



NIBLEY CITY COUNCIL
Thursday, October 4, 2018 – 6:30 p.m.
Nibley City Hall 455 West 3200 South, Nibley, Utah

1. Opening Ceremonies (Councilmember Beus)
2. Call to Order and Roll Call (Chair)
3. Approval of Minutes and Agenda (Chair)
4. Public Comment Period¹ (Chair)
5. Public Hearing Regarding a Grant Application to the Community Impact Board

6. Report from the Cache County Attorney's Office regarding the Cache Achieve program

7. Discussion and Consideration of Resolution 18-11: An Update to the Nibley City Emergency Operations Plan (Second Reading)

8. Council Training: Emergency Management

9. Discussion and Consideration of Resolution 18-10: AN AMENDMENT TO THE NIBLEY CITY GENERAL PLAN; ADDING THE PROPOSED FUTURE LAND USE MAP (Third Reading)

10. Council and Staff Reports

11. Adjourn to Closed Session to discuss the purchase of real property and personnel pursuant to Utah Code 52-4-205

In compliance with the Americans With Disabilities Act, reasonable accommodations for individuals with disabilities will be provided upon request. For assistance, please call (435) 752-0431.

¹ *Public input is welcomed at all City Council Meetings. 15 minutes have been allotted to receive verbal public comment. Verbal comments shall be limited to 3 minutes per person. A sign-up sheet is available at the entrance to the Council Chambers starting 15 minutes prior to each council meeting and at the rostrum for the duration of the public comment period. Commenters shall identify themselves by name and address on the comment form and verbally for inclusion in the record. Comment will be taken in the order shown on the sign-up sheet. Written comment will also be accepted and entered into the record for the meeting if received prior to the conclusion of the meeting. Comments determined by the presiding officer to be in violation of Council meeting rules shall be ruled out of order.*



**Nibley City Council
Agenda Report for
October 4, 2018**

Agenda Item #5

Description	A Public Hearing Regarding a Grant Application to the Community Impact Board
Department	Planning
Presenter	Stephen Nelson, City Planner
Recommendation	Hold a public hearing and receive input.
Reviewed By	City Manager, City Planner

Background

Nibley City has a practice of updating at least one of its master plans each year. In the coming year, the city plans to update the Water Master Plan. The Utah Community Impact Board offers a 50% matching grant for community planning projects. Nibley City has successfully applied for and received these planning grants in the past. One of the requirements of the grant is that the city hold a public hearing to receive input from the community about the project.

Agenda Item #6

Description	Report from the Cache County Attorney's Office
Department	Cache County
Presenter	Terryl Warner <i>Director, Victim Services</i>
Recommendation	Receive the report
Reviewed By	

Background

The Cache County Attorney's Office recently received funding for a pilot program called Cache Achieve. One of funding requirements is to give an overview of the pilot to City Councils in the First District Court jurisdiction. This overview should only take about 10 minutes.

Agenda Item #7

Description	Discussion and Consideration of Resolution 18-11: An Update to the Nibley City Emergency Plan (Second Reading)
Department	Emergency
Presenter	Rick Williams, Emergency Manager
Recommendation	Discuss Resolution 18-11 and make recommendations. Move to approve Resolution 18-11: An Update to the Nibley City Emergency Operations Plan
Reviewed By	Rick Williams, Emergency Manager, City Manager

Background

As part of the National Homeland Security Strategy, and a requirement of the Emergency Management Performance Grant, the City is required to review, revise, or update the Emergency Operations Plan on an ongoing basis. With the support and input from the City Manager, City staff, other local emergency managers, our first responders, local citizens and the State of Utah, the Nibley City Office of Emergency Management recently completed a review of the plan and has made appropriate revisions and changes. The updated version of the plan is being presented to the council for adoption consideration.

RESOLUTION 18-11

A RESOLUTION UPDATING THE NIBLEY CITY EMERGENCY PLAN

WHEREAS, Nibley City is exposed to a variety of natural hazards, including flood, fire, blizzard and other threatening conditions; and

WHEREAS, emergency operation plans allow individuals and cities to maintain an orderly flow of information and maximize its resources during an emergency; and

WHEREAS, it is in the best interest of the City to have a plan of operation for those occasions when emergency circumstances arise.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NIBLEY CITY, STATE OF UTAH, AS FOLLOWS:

1. That the attached document, entitled *Nibley City Emergency Operations Plan* is updated, adopted and incorporated.
2. The *Nibley City Emergency Operations Plan* shall serve as the guiding document for how Nibley City conducts its operations in times of emergency.
3. The *Nibley City Emergency Operations Plan* may be revised from time to time, as circumstances and resources change.

Dated this ____ day of _____ 2018

Shaun Dustin, Mayor

ATTEST

David Zook, City Recorder



NIBLEY CITY EMERGENCY OPERATIONS PLAN

Adopted September 2018

DRAFT

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I. PURPOSE AND APPLICATION

- A. This document sets forth Nibley City's all-hazard Emergency Operation Plan. It provides basic instructions to each department of the City on how to respond to a variety of natural, man-made, or technological disasters.

II. AUTHORITY

- A. Authority for response to, and recovery from, disasters or local emergencies is granted to local governments under Utah Code Title 53 - 2a - 205.
- B. Authority for emergency interim succession to elected and statutory offices is granted to local governments under Utah Code Title 53 - 2a - 807.
- C. Authority of chief executive officers of political subdivisions is granted by Section 202 of Chapter 4 of Title 63K of the Utah Code.
- D. Authority for Disaster Declarations is granted under Utah Code Title 53 - 2a - 208.

III. DEFINITIONS

(as defined in Utah Code Title 53, known as the Emergency Management Act. Additional definitions are provided later in the plan as needed.)

- A. **"Attack"** means a nuclear, conventional, biological, or chemical warfare action against the United States of America or this state.
- B. **"Chief Law Enforcement Officer"** means the chief of police of cities and towns and sheriffs of counties, unless a political subdivision has otherwise designated its chief law-enforcement officer by appropriate resolution or ordinance, in which case the local designation shall be controlling.
- C. **"Chief Executive Officer"** means the city manager or designee, or successor, for a municipality operating under the council-manager form of government, as Nibley City does.
- D. **"Designee"** means a person who is designated to succeed or replace another person to carry out specific responsibilities of that person, and their office or position in case of the absence of the incumbent.
- E. **"Disaster"** means a situation causing, or threatening to cause, widespread damage, social disruption, or injury or loss of life or property resulting from attack, internal disturbance, natural phenomenon or technological hazard.
- F. **"Emergency Coordination Group"** means those individuals assigned to coordinate emergency response activities above the field level (or incident level). Common functions of the Emergency Coordination Group include:
- Situation Assessment
 - Incident Priority Determination
 - Critical Resource Acquisition and Allocation
 - Policy Support
 - Coordination with other Response and Coordination Elements
 - Coordination with Elected, Appointed, and Senior Officials
 - Information Management and Common Operating Picture Maintenance
- G. **"Internal disturbance"** means a riot, prison break, terrorism, or strike.
- H. **"Local emergency"** means a condition in any political subdivision of the state which requires that emergency assistance be provided by the affected political subdivision to save lives and protect property within its jurisdiction in response to a disaster, or to avoid or reduce the threat of a disaster.
- I. **"Natural phenomenon"** means any earthquake, tornado, storm, flood, landslide, avalanche, forest or range fire, drought, or epidemic.
- J. **"Political subdivision"** means municipality or county.
- K. **"Successor"** means a person designated herein to exercise the powers and discharge the duties of an office when the person legally exercising the powers and duties of the office is unavailable. The succession may be temporary, long-lasting, or permanent.
- L. **"State of Emergency"** means a condition in any part of this state which requires state government emergency assistance to supplement the local efforts of the affected political subdivision to save lives and to protect property, public health, welfare, and safety in the event of a disaster or to avoid or reduce the threat of a disaster.

- M. **"Technological hazard"** means any hazardous materials accident, mine accident, train derailment, truck wreck, air crash, radiation incident, pollution, structural fire or explosion.

IV. **AUTHORITY OF CHIEF EXECUTIVE OFFICERS OF POLITICAL SUBDIVISIONS**

(Adapted from Utah Code Title 53 – 2a – 205)

- A. In order to protect life and property when a state of emergency or local emergency has been declared, the chief executive officer of each political subdivision of the state is authorized to:
1. carry out, in the chief executive officer's jurisdiction, the measures as may be ordered by the governor; and
 2. take any additional measures the chief executive officer may consider necessary, subject to the limitations of law.
 3. The chief executive officer may not take an action that is inconsistent with any order, rule, regulation, or action of the governor.
- B. When a state of emergency or local emergency is declared, the authority of the chief executive officer includes:
1. utilizing all available resources of the city as reasonably necessary to manage a state of emergency or local emergency;
 2. employing measures and giving direction to local officers and agencies which are reasonable and necessary for the purpose of securing compliance with this authority;
 3. if necessary for the preservation of life, issuing an order for the evacuation of all or part of the population from any stricken or threatened area within the city;
 4. recommending routes, modes of transportation, and destinations in relation to an evacuation;
 5. suspending or limiting the sale, dispensing, or transportation of alcoholic beverages, explosives, and combustibles in relation to an evacuation, except that the chief executive officer may not restrict the lawful bearing of arms;
 6. controlling ingress and egress to and from a disaster area, controlling the movement of persons within a disaster area, and ordering the occupancy or evacuation of premises in a disaster area;
 7. clearing or removing debris or wreckage that may threaten public health, public safety, or private property from publicly or privately-owned land or waters, except that where there is no immediate threat to public health or safety, the chief executive officer shall not exercise this authority in relation to privately owned land or waters unless:
 - a. the owner authorizes the employees of designated local agencies to enter upon the private land or waters to perform any tasks necessary for the removal or clearance; and
 - b. the owner provides an unconditional authorization for removal of the debris or wreckage and agrees to indemnify the local and state government against any claim arising from the removal; and
 8. Invoking provisions of any mutual aid agreement entered into by the city.
- C. If the chief executive is unavailable to issue an order for evacuation, the chief law enforcement officer having jurisdiction for the area may issue an urgent order for evacuation, for a period not to exceed 36 hours, if the order is necessary for the preservation of life.
1. The chief executive officer may ratify, modify, or revoke the chief law enforcement officer's order.

V. **INCIDENT MANAGEMENT – CONCEPT OF OPERATIONS**

A. **Primary Response**

Nibley City is responsible for the safety of residents and visitors, and for protecting property and the environment. In time of emergency or disaster, the chief executive officer, or designee or successor, will implement this Emergency Operations Plan (EOP), activate the Emergency Operations Center, and assemble members of the Emergency Coordination Group (ECG) as needed. The ECG will assess the situation, plan a course of action, and mobilize forces to effectively manage the emergency. In the event the emergency exceeds Nibley City's capability to respond, the ECG will seek supplemental resources from neighboring governments, Cache County, the State of Utah, the Federal government, or other agencies and organizations as deemed necessary.

B. Resources

Nibley City has limited capabilities and resources to respond to emergency or disaster situations. Available resources include skills of Nibley City employees and a modest inventory of equipment and essential supplies. Successful response is contingent upon utilizing Nibley City resources, cooperation with outside agencies and organizations, the effective use of volunteers, the preparedness level of individual citizens, and cooperation with other organizations.

