affairs to update news organizations with assessments of energy supply, demand, and resources needed to repair or restore energy generation and distribution systems.
 - Keep accurate logs and records of emergency responses.
 - Draft recommendations for after-action reports and other reports as needed.
 - ESF #12 will continue to provide support in dealing with energy-related requests for assistance during the recovery phase as needed.
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

RESPONSIBILITIES: ENERGY (PUBLIC UTILITIES)

Primary Agencies: Midvale City Public Works Department and Midvale City Water Department

- Direct, coordinate, and integrate the overall city effort to provide resources needed for energy restoration.
- Contact electric and gas providers, fuel oil companies, telephone and water utilities, and other essential components of the affected area to obtain information concerning damage and required assistance in their areas of operation.
- Monitor the actions taken by the individual utilities during generating capacity shortages and the actions taken by other utilities to ensure coordinated citywide action and communication.
- Compile the following information:
 - Electric generating capacity
 - Expected electric peak load
 - Geographic areas and number of customers expected to be most severely affected (if available)
 - Status of any major generating unit outages
 - Expected duration of event
 - Explanations of utilities planned actions
 - Recommendations of agency actions in support of the utilities
- Communicate and coordinate with local, county, state, and federal agencies and organizations in responding to any energy emergencies and working on energy restoration.

Responsibilities of Support Agencies

General Responsibilities

- Report to the Midvale City EOC as directed by the primary agencies, Midvale City Public Works Department and Midvale City Water Department.
- Provide ESF #12 with an inventory of energy related resources and services citywide.
- Commit agency resources as needed.

SUPPORT AGENCIES: ENERGY (PUBLIC UTILITIES)

AGENCY	FUNCTIONS
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EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Internal City Support Agencies	
Midvale City Emergency Management	
External Support Agencies	
External Suppliers and Service Providers	

Emergency Support Function #13– (Law Enforcement) Public Safety and Security

ESF Coordinator: Midvale City Precinct Commander or Designee
Primary Agencies: Unified Police Department
Support Agencies:
County Liaison:

INTRODUCTION

Purpose

ESF #13 – “Law Enforcement” Public Safety and Security is a Unified Police Department ESF function. Midvale City defers to the Unified Police Department for ESF #13.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Emergency Support Function #14– Long-Term Community Recovery Annex

ESF Coordinator: Midvale City Economic Development Director
Primary Agencies: Economic and Community Development
Support Agencies: City Manager
City Finance Department
City Purchasing Department
Midvale City Emergency Management
County Liaison:

INTRODUCTION

Purpose

Midvale City Emergency Support Function (ESF) #14 – Long-Term Community Recovery provides a framework to enable community recovery from the long-term consequences of an emergency. This framework consists of programs and resources available through ESFs and agencies to facilitate community recovery, especially long-term community recovery, and to reduce or eliminate risk.

ESF #14 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Midvale City Emergency Operations Plan (EOP)
- Salt Lake County EOP

Scope

ESF #14 support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. ESF #14 will most likely be activated after large-scale incidents that impact multiple jurisdictions within the city and county and require Midvale City Emergency Management assistance to address significant long-term impacts on the affected area (for example, impacts on housing, businesses, employment, community infrastructure, and social services).

Policies

- Economic and Community Development will coordinate and direct the recovery operations
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

of ESF #14.

- ESF #14 recognizes the local governments and the private sector affected by an incident are vital to defining and addressing risk reduction activities and long-term community recovery.
- Long-term community recovery and mitigation efforts are focused on permanently restoring infrastructure, housing, and the local economy. These efforts may also focus on mitigating similar future impacts, when feasible.

CONCEPT OF OPERATIONS

General

- Midvale City Emergency Management will request a member of the Economic and Community Development to report to the Midvale City Emergency Operations Center (EOC).
- Economic and Community Development liaisons will staff an ESF #14 workstation, identify needed supporting agencies, and take the necessary steps to ensure that supporting agencies are activated or placed on standby as needed.
- Following the disaster, Economic and Community Development with support from city departments and Utah Division of Emergency Management will conduct an initial damage assessment to determine what recovery efforts will be needed.
- Because of the damage assessment activities and consultation with other agencies, Midvale City Emergency Management will determine whether the incident is severe or widespread enough to warrant requesting a state emergency declaration from the Utah Division of Emergency Management or a declaration of a major disaster from the president of the United States.
- If a major disaster declaration request is granted, federal funding and services will be provided to assist with restoration of infrastructure through the Federal Emergency Management Agency (FEMA) Public Assistance Program, to assist individuals and families through the FEMA Individual Assistance and Small Business Administration loan program, and to assist businesses through the Small Business Administration Program. Disaster recovery centers will be opened throughout the affected area to ensure disaster victims can speak directly with FEMA, the Small Business Administration, and other agencies/organizations providing assistance. Other federal funding sources are also made available to assist with recovery efforts through various federal agencies. A Joint Field Office (JFO) is also opened to coordinate response and recovery efforts.

ORGANIZATION

Long-Term Community Recovery Structure

- ESF #14 will organize under the leadership of Economic and Community Development.
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Economic and Community Development personnel assigned to the Midvale City EOC will provide daily direction for all assigned missions.

- The supporting agencies assigned to ESF #14 will assist Economic and Community Development with recovery activities after a major disaster or emergency. Although the composition of the supporting agencies for ESF #14 will likely change as a result of the planning process and through experience, it is anticipated that these agencies will constitute the basis for providing long-term recovery assistance to local governments following a major disaster or emergency.

ACTIONS: INITIAL AND CONTINUING ACTIONS – LONG-TERM COMMUNITY RECOVERY

- In the event of an emergency or disaster, Economic and Community Development will be notified by the on-call staff and will be requested to report to the Midvale City EOC to direct and control emergency operations.
- Midvale City Emergency Management will notify ESF staff and support staff as needed.

ACTIONS: INITIAL ACTIONS – LONG-TERM COMMUNITY RECOVERY

- Develop coordination mechanisms and requirements for post incident assessments, plans, and activities that can be scaled to incidents of varying types of magnitudes.
- Establish procedures for integration of pre-incident planning and risk assessment with post incident recovery and mitigation efforts.
- Develop action plans delineating ESF #14 ESFs, other participating organizations, and available resources. The action plans should take into account the differing technical needs for risk assessments by hazards. Plans should also be scalable to account for the appropriate levels of staffing and coordination based on the nature and size of the incident.

ACTIONS: CONTINUING ACTIONS – LONG-TERM COMMUNITY RECOVERY

- Track committed resources and provide a summary to ESF #5 – Emergency Management.
 - Provide early identification of projects to be quickly implemented, especially those relating to critical facilities based on existing city and county plans.
 - In collaboration with the local agencies and the Utah Division of Emergency Management, begin developing preliminary damage assessment teams.
 - Draft recommendations for after-action reports and other reports as needed.
 - Gather information from the ESFs, other participating organizations, and affected local agencies to assess the scope and magnitude of the social and economic impacts in the city.
 - Coordinate the implementation of the long-term community recovery recommendations with appropriate ESFs and organizations.
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EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Coordinate with ESF #6 – Mass Care, Emergency Assistance, and Housing and Human Services to identify long-term housing strategies.
- Coordinate with ESF #8 – Public Health and Medical Services on identifying long-term hospital accommodations.
- Coordinate with ESF #10 – Oil and Hazardous Materials Response and ESF #11 – Agriculture and Natural Resources on identifying long-term environmental restoration issues and mitigation projects.

RESPONSIBILITIES: LONG-TERM COMMUNITY RECOVERY

Primary Agency: Economic and Community Development

- Coordinate and manage the overall recovery efforts to ensure that local needs are addressed as promptly, adequately, and completely as possible.
- Coordinate local damage assessments.
- Coordinate local hazard mitigation efforts.
- Prepare and submit a request for state disaster assistance when conditions warrant.
- Coordinate with Utah Division of Emergency Management officials to select the site for the Joint Field Office (JFO).
- Provide adequate city staffing for the JFO.
- Provide personnel for community outreach and coordinate efforts with local, county, and state officials.
- Coordinate the development and distribution of public information materials with ESF #15 – External Affairs.
- Conduct applicant briefings for the Public Assistance Program.
- Monitor recovery efforts in coordination with local and Utah Division of Emergency Management officials, making adjustments and improvements as necessary.
- Provide status of the recovery efforts to the public, local elected officials, and city agencies.
- Support the actions of other ESFs in accordance with established priorities.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

Responsibilities of Support Agencies

General Responsibilities

- Report to the Midvale City EOC as directed by Economic and Community Development.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Commit agency resources as needed.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

SUPPORT AGENCIES: LONG-TERM COMMUNITY RECOVERY

AGENCY	FUNCTIONS
Internal City Support Agencies	
City Manager	
City Finance Department	
City Purchasing Department	
External Support Agencies	
External Suppliers and Service Providers	

Emergency Support Function #15– External Affairs Annex

ESF Coordinator: Midvale City PIO and JIC
Primary Agencies: Midvale City Public Information Office
Support Agencies: City Manager/EOC Director
Midvale City Emergency Management
Salt Lake County Public Information/JIC
County Liaison:

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

INTRODUCTION

Purpose

Midvale City Emergency Support Function (ESF) #15 – External Affairs provides a comprehensive plan for the efficient and consistent use of the external affairs function, including public information, liaison capabilities, and community relations. During an actual or potential emergency, internal and external audiences must be informed of measures being taken to respond to an emergency, including governmental decisions, recommendations, and directives. Accurate information is vital to alleviate misinformation and speculation.

ESF #15 operates under the following authorities:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Midvale City Emergency Operations Plan (EOP)
- Salt Lake County EOP

Scope

- Emergency public information will be focused on specific, event-related information of an instructional nature, including warning, evacuation notification, shelter locations, availability of recovery programs, emergency telephone numbers, and other related information.
- Efforts to emphasize a consistent message throughout ESF 15 will be priority and all other messaging elements will be funneled through ESF 15 ONLY. All other ESFs will refrain from messaging other than through ESF 15.
- Rumor control will be emphasized to minimize the spread of erroneous and misleading information.
- All public information efforts will rely heavily upon the cooperation of commercial media organizations.
- Information will be communicated to special needs communities through special needs media and in conjunction with special needs agencies and organizations.
- Emergency public information will be disseminated through the four phases of emergency management.
- **Preparedness:** Information will be disseminated to internal and external audiences during normal operations. This information may include written and graphic disaster preparedness materials such as brochures and publications, public presentations, news releases, and media events. The information is designed to encourage preparedness and awareness to minimize the loss of life and property during a disaster.
- **Mitigation:** Information will be disseminated to internal and external audiences to assist in the mitigation of emergencies. This information may include graphic mitigation materials,

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

presentations, news releases, trainings, liaison development, and media events. The mitigation information is designed to assist in the response to emergencies and disasters.

- **Response:** Emergency information dissemination begins when an actual or pending emergency threatens the local area. If the situation becomes more threatening, specific information and instructions will be directed toward the survival, health, and safety of the citizens in the affected area. The Joint Information System (JIS) and Joint Information Center (JIC), in coordination with the incident command team, will be responsible for prioritizing informational releases, with the following of principal importance:
 - Lifesaving: This includes information essential to survival, health, and safety.
 - Informational: This includes public impacts, governmental impacts, mitigation opportunities, and programmatic information.
 - Recovery: This includes instructions concerning disaster recovery, relief, programs, and services.
 - Other: This includes non-emergency notices released by participating government and volunteer agencies.
 - Direct information release guidelines will be maintained in the Midvale City JIS/JIC Standard Operation Procedures.
- **Recovery:** This phase begins after disaster impact and continues until the needs for recovery and rehabilitation are satisfied. Informational releases will include disaster assistance information, descriptions of recovery efforts, and actions being taken to alleviate problems and inform the public of assistance programs available.

Policies

- The City Public Information Office/JIC will coordinate and direct the activities of ESF #15.
 - Unified public information is the overriding concept of operations for Midvale City. Each individual Public Information Officer/Public Affairs Officer (PIO/PAO) will continue to represent their department and agency, and at the same time participate fully in a coordinated public information approach.
 - ESF #15 will disseminate to the news media and the public information concerning specific disasters, associated threats, anticipated and ongoing emergency response efforts, damage assessment and estimates, and other important information.
 - Public information telephone lines will be staffed throughout the disaster response process as needed.
 - PIO/PAOs from affected departments and agencies have a primary responsibility to effectively and rapidly communicate the situation, impact, response, and actions the public should take to protect themselves. Public welfare calls for a rapid, coherent, overall response in an emergency and simultaneously requires clarity in what may be differing safety
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

messages from responding jurisdictions.

- The Midvale City JIS/JIC is a modular and scalable response tool. When requested by the incident command PIO, incident command, or Midvale City EOC command, the JIS/JIC should be prepared to operate on a 24-hour, 7 day-a-week rotation.
- The Midvale City JIS/JIC is organized systematically through the information management cycle.