C. Incident Management – Command and Control

1. To ensure consistency in managing emergency or disaster situations, Nibley City will follow guidance provided as part of the National Incident Management System (NIMS).
2. Although Nibley City may receive assistance from outside agencies and organizations, the City will retain overall command and control of emergency operations. Assisting agencies and organizations will retain operational control of their respective personnel, resources and equipment.
3. In the event more than one incident is occurring at the same time, additional incident commanders may be assigned to manage emergency operations.
4. In the event the Nibley City EOC is activated, the on-site Incident Commander(s) will coordinate directly with the Emergency Coordination Group (ECG).

D. Emergency Coordination Group (ECG)

1. The ECG works under the direction of the City Manager or designee. The primary responsibility of the ECG is to coordinate with the on-site Incident Commander(s) to ensure effective command and control, and to provide supplemental resources to support emergency operations.
2. Unless otherwise directed, the ECG will function from the Nibley City Emergency Operation Center. The ECG will facilitate the identification, acquisition, prioritization and allocation of supplemental resources to support on-site response operations.

E. Emergency Operation Center

1. The Nibley City EOC serves as the central point of coordination for emergency or disaster response actions. The EOC will be set up at Nibley City Hall, 455 West 3200 South in Nibley.
2. In the event the City Hall is damaged, and cannot function as the primary EOC, alternate locations have been designated at:
 1. Nibley City Public Works Building at 625 West. 3200 South; or
 2. The LDS Stake Center at 3700 South 450 West in Nibley.

VI. PERPETUAL ORGANIZATION AND DOCUMENTATION

A. Purpose

This portion of the Plan provides policy on the clear line of authority and succession, assuming the unavailability, temporarily or permanently, of elected and appointed officials. This policy is necessary to ensure a lawful continuity of government and a prompt response to emergency or disaster situations.

B. Emergency Interim Successors for Local Officers: as adapted from Utah Code Title 53 – 2a - 807

1. By July 1 of each year, the City Council shall for each officer:
 - a. designate three emergency interim successors;
 - b. specify their order of succession; and
 - c. provide a list of those designated successors to Cache County and the State of Utah's Division of Emergency Management.
2. In the event the city does not designate emergency interim successors as required above, the order of succession as set forth in Utah Code is as follows:
 - a. the chief executive officer of the political subdivision;

- b. the chief deputy executive officer of the political subdivision;
 - c. the chair of the legislative body of the political subdivision; and
 - d. the chief law enforcement officer of the political subdivision.
3. An emergency interim successor shall exercise the powers and duties of the office only until:
 - a. the vacancy is filled in accordance with law; or
 - b. the officer, the officer's deputy, or an emergency interim successor earlier in the order of succession becomes available to exercise the powers and duties of the office.
 4. The City may enact resolutions or ordinances consistent with this chapter of Utah Code and provide for emergency interim successors to officers of the political subdivision not governed by this section.

C. **Definitions:** (as defined in Section 102 of the Emergency Interim Succession Act, Title 63K Chapter 1)

1. **"Absent" or "Absence"** means not physically present or not able to be communicated with during the time of a disaster. "Absent" does not include a person who can be communicated with via telephone, radio, or telecommunications.
2. **"Officer"** means a person holding an office in a political subdivision, such as a person whose duties are defined by constitution, State statute or City ordinance, including Mayor, City Council Member, City Manager, City Recorder, City Treasurer, etc.
3. **"Emergency Interim Successor"** means a person designated herein to exercise the powers and discharge the duties of an office when the person legally exercising the powers and duties of the office is unavailable.
4. **"Unavailable"** means absent from the place of governance during a disaster that seriously disrupts normal governmental operations, whether or not that absence or inability would give rise to a vacancy under existing constitutional or statutory provisions.

D. **Succession of Officers and Department Heads**

The City Council shall from time to time designate three emergency interim successors for each Defined Officer and Department Head. Such designation shall be filed with the City Recorder and attached to this plan as appendix I.

E. **Written Notice to Recorder**

The City Recorder shall keep a current written list of designated emergency interim successors for all Defined Officers and Department Heads and shall make that list available to City, County, State, and Federal officials as requested. The City Recorder shall also provide a copy of said list of emergency interim successors to the Utah Division of Emergency Management (DEM).

F. **Oath of Office**

In the event of an emergency, and before acting in the official capacity, each individual designated as an emergency interim successor shall take and sign an oath of office, as set forth in Article IV, Section 10 (Oath of Office) of the Utah Constitution, if such an oath is normally required by that office, before the person attempts to exercise the powers and duties of the office to which the person may succeed. The oath is as follows: "I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity."

VII. **DECLARATION OF EMERGENCY**

A. **Recording Requirement**

Any order or proclamation declaring, continuing, or terminating a local emergency shall be filed promptly with the office of the City Recorder. The declaration is kept on file with other supporting documentation, which may be necessary to justify the disbursement of disaster assistance funds if available.

B. **Content**

1. The Declaration will include the following information:
 - a. the nature of the emergency;

- b. the areas threatened;
- c. various conditions which caused the emergency; and
- d. the anticipated period of the emergency;
- e. a sample declaration is attached to this plan as appendix H.

C. Purpose

- 1. A declaration of local emergency:
 - a. constitutes an official recognition that a disaster situation exists within the city;
 - b. provides a legal basis for requesting and obtaining mutual aid or disaster assistance from other cities, counties, or from the state or federal government;
 - c. activates the response and recovery aspects of any and all applicable local disaster emergency plans;
 - d. authorizes the furnishing of aid and assistance in relation to the proclamation, empowering City officials to take extraordinary measures necessary for the protection of life, property, and the environment while, at the same time, affording some safeguard against legal liability; and
 - e. alerts Cache County and State offices that local resources are being utilized and that County and/or State assistance may be requested.

D. Authority to Declare

A local emergency or disaster may be declared by proclamation of the Mayor. In the absence of the Mayor, his or her interim successor, as provided herein, may declare an emergency. The proclamation shall be ratified at a later time by the City Council. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers under the approved Nibley City Emergency Operation Plan so long as those actions are consistent with the requirements of the Plan. No declaration or action under this Plan shall be inconsistent with any order, rule, regulation, or action of the Governor.

E. Damage assessment

The emergency declaration will be made in combination with the completion of an initial damage assessment and the filing of the Local Government Initial Disaster Assessment Report (Appendix F) with the State DEM.

F. Requests for Assistance

A local Emergency or Disaster Declaration by City officials is not an automatic request for supplemental assistance. It merely acknowledges that Nibley City has officially recognized the situation and is taking necessary response actions. However, if needed, the declaration of a local emergency or disaster serves as the official means whereby the City can reach out to neighboring jurisdictions, the County, the DEM, Federal Emergency Management Agency (FEMA), and other agencies and organizations and request additional assistance. A sample Disaster Declaration can be found in Appendix H of this Plan.

G. Emergency Period Rules

All rules, orders, regulations, ordinances and resolutions promulgated subsequently to the declaration of an emergency will have the full force and effect of law during the emergency period, including all actions of interim successors lawfully holding office pursuant to policies and ordinances of Nibley City, until such time those rules are rescinded by resolution of the City Council.

VIII. EMERGENCY MANAGEMENT PROCEDURES

B. Activation of Emergency Coordination Group

- 1. After issuing the proclamation, the City Manager, or designee, will determine whether to implement the Emergency Operations Plan and to activate the Emergency Coordination Group.
- 2. Responding elected officials and department heads of Nibley City government will have a copy of the Emergency Operation Plan (EOP) and be fully informed of their respective roles and responsibilities under that plan.

C. Authorization

In order to protect life and property, the ECG is authorized to carry out such measures as may be necessary under the authority granted by State Statute or City Ordinance.

D. Records

During time of emergency or disaster, the City will implement a process for record-keeping and reporting. Detailed records are required for financial reimbursement from FEMA, insurance companies, and other organizations. The City Recorder will ensure emergency or disaster related records are preserved for future access and review. FEMA's Applicant Handbook provides guidance on the federal record-keeping and reporting process.

E. Supplemental Resources

The ECG should meet with the City Manager, or designee/successor, before deciding what course of action to take and what supplemental resources, if any, will be requested from neighboring jurisdictions, Cache County, the State of Utah, the Federal government, or other agencies and organizations. Nibley City may initiate direct requests for assistance to the American Red Cross, Salvation Army, or other private volunteer agencies and organizations.

F. Procurement of Supplies/Services

Upon declaration of a local emergency, the EOC Manager, or his or her designee, is authorized to make emergency procurements pursuant to the provisions of the Nibley City Purchasing Ordinance. Appropriate documentation and records will be maintained to meet the requirements of the City, County, the DEM, and the Federal Emergency Management Agency.

IX. COMMUNICATONS, WARNINGS, AND EMERGENCY PUBLIC NOTIFICATION

A. Emergency Coordination Group

The Emergency Coordination Group provides a critical link between Incident Command and the EOC. Information flow into and out of the EOC will ensure effective integration and coordination of activities that support emergency response.

B. City Manager

The City Manager, or designee, is the designated Public Information Officer (PIO). The PIO, in coordination with the Mayor, council members and the ECG, will issue official public information and warnings.

C. Information Releases/Official Statements

1. The PIO, or designee, will release official statements to the media and/or the public. Whenever possible, the PIO, members of the Policy Group, EOC Manager, and the Operations Section Chief will collaborate before releasing official statements or providing information to the public.
2. The nature of emergency warnings will be determined by the PIO and may include:
 - a. precautions for personal protection;
 - b. in-place sheltering;
 - c. evacuation orders and routes;
 - d. shelter locations;
 - e. available hospitals;
 - f. health hazards; and
 - g. other pertinent information.
3. The methods for notification may include: loudspeakers from vehicles, door-to-door notification, emergency alert system (EAS), newspapers, schools, television, radio, amateur radio, email, city website or Facebook page or other internet-based platforms, telephone, cell phone or SMS/text notification. The PIO or designee has authority to activate and operate these communication methods.
 - a. The methods selected for notification will be determined by the PIO and may vary

depending on the nature and scope of the emergency.

4. If necessary, the PIO, or his/her designee, may activate the Emergency Alert System (EAS). Instructions for activating the EAS are found in Appendix I of this Plan.
5. In the event of a widespread power outage, Nibley City maintains a back-up generator that will power communications equipment. In addition, the Sheriff's Office has a mobile command center that can facilitate emergency communications and the dissemination of information and warnings.
6. Nibley City employees and emergency response personnel are required to keep assigned mobile communications equipment, such as cell phones, radios or pagers, along with back up batteries, charged and in good working condition.
7. In the absence of traditional communication capabilities, communication within the city, throughout the county, and to points outside the county may be accomplished using HAM radios. The City currently owns two HAM radio base units. One is located at the City Offices and the other one is located at the Public Works Building. In addition, a handheld HAM radio has been issued to the City Manager, the Public Works Director and the Emergency Manager. Licensed HAM operators, or operators designated by Cache County or other volunteers, such as the Nibley Stake Emergency Communications Specialist, members of the Nibley CERT Team, the Amateur Radio Emergency Service or Bridgerland Amateur Radio Club, may be available to assist with the operation of this equipment.

X. **CONCEPT OF OPERATIONS**

A. **National Incident Management System (NIMS)**

1. Nibley City will utilize principles outlined in the National Incident Management System to manage emergency situations.

B. **Emergency Policy Group**

1. The Policy Group is responsible for overall command and control of emergency operations. Members of the Policy Group include the following persons, or their designee or successor:
 - a. Mayor
 - b. Two members of the City Council
 - c. Chief Executive/City Manager
 - d. Public Works Director
 - e. City Planner

C. **Emergency Policies and Procedures**

1. The EOC Policy Group is responsible for administering city-wide policies and procedures relating to emergency management matters, including, but not limited to, continuity of government, emergency preparedness and planning, emergency response actions, emergency recovery actions, and disaster mitigation.
2. Nibley City does not currently have its own fire, law enforcement or emergency medical departments. Those needs are filled through agreements with the Hyrum Fire Department, Cache County Sheriff's Office, and Nibley-Millville First Responders. As manpower is available, the City Manager may add a representative from those bodies to the Policy Group.

D. **Incident Action Plan**

1. The Policy Group will assist the Planning Section in developing the Incident Action Plan (IAP).
2. The Disaster Action Checklists (Appendix B) can be used as a basis for developing incident management priorities and objectives.
3. A template for the IAP is attached as Appendix G.

E. **EOC Organizational Structure**

1. The EOC organizational structure will be consistent with principles outlined in the National Incident Management System.
2. EOC General Staff and Command Staff positions will be assigned as required.

3. General Staff positions may include the following:
 - a. EOC Manager
 - b. Public Information Officer (PIO)
 - c. Liaison Officer
4. Command Staff positions may include the following:
 - a. Operations Section Chief
 - b. Planning Section Chief
 - c. Logistics Section Chief
 - d. Finance & Administration Chief
5. Section Chiefs are responsible for managing the functions associated with their respective Sections.
6. Individual Sections will be subdivided by ICS/EOC functional units as required.
7. Staffing for individual Sections will be established based on need and the availability of support personnel.
8. Assigned Sections will systematically assess its responsibilities as they relate to the disaster, procure resources, and develop processes to meet specific objectives outlined in the Emergency Operation Plan.
9. When it is determined that an event is beyond the capabilities of Nibley City resources, the ECG, in coordination with the EOC manager, will reach out to neighboring jurisdictions within Cache County for the needed assistance. In the event a neighboring jurisdiction or the County cannot provide the assistance, the County, through the Cache County EOC, will make a request for assistance to the DEM. If DEM cannot fill the request, DEM will reach out to the federal government.

F. Operations Section

1. The primary function of the Operations Section is to coordinate the provision of internal and external agency resources in support of on-site emergency operations and the overall EOC mission.
2. The Operations Section must understand the current situation, predict the probable course of events, and prepare optimal strategies and tactics under the direction of the EOC Manager and in coordination with other members of the Emergency Coordination Group.
3. The Operation Section participates in setting jurisdiction wide priorities.
4. The Operations Section will provide Field Status Reports to EOC Management and the Planning Section
5. Designation of the Operations Section Chief will be based on the nature, scope and magnitude of the event.
6. The Operation Section Chief will manage the Operations Section.
7. The Operations Section Chief will make a request to the EOC Manager for additional support personnel as required.
8. The Operations Section will maintain a log of Operations Section activities (ISC Form 214).

G. Incident Command Post

A site near the incident shall be designated by the Incident Commander as the base from which the Incident Commander will oversee on-site emergency operations pursuant to the IAP.

H. Logistics Section

1. The primary function of the Logistics Section is to establish a system for identifying, acquiring, inventorying, distributing, and tracking resources in support of on-site emergency operations and the overall EOC mission.
2. The Logistics Section will work under the direction of the EOC Manager and in coordination with other members of the Emergency Coordination Group.
3. Designation of the Logistics Section Chief will be based on the nature, scope and magnitude of the event.
4. The Logistics Section Chief will manage the Logistics Section.
5. The Logistics Section Chief will make a request to the EOC Manager for additional support

personnel as required.

6. The Logistics Section will maintain a log of Logistics Section activities (ISC Form 214).

I. Planning Section

1. The primary function of the Planning Section is to collect, analysis, and disseminate information associated with managing on-site emergency operations and the overall EOC mission.
2. The Planning Section will facilitate both current and advanced action planning and has overall responsibility for developing the Incident/EOC Action Plan.
3. The Planning Section will develop situation reports and document the various aspects of the EOC mission and response.
4. The Planning Section will facilitate the provision of Technical Specialist to provide mission specific expertise as required.
5. The Planning Section will develop the Mission Demobilization Plan for both internal and external agency response resources.
6. The Planning Section will work under the direction of the EOC Manager and in coordination with other members of the Emergency Coordination Group.
7. Designation of the Planning Section Chief will be based on the nature, scope and magnitude of the event.
8. The Planning Section Chief will manage the Planning Section.
9. The Planning Section Chief will make a request to the EOC Manager for additional support personnel as required.
10. The Planning Section will maintain a log of Planning Section activities (ISC Form 214).
11. The Planning Section may maintain a "major event log" to track overall activities of the EOC Coordination Group.

J. Finance and Administration Section

1. The primary function of the Finance and Administration Section is to manage costs and other financial aspects associated with the provision of resources in support on-site and EOC mission related expenses.
2. The Finance and Administration Section will assist in preparing all incident/mission related financial obligation documents and preparing cost summaries as requested. All incident/EOC mission related documentation will be filed for possible federal reimbursement.
3. The Finance and Administration Section will track incident/mission related costs including employee payroll, legal fees, engineering fees, construction costs, medical costs, and other professional services.
4. The Finance and Administration Section will closely track employee hours, functions performed, and equipment costs associated with emergency operations.
5. The Finance and Administration Section will track the services provided by volunteers. This will include the names of volunteers, agency or organization represented, home address, hours worked, and services provided.
6. The Finance and Administration Section will work under the direction of the EOC Manager and in coordination with other members of the Emergency Coordination Group.
7. Designation of the Finance and Administration Section Chief will be based on the nature, scope and magnitude of the event.
8. The Finance and Administration Section Chief will manage the Finance and Administration Section.
9. The Finance and Administration Section Chief will make a request to the EOC Manager for additional support personnel as required.
10. The Finance and Administration will play an active role in the recovery process.
11. The Finance and Administration Section will maintain a log of Finance and Administration Section activities (ISC Form 214).

B. Additional Support

EOC Sections may require additional support staff positions such as runners, data entry, radio operators, and call takers. The number of support staff will depend on the level of activation for the

EOC.

C. **Resource Request and Tracking Program (WebEOC)**

If required, the EOC Coordination Group can access the DEM WebEOC online resource request and tracking program. The Nibley City Emergency Manager will facilitate access to the online program.

D. **Open Meetings Act**

1. During those time periods designated in an Emergency Declaration, public notice requirements of the Open and Public Meetings Act will be suspended for actions of the governing body.
2. Guidance for the provision of public information and media communications during time of emergency or disaster are outlined in this Plan.

XI. **FUNCTIONAL RESPONSIBILITIES**

Individuals listed below, or their designee or successor, will carry out the following emergency related responsibilities:

A. **Mayor**

1. Serves as the Chair of the EOC Policy Group.
2. Signs formal local disaster declarations and forwards them to the Cache County Emergency Operation Center and Utah DEM.
3. Assigns specific council members to serve as members of the EOC Policy Group or in other EOC functional positions as required.

B. **City Council Members**

1. Serve as a member of the EOC Policy Group as requested.
2. Perform EOC functional assignments as requested.
3. As requested, coordinate and oversee volunteer efforts, information services, mass care services, health services, food services, etc.

C. **Chief Executive/City Manager**

1. Serves as a member of the EOC Policy Group.
2. Assists the Policy Group as required.
3. Is responsible for overall direction and control of the emergency.
4. Authorizes the opening and staffing of the Emergency Operation Center.
5. Directs the EOC Manager
6. Provides direction to the EOC Manager.
7. Serves as the official Public Information Officer (PIO) for Nibley City and oversees the preparation and dissemination of public information, notifications, and warnings.
8. Serves as a liaison between the EOC Policy Group and EOC Emergency Coordination Group.
9. Oversees administrative functions.
10. Monitors all phases of disaster recovery operation and advises the Mayor on the progress of work projects, management of funds, and resolution of disaster-related problems.

D. **Emergency Manager**

1. Manages EOC Operations.
2. Performs other EOC functional responsibilities as required.

E. **City Recorder/Deputy Recorder (or designee)**

1. Serves as a member of the EOC Planning Section.
2. Accounts for all City employees and their families during emergency operations.
3. Performs EOC functional assignments as requested.
4. Maintains a "major event log" to track overall activities of the EOC Policy and Coordination Group.
5. Provides safekeeping of disaster related records during the emergency.
6. Ensure emergency or disaster related records are preserved for future access and review.

7. Oversees documentation of City facility damage.
8. Assists with resolution of insurance claims.
9. Assists the PIO as required.

F. City Treasurer

1. Serves as a member of the Finance and Administration Section.
2. Coordinates/monitors financial resources.
3. Maintains records of expenditures.
4. Directs resolution of claims and accounting for resources expended during the emergency.
5. Assists the PIO as required.
6. Performs additional EOC functional assignments as requested.

G. First Responder Commander

1. As required, serves as Incident Commander at emergency incidents.
2. Assigns First Responders as required.
3. Assists in overseeing the assignment of fire personnel to fire, emergency medical, search and rescue, and hazardous material incidents.
4. Establishes traffic control in the absence of law enforcement personnel.
5. Coordinates radio communication and where necessary establishes temporary telecommunication support.
6. As requested, serves as a member of the EOC Coordination Group.
7. Performs EOC functional assignments as requested.

H. Public Works Director

1. As required, serves as Incident Commander at emergency incidents.
2. Assigns and manages Public Works staff during emergency operations.
3. Coordinates damage assessment of infrastructure and assists building inspector with inspection of damaged City buildings and other structures.
4. Provides for removal of debris and maintenance of roads.
5. Provides for maintenance and repair of all City equipment.
6. Sets priorities for restoration of utility services with the Emergency Coordination Group to normalize community functions.
7. Coordinates efforts to provide emergency power or water to support emergency operations.
8. Obtains additional equipment where needed.
9. Coordinates the use of transportation resources required to provide emergency response, recovery, and assistance services.
10. Oversees establishment or construction of temporary shelters for injured or homeless people following emergency or disaster, possibly in connection with the Red Cross or VOAD (Volunteers Active in Disaster).
11. Establishes a communication link with all utility services.
12. Coordinates with state and local officials for traffic control.
13. As requested, serves as a member of the EOC Policy Group.
14. As requested, serves as a member of the Emergency Coordination Group.
15. Serves as the EOC Operation Section Chief.
16. Coordinates the provision of internal and external resources in support of emergency operations.
17. Performs additional EOC functional assignments as requested.

I. Water Department Head

1. Responds to emergency situations within the City as required.
2. As required, serves as Incident Commander at emergency incidents.
3. Assigns and manages Water Department staff during emergency operations.
4. Manages operations for culinary and coordinates with irrigation companies.
5. Identifies emergency water supply sources and arranges for transportation and distribution of water to the emergency or disaster area and/or support operations.

6. Oversees restoration of culinary and irrigation water services following the disaster.
7. As requested, serves as a member of the Emergency Coordination Group.
8. Serves as a member of the EOC Operations Section.
9. Coordinates the provision of internal and external resources in support of emergency culinary and irrigation water service operations.
10. Performs additional EOC functional assignments as requested.