CONCEPT OF OPERATIONS

General

- Upon notification, the City Public Information Office or designee will report to the Midvale City EOC to coordinate and disseminate accurate and timely disaster-related information. The City Public Information Office will be represented at any JIS/JIC established to support ESF #15.
- The City Public Information Office or designee will staff an ESF #15 workstation; identify which support agencies are needed for ESF #15, and activate support agencies or place them on standby as needed. Depending on the severity of the situation, the City Public Information Office will coordinate with the Salt Lake County Emergency Management PIO on media advisories and releases, and will be available to reporters and news organizations.
- The Midvale City JIS/JIC activation levels coordinate directly with the Midvale City EOC activation levels. In terms of activation, the JIS/JIC can be activated separately from the Midvale City EOC or in coordination with Midvale City EOC activation.
- Primary and support agency staff will relocate to the Midvale City EOC. The Midvale City EOC will be staffed on a 24-hour schedule to facilitate the flow of public information.
- Upon activation of ESF #15, the City Public Information Office will notify the appropriate agencies and alert them of impending public information operations.
- Depending on the severity of the disaster, the City Public Information Office and support staff may operate a 24-hour public information telephone line to respond to citizens' inquires. ESF #15 support agencies will provide supplemental staffing as needed. In the event of a major disaster, ESF #15 and the ESF #5 – Emergency Management will work together to release information concerning which volunteer goods and services are needed in the disaster area, and where volunteers and donors may go to deliver such goods or volunteer to provide services.
- All messages released by the City Public Information Officer will be reviewed and signed off by the EOC Director/City Manager or Designee.
- All ESFs will routinely brief ESF #15 staff concerning ongoing response actions.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

ORGANIZATION

External Affairs Structure

- ESF #15, located at the Midvale City EOC, will act as the central coordinating entity for receiving and disseminating public information during city disaster operations. Information flow to the Midvale City EOC will occur directly from news media reports and citizens public information phone calls.
- Information will flow from the Midvale City EOC in the form of media briefings, press releases, and situation reports. Information will also flow from ESF #15 to surrounding local EOCs, the Federal Emergency Management Agency (FEMA), and state JICs.
- Information will be communicated to special needs communities through special needs media and in conjunction with special needs agencies and organizations.

ACTIONS: INITIAL AND CONTINUING ACTIONS – EXTERNAL AFFAIRS

- Pre-incident and ongoing activities will be monitored by Midvale City Emergency Management staff.
- The emergency management director will notify the designated incident command PIO and designated JIC coordinator of the situation.
- The City Public Information Office and JIC coordinator will notify the ESF support agencies as needed.

ACTIONS: INITIAL ACTIONS – EXTERNAL AFFAIRS

- The incident command PIO will respond to assess the information needs for the media and the public. If necessary, the incident command PIO will alert the JIC coordinator of anticipated support needs, including gathering, analyzing, producing, coordinating, documenting, monitoring, or disseminating information. Additionally, the incident command PIO will jointly assess the need for liaisons and community relations support with the JIC coordinator and the JIS.
 - Verify inventories of available public information resources and services and provide a summary listing to ESF #5 – Emergency Management.
 - Implement pre-determined cost accounting measures for tracking overall ESF #15 personnel, equipment, materials, and other costs incurred during emergency response actions.
 - Pre-position response resources when it is apparent that city public information assistance will be required.
 - Pre-position anticipated recovery resources to the nearest staging areas.
 - Have an initial press briefing.
-

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

- Establish a public information telephone line to handle phone calls from individuals attempting to contact Midvale City Emergency Management for information.
- Within the Midvale City JIS/JIC, information is a tangible commodity. In a real sense the JIS/JIC is fueled by information; without information the JIS/JIC cannot complete its responsibilities. Successful information management depends upon seven steps:
 - **Gather** – The JIS/JIC must promptly gather information from as many sources as possible, including incident management, media, public, and responders. When information comes into the JIS/JIC, it must be collected and organized. This requires trained and experienced staff that can compile information in a useful format.
 - **Analyze** – Information is gathered from multiple sources and must be verified and analyzed. Information analysts must rapidly evaluate incoming information and decide which pieces of information are critical to internal and external audiences. Analysts must share their information with the JIC staff responsible for producing informational products.
 - **Organize, write, and produce** – The public needs information presented in a useable format, organized by category, priority, and value.
 - **Review/coordinate** – A quick and thorough review of all information to be released is an essential part of the information management process. Reviewers should look for consistency, accuracy, clarity, and completeness. Most importantly, reviewers must coordinate with all agencies that have information to be released.
 - **Document** – Proper documentation is necessary for all Incident Command System (ICS)/National Incident Management System (NIMS) functions. To resolve miscommunications or in the case of litigation, all decisions and activities must be documented. Each group/unit leader must maintain a personal log. At the end of each shift, the group/unit leader must file the documentation with the JIC coordinator who will then make sure that information and documentation are filed by the Documentations Unit Leader within the Planning Section.
 - **Disseminate** – JIS/JIC staff must use all means available to provide prompt information to concerned internal and external audiences.
 - **Monitor** – Constant monitoring of the media is a crucial function of the JIC. Staff must know what to watch and listen for, and determine inaccuracies that could cause problems for people in affected areas and for emergency response officials.
- Each JIS/JIC participant and role is directly linked to the information management cycle and therefore linked directly to the mission of the JIS/JIC. Due to the nature of the organization, a PIO may be called upon to fulfill a role not directly linked to their organization or their daily responsibilities. Teamwork, collaboration, and coordination are a vital element of JIS/JIC development and success. Oftentimes, a participant must leave their title at the door to coordinate and disseminate public information.

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

ACTIONS: CONTINUING ACTIONS – EXTERNAL AFFAIRS

- Continue to provide updates to the news media concerning disaster conditions and city actions taken in response.
- Regularly disseminate information from summary reports to the news media.
- Continue to staff public information lines.
- Brief and instruct media spokespersons for damage assessment teams.
- Draft recommendations for after action reports and other reports as needed.
- The City Public Information Office or designee will continue to provide information to the public and the media throughout the recovery phase as needed.

RESPONSIBILITIES: EXTERNAL AFFAIRS

Primary Agency: City Public Information Office

- The City Public Information Office is responsible for disseminating emergency information to the public during major disasters. The City Public Information Office will provide updated information to the news media in the form of press briefings, situation reports, news releases, or emergency broadcast announcements.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

Responsibilities of Support Agencies

General Responsibilities

- Report to the Midvale City EOC as directed by the City Public Information Office.
- Commit agency resources as needed.
- Develop written procedures to implement the responsibilities outlined in the Midvale City EOP.

SUPPORT AGENCIES: EXTERNAL AFFAIRS

AGENCY	FUNCTIONS
Internal City Support Agencies	
City Manager	

EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

Midvale City Emergency Management	
External Support Agencies	
Salt Lake County Public Information	
External Suppliers and Service Providers	

A. INCIDENT ACTION PLAN (IAP)

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM
<p>4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):</p> <div data-bbox="610 701 1008 1100" style="background-color: #e0e0ff; width: 245px; height: 190px; margin: 0 auto;"></div>		
<p>5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.</p>		

**SECTION 15
APPENDIX**

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM
6. Prepared by:	Name: _____	Position/Title: _____
		Signature: _____
ICS 201, Page 1	Date/Time: Date	

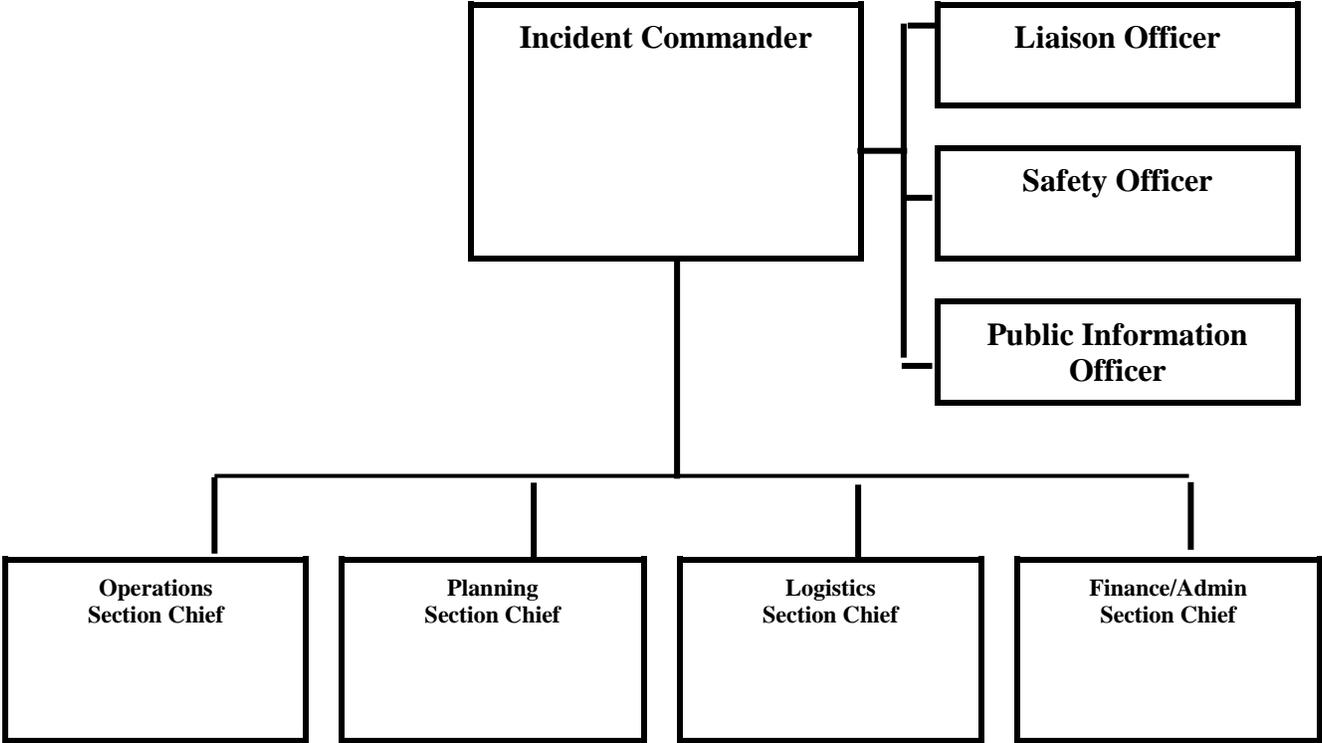
INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM
7. Current and Planned Objectives:		
8. Current and Planned Actions, Strategies, and Tactics:		
Time:	Actions:	
HHMM		
HHMM		

**SECTION 15
APPENDIX**

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM
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9. Current Organization (fill in additional organization as appropriate):



**SECTION 15
APPENDIX**

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 3	Date/Time: Date _____	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM			
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

SECTION 15 APPENDIX

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM			
10. Resource Summary:					
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by:		Name: _____	Position/Title: _____	Signature: _____	
ICS 201, Page 4			Date/Time: _____ Date		

SECTION 15

APPENDIX

Section 15ICS 201

Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none">• Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.

SECTION 15 APPENDIX

Block Number	Block Title	Instructions
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	<ul style="list-style-type: none"> • Resource 	Enter the number and appropriate category, kind, or type of resource ordered.
	<ul style="list-style-type: none"> • Resource Identifier 	Enter the relevant agency designator and/or resource designator (if any).

SECTION 15 APPENDIX

Block Number	Block Title	Instructions
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

**SECTION 15
APPENDIX**

B. SITUATION REPORT

SITUATION REPORT	Incident Name – Jurisdiction	Date Prepared	Time Prepared
Reporting Unit		Operational Period	Phone / Fax Number(s)
Nature of Incident(s):	<ul style="list-style-type: none"> -What happened? Where? When? To Whom? And, if you know, Why? -Is there a "responsible party" (Is this somebody's fault)? If so, provide details. -Who currently knows about it? (What notifications have been made?) 		
Current Situation:	<ul style="list-style-type: none"> - What is currently taking place? - Is the situation still volatile/growing, or have things stabilized? 		
Projected Situation:	-Are things, in general, getting better or worse? Explain		

SECTION 15 APPENDIX

SITUATION REPORT	Incident Name – Jurisdiction	Date Prepared	Time Prepared
Critical Issues:	-What problems are being encountered? -Impediments to response and/or completion of objectives? Explain		
Accomplishments:	-What has taken place that is completed? -List objectives completed or percentage (%) of completion for each?		
Planned Activities:	-Desired activities to accomplish in next operational period?		

SECTION 15 APPENDIX

SITUATION REPORT	Incident Name – Jurisdiction	Date Prepared	Time Prepared
Weather:	-Current and forecasted weather conditions?		

SECTION 15 APPENDIX

SITUATION REPORT	Incident Name – Jurisdiction	Date Prepared	Time Prepared
Response Operations (From local response agencies)	-What resources have been committed?		

SECTION 15 APPENDIX

SITUATION REPORT	Incident Name – Jurisdiction	Date Prepared	Time Prepared	
			Reported	Confirmed
ALL ACTIVITIES AND STATUS OF ALL CATEGORIES WILL BE FINALIZED AS SITUATION EVOLVES OR AT THE CONCLUSION OF THE EVENT				
Declaration (Date)				
Emergency				
Disaster				
Deaths and/or Injuries				
Deaths -				
Hospitalized				
Injured –				
Housing				
Threatened –				
Evacuated –				
Damaged				
Minor				
Major				
Shelters Opened				
# of People Sheltered				
Health & Public Utilities				
Water & Sewer Systems				
Threatened				
Damaged				
Gas, Electric & Telephone				
Threatened				
Damaged				
Business & Employment				

SECTION 15 APPENDIX

Threatened		
Evacuated		
Damaged		
Minor		
Major		
Essential Services Disrupted Y/N		
Hazardous Materials		
Threatened		
Damaged Containers/Leaks		

SECTION 15 APPENDIX

SITUATION REPORT	Incident Name – Jurisdiction	Date Prepared	Time Prepared
	Damaged Containers/Leaks		
	Roads & Bridges		
	Threatened -		
	Damaged		
	Closed		
	Locations		
	Debris Problems		
	Causing Safety or Health Hazard		
	Water Control Facilities		
	Reported Floods		
	Reported Water Main Breaks		
	Agriculture		
	Structures/Facilities (#)		
	Threatened		
	Damaged		
	Livestock (#)		
	Threatened		
	Damaged		
	Crops (Acres)		
	Threatened		
	Damaged		
	Other (Specified):		
	Threatened		
	Damaged		

C. AFTER ACTION REPORT/IMPROVEMENT PLAN (AAR/IP)



After Action Report/Improvement Plan (AAR/IP)

DRAFT

[Note for After Action Report/Improvement Plan (AAR/IP) Template:

- Text found in this document that is highlighted and bracketed is included to provide instruction or to indicate a location to input text.
- All text that is not highlighted is to be included in the final version of the AAR/IP.]