J. Sewer Department Head

1. Responds to emergency situations within the City as required.
2. As required, serves as Incident Commander at emergency incidents.
3. Assigns and manages Sewer Department staff during emergency operations.
4. Identifies emergency sanitation needs and arranges for temporary facilities in the emergency or disaster area.
5. Oversees restoration of wastewater collection following the disaster.
6. As requested, serves as a member of the Emergency Coordination Group.
7. Serves as a member of the EOC Operations Section.
8. Coordinates the provision of internal and external resources in support of emergency wastewater collection service operations.
9. Performs additional EOC functional assignments as requested.

K. Storm Water Department Head

1. Responds to emergency situations within the City as required.
2. As required, serves as Incident Commander at emergency incidents.
3. Assigns and manages Storm Water Department staff during emergency operations.
4. Identifies areas of flooding or areas at risk of flooding.
5. Coordinates the provision of internal resources in support of emergency flooding operations.
6. Identifies and coordinates the provision of internal resources in support of emergency surface water contamination operations.
7. As requested, serves as a member of the Emergency Coordination Group.
8. Serves as a member of the EOC Operations Section.
9. Coordinates the provision of internal and external resources in support of emergency wastewater collection service operations.
10. Performs additional EOC functional assignments as requested.

L. Parks Department Head

1. Responds to emergency situations within the City as required.
2. As required, serves as Incident Commander at emergency incidents.
3. Assigns and manages Parks Department staff during emergency operations.
4. Prepares and maintains staging areas for apparatus, equipment, supplies, debris, and resource assembly points for volunteers.
5. As requested, serves as a member of the Emergency Coordination Group.
6. Serves as a member of the EOC Operations Section.
7. Coordinates the provision of internal and external resources in support of emergency operations.
8. Performs additional EOC functional assignments as requested.

M. Roads Department Head

1. Responds to emergency situations within the City as required.
2. As required, serves as Incident Commander at emergency incidents.
3. Assigns and manages Roads Department staff during emergency operations.
4. Identifies and evaluates road or bridge hazards or damage
5. Coordinates responses to transportation hazards
6. Assists with development and implementation of evacuation routes
7. Coordinates interactions with UDOT or other transportation agencies
8. Notifies UDOT, Highway Patrol or other law enforcement agencies of transportation

emergencies when necessary.

9. As requested, serves as a member of the Emergency Coordination Group.
10. Serves as a member of the EOC Operations Section.
11. Coordinates the provision of internal and external resources in support of emergency operations.
12. Performs additional EOC functional assignments as requested.

N. City Planner

1. As requested, serves as a member of the Emergency Coordination Group.
2. Serves as a member of the EOC Operation Section.
3. Coordinates the provision of internal and external resources in support of emergency operations.
4. Assists with damage assessment of infrastructure and inspection of damaged City ~~municipal~~ buildings and other structures.
5. Helps Public Works Director establish temporary shelters for injured or homeless people following emergency or disaster. Also works with Red Cross and other VOAD members for sheltering and feeding.
6. Assists City Manager and/or Public Works Director as required.
7. Assists the PIO as directed.
8. Performs additional EOC functional assignments as requested.

O. Parks & Recreation Director

1. As requested, serves as a member of the Emergency Coordination Group.
2. Serves as the PIO.
3. Under the direction of the Lead PIO, serves as the City spokesperson as directed.
4. Coordinates with the Policy Group and EOC Manager in disseminating timely and accurate emergency information.
5. Uses all forms of media to disseminate information, including the City Website and Cloud Speaker.
6. Maintains a file of pre-scripted emergency messages.
7. Coordinates with external Public Information Officers in establishing a Joint Information System for gathering and disseminating emergency information.
8. Coordinates the provision of internal and external resources in support of emergency operations.
9. Performs additional EOC functional assignments as requested.

P. Volunteer Coordinator

1. Coordinates the effective use of skilled and unskilled volunteers with the Operation Section.
 - a. Skilled volunteers are those with specific training or certification in a trade or field of service (construction, medical, etc.)
2. Coordinates the response and utilization of spontaneous and pre-trained volunteers with outside agencies, which may include providing direction, training or safety briefings to volunteers.
3. Informs the Emergency Coordination Group on matters relating to volunteer activities.
4. Establishes inquiry centers.
5. Maintains a log of volunteers, including their names, addresses, hours worked, and functions performed.

Q. Law Enforcement

1. Protects life, preserves property and the environment.
2. Evaluates area affected by disaster with respect to the following:
 - a. Protection of life and property.
 - b. Establishing crime scene security for criminal offenses.
 - c. Establishing investigative procedures for criminal offenses.
 - d. Establishing the need for an evacuation plan.
 - e. Gathering investigative resources (F.B.I., ATF, DEA, etc.)

- f. Establishing traffic control.
3. Organizes auxiliary law enforcement personnel and commits available resources to maintain peace.
4. Assisting with making notifications regarding and carrying out an evacuation plan
5. Provides a Law Enforcement Liaison to the EOC as requested.

R. City Attorney

1. Provides legal advice to the Policy Group.
2. Is familiar with laws governing emergency powers in a disaster.
3. Provides legal advice on risk issues.
4. Assists with post-emergency follow up

S. Call Takers

1. Receives and logs incoming telephone calls, written and electronic inquiries.
2. Transfers calls to appropriate Incident Command/EOC personnel, as required.
3. Responds to inquires as approved by the PIO.

XII. SUPPLEMENTAL INSTRUCTIONS FOR CITY DEPARTMENTS

A. Supplemental Instructions (Appendix C)

1. Each department, where appropriate, will develop supplemental plans or instructions, incorporating the following:
 - a. Procedures for communication and notification of designated response members.
 - b. The department's organizational roles and response activities, if any, beyond those included in this Emergency Operations Plan.
 - c. Internal policies specifying non-designated employee reporting requirements and procedures in the event of an emergency condition.
 - d. Procedures for addressing specific needs unique to the utility or department.

XIII. HAZARD TYPES

A. Hazards

1. The following hazards are some that may pose threats in Nibley City:
 - a. Earthquakes
 - b. Hazardous material accidents
 - c. Urban interface wildland fires
 - d. Public and private utilities, including:
 - (i) Water contamination,
 - (ii) Water system malfunction or unavailability,
 - (iii) Sewer system malfunction or unavailability,
 - (iv) Natural gas or electricity outage, and
 - (v) Communications utility outage
 - e. Transportation accidents, including:
 - (i) Aircraft,
 - (ii) Rail and
 - (iii) Automobile
 - f. Flooding, including flash floods, river outflow and canal break
 - g. Terrorism
 - h. Winter storms
 - i. High Winds
 - j. Agricultural Incidents or Outbreaks
 - k. Wildlife
 - l. Public Health Hazard, including an outbreak of disease

XIV. LEVELS OF EMERGENCY RESPONSE

A. Response Priorities

1. The priorities for emergency response remain the same, regardless of the level of response.

Response priorities are listed in the following order:

- a. Life safety
- b. Property conservation
- c. Protect the environment
- d. Restore impacted areas back to normal as quickly as possible

B. Emergency Response Level Definitions

1. The following response level definitions apply:
 - a. LEVEL III: NO OUTSIDE ASSISTANCE NECESSARY
 - (i) An emergency greater than normal daily activity that poses a threat to life, property, or the environment and where ample resources exist. Responding departments handle the incident with on-duty resources.
 - (ii) Departments monitor the situation regularly
 - (iii) Departments review applicable plans and Standard Operating Procedures
 - (iv) Departments review the status of all equipment and supplies
 - b. LEVEL II: ENHANCED RESPONSE REQUIRED
 - (i) An emergency of a greater hazard than Level III, which poses a threat to life, property or the environment, and requires coordination between more than one City department. Nibley City personnel handle the emergency with City resources, mutual aid and resource sharing. Once a level II Emergency is in effect, any request for assistance or resources from the on-scene Incident Commander will take precedence over other daily activities. City personnel shall notify the City Manager and Mayor whenever a Level II Enhanced Response emergency occurs. The City Manager or designee will consider activation of the EOC and the Emergency Coordination Group.
 - (ii) Staff the Emergency Operation Center as required.
 - (iii) Notify key personnel
 - (iv) Accelerate repair or procurement of equipment and supplies on an emergency 24-hour basis. Use emergency procedures for procurement of supplies and equipment.
 - (v) Place necessary personnel on standby status.
 - c. LEVEL I: MAJOR INCIDENT
 - (i) An emergency involving a catastrophic incident. The incident may result from a natural or man-made disaster such as earthquake, flood, fire, terrorism, etc. The incident may result in an immediate threat to persons, property, or the environment and require the resources of the entire City, including government, private and outside assistance. The City Manager or designee declares Level I emergencies.
 - (ii) During response operations, responders maintain the principle of centralized control and decentralized execution. All response actions are in harmony and orchestrated by legal authority from the Emergency Coordination Group.
 - (iii) City departments, agencies, and non-governmental organizations progress from normal operations to an emergency posture.
 - (iv) Emergency Operation Center is placed on full staffing.
 - (v) Equipment and supplies are brought to full operational status.
 - (vi) Personnel are put on standby or recalled as necessary.
 - (vii) Procurement of supplies and resources shall be prioritized in support of the emergency.

XV. EOC ACTIVATION LEVELS

- A. The Emergency Operations Center (EOC) is a central location from which the City can provide interagency coordination and executive decision making in support of incident response and recovery operations.
- B. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities.
- C. The EOC does not command or control on-scene response efforts, but does carry out the coordination

functions through:

1. Collecting, evaluating and disseminating incident information,
 2. Analyzing jurisdictional impacts and setting priority actions, and
 3. Managing requests, procurement and utilization of resources.
- D. The decisions made through the EOC are designed to be broad in scope and offer general guidance on priorities.
- E. Information is disseminated through the EOC Manager and tactical decisions are coordinated from field response personnel.
- F. The EOC serves as a coordinated link between elected officials and the field personnel coordinating the executions of event priorities.
- G. The following EOC activation levels apply:
1. Level III: Minimum activation. Generally, the EOC Manager, Operations Section Chief, and a Situation Assessment Unit.
 2. Level II: May be a transitional step, or a level which fits a specific event. EOC Management and General Staff positions are assigned and staffed as needed (Operations, Planning, Logistics and Finance). Limited support is required from outside agencies.
 3. Level I: Full activation. All EOC Management and General Staff positions are assigned and staffed. Emergency support agencies and organizations are activated and provide mission specific assistance as requested. Level I is the activation level for a major emergency.

XVI. COORDINATION AND LOGISTICS

A. Coordination

1. To ensure effective response to emergency situations, a system of cooperation and coordination is required.
 - a. The primary purpose of response coordination is to provide information to the EOC and to inform the Emergency Coordination Group of actual and anticipated needs.
 - b. Response cooperation and coordination is critical when assistance is provided by external agencies and organizations.

B. Requests for Assistance

1. In the event Nibley City does not have adequate resources to meet its disaster response requirements, a specific resource request will be forwarded to the Cache County EOC by the City Manager or designee. Requests to the County EOC can be made verbally or in writing, with documentation to follow as soon as possible if the request is made verbally.
2. The County EOC will take necessary actions to fill the request, assuming the requested resources are available.
3. The County EOC will inform Nibley City of actions taken, and the anticipated time within which they can expect the requested resources.

C. Accounting

1. During an emergency, proper accounting for response costs and losses from damages are critical. Beyond normal accounting requirements, accounting for emergency resources may be required for insurance claims, civil or criminal court proceedings, or state or federal disaster assistance reimbursements.
2. Care should be taken to include all direct and indirect costs for both labor, equipment and materials.
3. Nibley City will use accounting methods in accordance with Nibley City, state and federal guidelines.
4. Emergency related documentation will be forwarded to appropriate state and federal agencies as required.

D. Documentation Required

1. Documentation of emergency response and/or incident actions is required for the following:
 - a. Accounting,
 - b. Reimbursement,

- c. Insurance claims,
- d. Potential legal action, and
- e. Response action review and improvement.

E. Emergency Incident Report/Debriefing

1. The sequence of events and record of response actions will be documented in an Emergency Incident Report. A copy will be forwarded to the County EOC and State Division of Emergency Management (DEM).
2. In all major incidents, Nibley City will coordinate a debriefing among all concerned agencies. The debriefing purpose is to:
 - a. Identify problem areas,
 - b. Enable all responding agencies to learn from the experience, and
 - c. To obtain comments and suggestions for improvement.
3. Following the debriefing, Nibley City will distribute a summary report to those agencies involved.

XVII. DAMAGE ASSESSMENT

A. Damage Assessment

1. Accurate damage assessment information must be obtained by the Emergency Coordination Group at the earliest possible time in order to:
 - a. Evaluate the impact on the population and socioeconomic system of Nibley City and its ability to respond and recover.
 - b. Assist the Governor and County officials with determining local and state level of contribution to the recovery effort.
 - c. Allow the State Coordination Officer and the Federal Emergency Management Agency Regional Director to determine the kind and quantities of disaster assistance to be provided by the State and Federal government, if appropriate.
 - d. Document the need for supplementary Federal assistance under a Presidential Emergency or Major Disaster Declaration.
 - e. Notify insurers of damaged/destroyed property.

XVIII. DAMAGE REPORTING

A. Windshield Survey/Initial Disaster Report

1. Immediately after the occurrence of a disaster, it is important to get a quick idea of the extent and magnitude of damage. The first damage analysis occurs with a "windshield survey". This involves driving, walking, or flying over the area to determine the overall impact upon life and property.
2. The information acquired provides the basis for the local Situation and Damage Assessment Report, which is submitted to the County EOC and the DEM.

B. Situation and Damage Assessment Report

1. The purpose of this report is to help the EOC obtain Situational Awareness following a disaster. Information entered into the report can be used by the ECG to populate Situation Reports and Incident Action Plans.
2. After filling out the report as completely as possible, a copy of the report should be emailed to the County EOC and to the State DEM via the Regional Community Support Liaison.
3. A copy of the Situation and Damage Assessment Report Form is attached as Appendix D to this Plan. An electronic copy of the Report Form can be downloaded from the Nibley City EOC Folder, which is located in Google Docs. If you have questions on accessing or filling out the report form, you can contact the Regional Community Support Liaison for assistance.
4. Upon submitting the Situation and Damage Assessment Report, DEM will determine the need to conduct a State/Local Preliminary Damage Assessment (PDA) on a case-by-case basis.
5. As part of the State/Local Preliminary Damage Assessment, DEM will request that the City complete and submit a Preliminary Damage Assessment Report".

C. **Preliminary Damage Assessment Report**

1. The Preliminary Damage Assessment Report is an extension of the Local Situation and Damage Assessment Report, but in greater detail and scope. The Report is used by Nibley City to summarize the data obtained through the damage assessment process.
2. A copy of the Preliminary Damage Assessment Report is attached as Appendix E to this Plan. An electronic copy of the Report Form can be downloaded from the Nibley City EOC Folder, which is located in Google Docs. If you have question on accessing or filling out the report form, you can contact the Regional Community Support Liaison for assistance.
3. The Preliminary Damage Assessment should be conducted within 14 days of the incident but should not interfere with life safety response operations.
4. It is vital that the State Coordinating Officer and the Governor have accurate damage, cost, and socioeconomic impact information available in summary form. Information provided in the report will help determine how the State can best supplement actions taken by Nibley City.
5. Information in the report will be used by DEM to determine whether a disaster declaration can be requested.
6. If it appears an incident will warrant federal assistance, DEM will work with the Governor to declare a state of emergency and request a disaster declaration to the President through FEMA.

D. **Course of Action**

1. The City Manager will coordinate with City and County elected officials to determine a systematic, unified course of action. The following items should be covered:
 - a. Outline the extent (geographic area) and magnitude (severity) of the damage.
 - b. Assess the socioeconomic impact on the City.
 - c. Discuss the need for requesting outside assistance, the nature of such assistance, and implications of accepting aid.
 - d. Specify the geographic areas and damage categories which need to be examined in greater detail.

E. **Damage Assessment Team(s)**

1. The City Manager or designee will designate a Damage Assessment Team Leader to coordinate the gathering of damage assessment information.
2. To ensure accurate and efficient collection of damage assessment data, the Damage Assessment Team Leader will:
 - a. Designate assessment teams of two to three people with specific areas of expertise.
 - b. Assign teams to a specific geographic area or to categories of damage.
 - c. Brief team members to ensure uniformity of understanding on damage categories, community impact, costs, reporting procedures, etc.
 - d. Identify damage sites by map location and street address. GPS coordinates and photo identification of damage sites will aid in conducting future on-site assessments and surveys.
 - e. Provide each team with supplies to effectively perform the assessment (map, cameras, list of property owners and locations). Have teams take photographs of damage sites and attach brief description detailing vital information and description of damage.
 - f. Establish a deadline for gathering information so it can be summarized and presented to the City.
 - g. Gather and maintain supporting documentation (invoices, contracts, force accounts expenditure records) for costs incurred in emergency response and mitigation work. Copies of emergency expenditures records should be maintained and attached to each damage site file.

XIX. **SITUATION REPORT**

A. **Incident reporting**

1. **Description and Purpose**

The purpose of situation reports is to continually update disaster status information. The information provided in the initial and subsequent situation reports outlines a sequential record

of actions taken from the point of first response through restoration activities. The degree of detail will vary with the type and severity of the events. The initial Situation Report should include preliminary damage estimates and a socioeconomic impact statement.

2. Content and Format

Situation reports contain specific data and answer the following basic questions:

- a. Type of Incident and Location
- b. Description of the impact on individuals, households, and businesses
- c. Impact on the community
- d. Response actions being taken by local government
- e. What local assistance is being provided and
- f. Disaster declaration information

3. Recipients

The Situation and Damage Assessment Report form should be used when reporting to the County EOC and the DEM. Situation reports will be completed by the Planning Section on a predetermined schedule agreed upon with the Operation Section.

B. Type of Assistance Reporting

1. Public Assistance

The Federal Public Assistance Program provides monetary aid to state and local governments to help offset costs associated with damage to publicly-owned property and certain essential private, non-profit entities. Assessing the damage involves documenting the physical losses, the cost of repairs, revenue losses experienced by businesses because they are unable to operate, and the expenses associated with protecting public facilities against further damage.

2. Individual Assistance

The Federal Individual Assistance Program aims to provide direct help to individuals, families and businesses. Individual Assistance encompasses many services. They include money to repair homes or rent temporary housing, or even temporary disaster housing units such as mobile home or travel trailers for those without suitable housing. Other Needs Assistance (ONA) include personal property, medical, dental, and other items. Another form of Individual Assistance is a low-interest loan from the U.S. Small Business Administration (SBA). SBA provides the primary source of federal funding for the long-term recovery of homeowners, renters and businesses.

XX. REPORTS AND RECORDKEEPING

A. Documents Required

1. A number of recommended documents, reports and records must be executed and maintained during disaster operations. These ensure prompt and coordinated State and Federal disaster response and increases the likelihood that a jurisdiction will receive the maximum financial assistance authorized by various disaster relief programs.
2. An accurate record system, maintained separately from normal day to day operations, should be established at the onset of the emergency.
3. Recipients of State and Federal monies must maintain adequate disbursement and accounting records of costs incurred for approved disaster work.
4. Required documentation includes the following:
 - a. Work Site Folders - A separate folder for each damage work site project being restored must be established as soon as the work commences.
 - b. Force Account Work Data - Force account work is accomplished through use of Nibley City's personnel, equipment and supplies. A force account record must commence at the onset of a disaster situation. Force account work is divided into labor, equipment (owned or rented) and materials (inventory or purchased). They must be associated with a specific damage work site. When equipment is rented, a record must be kept showing type, description, dates used, hours used each day, total hours used, rate per hour, indicating with or without operator, and total cost. Materials purchased for disaster work must show unit cost, total cost, quantity, description, and date purchased. All receipts and canceled checks must be retained.

- c. Volunteer labor provided, including the name of volunteers, agency or organization represented, contact information, work performed, hours worked, equipment used, etc.

B. Document Preparation

1. Nibley City has primary responsibility for preparing and maintaining disaster related documents, reports, and records.
2. The Governor's Authorized Representative (GAR) is responsible for the execution of all necessary documents on behalf of the State for State and Federal disaster assistance, including certification of applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to Nibley City officials involved in the preparation and maintenance of their required reports and records.

C. Control of Document Preparation

1. The City Recorder or designee shall administer disaster related reporting and record keeping.

C. Federal Disaster Assistance Program

1. Once an emergency is declared an "Emergency" or "Major Disaster" by the President of the United States, Federal disaster assistance programs may be made available to the State and its designated political subdivisions.
2. The Federal Emergency Management Agency (FEMA) is responsible for coordinating and administering Federal disaster relief programs through the Region VIII office.
3. The City Manager or designee is responsible for ensuring that Federal Disaster Assistance Programs are carried out in accordance with rules, regulations, and provisions outlined in this Plan and other documents.
4. Subsequent to a presidential declaration, The Federal Coordinating Officer will establish a field office in the disaster area to administer disaster relief programs according to Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, and the Code of Federal Regulations, Title 44, Part 206.

XXI. PURCHASING

C. Emergency Purchases

1. Nibley City Municipal Code 1-11-4, the Purchasing Ordinance, reads as follows:

1-11-4 Emergency purchases

- a. An emergency may be determined by the City Manager as a situation wherein the equipment, supplies or services must be purchased in an immediate and timely manner in order to ensure the safety of employees or preserve the public health, safety or welfare.
- b. In an emergency situation, whenever possible, equipment, supplies or services shall be purchased from a vendor that has previously been the successful competitive bidder with the city.
- c. As soon as is practicable after the emergency situation, the purchaser shall provide the city recorder with the information concerning the purchase, including sales or delivery receipt, and a written explanation detailing the circumstances of the emergency. (Ord. 07-05, 5-3-2007)

D. Purchasing Ordinance to be Followed

With the exception of emergency purchases, as stated above, purchasing shall be in accordance with Nibley City Code 1-11, titled Purchasing Policy.

E. Cost-Plus Contracts Not Allowed

Cost-plus-percentage of cost contracts will not be approved or eligible for consideration.

F. Fair Labor Standards

All Federal and State regulations pertaining to nondiscrimination, fair labor standards, anti-

kickbacks and debarred contractors will be followed. If only one bidder is available in the area, this should be noted by memorandum when issuing the contract.

G. Contract Retention Period

All negotiated contracts of more than \$10,000 will include a provision that the applicant, Federal Emergency Management Agency (FEMA), Comptroller General of the U.S., or any of their authorized representatives, will have access to any books, documents, papers and records of the contractor which are directly pertinent to the contract for a period of three years after the last payment under the contract.

H. Invoices Required

Invoices showing manpower, equipment, supplies and materials of another town/city/County/agency used at a damage work site are required, showing dates, amount paid, check number, or evidence of cash payment. The invoices must be filed in the appropriate work site folder. DEM pamphlet "Documenting Disaster Damage" provides additional details concerning emergency disaster work record keeping procedures.