[FULL EXERCISE/EVENT NAME]

[Exercise/Event Dates]

[Publication Date]

ADMINISTRATIVE HANDLING INSTRUCTIONS

1. The title of this document is After Action Report/Improvement Plan.
2. The information gathered in this AAR/IP is classified as [For Official Use Only (FOUO)] and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from Midvale City is prohibited.
3. At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure

4. Points of Contact:

<i>[Federal POC:]</i>	<i>[State POC:]</i>
<i>Name</i> <i>Title</i> <i>Agency</i> <i>Street Address</i> <i>City, State ZIP</i> <i>xxx-xxx-xxxx (office)</i> <i>xxx-xxx-xxxx (cell)</i> <i>e-mail</i>	<i>Name</i> <i>Title</i> <i>Agency</i> <i>Street Address</i> <i>City, State ZIP</i> <i>xxx-xxx-xxxx (office)</i> <i>xxx-xxx-xxxx (cell)</i> <i>e-mail</i>
<i>[County POC:]</i>	<i>[Midvale City POC:]</i>
<i>Name</i> <i>Title</i> <i>Agency</i> <i>Street Address</i> <i>City, State ZIP</i> <i>xxx-xxx-xxxx (office)</i> <i>xxx-xxx-xxxx (cell)</i> <i>e-mail</i>	Jesse Valenzuela Emergency Manager Midvale City 7505 Holden St. Midvale, Utah 84037 801-567-7269 (office) 801-209-0779 (cell) jessev@midvale.com

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[If an AAR contains graphics, figures, or tables, they should be numbered and listed in the Contents section (e.g. Figure 1, Table 1, etc.).

EXECUTIVE SUMMARY

[When writing the Executive Summary, keep in mind that this section may be the only part of the AAR/IP that some people will read. Introduce this section by stating the full name of the exercise and providing a brief overview of the exercise. This brief overview should discuss why the exercise was conducted; the exercise objectives; and what Target Capabilities List (TCL) capabilities, activities, and scenario(s) were used to achieve those objectives. All of these areas will be discussed in more detail in the subsequent chapters of the AAR/IP. In addition, the Executive Summary may be used to summarize any high-level observations that cut across multiple capabilities.]

The [agency or jurisdiction] [scenario type] [exercise type] exercise [exercise name] was developed to test [agency or jurisdiction]'s [Capability 1], [Capability 2], and [Capability 3] capabilities. The exercise planning team was composed of numerous and diverse agencies, including [list of agencies participating in planning team]. The exercise planning team discussed [include a brief overview of the major issues encountered, discussed, and resolved during the exercise planning process. Topics to address in this section could include the length of the planning process, the reasoning behind the planning team's choice of objectives to exercise, etc.]

Based on the exercise planning team's deliberations, the following objectives were developed for [exercise name]:

- Objective 1: [Insert 1 sentence description of the exercise objective]
- Objective 2: [Insert 1 sentence description of the exercise objective]
- Objective 3: [Insert 1 sentence description of the exercise objective]

The purpose of this report is to analyze exercise results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support development of corrective actions.

[In general, the major strengths and primary areas for improvement should be limited to three each to ensure the Executive Summary is high-level and concise.]

Major Strengths

The major strengths identified during this exercise are as follows:

- [Use complete sentences to describe each major strength.]
- [Additional major strength]
- [Additional major strength]

Primary Areas for Improvement

Throughout the exercise, several opportunities for improvement in [jurisdiction/organization name]'s ability to respond to the incident were identified. The primary areas for improvement, including recommendations, are as follows:

- [Use complete sentences to state each primary area for improvement and its associated key recommendation(s).]
- [Additional key recommendation]
- [Additional key recommendation]

[End this section by describing the overall exercise as successful or unsuccessful, and briefly state the areas in which subsequent exercises conducted by these jurisdictions and/or organizations should focus.]

SECTION 1: EXERCISE OVERVIEW

[Information in the Exercise Overview should be “structured data”—written as a list rather than in paragraph form—in order to facilitate preparation of other parts of the AAR/IP, maintain consistency within AAR/IPs, and facilitate the analysis of AAR/IPs for program reporting.]

Exercise Details

Exercise Name

[Insert formal name of exercise, which should match the name in the header.]

Type of Exercise

[Insert the type of exercise as described in Homeland Security Exercise Evaluation Program Volume I (e.g. seminar, workshop, drill, game, tabletop, functional exercise, or full-scale exercise.)]

Exercise Start Date

[Insert the month, day, and year that the exercise began.]

Exercise End Date

[Insert the month, day, and year that the exercise ended.]

Duration

[Insert the total length of the exercise, in day or hours, as appropriate.]

Location

[Insert all applicable information regarding the specific location of the exercise; including any city, State, Federal region, international country, or military installation.]

Sponsor

[Insert the name of the Federal agency or agencies that sponsored the exercise, as well as any co-sponsors if applicable. Also list any applicable points of contacts.]

Program

[Insert the name of the program (e.g. Fiscal Year 2007 State Homeland Security Grant Program) from which exercise funding originated.]

Mission

[Insert the appropriate mission areas of the exercise (e.g. Prevent, Protect, Response, and/or Recovery).]

Capabilities

[Insert a list of the target capabilities addressed within the exercise.]

Scenario Type

[Name the exercise scenario type (e.g. chemical release).]

Exercise Planning Team Leadership

[The name of each member of the planning team leadership should be listed along with their role in the exercise, organizational affiliation, job title, mailing address, phone number, and e-mail address.]

Participating Organizations

[Insert a list of the individual participating organizations or agencies, including Federal, State, Tribal, non-governmental organizations (NGOs), local and international agencies, and contract support companies as applicable.]

Number of Participants

[Insert a list of the total number of each of the following exercise participants, as applicable:

- Players: [#]
- Controllers: [#]
- Evaluators: [#]
- Facilitators: [#]
- Observers: [#]
- Victim Role Players: [#]

SECTION 2: EXERCISE DESIGN SUMMARY

[The Exercise Design Summary is intended to provide a summary of the exercise design process.]

Exercise Purpose and Design

[This section should contain a brief (one-to-two paragraph) summation of why the exercise was conducted and what the exercise participants hoped to learn. It should also include a brief history of how the exercise was organized, designed, funded, etc.]

Exercise Objectives, Capabilities, and Activities

[The purpose of this section is to list exercise objectives and align them with associated capabilities from the Target Capabilities List (TCL). For each TCL capability, there is an Exercise Evaluation Guide (EEG) which lists specific activities which must be performed to demonstrate a capability. In addition to TCL capabilities, the EEG activities relevant to each objective should also be included in this section. Begin this section with the following text.]

Capabilities-based planning allows for exercise planning teams to develop exercise objectives and observe exercise outcomes through a framework of specific action items that were derived from the Target Capabilities List (TCL). The capabilities listed below form the foundation for the organization of all objectives and observations in this exercise. Additionally, each capability is linked to several corresponding activities and tasks to provide additional detail.

Based upon the identified exercise objectives below, the exercise planning team has decided to demonstrate the following capabilities during this exercise:

- **Objective 1:** [Insert a one sentence description of each objective].
 - **[Capability Title]:** [Activity 1]; [Activity 2]; and [Activity 3].
 - **[Capability Title]:** [Activity 1]; [Activity 2]; and [Activity 3].

Scenario Summary

[For an operations-based exercise, this section should summarize the scenario or situation initially presented to players, subsequent key events introduced into play, and the time in which these events occurred. For a discussion-based exercise, this section should outline the scenario used and/or modules presented to participants.]

SECTION 3: ANALYSIS OF CAPABILITIES

This section of the report reviews the performance of the exercised capabilities, activities, and tasks. In this section, observations are organized by capability and associated activities. The capabilities linked to the exercise objectives of [full exercise name] are listed below, followed by corresponding activities. Each activity is followed by related observations, which include references, analysis, and recommendations.

[The format for Chapter 3, as described above, represents the preferred order for analysis of exercise observations. However, observations that are cross-cutting and do not apply to one, specific activity within the capability should be listed first, directly under the capability summary. Below the cross-cutting observations, you may then present the complete list of activities which apply to the observation.]

Capability 1: [Capability Name]

Capability Summary: [Include a detailed overview of the capability, drawn from the TCL capability description, and a description of how the capability was performed during an operations-based exercise or addressed during a discussion-based exercise. The exact length of this summary will depend on the scope of the exercise.]

Activity 1.1: [Using the EEGs, identify the activity to which the observation(s) below pertain.]

Observation 1.1: [Begin this section with a heading indicating whether the observation is a “Strength” or an “Area for Improvement.” A strength is an observed action, behavior, procedure, and/or practice that is worthy of recognition and special notice. Areas for improvement are those areas in which the evaluator observed that a necessary task was not performed or that a task was performed with notable problems. Following this heading, insert a short, complete sentence that describes the general observation.]

References: [List relevant plans, policies, procedures, laws, and/or regulations, or sections of these plans, policies, procedures, laws, and/or regulations. If no references apply to the observation, it is acceptable to simply list “N/A” or “Not Applicable.”]

1. [Name of the task and the applicable plans, policies, procedures, laws, and/or regulations and 1-2 sentences describing their relation to the task]
2. [Name of the task and the applicable plans, policies, procedures, laws, and/or regulations and 1-2 sentences describing their relation to the task]
3. [Name of the task and the applicable plans, policies, procedures, laws, and/or regulations and 1-2 sentences describing their relation to the task]

Analysis: [The analysis section should be the most detailed section of Chapter 3. Include a description of the behavior or actions at the core of the observation, as well as a brief description of what happened and the consequence(s) (positive or negative) of the action or behavior. If an action was performed successfully, include any relevant innovative approaches utilized by the exercise participants. If an action was not performed adequately, the root-causes contributing to the shortcoming must be identified.]

Recommendations: [Insert recommendations to address identified areas for improvement, based on the judgment and experience of the evaluation team. If the observation was identified as a strength, without corresponding recommendations, insert "None.]"

1. [Complete description of recommendation]
2. [Complete description of recommendation]
3. [Complete description of recommendation]

[Continue to add additional observations, references, analyses, and recommendations for each capability as necessary. Maintain numbering convention to allow for easy reference.]

SECTION 4: CONCLUSION

[This section is a conclusion for the entire document. It provides an overall summary to the report. It should include the demonstrated capabilities, lessons learned, major recommendations, and a summary of what steps should be taken to ensure that the concluding results will help to further refine plans, policies, procedures, and training for this type of incident.]

Subheadings are not necessary and the level of detail in this section does not need to be as comprehensive as that in the Executive Summary.]

APPENDIX A: IMPROVEMENT PLAN

This IP has been developed specifically for [identify the State, county, jurisdiction, etc., as applicable] as a result of [full exercise name] conducted on [date of exercise]. These recommendations draw on both the After Action Report and the After Action Conference. [The IP should include the key recommendations and corrective actions identified in *Chapter 3: Analysis of Capabilities*, the After Action Conference, and the EEGs. The IP has been formatted to align with the *Corrective Action Program System*.]

Capability	Observation Title	Recommendation	Corrective Action Description	Capability Element	Primary Responsible Agency	Agency POC	Start Date	Completion Date
[Capability 1: Capability Name]	1. Observation 1	1.1 Insert Recommendation 1	1.1.1 Insert Corrective Action 1	Planning	State X EMA	EMA Director	Dec 1, 2006	Sep 1, 2007
			1.1.2 Insert Corrective Action 2	Planning	State X EMS System	EMS System Director	Dec 1, 2006	Feb 1, 2007
		1.2 Insert Recommendation 2	1.2.1 Insert Corrective Action 1	Training	State X EMA	EMA Director	Dec 1, 2006	Jan 1, 2007
			1.2.2 Insert Corrective Action 2	Systems/ Equipment	State X EMA	EMA Director	Dec 1, 2006	Mar 15, 2007
	2. Observation 2	2.1 Insert Recommendation 1	2.1.1 Insert Corrective Action 1	Planning	State X EMS System	EMS System Director	Dec 1, 2006	Jan 15, 2007
			2.1.2 Insert Corrective Action 2	Systems/ Equipment	State X EMA	EMA Director	Dec 1, 2006	Jan 1, 2007

Table A.1: Improvement Plan Matrix

[Optional]

APPENDIX B: LESSONS LEARNED

While the After Action Report/Improvement Plan includes recommendations which support development of specific post-exercise corrective actions, exercises may also reveal lessons learned which can be shared with the broader homeland security audience. The Department of Homeland Security (DHS) maintains the *Lessons Learned Information Sharing* (LLIS.gov) system as a means of sharing post-exercise lessons learned with the emergency response community. This appendix provides jurisdictions and organizations with an opportunity to nominate lessons learned from exercises for sharing on *LLIS.gov*.

For reference, the following are the categories and definitions used in LLIS.gov:

- **Lesson Learned:** Knowledge and experience, positive or negative, derived from actual incidents, such as the 9/11 attacks and Hurricane Katrina, as well as those derived from observations and historical study of operations, training, and exercises.
- **Best Practices:** Exemplary, peer-validated techniques, procedures, good ideas, or solutions that work and are solidly grounded in actual operations, training, and exercise experience.
- **Good Stories:** Exemplary, but non-peer-validated, initiatives (implemented by various jurisdictions) that have shown success in their specific environments and that may provide useful information to other communities and organizations.
- **Practice Note:** A brief description of innovative practices, procedures, methods, programs, or tactics that an organization uses to adapt to changing conditions or to overcome an obstacle or challenge.

Exercise Lessons Learned

[Insert an account of any observations nominated for inclusion in the DHS LLIS.gov system. If there are not any nominations, a simple statement to that effect should be included here.]

[Optional]

APPENDIX C: PARTICIPANT FEEDBACK SUMMARY

[Appendix C of the AAR/IP should provide a summary of the feedback received through this form.]

[Optional]

APPENDIX D: EXERCISE EVENTS SUMMARY TABLE

[In formulating its analysis, the evaluation team may assemble a timeline of key exercise events. While it is not necessary to include this timeline in the main body of the AAR/IP, the evaluation team may find value in including it as an appendix. If so, this section should summarize what actually happened during the exercise in a timeline table format. Focus of this section is on what inputs were actually presented to the players and what actions the players took during the exercise. Successful development of this section is aided by the design, development, and planning actions of the exercise design team. Prior to the exercise, the exercise design team should have developed a timeline of anticipated key events.]

[An example of the format for the Exercise Events Summary Table is presented below.]

Table D.1: Exercise Events Summary

Date	Time	Scenario Event, Simulated Player Inject, Player Action	Event/Action
02/20/06	0900	Scenario Event	Explosion and injuries reported at subway station 13
02/20/06	0902	Player Action	Subway services stopped in accordance with protocols; notifications started
02/20/06	0915	Player Action	Evacuation ordered for planning zone 2A
02/20/06	0940	Simulated Player Inject	Traffic at a standstill on major egress route 1 reported to players (Response generated issue because personnel to staff traffic control points were not deployed)

[Optional]

APPENDIX E: PERFORMANCE RATING

[When a jurisdiction/organization elects to use performance ratings, or when initiatives require a rating within the AAR/IP, the following approach can be used. A qualitative performance rating is assigned to each activity demonstrated within its capability area. The performance rating is based on a systemic review by the lead evaluator of exercise performance based on evaluator analysis of how well the participants demonstrated the capability outcome. The results should be summarized within this appendix and should be based on the supporting narrative contained within the body of the AAR/IP.]

The performance rating categories refer to how well each activity was performed during the exercise and are detailed in the table below.

Table E.1: Performance Ratings

Rating	Description
Performed without Challenges	The performance measures and tasks associated with the activity were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Performed with Some Challenges, but Adequately	The performance measures and tasks associated with the activity were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
Performed with Major Challenges	The performance measures and tasks associated with the activity were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or, was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Unable to be Performed	The performance measures and tasks associated with the activity were not performed in a manner that achieved the objective(s).

APPENDIX F: ACRONYMS

[Any acronym used in the AAR should be listed alphabetically and spelled out.]

Table F.1: *Acronyms*

Acronym	Meaning

D. ACCEPTABLE USE POLICY



Acceptable Use Policy

1. Overview

Midvale City's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Midvale City's established culture of openness, trust and integrity. Midvale City is committed to protecting Midvale City's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Midvale City. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every Midvale City employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Midvale City. These rules are in place to protect the employee and Midvale City. Inappropriate use exposes Midvale City to risks including virus attacks, compromise of network systems and services, and legal issues.

3. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Midvale City business or interact with internal networks and business systems, whether owned or leased by Midvale City, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Midvale City and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Midvale City policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporaries, and other workers at Midvale City, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Midvale City.

4. Policy

4.1 General Use and Ownership

- 4.1.1 Midvale City proprietary information stored on electronic and computing devices whether owned or leased by Midvale City, the employee or a third party, remains the sole property of Midvale City. You must ensure through legal or technical means that proprietary information is protected in accordance with the *Data Protection Standard*.
- 4.1.2 You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Midvale City proprietary information.
- 4.1.3 You may access, use or share Midvale City proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- 4.1.4 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- 4.1.5 For security and network maintenance purposes, authorized individuals within Midvale City may monitor equipment, systems and network traffic at any time, per Midvale City's *Audit Policy*.
- 4.1.6 Midvale City reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

- 4.2.1 All mobile and computing devices that connect to the internal network must comply with the *Minimum Access Policy*.
- 4.2.2 System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 4.2.3 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

- 4.2.4 Postings by employees from a Midvale City email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Midvale City, unless posting is in the course of business duties.
- 4.2.5 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Midvale City authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Midvale City-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Midvale City.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Midvale City or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Midvale City business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Midvale City computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Making fraudulent offers of products, items, or services originating from any Midvale City account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Midvale City is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the Midvale City network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Midvale City employees to parties outside Midvale City.

4.3.2 Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".

Questions may be addressed to the IT Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.

4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Midvale City networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Midvale City or connected via Midvale City network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.3.3 Blogging and Social Media

1. Blogging by employees, whether using Midvale City property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Midvale City systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Midvale City policy, is not detrimental to Midvale City best interests, and does not interfere with an employee's regular work duties. Blogging from Midvale City systems is also subject to monitoring.
2. Midvale City Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any Midvale City confidential or proprietary information, trade secrets or any other material covered by Midvale City's Confidential Information policy when engaged in blogging.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Midvale City and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Midvale City *Non-Discrimination and Anti-Harassment* policy.
4. Employees may also not attribute personal statements, opinions or beliefs to Midvale City when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Midvale City. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Midvale City trademarks, logos and any other Midvale City intellectual property may also not be used in connection with any blogging activity

5. Policy Compliance

5.1 Compliance Measurement

The Midvale City team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Midvale City team in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Related Standards, Policies and Processes

- Data Classification Policy
- Data Protection Standard
- Social Media Policy
- Minimum Access Policy
- Password Policy

7. Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:
<https://www.sans.org/security-resources/glossary-of-terms/>

- Blogging
- Honeypot
- Honeynet
- Proprietary Information
- Spam

8. Revision History

Date of Change	Responsible	Summary of Change
July 2015	Midvale City Attorney	Updated and converted to new format

E. DISASTER RECOVERY PLAN POLICY



Disaster Recovery Plan Policy

1. Overview

Since disasters happen so rarely, management often ignores the disaster recovery planning process. It is important to realize that having a contingency plan in the event of a disaster gives Midvale City a competitive advantage. This policy requires management to financially support and diligently attend to disaster contingency planning efforts. Disasters are not limited to adverse weather conditions. Any event that could likely cause an extended delay of service should be considered.

2. Purpose

This policy defines the requirement for a baseline disaster recovery plan to be developed and implemented by Midvale City that will describe the process to recover IT Systems, Applications and Data from any type of disaster that causes a major outage.

3. Scope

This policy is directed to the IT Management Staff who is accountable to ensure the plan is developed, tested and kept up-to-date. This policy is solely to state the requirement to have a disaster recovery plan, it does not provide requirement around what goes into the plan or sub-plans.

4. Policy

4.1 Contingency Plans

The following contingency plans must be created:

- Computer Emergency Response Plan: Who is to be contacted, when, and how? What immediate actions must be taken in the event of certain occurrences?
- Succession Plan: Describe the flow of responsibility when normal staff is unavailable to perform their duties.
- Data Study: Detail the data stored on the systems, its criticality, and its confidentiality.
- Criticality of Service List: List all the services provided and their order of importance.
- It also explains the order of recovery in both short-term and long-term timeframes.
- Data Backup and Restoration Plan: Detail which data is backed up, the media to which it is saved, where that media is stored, and how often the backup is done. It should also describe how that data could be recovered.

- Equipment Replacement Plan: Describe what equipment is required to begin to provide services, list the order in which it is necessary, and note where to purchase the equipment.
- Mass Media Management: Who is in charge of giving information to the mass media?
- Also provide some guidelines on what data is appropriate to be provided.

After creating the plans, it is important to practice them to the extent possible. Management should set aside time to test implementation of the disaster recovery plan. Table top exercises should be conducted annually. During these tests, issues that may cause the plan to fail can be discovered and corrected in an environment that has few consequences.

The plan, at a minimum, should be reviewed and updated on an annual basis.

5. Policy Compliance

5.1 Compliance Measurement

The Midvale City IT Management Staff will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Midvale City IT Management Staff, City Attorney and Administration in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Related Standards, Policies and Processes

None.

F. ACTIVE SHOOTER POLICY



Active Shooter Policy

1. Overview

To assist employees in responding to an active shooter event, Midvale City has established the following policies and procedures.

- Active Shooter - An **active shooter** is defined as "... an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

2. Purpose

The purpose of this policy is to protect lives and property.

3. Policy

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide our response to this event to maximize survivability. Most importantly, quickly determine the most reasonable way to protect your own life.

4. Procedures

- A. **The intent of most active shooters is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of “surround and contain” in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.**
- B. **Upon discovery of an active shooter situation, as soon as possible and when safe to do so, notify law enforcement (911) and provide overhead announcement of a Code Silver or “Active Shooter” and location.**
 1. **The phone call to 911 (from the area where they are safely concealed) should provide the following information:**
 - a. Description of suspect and possible location.
 - b. Number and types of weapons.
 - c. Suspect’s direction of travel.
 - d. Location and condition of any victims

C. **Safety & Security Officers and/or the Administrator/Person in Charge will meet and guide law enforcement officers if possible and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.**

D. **Response:**

➤ **Evacuate - If there is an accessible escape path, attempt to evacuate the premises.**

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide out - If evacuation is not possible, find a place to hide where the active shooter is less likely

- Direct personnel into the closest room or other adjacent rooms, close the door and attempt to barricade the door.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., locating into the closest bathroom and locking the door, stay as low to floor as possible and remain quiet and still)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

Lock the door

- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Commit to your actions.

E. An "all clear" Code Silver will be announced overhead when the situation has been addressed and the scene is declared safe by law enforcement officials.

F. Recovery: Share Information with Employees - **The health and wellbeing of our residents and employees is critical. As soon as possible after law enforcement has relinquished Command and Control of the scene, the Human Resource Director or Public Information Officer will develop information strategies to address resident, employee, and family questions related to the event. Initially, the site of a violent incident will be secured as a crime scene. After the authorities have completed their investigation and have released the crime scene, management will need to have the facility appropriately cleaned and sanitized. Cleanup for the safe removal of bio-hazardous substances including blood borne pathogens must take place, yet must be sensitive compassionate, and caring for the deceased.**

Assist those Affected from Post-Event Stresses - **Effective coordination with the media and timely dissemination of information can help reduce media pressure on those who are the most vulnerable. Assistance with employee benefits and other administrative issues can reduce the burden on victims and families. The Mayor or City Council or City Administrator or Public Information Officer will be designated and authorized to speak on behalf of the facility to the media.**

Bring in Crisis Response Professionals - **Before an incident ever occurs, the planning group will identify trained mental health professionals in the agency's <Employee Assistance Program (LIST NAME< ADDRESS>PHONE)> and/or the Utah Office for Victims of Crime who would be available to respond in the event of an incident. When an incident occurs, these emergency mental health consultants will as soon as possible, provide any necessary physical, emotional and psychological support.**

**The above policy is a suggestive outline for a policy/EOP involving an Active Shooter situation. This policy must be reviewed and modified by each individual facility and adopted by their legal signature.

G. PUBLIC INFORMATION SYSTEM OPERATIONS



Public Information System Operations

1. **PURPOSE:** This operating guide is the base response document for the public information system. It sets forth policies and procedures and assigns responsibilities relating to the dissemination of public information to ensure that accurate and timely information is provided to Midvale citizens on potential and actual emergency incidents and major emergencies/disasters.
 2. **OBJECTIVE:** To provide guidance to Midvale City employees to clarify the boundaries between appropriate and inappropriate use of social media by Midvale City personnel. Acknowledge that inappropriate use of social media may lead to actual harm and disruption to the Midvale City in terms of the public's perception of Midvale City as willing to render services to them.
 3. **DEFINITIONS:**
 - A. Public Information System – A Public Information System is defined as "... a system designed to present information to the public or large audience all at the same time.
 - B. Spokesperson for the department: an employee/member who makes a statement: on behalf of the department; in his/her capacity as an employee or member of the department; or in such a way that it may reasonably be attributed to the department as opposed to making the statement as a private citizen
 - C. Harassment: is the systematic and/or continued unwelcome action of one party or group intended to demean, threaten, intimidate, or alarm another party or group.
 - D. Hate speech: is speech that attacks a person or group on the basis of attributes including race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, age, or sexual orientation, indicating a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community.
 4. **POLICY:** It is the policy of the Public Information System that information will be provided accurately and concise to the public as it is received within the Emergency Operations Center (EOC) during an activation of significance. The PIO assigned will
-

provide information to the public as it is gathered from the specific agencies as it's reported to them through the EOC Manager on to the PIO as necessary.

Furthermore this document will discuss the following:

- Procedures for managing the public information system in support of an emergency/disaster operation.
- Principles of the public information system.
- Responsibilities of the public information Section on an emergency/disaster operation.
- The relationship between the Public Information Section and other sections on an emergency/disaster operation.

In order to preserve and protect life, these guidelines have been established to ensure that no employee of Midvale City, while speaking as a private citizen on a matter of public concern, shall speak in such a way as to cause actual harm or disruption to the mission and functions of the City of Midvale.

Midvale City employees may speak on a matter of public concern as a spokesperson for the City of Midvale only with permission through the chain of command. Midvale City employees shall not hold themselves out as spokespersons for Midvale City unless duly authorized.

Midvale City employees shall not engage in speech that is false, deceptive, libelous, slanderous, misleading or causes harm to others, including speech that constitutes hate speech, or harassment; nor shall members discuss protected or confidential matters of the department, including:

- Matters that are under investigation,
- Patient and employee information protected by HIPAA/medical confidentiality laws, or
- Personnel matters that are protected from disclosure by law.