XXII. REQUEST FOR PUBLIC ASSISTANCE (RPA)

C. Applicants' Briefings

1. As soon as practical after the President's declaration of an "Emergency" or "Major Disaster," the Governor's Authorized Representative schedules and conducts briefings for the potential public assistance applicants. The requirements and procedures for requesting and obtaining public assistance are explained at these briefings. Applicants are also furnished information, handbooks, and fact sheets concerning the Federal Emergency Management Public Assistance Program. Other procedural matters discussed at the briefing include:
 - a. Submission of a Notice of Interest.
 - b. Designation of applicant's authorized representative.
 - c. Preparation of Damage Survey Reports (DSR) as a basis for establishing restoration costs.
 - d. Selection of funding alternatives.
 - e. Preparation of the Request for Public Assistance (RPA).
 - f. Certification of Assurance Construction Programs (ACP).
 - g. Special considerations.
 - h. Review and approval of the application by the Governor's Authorized Representative and the Federal Emergency Management Agency regional director.

D. Damage Survey

1. Damage Surveys are conducted by a joint Federal/State/local inspection team.
2. A representative of Nibley City must accompany the Federal and State members and represent the applicant and assure that all damage sites and needs for assistance are inspected.
3. The applicant's authorized representative must sign off on the Damage Survey Report indicating concurrence or nonconcurrence with the scope of work, estimated cost, and eligibility of the project.

E. Damage Survey Report

1. Damage Survey Reports are a detailed amplification of the data, maps, and estimates developed by the Nibley City teams during the damage assessment process.
2. It is important that an accurate and complete damage assessment be done at the outset to assure that all eligible items are brought to the attention of State and Federal inspectors following a Presidential declaration.
3. State and Federal inspectors will not look for damage or eligible projects on their own.
4. It is the responsibility of Nibley City to have the information collected, assembled, and ready to present prior to the declaration.
5. The Damage Survey Report is a relatively exact description of the location and scope of work, degree of damage, quantity of materials and labor necessary for restoration, and estimated dollar cost.

6. Reimbursement for eligible projects is based on a 75% Federal and 25% State and local cost-sharing formula.
7. Damage Survey Reports are used to calculate the amount of Federal reimbursement for eligible work in the following categories:

Emergency Work

Category A - Debris Clearance

Category B - Protective Measures

Permanent Work

Category C - Roads and Bridges

Category D - Water Control Facilities

Category E - Public Buildings

Category F - Public Utilities

Category G - Facilities Under Construction

Category H - Private Non-Profit

Category I - Public Recreation

F. Submitting Request for Public Assistance (RPA)

1. The RPA is submitted by Nibley City's authorized representative to the Governor's Authorized Representative or designee.
2. The Governor's Authorized Representative or designee will review the application, approve or disapprove it, then forward it to the Federal Emergency Management Regional Director for a similar review.
3. The RPA must be submitted no later than 30 days after the date of the President's declaration. If warranted, the Governor's Authorized Representative or designee may extend this time limitation upon the request of the applicant with justification.
4. After an RPA has been approved by the State and Federal Emergency Management Agency, Nibley City or eligible applicants are referred to as the sub grantee to the State, who is the grantee.

G. Advance of Funds

1. FEMA may provide Immediate Needs Funding (INF) to an applicant for emergency work that must be performed immediately and paid for within the first 60 days after the disaster declaration.
2. Large projects: "Large Projects" are those projects defined above a specific dollar amount. This amount is revised periodically by FEMA. Large project funding is based on documented actual costs. Because of the complexity and nature of most large projects, large projects initially are approved based on estimated costs. Funds generally are made available to the applicant on a progress payment basis as work is completed. When all work associated with the project is complete, the State performs a reconciliation of actual costs.
3. Small projects: "Small Projects" are those projects defined under a specific dollar amount. Small project funding is based on estimated costs, if actual costs are not yet available. Payment is made on the basis of the initial approved amount, whether estimated or actual. If there are leftover funds after a project has been completed, the Federal share amount is not changed, and does not need to be reimbursed, as long as the original scope of work has been followed.

H. Project Administration and Management of Funds

1. Project performance is the primary responsibility of the sub-grantee to manage all phases of approved projects and to ensure that work is completed according to the Damage Survey Report. Request for modification in the scope of work should be directed to the Governor's Authorized Representative or designee. Work must be performed within the time limits established by Federal regulations unless time extensions are granted for circumstances beyond the control of the sub grantee. Completion deadlines are from the date of the President's declaration:

- a. Debris Clearance (Category A): 6 months.
- b. Emergency Protective Measures (Category B): 6 months.
- c. Permanent repair/restoration (categories C-G): 18 Months.

I. Progress Reports

1. For large projects, the sub-grantee will provide the Governor's Authorized Representative or designee with quarterly progress reports of scheduled work, outlining problems or unforeseen circumstances which may require funding or scheduling adjustments. It is the Governor's Authorized Representative or designee's responsibility to maintain contact with sub-grantee and keep the regional director informed of the overall progress being made statewide.
2. Any change in approved scope of work, funding, or time schedules for large projects must be reviewed and authorized by the Governor's Authorized Representative and then endorsed by the regional director.

J. Final Inspection

1. Once a large project is completed, the sub-grantee will advise the Governor's Authorized Representative or designee that it is ready for final inspection.
2. The Governor's Authorized Representative or designee is responsible for performing a final inspection and verification of each work site.

K. Claims for Reimbursement

1. Only approved costs incurred for eligible "emergency" or "major disaster" work will be reimbursed.
2. To receive reimbursement for funds expended for a large project, the sub-grantee must submit a "Summary of Documentation" to the Governor's Authorized Representative within 60 days after the completion of approved work, including a listing of actual costs for each line item. All costs claimed will be paid by the sub-grantee prior to the final claim statement.

L. Audits

1. The Governor's Authorized Representative or designee will perform an audit of each large project as soon as practical after receiving the sub-grantee's "Summary of Documentation". Audits of small projects grants are not normally required, but the records must be kept for a period of three (3) years, at a central location, should the auditors wish to review them. The Federal Emergency Management Agency regional director reserves the right to audit any claim, regardless of the amount or type of funding.
2. The Federal of State auditors, the Governor's Authorized Representative, The Federal Emergency Management Agency regional director and associate director, and the Comptroller General of the United States or their duly authorized representatives will for the purpose of audit and examination have access to any books, documents, papers and records that pertain to Federal funds, equipment, and supplies received under these regulations.
3. The Federal Emergency Management Agency Inspector General and the General Accounting Office have audit responsibility at the Federal level. A Federal audit may be performed on any claim if deemed necessary by the Federal Emergency Management Agency Inspector General or the General Accounting Office.

M. Final Payment

Once the Governor's Authorized Representative, the Federal Emergency Management Agency Regional Director and the State and Federal auditors are satisfied that the sub-grantee has complied will all rules, regulations and documentation requirements, final payment will be made by the State.

XXIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Maintenance

This plan is the principal source of documentation for Nibley City's emergency management activities. The Nibley City Emergency Manager has primary responsibility for developing and

maintaining this Plan.

B. Updates

1. The Emergency Manager will review the Plan annually and will forward recommended updates or revisions to the City Manager for consideration. Once updates or revisions have been approved by the City Manager, the Plan will be re-promulgated by the City Council as required. Major updates will also be reviewed Plan Review Committee composed of representatives of various organizations.
2. The Emergency Manager will distribute revised copies of the Plan to city staff and to the City Council after updates are adopted.

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APPENDIX A
Emergency Contact List

Note: Appendix A is being revised and will be added at a later date.

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**APPENDIX B
DISASTER ACTION CHECKLISTS**

I. Emergency Call Taker Information Checklist

This form is to be used by staff or Emergency Operations Center support personal to document requests for emergency assistance that are received at the City Offices, or Emergency Operations Center if activated. The form can be accessed by going to the EOC folder in "Google Docs". To use this document as a fillable form, save it as a separate document on your hard drive. A separate document should be created for each request for emergency assistance. The form can also be printed and information entered by hand.

Location:		[]		Date:		[]	
Description				Remarks			
1	Nature and scope of the emergency:			[]			
2	Number of injuries:			[]			
3	Type of assistance required:			[]			
4	Name and contact information of the individual reporting the emergency:			[]			
5	Notify Emergency Dispatch (911) or other emergency responders as required:			[]			
6	Determine area to be warned or alerted:			[]			
7	Determine appropriate steps to warn residents, schools, hospitals, nursing homes, major industries, institutions, public assembly areas, businesses, and visitors:			[]			
8	Determine the need to evacuate or shelter in place: (See evacuation and in-place shelter checklists under this Section)			[]			
9	Determine the extent of property damage:			[]			
10	Notify the City Manager and appropriate staff as required.			[]			
11	Other:						
12	Other:						

II. City Manager Emergency Considerations Checklist

After receiving information regarding an emergency, the City Manager will consider the following:

- The City Manager will determine if overall command and control can be facilitated utilizing a Unified Command structure, or if there is a need to activate the EOC.
- Once inter-agency coordination of resources is required, the City Manager will activate the EOC to the appropriate level (Level III, II, I), and will facilitate overall command and control from that location.
- The City Manager notifies members of the Emergency Coordination Group (ECG).
- Members of the Emergency Coordination Group (ECG) report to the Emergency Operation Center.
- The City Manager, in coordination with the Emergency Manager, makes EOC functional assignments.
- The City Manager determines the need for activating the Emergency Alert System (EAS).
- The ECG initiates assigned position checklists.

III. EOC Activation Considerations Checklist

After the determination has been made to activate the EOC, the following should be considered:

- EOC Set up:
 1. Staff Call Down
 2. Functional assignments
 3. EOC Action Plan
 4. Notify County Dispatch, County EOC
 5. EOC Website, geo-mapping, on screen
 6. Information gathering, information sharing
 7. Verify wireless and hard wire phone capabilities, City radios, set communication priorities and assigns equipment and personnel as required.
 8. Notify Red Cross, local Volunteer Organizations Active in Disaster (VOADS), Health Department, Dominion Energy, Churches, Rocky Mountain Power, Century Link as needed.
 9. Notify City insurance carrier as required.
 10. Staffing levels (shifts, breaks)
 11. Feeding
 12. Sleeping
 13. Recovery Plan
- Staging Area
- Resource Management
- Proclamation of Disaster
- Damage assessments (windshield, inspectors, engineers)
- Barricades
- Water (bottled, trucked, pipeline)
- Sewer (port-a-potty, infrastructure)
- Electric (generators, grid)
- Food-Feeding (field, community, shelters, EOC)
- Care and Shelter:
 1. Location, American Red Cross
 2. Capacity (ADA compliance)
 3. Animal Shelter/Control
 4. Evacuation (notification, transportation)
- Community Health – Medical – Vector
- Communications: (news releases, radio, Cloud speaker, email, etc.)
 1. Joint Information Center
 2. Public Health information releases
 3. Emergency Dispatch coordination (911)
 4. Social Media
- Security

- Triage – Hospital – Medical Supplies
- Debris management (separate, box, removal)
- Donations management
- Cash donations (finance department, ARC)
- Schools (Shelter-in-place)
- Evacuation shelters
- Assistance Center (short/long term)
- Staffing for shift changes (field, EOC)
- Demobilization/Redeployment
- Recovery
- Mitigation

IV. SECONDARY ACTION CHECKLISTS

A. PUBLIC WARNING CHECKLIST

The public should be instructed on the following protective measures:

- if evacuations are necessary (see Evacuation Checklist in Section F below)
- to stay clear of the disaster area
- to stay out of damaged buildings until they are inspected for safety
- on water contamination or conservation? (Do not use, do not drink, boil order, or conservation directives on laundry, car washing, irrigating, etc. after water pressure has been partially restored or if water supplies are low to prevent overdrawing the system)
- on the safety and movement of livestock
- on the disposition or burial of dead pets or livestock
- on the location of first-aid and emergency medical stations
- on the location of distribution centers for emergency food, water, and clothing
- on the danger of floating propane tanks
- on public immunization recommendations
- regarding curfew instructions, if necessary
- where to deposit any personal effects of victims found in the disaster area
- on the movement and safe storage of important records and documents
- on the importance of documenting and photographing property damage
- on household and community hazardous material dangers
- whether or not to attempt to pick up children from school, (schools have emergency evacuation procedures in place)
- on the procedures for in-place sheltering
- how and where to go to volunteer
- if curfews are necessary

B. PUBLIC INFORMATION CHECKLIST

- Determine if the City Manager will serve as the PIO or if a designee will assist with that role.
- Notify news media that the City Manager or designee is the PIO.
- Establish procedures for release of public information, including use of social media, such as city website, Cloud Speaker, Facebook page, Twitter, email lists etc. Establish a hashtag.
- Establish a Joint Information Center (JIC) if necessary.
- Instruct emergency responders to refer news media to the official spokesperson.
- Establish a disaster inquiry center. (If the disaster gets wide attention, set up a special area for use of VIPs and national news media. They will need desks, telephones, electricity, food, and water. News releases will need to be prepared by 4:00 a.m. for use on the east coast by the national news media.)
- Issue directions to public regarding shelters, lodging and feeding locations, and medical care centers.

C. DISASTER MANAGEMENT CHECKLIST

- Have experts been requested for disaster scene management?
- Are Incident Command/Unified Command situation reports being forwarded to the EOC?

- Are damage assessment reports being sent to the EOC in a timely manner (copies should also be forwarded to the County EOC).
- Are response and recovery activities being documented?
 1. On-site and EOC operations (events log, situation reports, damage assessment reports, photographs, videos, etc.)
 2. Emergency responder information (name, agency or organization represented, operational assignment, hours worked, equipment costs and usage, materials purchased, etc.).
 3. Volunteer information (name, agency or organization represented, volunteer assignment, hours worked, equipment costs and usage, materials purchased, etc.).
 4. Contracted Services (work performed, hours worked, materials provided, equipment costs and usage, etc.).
- Have safeguards been established to protect vital records?
- Are measures being taken to protect the disaster scene, preserve evidence, and document the incident?
- Are communications established between disaster site and Emergency Operation Center?
- Is traffic control set up in and around disaster area?
- Have emergency power and lights been established for nighttime operations?
- Is law enforcement security established to prevent looting and to control spectators?
- Has fire control been established at the disaster site?
- Are tests being conducted for possible chemical or radiological contamination as a result of the disaster?
- Have religious leaders been notified and advised as to where they are needed?
- Will distribution centers be needed for emergency food, water, and clothing?
- Are arrangements set up to handle donations of food, clothing, money, etc.?
- Are food, water, warm clothing, first-aid, temporary shelter, and sanitary facilities available to rescue workers?
- Should air traffic control be set up in the disaster area for authorized aircraft and helicopters? (If so, call the FAA (866-835-5322).
- Have building safety inspection procedures been established?
- Have the standard symbols adopted by the Urban Search and Rescue Teams when searching a disaster area been used and attached to each building searched to avoid duplication of effort?
- Have procedures been enacted to ensure the safety and security of prisoners?
- Have post-disaster assistance centers (federal, State and local agencies) been established?
- Are preparations for post-disaster recovery being made?
- Has the Critical Incident Stress Management Team been requested for disaster scene workers?

D. MASS FATALITY OPERATIONS CHECKLIST

- Has a family assistance center been established and staffed? Coordinate with Red Cross, public health, County, State and/or churches.
- Have adequate administrative and support personnel, copy machines, and telephones been provided to the family assistance center?
- Have recovery and transport teams been issued personal protective clothing?
- Has the County Medical Examiner (at the Sheriff's Office) been notified?
- Is there a need for a temporary morgue?
- Are refrigerated storage units available for temporary storage of remains?
- Are adequate numbers of body bags and plastic containers available? (Request additional quantities through the State DEM.
- Does the State Medical Examiner require additional assistance?
- Are religious leaders available to provide assistance to relatives?
- Have local morticians or funeral directors been notified to assist with survivors and body identification?

E. MISSING PERSONS CHECKLIST

- Has a procedure been set up to report and/or locate missing persons and someone assigned to handle these cases, such as trained volunteers or the American Red Cross?

- Are accurate lists of missing persons being publicized via local news media (radio, TV and newspapers, internet, email and social media)?

F. EVACUATION CHECKLIST

- Notify EOC of evacuation needs.
- Determine evacuation area by readily identifiable boundaries.
- Determine who is authorized to initiate general evacuation and secure authority.
- Choose safe evacuation routes.
- Choose and implement policy for those refusing to evacuate.
- Activate alert warning methods (sirens, patrol cars, etc.).
- Issue specific instructions to population (County Code Red, EAS, Nibley Cloud Speaker, door-to-door, patrol cars, etc.).
- Establish reception centers and public shelters (Red Cross).
- Conduct evacuation. Consider the following:
 1. Permanent Residents
 2. Special needs populations (senior citizens, disabled, children)
 3. Transient Population (tourists, hotels, motels, campers etc.)
 4. Senior citizens center
 5. Schools (public, private, preschools)
 6. Large facilities (factories, sports events, conventions, businesses etc.)
- If needed, provide emergency medical care.
- Provide traffic control points in and around evacuation area.
- Plan for the care of pets and livestock.
- Provide law enforcement security in the evacuated area.
- Monitor and inspect areas for safe reentry.
- Issue "all-clear" order.
- Manage the orderly return of evacuees.

G. EMERGENCY MEDICAL CHECKLIST

- Have treatment sites been established?
- Have triage, treatment, and transport teams been established?
- If needed, has a temporary morgue been set up?
- Are proper records being maintained on the victims?
- Do medical aid stations at the scene have ambulances available?
- Have first-aid stations been established upwind and uphill from the danger area?
- Has everyone who may have had contact with hazardous materials been segregated and decontaminated?
- Is adequate personal protective equipment available and is it being used?
- Have helicopter landing zones with adequate ground support (lights, wind direction, aviation fuel, ground personnel, etc.) been established?
- Are medical and health teams organized and functioning?
- Are priorities established for health and medical services?
- Have medical services been provided to the special needs population?
- Is water being tested for contamination and potability?
- Should available bulk water tankers be filled for possible use?
- Is disaster area being surveyed for health hazards and sanitation?
- Is immunization required?
- Are immunization supplies and equipment available?
- Has a warning been issued to all persons at the disaster scene not to eat, drink, or smoke in contaminated areas?

H. LAW ENFORCEMENT CHECKLIST

- Are assigned law enforcement personnel on scene?
- Has law enforcement security been established for residents, stores, buildings, and facilities in the disaster area to prevent looting?

- Has a curfew been imposed?
- Has a proclamation to desist and disperse been issued?
- Has martial law been imposed?
- Have adjacent jurisdictions been alerted?

I. SEARCH AND RESCUE CHECKLIST

- Are search and rescue operations underway for stranded or trapped people?
- Do search and rescue teams require logistical support (food, water, communication, special equipment, transportation, personnel, lighting, etc.)?
- Has the search and rescue leader been adequately briefed regarding estimated numbers of people (including age, sex, etc.); type of structure (concrete, steel, wood); name and location of incident commander; special hazardous conditions (fire, hazmat, structural, etc.); and weather forecast?
- Are transportation, shelter, meals, and medical services available for rescued people?

J. COMMUNICATIONS CHECKLIST

- Is sufficient communication equipment available? (Activate ARES if necessary through county dispatch, 435-716-9400.)
- Are amateur radio operators on the scene?
- Do amateur radio personnel have adequate facilities for operation and shelter?
- Is amateur radio communication between the command post and the shelter required?
- Does the command post have trained dispatch operators on duty?
- Is access to communication room restricted to authorized personnel?
- Has backup communication been developed (radio, cell phones, runners, telephone lines)?
- Is emergency power available for the Emergency Operation Center?

K. SHELTER-IN-PLACE PROTECTION CHECKLIST/INFORMATION

- Determine shelter-in-place areas and establish readily identifiable boundaries.
- Activate warning methods and provide instructions to the public as required.
- Have shelter-in-place protection instructions been provided to the public? Shelter-in-place protection measures include the following:
 1. Stay inside house or building or go inside immediately.
 2. Close windows and doors.
 3. Turn off air conditioners and heating system.
 4. Close fireplace dampers.
 5. Gather radio, flashlights, food, water, essential medication, duct tape, emergency supplies, etc.
 6. Go to inside leeward area or basement of building and seal cracks and openings to provide extra protection (especially if in-place sheltering may last for two hours or more).
 7. Do not use the basement if toxic gases are heavier than air.
 8. Take whatever measures are necessary to ensure respiratory protection (may be wet towels).
- Provide instructions for special populations.
- Once conditions have stabilized, monitor and inspect areas for a safe exit.
- Issue all-clear.
- Instruct residents to go outdoors and air-out house or building.

L. TEMPORARY SHELTER CHECKLIST

- Is the Red Cross ready to receive evacuees?
- If not, where are temporary shelters located?
- Is sheltering available for transient population?
- Has the public been informed of shelter locations and access routes?
- Is traffic control set up in the vicinity of the shelter?
- Are routes to shelters safe?
- Are reception centers located near the shelters?

- Are evacuees being registered in shelters?
- Are sufficient food, water, first-aid, cots, and other supplies available in the shelters?
- Are sufficient latrines, bedding, telephones, and recreation located at the shelters?
- Are mass feeding arrangements set up?
- Are law enforcement security and fire control present in the shelters?
- Have mental health volunteers been requested?
- Are medical services available?
- Have individuals been asked about special health needs such as medication, diet, etc.?
- Are arrangements in place for the periodic inspection of shelters by health personnel?
- Have instructions been issued on what to do with livestock and pets?
- Have arrangements been made for shelter notification when evacuation is completed?
- Has liaison between the command post and shelter been set up to provide updated reports?
- Have policies been established to release persons in shelter or to return them to their homes?
- Have the needs of those with disabilities, accessibility and functional needs been addressed?

M. PUBLIC UTILITIES CHECKLIST

- Are utilities damaged?
- Should utilities (electricity, gas or water) be shut off?
- Are there sewage problems? If so, has it contaminated the public water supply?
- What is the potential for disruption of electricity, gas, water or sewer?
- If a utility is damaged, when will it be repaired or is an alternate source available?
- Are wells operational?

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**APPENDIX C
SUPPLEMENTAL INSTRUCTIONS FOR CITY DEPARTMENTS**

A. City Buildings

1. In the event of a large-scale emergency or disaster, City buildings may be used for various purposes. The Public Works Director or building inspector will assess buildings for damage that may render them unsuitable for use.
2. The Public Works Director or building inspector will supervise any temporary repairs to damaged City buildings.
3. In the event of a long-term power outage during winter months, all buildings, except those required for emergency services, will be winterized by draining the water lines and pouring an anti-freeze agent in the drains. Anti-freeze is stored at the shop for this purpose.
4. During a short-term power outage (one lasting only a few hours at most), the City will utilize portable generators to power the office area within City Hall and shop, and to provide electricity for the communication equipment.
5. The City may utilize approved propane heaters and fuel to heat specific rooms under emergency conditions.