Midvale City employees may inadvertently hold themselves out as spokespersons for Midvale City by using the Midvale City name or acronym in screenname, email; photos, logos or patches on web site; etc. The use of titles, Midvale City logos, Midvale City owned images, or identification as an employee of the City of Midvale that ***creates an impression that the member is a spokesperson for the department*** is prohibited.

Nothing in these guidelines is intended to unlawfully restrict a member's right to:

- discuss as a private citizen, matters of public concern, nor
- engage in concerted activity with co-workers.

5. SITUATION AND ASSUMPTIONS:

A. Situation

Midvale City has continuing programs that use various channels of communication, including the mass media, to provide necessary and desired information about city government activities and services to the Midvale community.

In an effort to improve public safety and to minimize the loss of life and property during periods of emergency, the public needs, and generally desires, detailed information regarding protective actions. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the emergency/disaster the public be made aware of potential hazards and of protective measures.

In major emergency or disaster situations there may be large numbers of media representatives seeking information about the situation and about response actions. It is the policy of Midvale City to cooperate fully with the media in all phases of emergency management. Midvale City officials have developed procedures in cooperation with local media to disseminate emergency information to the public. However, they recognize that a large-scale emergency or disaster will attract regional and national media representatives not parties to, or knowledgeable of, local media arrangements.

6. CONCEPT OF OPERATIONS

- Coordinate with the City's Emergency Manager to conduct hazard awareness programs.
- Coordinate and maintain a working relationship with the media; particularly those who will disseminate emergency information to the public.
- Provide periodic tests of the emergency alert system.
- Develop and maintain a public information and education program to include hazard awareness programs.
- Prepare emergency information for release during emergencies.
- Release emergency public information.
- Establish a means to monitor and respond to rumors.
- Schedule news conferences.
- Appoint a Public Information Officer (PIO).
- Designate an information center that will be the single, official point of contact for the media during an emergency.
- Designate a facility where media representatives can be briefed, compose their news copy, and have telecommunications with their newspaper or station.
- List and maintain available media resources (call letters, names, addresses, and telephone numbers) that will disseminate emergency information to the public.
- During emergencies: Provide official public information; monitor and respond to rumors; schedule news conferences; designate an information center where media representatives can be briefed, compose their news copy, and have telecommunications with their newspaper or station.

A. EOC PIO Section

The primary responsibility of the EOC PIO Section on an emergency/disaster operation is to provide timely, consistent and accurate information to the media, public and local agencies.

The PIO Section supports emergency/disaster operations by:

- Provide accurate, consistent, complete information.
- Provide the public with an understanding of the facts of the emergency.
- Address rumors, inaccuracies and misperceptions.
- Serve as a resource for emergency responders.
- Through education, minimize hostility and public misconceptions.

B. Direction and Control

Within Midvale City and its Public Information Officer will coordinate with the County public information (preparedness/awareness campaigns) during normal (day-to-day) times. When emergency incidents arise which call for the establishment of a Public Information Officer at the scene of an emergency/disaster, the Incident Commander on-scene is responsible for contacting the PIO for assistance, when necessary, or for establishing an alternate on-scene Public Information Officer. During major emergencies and disasters the PIO will report directly to the EOC if activated.

Other appointed City/County Department PIO's (i.e.; fire or law enforcement) will be available to advise their managers and/or department heads on media and public communications related to their specific departments, with coordination through the EOC PIO as appropriate. When the EOC is activated, all information releases shall be released through the PIO before dissemination to ensure accuracy and consistency of message.

All Midvale City employees while on payroll during a disaster or on regular duty are forbidden to unofficially put information regarding the Midvale City name or acronym in screenname, email; photos, logos or patches on web site, use of titles, Midvale City logos, Midvale City owned images or video recordings, to family, friends or other on social media networks including but not limited to Facebook, Instagram, Snapchat, Twitter, Reddit, etc. Midvale City employees are prohibited from publically discussing Midvale City matters that are not a matter of public concern.

When engaging in social media or social networking activities, all Midvale City personnel will maintain a level of professionalism in both on-duty and off-duty conduct that is consistent with the honorable mission of Midvale City.

Release or use of the following is strictly prohibited:

- Department owned digital images, audio, video without department approval
- Sexually explicit or illegal material

Midvale City employees are also strictly prohibited from:

- Participating in social networking while on duty
- Participating in social networking from Midvale City facilities or apparatus
- Participating in social networking while identifiable as a member of Midvale City

When deemed necessary and appropriate the Midvale City Emergency Management Director/EOC Manager, after consultation with the City's Mayor, City Council, City Manager(s), Division Directors and PIO will activate the JIC to coordinate information with all City/County governments, local military installations, and private organizations, as well as the County, State and Federal government.

C. Coordination of Public Information

It is essential that the Public Information System organization and activity be recognized as a coherent system. For proper coordination in a major emergency or disaster, it is essential that emergency information be released from a single point to assure accuracy, consistency, and authenticity. Just as the establishment of the Incident Command System (ICS) avoids multiple command posts, the establishment of a JIC will avoid multiple releasing points. The following approach is typical for emergency incidents and major emergencies/disasters.

1. Emergency Incidents – On-scene

At emergency incidents on-scene Information Officers will release information at a single location. It is desirable that the public information representatives from other involved agencies join the Information Officer in releasing information through a single coordination point on-scene. The Information Officer will coordinate all information releases with final approval given by the Incident Commander.

2. EOC Activation

If the emergency situation worsens or if in another situation the EOC is activated, the coordination of information falls to the EOC PIO. The PIO will coordinate information releases for the emergency from the EOC and stay in touch with on-scene Incident Commanders for details about the incident.

3. JIC Activation

If the emergency situation continues to worsen or if for other reasons the JIC is activated, the coordination of information falls to the designated Lead PIO in the JIC. Appropriate local, state, federal, and private PIO's will work together at the JIC in disseminating information. The Lead PIO in the JIC will be designated at the time of JIC activation. All information gathering, verification, and dissemination will be coordinated at the JIC by participating public information personnel.

7. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

1. Organization

The Emergency Information System organization in Midvale City for most situations, the Emergency Information System will be handled by a single PIO. For major emergencies or disasters the Emergency Information System staff will be set up with an organization as shown below (see EOC Activation).

2. Assignment of Responsibilities

EOC PIO

- Develop a capability to rapidly release emergency instructions and information to the public through all available means.
- Coordinate the receipt of all calls from the media and the public concerning an emergency situation and respond with official information or relay calls to other EOC staff, or the Emergency Management Coordinator.
- Obtain reports or situation summaries from EOC representatives of all emergency organization elements to maintain current status of the situation.
- Prepare news releases.
- Conduct situation briefings for visitors, media, etc.
- Conduct tours of the area affected by the disaster, as appropriate.
- Serve as an on-scene Information Officer.
- Establish a field information center, if appropriate, at a location near the command post. Be prepared to work with the EOC and JIC if activated.
- Arrange interviews with key personnel, when requested by the media, Emergency Management Coordinator, or Lead PIO.

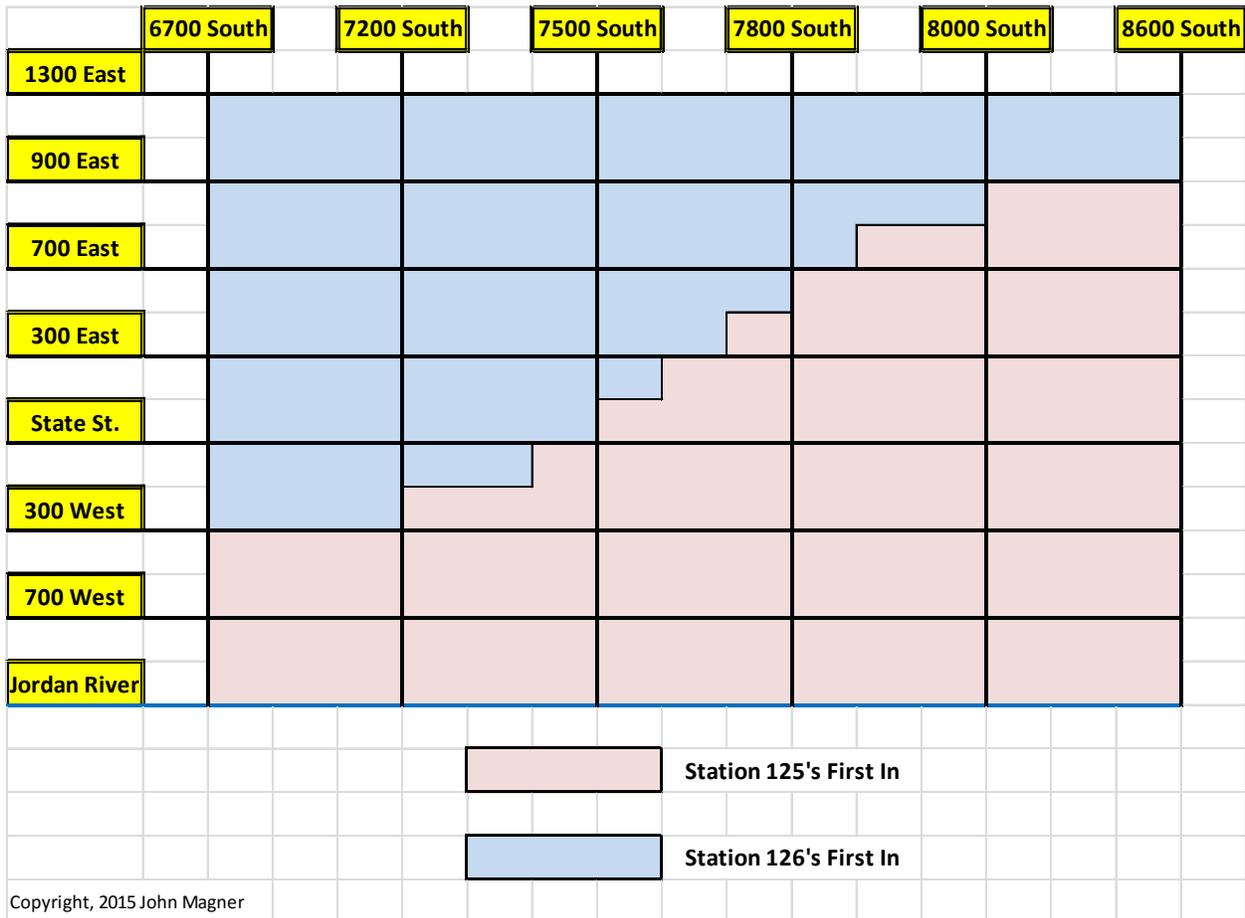
8. **ADMINISTRATION AND LOGISTICS:** As an integral part of the Direction and Control Organization, the EOC PIO has designated space in the Midvale City EOC; and PIO needs for communications, supplies, and equipment is covered in the EOC-SOP. The EOC has a designated area for press. This press area will be utilized for both EOC and JIC activation.

If the JIC is activated -- its physical location will be at the Emergency Operations Center, **7505** South Holden St. (**700** West) Midvale City, Utah 84047.

A major activity of the Emergency Management organization in non-emergency times is the development and refinement of Emergency Information Materials. The EOC PIO and the Emergency Management Coordinator will coordinate programs of this nature.

**The above policy is a suggestive guideline for a Public Information System Operations policy/EOP. This policy must be reviewed and modified by Midvale City and adopted by their legal signature.

H. MAP FOR FIRE STATION 125 & 126



I. FIRE STATION 125 DAMAGE ASSESSMENT

[Supporting Documentation\St. 125 Damage Assessment.xlsx](#)

J. FIRE STATION 126 DAMAGE ASSESSMENT

[Supporting Documentation\St. 126 Damage Assessment.xlsx](#)

K. INSTRUCTIONS FOR DAMAGE ASSESSMENT AND MAP

[Supporting Documentation\Damage Assessment Instructions- Eng's.docx](#)

[Supporting Documentation\Target Hazard Instructions- Eng's.docx](#)

[Supporting Documentation\Critical Infrastructure Instructions- Eng's.docx](#)

[Supporting Documentation\Map Instructions.docx](#)

L. GUIDANCE FOR ELECTED OFFICIALS

Guidance for Elected Officials

1. Overview

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

2. Purpose

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

3. Responsibilities of the Mayor and Elected Officials

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

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

4. Utah State Code | Statutory Requirements

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

Additionally, during the 2013 State Legislature, 53-2b was created, which enacts the Interstate Local Emergency Response Act. This legislation begins to address mutual aid issues when working with emergency response personnel from our neighboring states.

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

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

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

2013 Utah Code

Title 53 Public Safety Code

Chapter 2a Emergency Management Act

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

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

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

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

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

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

5. Preparedness, Mitigation Plan, Response and Recovery

Preparedness Measures

Preparedness is one of the foundations of emergency management. It includes, but is not limited to: writing emergency operational plans and procedures, conducting training and exercises, ensuring interoperable communications, public education and notification, and working closely with communities to become more prepared. The Mayor and Elected Officials should work closely with the Emergency Manager to prepare the following:

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

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

- Understand the National Incident Management System (NIMS) - Local jurisdictions are not eligible for federal funds if they do not meet the NIMS requirements. Midvale City's Emergency Manager is aware of these requirements and is working towards NIMS compliance.
- Get involved with the local Emergency Operations Plan (EOP) - The EOP must be maintained and updated bi-annually. Understanding the purpose and procedures outlined in the EOP will be critical in the event of a disaster or emergency.
- Participate in training and exercises - Training and exercises are conducted regularly county and city wide. Midvale City's Emergency Manager prepares and hosts training and exercises on a quarterly basis.
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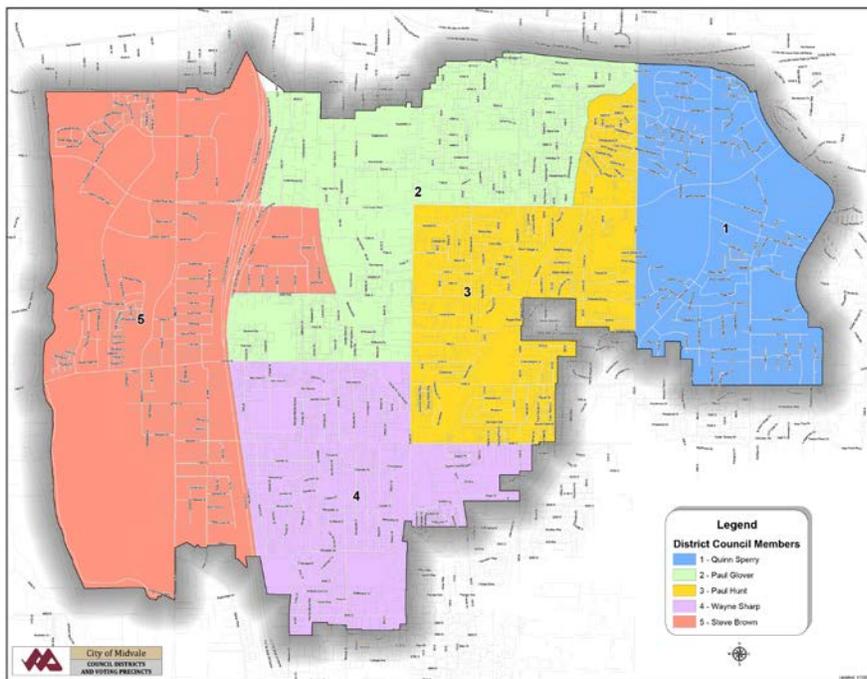
regional or state assistance. The Midvale City Emergency Manager will then contact the Salt Lake County Liaison at the Salt Lake County Emergency Operations Center (SLCo.EOC) to obtain the additional resources needed.

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

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

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Midvale City Corporation

Emergency Management Operations

Guidance for Elected Officials

1. Overview

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

2. Purpose

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

3. Responsibilities of the Mayor and Elected Officials

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

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



4. Utah State Code | Statutory Requirements

As of July 1, 2013, the Emergency Management Act has been created under 53-2a in the Utah State Code. This new code combines what originally were 53-2 and 63K-1 in State Code. Additionally, during the 2013 State Legislature, 53-2b was created, which enacts the Interstate Local Emergency Response Act. This legislation begins to address mutual aid issues when working with emergency response personnel from our neighboring states. The new code in its entirety can be found by accessing the following link:
<http://www.le.utah.gov/UtahCode/section.jsp?code=53-2b>

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

2013 Utah Code

Title 53 Public Safety Code

Chapter 2a Emergency Management Act

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

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

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

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

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

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

5. Preparedness, Mitigation Plan, Response and Recovery

Preparedness Measures

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



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

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

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

- Understand the National Incident Management System (NIMS) - Local jurisdictions are not eligible for federal funds if they do not meet the NIMS requirements. Midvale City's Emergency Manager is aware of these requirements and is working towards NIMS compliance.
- Get involved with the local Emergency Operations Plan (EOP) - The EOP must be maintained and updated bi-annually. Understanding the purpose and procedures outlined in the EOP will be critical in the event of a disaster or emergency.
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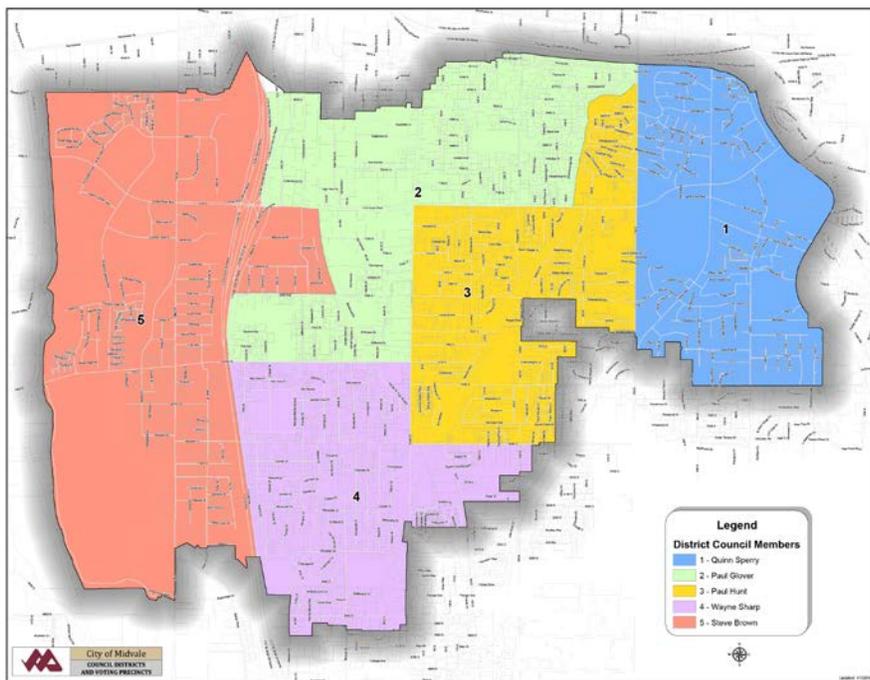
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MIDVALE CITY COUNCIL SUMMARY REPORT

June 21, 2016

SUBJECT:

Set Public Hearing for July 12, 2016 and Discussion on Zoning Ordinance Text Amendment to create a Residential Overlay within the Regional Commercial Zone

SUBMITTED BY:

Lesley Burns, City Planner

SUMMARY:

Currently, the Regional Commercial (RC) zone does not allow residential development. In order to create a critical mass to help support and increase the vitality of existing and future commercial development and better utilize the existing properties in the RC zone, Staff prepared a proposed text amendment creating a new overlay that could allow medium and high density residential and mixed-use development in this zone. This would become a new chapter in the overall zoning ordinance, which includes the following:

- Applicable only in the RC zone.
- Requires property to be rezoned in conjunction with a proposed site plan and development agreement to ensure the development fulfills the goals of the overlay.
- Allows up to 85 units per acre and 75 feet in height (measured to the highest occupied floor – does not include roofs, parapets, and elevator overruns/stairs).
- Site open space and landscape area, as well as outdoor recreational amenities, are calculated as a whole and required to be 30% of the site. Outdoor recreation amenities can occur at elevated plazas/roofs.
- More flexible building materials with emphasis on ground floor design, i.e. minimum percentages of glass, limited blank walls.
- Allows up to 25% reduced parking through shared use based on demonstrated parking analysis for the project.
- Allows additional interior signage.

Planning Commission Recommendation

This was presented to the Planning Commission at a public hearing held on June 8, 2016. The Planning Commission forwarded a recommendation to the City Council to create a

new overlay allowing residential and mixed-use development in the Regional Commercial zone as proposed in Attachment A.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff agrees with the Planning Commission's recommendation.

RECOMMENDED MOTION:

N/A

Attachments:

- Attachment A – proposed text amendment language

ATTACHMENT A

**Chapter 17-7-12.1
Regional Commercial Residential Overlay**

Sections:

- 17-7-12.1.1 Purpose.
- 17-7-12.1.2 Use Table.
- 17-7-12.1.3 Medium and High Density Residential and Mixed-Use Standards.
- 17-7-12.1.4 Site Design Requirements.
- 17-7-12.1.5 Parking and Access.
- 17-7-12.1.6 Architectural Standards.
- 17-7-12.1.7 Utilities.
- 17-7-12.1.8 Development Agreement Required
- 17-7-12.1.9 Signage.

17-7-12.1.1 Purpose.

The Midvale City General Plan identifies the Fort Union Area and 7200 South corridor between I-15 and State Street as “Opportunity Areas” of the City. Opportunity Areas are defined as those where changes in the types and/or intensities of current land uses are anticipated. Encouraging a mix of residential and commercial uses is important to provide the critical mass necessary to support the existing commercial, attract new, viable businesses to the area and support the growth of the region. This overlay zone implements the goal of supporting and enhancing existing commercial areas by providing standards for the development of medium and high density residential and mixed use developments within the Regional Commercial zone. This chapter informs the owners of the standards that will be applied in approving or disapproving proposed developments. A development plan including site layout, parking, landscaping, architecture and relationship to the surrounding commercial development shall be submitted along with a request to apply the Residential Overlay zone to any parcel within the Regional Commercial Zone.

To utilize the Regional Commercial Residential Overlay, it must be demonstrated the proposed development fulfills the following goals:.....

**Chapter 17-7-12.1
Regional Commercial Residential Overlay**

- A. Provides critical mass necessary to help facilitate the transition of regional commercial shopping centers into vibrant mixed-use developments;
- B. Creates a consistently high quality urban environment;
- C. Enhances the investment of those locating within the Regional Commercial zone;
- D. Promotes economic development by increasing the utilization of existing parcels within current developments;
- E. Eliminates large underutilized surface parking areas by utilizing alternate parking methods, including but not limited to structured parking and shared parking;
- F. Provides compatibility between residential and commercial uses to create a comfortable environment for both shoppers and residents; and
- G. Provides pedestrian connections within and among developments to support pedestrian activity in existing auto-oriented developments and encourages pedestrian movement.

17-7-12.1.2 Use table.

If a use is not specifically designated, then it is prohibited.

Table 17-7-12.1.2

Uses

Type	Allowed	Administrative	Conditional	Business License
Multi-Family			X	
Mixed-Use*			X	

*Allowed commercial uses within a mixed use building shall be subject to the use list in Table 17-7-12.2 and conditional use standards in Section 17-7-12.9 where applicable.

Chapter 17-7-12.1
Regional Commercial Residential Overlay

17-7-12.1.3 Medium and high density residential and mixed-use development standards.

The following development standards apply to all new development:

A. Lot Size. No minimum lot size, but must be sufficient to accomplish the goals of the Residential Overlay.

B. Setbacks. New development shall comply with the following setbacks:

1. Front. When adjacent to a public road, the minimum front yard landscaped setback is fifteen feet, subject to the exceptions noted below. Corner lots have two front yards. The front yard setback is measured from the property line. The front yard setback is a build-to line. At least fifty percent of the front elevation must be built within three feet of the build-to line. The structure may be set back an additional fifteen feet to allow for the inclusion of a courtyard. The Planning Commission may also modify this requirement for changes in wall plane due to architectural features or if the site is encumbered by curvilinear roads and/or property lines.

Exceptions:

- a. Canopies at least eight feet above ground level may project up to five feet.
- b. Balconies on second stories and above may project up to five feet.
- c. Projections such as sills, cornices, eaves, and ornamental features may project up to two and one-half feet.

2. Rear. There is no rear yard setback except as required by the International Building Code and landscape buffers.

3. Side. There is no side yard setback except as required by the International Building Code and landscape buffers.

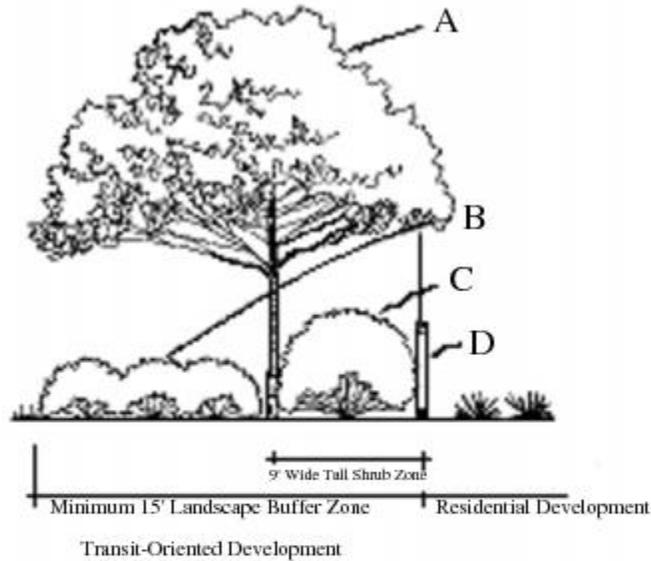
4. Single Family Setback. The minimum setback from the property line, when adjacent to a single family residential zone, is fifteen feet, subject to the following exceptions:

- a. Three-story structures must be set back thirty-seven feet; four-story structures must be set back sixty-six feet; and five-story structures must be set back eighty-three feet; six-story structures must be setback one hundred feet; and seven-story structures and higher must be setback one hundred sixteen feet. Structures can have stepped building heights to accommodate setbacks.

**Chapter 17-7-12.1
Regional Commercial Residential Overlay**

b. Residential Buffer. New development shall provide a minimum fifteen-foot landscaped buffer consisting of large trees, shrubs, and a six-foot screening wall as approved by the planning commission. The screening wall shall be constructed of wood, metal, brick, masonry or other permanent materials along all property boundaries adjacent to single family residential zones.

Residential Buffering Standard



- A – Large (Class 3) trees 30' on center (alternate with 8' tall evergreens)
- B – Low shrub buffer
- C – Tall shrub zone (8' – 10' mature height)
- D – Six-foot-tall screening wall as approved by commission

C. Density. The maximum density for residential development is 85 units per acre.

D. Snow Removal. A plan for snow removal and/or storage shall be submitted for review by the planning staff.

17-7-12.1.4 Site Design Requirements

The following standards apply to all new development and to the expansion by more than twenty-five percent of an existing building mass or site size in the zone:

Chapter 17-7-12.1
Regional Commercial Residential Overlay

A. Landscaping. The applicant shall professionally landscape the lot, according to an approved landscape plan, as a condition precedent to receiving a certificate of occupancy for all commercial uses. The community development director shall evaluate landscape plans for all permitted uses. The planning commission shall evaluate landscape plans for conditional uses. Landscape plan approval is a condition precedent to issuance of a building permit for the parcel. All landscaping shall be in place prior to issuance of a certificate of occupancy, unless seasonal conditions make installation unfeasible, in which case the applicant shall provide cash security or its approved alternative for all landscaping, which landscaping shall be installed by the following May 31st.

1. Minimum Landscaped Area. The applicant must landscape a minimum of ten feet between the side yard or rear yard and the abutting property line when the side or rear yards are in public view.
2. Building Foundation Landscaping. The ground adjacent to the building foundation must be landscaped if it is visible from public vantage points.
3. Street Frontage Tree Requirements. An applicant shall provide at least one street tree for each thirty lineal feet of frontage. Street frontage trees may be clustered or spaced linearly in the park strip as provided in an approved landscape plan.
4. Minimum Number of Trees. A minimum of one tree for every four hundred square feet of landscaping is required for all landscaped areas. Street trees may be included in calculations in order to meet this requirement.
5. Landscaped setback from edge of public right-of-way. The landscaped setback from the edge of a public right-of-way shall be fifteen feet.
6. Plant Materials. Areas requiring landscaping shall be planted with substantial live plant material including: plants, shrubs, trees, sod, etc., for the purpose of buffering, screening, and improving the visual quality of the site.
 - a. Types of Vegetation. At least twenty-five percent of the landscaping must be evergreen. Up to twenty-five percent of the landscape area can include specialty paving, street furniture, and outdoor seating areas. Trees that are planted in the park strip shall meet the specifications described in the standard construction specifications of Midvale City.
 - b. Size of Trees. The following standards apply to the use of plant and tree material.

Chapter 17-7-12.1
Regional Commercial Residential Overlay

- i. Deciduous Trees. All deciduous trees shall have a minimum caliper size of two inches.
 - ii. Ornamental Trees. All ornamental trees shall have a minimum caliper size of one and one-half inches.
 - iii. Evergreen Trees. All evergreen trees shall have a minimum height of six feet.
7. Standards of Title 17-7-12.6 (5) – Irrigation/Planting Plan.
8. Vegetation Protection. The property owner must protect existing significant vegetation during any development activity. Development plans must show all significant vegetation within twenty feet of a proposed development. Prior to certificate of occupancy, the property owner must demonstrate the health and viability of all large trees through a certified arborist.
9. Removal. No landscaping may be removed without replacement of equal or better quality. This shall include the installation of healthy plant materials as well as a tree for tree replacement as governed by this section.
10. Upgrading Pre-Existing Landscaping. The applicant must bring pre-existing landscaping into compliance with this code.
11. Crime Prevention Through Environmental Design (CPTED). The plan must demonstrate how CPTED principles will be used in the design and layout of buildings, streets, accesses and open space areas. Design shall promote natural surveillance, access control, territorial reinforcement, sense of ownership, and maintenance. CPTED landscaping guidelines shall be used, including planting shrubs with a maximum height of three feet and trees with a proper ground clearance of six feet above walkways and sidewalks and eight feet above vehicular travel and parking lanes. To encourage public safety through natural surveillance, natural access control, and territorial reinforcement, blank walls are not permitted adjacent to streets, pedestrian areas, and open space amenities. Symbolic barriers, such as low lying fences/walls, landscaping and signage shall be used to discourage crime and to promote safety. Ground floor parking garages shall not be permitted immediately adjacent to streets. Developments shall have street side building elevations with extensive windows, and with balconies, decks or landscape terraces encouraged.

Chapter 17-7-12.1
Regional Commercial Residential Overlay

B. Fencing. Unless the applicant can demonstrate a need for fencing for the protection of recreational amenities or the screening of necessary ground level equipment and service areas, fencing is prohibited. Fencing around recreational amenities shall be designed to be visually open as with wrought iron or similar material.

C. Open Space, Landscaping and Outdoor Recreational Amenities. The applicant shall improve a minimum of thirty percent (30%) of the interior of the proposed development area as open space, landscaping and outdoor recreational amenity areas. These areas include such improvements as landscaped areas not less than five feet wide, landscaped setbacks, elevated plazas, walkways, paths, and outdoor recreation spaces such as pools, playgrounds, etc. Improved, common recreational amenities shall be concentrated into larger, more functional areas as much as possible.

D. Common Recreational Amenities. The applicant shall provide appropriate recreational amenities for the project. This shall be demonstrated to the Planning Commission as part of its review and approval of the project. These amenities can be indoor and/or outdoor facilities.

E. Pedestrian Connections. Walkways of at least five feet in width shall be incorporated within and between developments where possible. Where walkways cross roads or driveways, stamped concrete or asphalt, or other distinguishable material, shall be used to construct crosswalks.

17-7-12.1.5 Parking and Access

An applicant for new development must provide off-street parking with adequate provisions for independent ingress and egress by automobiles and other motorized vehicles. If any land, structure, or use is changed to create more off-street parking demand, the owner must provide additional off-street parking for the new use as required by this chapter. Off-street parking and development access shall meet the following standards:

A. Parking Ratio Requirements. Required parking must be on-site unless the Planning Commission allows such parking on adjacent or nearby deed-restricted lots. Off-street parking shall meet the following standards; however, the Planning Commission may grant a reduction of up to twenty-five percent of the required parking upon an applicant's demonstration of opportunities for shared parking within a mixed-use area or appropriate on-street parking.

Table 17-7-12.1.5

Parking

**Chapter 17-7-12.1
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Uses	Parking Requirement (Number of Spaces)
Multi-Family	
Studio and 1 Bedroom units	1.0 stalls per unit
2 Bedroom units	2.0 stalls per unit
3+ Bedroom units	2.5 stalls per unit
Guest parking	1.0 stalls per 4 units, unless Planning Commission determines fewer stalls are needed based on available shared parking with an office use
Commercial Uses	subject to standards in Table 17-7-8

B. Driveway Widths and Parking Lot Standards. The following driveway width dimensions and parking lot standards apply to all new development and to the expansion by more than twenty-five percent of an existing building mass or site size. The city engineer may approve minor variations (equal to or less than ten percent) in driveway width and spacing.

1. Parking. No parking is allowed within the required front yard setbacks.
 - a. If a parking lot or driveway to a parking lot is proposed to abut a residential use, the applicant must screen the lot or drive and provide adequate sight distance triangle.
 - b. Required Landscaping. The following landscaping standards apply to new development:
 - i. Parking areas with more than four stalls must have perimeter landscaping of at least five feet in width;

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iii. Parking areas with over fifteen spaces shall provide landscaped islands at the end of each parking row, an island for every fifteen spaces, and perimeter landscaping of at least five feet in width.

2. Driveway Standards. For all new development, driveways shall comply with the following standards:

- a. No driveway shall be less than fifty feet from intersecting rights-of-way.
- b. Driveways that exceed fifteen feet in width at the lot frontage must be separated by a landscaped area of at least twelve feet in width and ten feet in depth.
- c. Development Requiring Five or More Parking Spaces. The minimum two-way drive width is twenty-four feet. The maximum two-way drive width is thirty-six feet.
- d. Development Requiring Four or Fewer Parking Spaces. The minimum two-way drive width is twenty feet. The maximum two-way drive width is thirty feet.

3. Spacing. New development shall provide the following:

- a. A minimum of seventy-five feet spacing between major driveways is recommended. Shared use of drives is strongly recommended.
- b. Centerline. The centerline of intersections of the driveways of major traffic generators entering from opposite sides of roadway must be either perfectly aligned or offset by a minimum of one hundred fifty feet.
- c. Deviations. The city engineer may approve minor spacing deviations (equal to or less than ten percent).

Table 17-7-12.1.5

Spacing

Street Classification	Minimum Spacing Between	Minimum Spacing From Intersection

**Chapter 17-7-12.1
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	Driveways (feet)	(feet)
Local	15	50
Collector	50	75
Arterial	75	150

4. Surfacing. Parking areas and driveways must be hard-surfaced, maintained in good condition, and clear of obstructions at all times.

5. Parking Space Dimensions. All new commercial development shall provide parking spaces of the following minimum dimensions. The city engineer may approve minor (equal to or less than ten percent) variations in parking space dimensions.
 - a. Parking spaces must be nine feet wide by eighteen feet long;
 - b. ADA parking space width requirements vary and shall be consistent with current Building Code standards; and
 - c. Compact spaces with dimensions of nine feet wide by sixteen feet long may be provided. These spaces are not code spaces for the purpose of satisfying parking requirements.

6. Grading and Drainage. Parking shall be graded and constructed as follows:
 - a. Parking areas must be graded for proper drainage with surface water diverted to keep the parking area free of accumulated water and ice;
 - b. Adequate control curbs must be installed to control drainage and direct vehicle movement;
 - c. Parking area drainage must be detained on-site, treated (if required by NPDES), and channeled to a storm drain or gutter as approved by the city engineer;
 - d. Driveways may not exceed a ten percent slope.

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7. Street Access and Circulation. New commercial development shall provide the following:
- a. Off-Street Parking. Off-street parking areas must have unobstructed access to a street or alley. The parking area design for five or more vehicles must not encourage cars to back onto adjoining public sidewalks, parking strips, or roadways. With the exception of permitted tandem parking, parking spaces shall be independently accessible and unobstructed.
 - b. Corner Lots. No landscape obstruction is allowed in excess of two feet in height above street grade within the sight distance triangle. A reasonable number of trees with lower branches pruned to six feet to permit automobile drivers and pedestrians an unobstructed view of the intersection may be allowed by administrative permit.
 - c. Driveway Access. For corner lots, the triangular area is defined by the intersection of the road right-of-way, the line extending from the point-of-curve at the top-back-of-curb, and a line connecting them at points twenty-five feet from their intersection.
 - d. Drive-Through Developments. Applicants for all drive-up or drive-through service windows or facilities must provide sufficient stacking space for vehicles waiting for service, to prevent vehicles from waiting in the right-of-way.
 - e. Common Driveways. To encourage the location of parking in the rear yard and/or below grade, the city allows common driveways along shared side yards to provide access to parking if the owner restricts the deeds to both properties to preserve the shared drive in perpetuity.
 - f. Off-Street Loading Spaces. Every structure that is to be used for any purpose which involves the receipt or distribution of materials or merchandise by vehicle must provide and maintain adequate space for standing, loading, or unloading services off-street.
 - i. All such loading areas or berths shall be located so that no vehicle loading or unloading merchandise or other material shall be parked in any front yard or in any street or right-of-way.
 - ii. Loading docks and loading areas must be screened from adjoining property and public rights-of-way.
- C. Parking Garages and Structures. Parking garages and structures shall meet the following standards:

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1. Parking structures shall include pedestrian walkways and connections to the sidewalk system. These shall be clearly marked and continuous in design.

2. This zoning ordinance is intended, among others, to encourage the use of parking structures and discourage the use of surface parking. Therefore, the Planning Commission may waive one or all of the following requirements if an architect can demonstrate that the requirement in question is not feasible and when the architect has utilized other architectural methods to blend the structure with neighboring structures and screen the visual impacts of the structure.

a. Parking structures shall contain ground level retail, office or display windows along all street-fronting facades of the parking structure. Parking structures with street frontage in primarily residential areas may utilize residential units or residential architecture that reflects surrounding residential units to mask the visual impact of the parking structure.

b. Parking structures that are not located adjacent to or within clear sight of a public street or other major transportation thoroughfare shall utilize plant material as screening to minimize the visual impact of the parking structure.

c. Parking structures shall be designed with an architectural theme similar to the adjoining structures. Openings that face and can be seen from major vehicular and pedestrian thoroughfares shall be of similar size and, whenever possible, shape to those found on adjacent buildings.

d. Walls, materials, patterns, colors, roof forms, and front entryways shall conform to the standards for all buildings in the applicable project area and shall reflect those used for adjacent buildings.

e. Parking stalls shall be a minimum of nine feet (9') by eighteen feet (18').

f. The minimum aisle width is twenty-four feet.

g. The parking structure must be designed to ensure that each required parking space is readily accessible, usable and safe for automobiles and pedestrians.

h. Parking stalls located adjacent to walls or columns shall be one foot wider than the minimum required width to accommodate door opening clearance and vehicle maneuverability.

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Regional Commercial Residential Overlay**

D. Access Management. All new development and an expansion by more than twenty-five percent of an existing building mass or site size shall comply with the following access management standards:

1. All driveways and curb cuts shall be installed according to the standards and specifications contained in the Midvale City Construction Standards and Specifications handbook. Curb cuts for pedestrian access shall orient toward each street frontage.
2. All newly installed driveways shall align with any existing commercial access across the street. The Planning Commission may allow deviations to the requirement, provided the city engineer finds the driveway to be acceptable based on but not limited to access placement, traffic generated, and pedestrian and vehicular circulation.
3. New development or modifications to existing development shall not propose parking in such a way that users may be allowed to back onto public rights-of-way.
4. Existing nonconforming driveways within the zone shall be retired upon construction of a new building or the expansion of the area of an existing building or site by twenty-five percent or more.
5. Shared driveways between and among parcels are encouraged and allowed if the parties execute and record an easement, or a deed of dedication, in a form approved by the city attorney to ensure access in perpetuity for both parcels.

E. Outdoor Lighting Standards. LED light sources are the only allowed light sources for outdoor lighting. Light levels should be designed with minimum light trespass off-site by using a cut-off luminaire that is fully or partially shielded with little or no light distributed above the horizontal plane of the luminaire or other best practices that are available.

1. Maximum Light Distribution. For uniformity in lighting and prevention of shadows, a four to one uniformity ratio shall occur over the site, excluding canopy areas and main building entrances. The maximum allowed average horizontal luminance level and light source shall be as noted in the following table:

Use	Maximum Average Footcandle	Light Source

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Use	Maximum Average Footcandle	Light Source
Building entrance	5 f.c.	LED
Residential	2 f.c.	LED
Mixed -use	2 f.c.	LED

2. Pole Height/Design/Height. Luminaire mounting height is measured from the parking lot or driveway surface, and may range from sixteen feet to thirty-five feet, based on:

- a. Review of the site plan;
- b. Proposed land uses;
- c. Surrounding land uses;
- d. Parking area size;
- e. Building mass;
- f. Location of the site with respect to other lighting sources;
- g. Impacts on the adjacent properties;
- h. Topography of site; and
- i. Other site features.

3. Large Parking Areas. Poles higher than twenty feet are appropriate only for parking areas exceeding two hundred stalls and not in close proximity to single family residential areas.

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4. Design Standard.
 - a. If metal fixtures or poles are used they should be black or dark brown;
 - b. The base of the pole shall be treated with paint, stain, stucco or another form of decorative cover. All attempts shall be made to place the base of light poles within landscape areas;
 - c. Wall-mounted lighting fixtures may not exceed eighteen feet in height; and
 - d. Lighting located along pedestrian pathways or in areas primarily dedicated to human activity may not exceed twelve feet in height.

5. Submission Requirements. An application for development with outdoor lighting must contain the following:
 - a. Plans indicating the location on the premises, and the type of illumination devices, fixtures, lamps, supports, reflectors, installation and electrical details;
 - b. Description of illuminating devices, fixtures, lamps, supports, reflectors, and other devices that may include, but is not limited to, manufacturer catalog cuts and drawings, including section where required; and
 - c. Photometric data, such as that furnished by manufacturers, or similar showing the angle of the cut off or light emission. A point-by-point light plan may be required to determine the adequacy of the lighting over the site.

6. Upgrading Pre-Existing Lighting. The applicant must bring pre-existing lighting into compliance with this code.

17-7-12.1.6 Architectural Standards

All new development must present an attractive streetscape, incorporate architectural and site design elements appropriate to a pedestrian scale, and provide for the safety and convenience of pedestrians.

1. Height. The maximum height for a structure is eighty five feet (85') to the highest occupied floor plate. The highest occupied floor, roof, parapet, elevator overruns and stairs may exceed the height limit up to thirty feet (30'). Building design and orientation should consider exposure to sunlight to avoid energy inefficiencies.

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2. **Ground Floor Materials.** Other than windows and doors, eighty percent (80%) of the remaining ground floor wall area shall be clad in durable materials. Durable materials include brick, masonry, textured or patterned concrete and/or cut stone. Other materials may be used as accent or trim provided they cover twenty percent (20%) or less of the ground floor adjacent to a street. Other materials may be approved at the discretion of the Planning Commission.
3. **Podium Parking.** No more than two levels of podium style parking above grade may be provided, and must be approved by the Planning Commission based upon the applicant providing architectural design and materials that address pedestrian scale.
4. **Ground Floor Glass.** The ground floor elevation facing a street or drive shall not have less than sixty percent (60%) glass surfaces for commercial & office uses and forty percent (40%) for residential uses between three (3) and eight (8) feet above grade. All ground floor glass shall be non-reflective and allow visibility into the building. The Planning Commission may allow for a reduction in the amount of transparent glass if the applicant can demonstrate the building floor plan(s) required by the use cannot effectively accommodate this requirement and other architectural elements are used to (a) create visually interesting facades, (b) avoid large areas of blank facades, and (c) provide a human scale and details.
5. **Ground Floor Uses.** On the ground floor, a permitted or conditional use other than parking shall occupy at least seventy five percent (75%) of the width of any street facing building façade. The Planning Commission may reduce or eliminate this requirement based on architectural design, landscaping and siting.
6. **Maximum Length of Blank Walls.** The maximum length of any blank wall uninterrupted by windows, doors, art or architectural detailing at the ground floor level along any street or drive facing façade shall be fifteen feet (15'). Changes in plane, color, texture, materials, scale of materials, patterns, art, or other architectural detailing are acceptable methods to create variety and scale as are architectural features such as bay windows, recessed entrances or windows, balconies, cornices, columns, or other similar architectural features. The architectural feature must be either recessed or project a minimum of twelve inches (12").
7. **Stucco.** The use of stucco should be limited to architectural relief and shall not exceed twenty-five percent of a front elevation or fifty percent of any elevation. The planning commission may determine, on a case-by-case basis, the architectural detail and excellence of a structure is such that the use of stucco in excess of this standard is warranted.
8. **Prohibited Materials.** Vinyl and aluminum siding products are prohibited as wall materials.

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9. Color Scheme. The use of a single color scheme, minimal detailing, or blank (or largely blank) walls is not permitted.

10. Screening. Trash collection and recycling areas, service areas, mechanical equipment and loading docks shall be screened on all sides so that no portion of such areas is visible from public streets and alleys and adjacent properties. Required screening may include new and existing plantings, walls, fences, screen panels, doors, topographic changes, buildings, horizontal separation, or any combination thereof.

a. All building equipment and service areas shall be located on the roof of the building or in the rear yard. These elements shall be sited to minimize their visibility and impact, or screened and enclosed as to appear to be an integral part of the architectural design of the building. Measures shall be taken to mitigate noise impacts on adjacent properties.

b. Refuse containers shall be screened from view on all sides. Required screening may include new and existing plantings, walls, fences, screen panels, doors, topographic changes, buildings, horizontal separation, or any combination thereof. Screening fences, walls and/or plantings shall be one foot higher than the object to be screened. An opaque gate shall be included where required to complete screening.

17-7-12.1.7 Utilities.

All utilities within the proposed development shall be buried. The owner shall install conduit within the development's proposed right-of-way for the eventual burial of overhead utilities throughout the zoning district. If the planning commission finds, upon the review and recommendation of the city engineer, that such installation is not feasible at the time of development, the applicant shall bond for the future installation of said conduit. All underground conduit shall be installed in conformance with city standards as identified in City Construction Standards and Specifications.

17-7-12.1.8 Development Agreement

A development agreement, in a form satisfactory to the city attorney and city council, shall be required for new development to ensure the property owner complies with the provisions of the Overlay, conditional use permit and site plan approvals, and allowing the property owner the right to develop in accordance with the approved plan for a period up to, but not exceeding, ten years.

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17-7-12.1.9 Signage.

All signage shall comply with Section 17-7-12.10. Residential structures shall be allowed one additional monument sign interior to the site. These signs shall comply with the following:

Table 17-7-12.1.9

Signs

Monument*	32 s.f.	6' (total)	At least 1 foot of pedestal. May be placed on berm, w/top of sign ≤ 9'; 3' max. height in clear view triangle; ≥ 3' from sidewalk
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* A monument sign under this provision shall not exceed thirty-two square feet or six feet in height with a minimum one-foot pedestal, and shall be located in a landscaped area associated with a project entry or focal point. The applicant may forgo the one-foot pedestal if the landscaped area is improved with something other than turf. The sign may be located on a berm provided the top of the sign does not exceed nine feet in height above finished grade. Monument signs shall not be constructed within the clear view area and shall be set back at least three feet from a public sidewalk and property lines. The sign shall have, as the prominent feature, the name of the development (i.e., "Midvale Village," "Midvale Plaza," etc.). It is intended that the top two feet of the sign area be utilized to identify the name of the development. All other lettering shall be no taller than four inches in height. The lettering font style for tenant identification shall be the same for all tenants within the proposed development. Monument signs shall be constructed with materials similar to that of the surrounding building(s).



MIDVALE CITY COUNCIL SUMMARY REPORT

June 21, 2016

SUBJECT:

Set Public Hearing for July 12, 2016 and Discussion on Zoning Ordinance Text Amendment to add Telecommunications Facilities Standards in the public Facilities Overlay

SUBMITTED BY:

Lesley Burns, City Planner

SUMMARY:

The Public Facilities Overlay is intended to provide for locations and standards for public facilities that are not generally identified with any specific zone district and may include characteristics and uses outside the scope of typical development. These facilities and uses are operated for the benefit of the community, providing services and support to the community. A need has arisen to provide for telecommunications facilities within this overlay. Staff prepared a proposed text amendment adding specific review criteria for telecommunications facility uses within the Public Facilities Overlay. This includes specific standards to be added to Section 17-7-16.6, as well as some clarifying language for the overall overlay chapter.

Planning Commission Recommendation

This was presented to the Planning Commission at a public hearing held on June 8, 2016. The Planning Commission forwarded a recommendation to the City Council to amend the language in the Public Facilities Overlay to include review criteria for telecommunications facility uses as proposed in Attachment A.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff agrees with the Planning Commission's recommendation.

RECOMMENDED MOTION:

N/A

Attachments:

- Attachment A – proposed text amendment language

ATTACHMENT A

Text Additions
Text Deletions

Chapter 17-7-16 PUBLIC FACILITIES OVERLAY ZONE

Sections:

- [17-7-16.1](#) Purpose.
- [17-7-16.2](#) Uses.
- [17-7-16.3](#) Review process.
- [17-7-16.4](#) Criteria—Required findings.
- [17-7-16.5](#) Development agreement.
- [17-7-16.6](#) Specific review criteria for certain public facility uses.
- [17-7-16.7](#) Modification to use or plan.
- [17-7-16.8](#) Related provisions.

17-7-16.1 Purpose.

The purpose of the public facilities overlay zone is to provide for locations and appropriate standards for a range of public uses conducted by governmental and specified agencies. These uses are operated for the benefit of the community, and provide basic services and essential support services for the community. Because of the nature of these uses, they are generally not identified with any specific zone district, having the need to locate in areas that best serve the community. The overlay zone allows the city council, through its legislative discretion, to provide for areas in which to locate public facilities to best support the community in a cost effective and efficient manner. It is the intent of this overlay to protect neighboring private uses from incompatible public uses and ensure the impacts associated with the public uses are appropriately mitigated.

17-7-16.2 Uses Public Facilities.

The following uses are defined as public facilities, and may be allowed in a public facilities overlay zone. These uses public facilities must be conducted operated by a governmental or specified agency. If a use facility is not specifically designated, it is prohibited cannot be considered under this overlay.

- A. Government buildings.
- B. Fire station.
- C. Police station.

- D. Park/playground.
- E. Recreation and community center.
- F. Library.
- G. Educational institution.
- H. Cemetery.

17-7-16.3 Review process.

The review process for all applications intended to utilize the public facilities overlay zone shall follow the process outlined in Section [17-3-1](#), Amendments to the zoning code or map. The application shall include a binding site plan, which shall be reviewed in conjunction with the proposed use. The public facilities overlay rezone is contingent upon approval of the site plan. The site plan shall include the information required in Section [17-3-3\(E\)](#), Site Plan Review.

17-7-16.4 Criteria—Required findings.

The planning commission may recommend and the city council may grant approval of a public facilities overlay zoning designation only if it determines, in written findings, the application has demonstrated the following:

- A. There is a demonstrated need for the public facility within the community at large and it is not contrary to the public interest.
- B. The public facility is consistent with the goals and policies of the general plan, and applicable ordinances of the city where feasible.
- C. The public facility is located, planned and developed in such a manner that it is not inconsistent with the health, safety or general welfare of persons residing or working in the city. This includes, but is not limited to, the following:
 - 1. The generation of noise, noxious or offensive emissions, or other nuisances which may be injurious or detrimental to the surrounding area.
 - 2. The availability of public services to support the public facility, including utilities; vehicular, pedestrian and public transit systems; police; fire; education; and social and health services.

3. The adequacy of landscaping, screening and buffering, building setbacks, parking, open space, or other development characteristics necessary to mitigate the impact of the public facility on neighboring properties.
4. Proposed public facilities which exceed the bulk, height, density, or other use standards in the underlying zone must demonstrate such variances are essential to the function or operation of such facility. The development standards of the underlying zone and adjacent development shall be utilized where feasible.

D. The public facility complies with the specific review criteria for the use contained herein.

17-7-16.5 Development agreement.

The city council may find that a proposed public facility requires a development agreement to ensure the use and facility continue to operate in the manner consistent with the development approval. In this instance, a development agreement, in a form satisfactory to the city attorney and city council, wherein the property owner and service provider agree to comply with the provisions of the development approval, including any required on-site and off-site public improvements associated with the development, shall be made part of the development approval process.

17-7-16.6 Specific review criteria for certain public facility uses.

In addition to the foregoing, the following criteria must be satisfied in order to approve an application for each of the following uses:

A. ~~[Add at later date.]~~ Telecommunications facility. Each application for a telecommunications facility shall comply with the following criteria:

1. The telecommunications facility must be located with and designed as part of a public facility.
2. Evidence must be provided demonstrating the telecommunications facility location and configuration is necessary to provide transmission/reception coverage for an area that cannot otherwise be serviced by other telecommunications facility sites; and, without the proposed telecommunications facility, it would result in a public detriment.
3. The telecommunications facility shall be designed to allow for co-location of services for multiple providers if possible.

4. If the telecommunications facility includes a tower or pole above thirty-five feet in height, the structure shall comply with the following:

- a. The structure shall be located a minimum of 250 feet from an existing residential use.
- b. The maximum height shall be eighty-five feet.
- c. No more than one tower or pole, of any height shall be considered for each public facility.

17-7-16.7 Modification to use or plan.

Modifications to a public facility shall be reviewed by the community and economic development department. If the community and economic development department determines the proposed modification is major, the major modification will require reapplication and reconsideration consistent with the process and requirements of this chapter.