B. Fire Department/First Responders

1. In the event of a large-scale emergency or major disaster, Nibley EMS first responders, after securing the immediate needs of their families, will report to the Emergency Operations Center in City Hall, 455 West 3200 South, Nibley. Upon their arrival, they will assume their responsibilities as defined herein or receive and alternate assignment.
2. All emergency response equipment will be maintained in a state of readiness.
3. Unless dispatched for a large-scale emergency or disaster, EMS first responders WILL NOT REPORT DIRECTLY TO THE INCIDENT SCENE.
4. First responders will render medical assistance until patients can be transported to hospitals or other authorized medical care facilities.
5. Nibley City receives fire protection from Hyrum City and emergency medical response through the Nibley-Millville First Responders.

C. Water Department

1. During an emergency or disaster situation, Water Department employees will:
 - Assess the type and severity of damage to the system;
 - Take actions to protect public health;
 - Take actions to reduce or minimize additional system damage;
 - Make repairs based on priorities; and
 - Return the system to normal operations as quickly as possible.
2. In the event of an electrical power failure, the culinary water system will continue to deliver water throughout the service area, as long as demand does not exceed reservoir capacity and contents. During a normal water year, spring flow into the reservoir will generally provide enough capacity to meet approximately 50% of the City's household demands, not including irrigation uses.

During the months of August and September spring flow into the reservoir is usually around 650,000 gallons per day. During other months of the year, spring flow into the reservoir averages around 300,000 - 400,000 gallons per day. The spring is currently not in use, but could be placed into use in an emergency situation where wells become unavailable.

3. A 450 KW diesel generator is located in the Public Works yard that can be used to generate emergency power to operate at least one of the City's deep-well pumps. The 640 West well has an integral emergency generator. The city has a smaller portable generator that could be taken to the spring to be used to power the spring's chlorinator and pump.
4. Chlorination will resume as soon as City personnel provide temporary power through a portable generator and will continue until fuel reserves are exhausted. Personnel will monitor water supplies and test chlorine residuals to ensure water quality. The City will issue a boil order when water quality fails to meet government standards.
5. The City's culinary water reservoirs are located on the bench west of Hollow Rd. They are most easily accessed from Hwy 165 at 4800 South and are located approximately five blocks east of the highway via dirt roads. As a backup access, they may also be accessed through the Tuddenham farm, located at 4785 South Hollow Road.
6. Because of proximity to faults, these reservoirs are susceptible to damage, which may render them incapable of holding water following an earthquake. In the event an earthquake ruptures or otherwise damages the tanks to the point they will no longer hold water, the City has made provisions to lay a temporary line to bypass the reservoirs and connect to a point below the damage, thereby restoring direct flow from the springs to the distribution system. The City also owns a generator large enough to power a well in the event of a major disruption of the water supply.
7. The City recognizes that a severe earthquake may damage the distribution network. Water Department personnel will attempt to isolate sections of the network that are still intact and set up points of distribution where the public has access to emergency drinking water.
8. If there is an extended power outage during the winter months, personnel will winterize the pump houses, pour antifreeze down drain lines, and prevent freezing utilizing portable propane heaters.

D. Sewer Department

1. During an emergency or disaster situation, Sewer Department employees will:
 - Assess the type and severity of damage to the system;
 - Take actions to protect public health;
 - Take actions to reduce or minimize additional system damage;
 - Make repairs based on priorities; and
 - Return the system to normal operations as quickly as possible.
2. In the event power is disrupted, ensure the auxiliary power system is functioning properly at the primary lift station.
3. Ensure on-site fuel reserves are adequate at the primary lift station to maintain long-term electrical generation capabilities.
4. As required, contract with fuel distributors to ensure a continuous supply of fuel for emergency generators.
5. In the event of an extended power outage, sewer department staff will determine the need for reduction of culinary water consumption to limit inflow to the lift station and make recommendations of such

restrictions to the City Manager.

E. Electrical Generation

1. During a power outage, portable generators may be used to supply power to City Hall, City Shop, wells, chlorinator, and the main sewer lift station.
2. The EOC will coordinate with Rocky Mountain Power in the placement and startup of emergency generators if they are deployed at strategic locations throughout community.

F. River Maintenance Policy

Introduction

The Blacksmith Fork River runs through Nibley City along the City/County boundary on Hollow Road to just north of the bridge at Riverhawk Drive (2600 South).

The river is generally not a management problem and stays within its floodplain. Occasionally, with spring runoff, there is flooding along the river that impacts both private property and public infrastructure. The City policy on expending resources is that the river is a natural system in Nibley, and it will meander within its floodplain.

There is an inherent assumption of risk in choosing to live next to and invest in a dynamic natural system like a river. So long as the river does not pose a direct threat to life safety, public infrastructure or principal residences, the City will not put staff at risk or expend resources to protect private property. Nibley's City government represents all residents of Nibley and is responsible for ensuring that tax dollars of all residents are allocated and spent fairly, on principles of good stewardship, and in ways that benefit, directly or indirectly, all taxpayers. Spending tax dollars to protect private property that is specifically closed off to the public is an unwise and unfair use of public funds.

That said, Nibley does have an interest and a duty to occasionally do work along the River; this maintenance of the river and the flood channel is complicated by four things:

1. Much of the river bed is privately owned. Owners of the land adjacent to and under the river have been explicit in denying the City and the Public access to the channel.
2. Recent actions by the Utah Legislature and Courts have made the City's right to access the channel unclear.
3. In 2013, Nibley City, in cooperation with Cache County and the National Resource Conservation Service completed a number of projects along the river. Nibley has an obligation under the agreements entered into with NRCS and the County to perform maintenance on the structures installed under the project.
4. The river is a natural system, and "fixing" one problem (removing a tree, stabilizing a bank) may lead to unforeseen consequences that the City might then be responsible for.

Purpose and Principles

The purpose of this document is to provide guidance to City Staff in working in and on the river in accordance with the following priorities. These priorities, and in this order, establish a compelling public interest to expend city resources:

1. Life safety is paramount. No employees shall be placed in danger to preserve or protect property, public or private. Water rescue or life safety activities shall only be done under the guidance of properly trained individuals (i.e. swift-water rescue certified) and in accordance with applicable OSHA guidelines.
2. Public infrastructure, including roads, bridges, utilities, and other infrastructure owned by and benefitting the public.
3. Quasi-public infrastructure (canals, headgates, ditches, and levees that directly or indirectly impact public infrastructure)
4. Private homes (primary dwellings) and businesses

Private agricultural land and buildings, landscaping, outbuildings, vacation homes, fences, and developed or undeveloped land fall outside the scope of the City's services, and City staff and resources will not be involved in working on these properties except as incidental to satisfying a compelling public interest as outlined above. As the City Budget Officer, the Mayor or his designee shall make the determination as to whether expending City resources on private property is justified. No City staff shall commit resources without this authorization. Restricted city resources include staff time, equipment, fuel, funds, and materials (including plastic sheeting, sand and sandbags supplied by City regardless of labor source for filling and placing).

Guidelines

For work in and around the River, City staff shall comply with the following:

River Channel Maintenance Under NRCS and County Agreement: The time to perform work under this agreement is at low water. River bank and structure maintenance should not be performed in the spring or when the river is at high flow. City employees are specifically prohibited from maintenance activities during spring runoff. Failures of NRCS infrastructure should be recorded and noted and referred to NRCS and Cache County for information. During normal maintenance season in a window outside of spring runoff and as determined by the City Public Works Director, channel maintenance shall be restricted to the following activities and principles:

1. To preserve public safety and the safety of Nibley City staff
2. To preserve public resources and ensure their efficient use
3. To preserve the river's ability to convey floodwaters within its banks, including
 - a. To prevent obstructions that might lead to damage to bridges or other city-owned infrastructure, including preventing water from damaging roads, sewers or stormwater systems
 - b. To prevent floodwaters from entering canal systems and flooding other parts of the City
 - c. To prevent obstructions that might lead to damage to homes
 - d. To prevent the buildup of debris in the river that could impede or redirect flow

General work for flood mitigation: If, in the opinion of the City Public Works Director and Mayor, there is a compelling public interest in work on the river during spring runoff, and if the following conditions are met, City staff may do work in the river:

1. Safety concerns are mitigated with OSHA and swift water best practices
2. There is a compelling public interest as defined above
3. The landowner authorizes the encroachment in writing and indemnifies the City against any and all activities on the land.
4. In the case of existing flood control structures along the river, such as publicly-owned or maintained levies, armored banks, bridges etc., it shall be assumed that a compelling public interest already exists.

Emergency Flood Mitigation: The City may, to protect lives and public infrastructure, have a need to access private property to protect public assets or lives in accordance with the principles outlined above. If, in the judgement of the City Manager, an emergency condition warrants the incursion, the manager may authorize City resources to be used without respect to property lines or ownership. If such an emergency incursion is made, the City Manager shall notify the Mayor as soon as possible.

APPENDIX D
Situation & Damage Assessment Report Form

1. Name of Jurisdiction:	2. Type of incident (e.g. flood, wildfire, earthquake):
3. Date and time of incident:	4. Location (city/town, Lat/Long):
5. Impact on Individuals, number of homes/businesses affected:	
6. Impact on your community. Include narrative below on the following topics:	
<ul style="list-style-type: none"> • Infrastructure (e.g. roads, water & sewer, utilities, public facilities, and buildings) • Debris • Health concerns • Agriculture • Any other not mentioned here, or any requested by the State EOC 	
7. Local resources mobilized, and volunteer hours tracked. Burn rates of commodities at staging areas.	
8. If reporting jurisdiction is a city or town, what local or county assistance is being provided?	
9. Has a "Local Disaster Emergency" been officially declared? If so, by whom? If Declared, provide a copy of the Declaration, or link to the Declaration if available online.	
10. Any other information you would like to provide:	
11. Name and contact info of person completing this report:	12. Date of this report:

**APPENDIX E
Initial Preliminary Damage Assessment (PDA) Report Form**

UTDEM EOC Phone Number (801) 538-3400 Fax Number (801) 538-3772

Jurisdiction:	
Date/Time IDA Report Prepared:	
Prepared By:	
Call back number:	
Fax Number:	
Email Address:	

Part I: Private Property CUMULATIVE DAMAGES									
Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses (including condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									

Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES		
Type of Property	Estimated Dollar Loss	% Insured
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
TOTAL	\$0.00	

Additional Comments:

APPENDIX F
FEMA PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE FORM INSTRUCTIONS

DATE:

COUNTY:

PUBLIC ENTITY: Nibley City Corporation

NAME OF LOCAL CONTACT: Person able to provide additional information.

PHONE NO.: Cell phone, if possible

SITE NO.: Start at 1 and number sequentially. Do not change Site numbers. Add new site numbers at the end.

CATEGORY:

Category A: Debris Removal: Force Account Labor overtime and cost of equipment and material. Cost of straight time is not eligible unless additional, unscheduled personnel were used. All contractual debris removal costs are eligible.

Category B: Protective Measures: Force Account Labor including Police, Fire, Public Works overtime and cost of equipment and materials. Cost of straight time is not eligible unless additional, unscheduled personnel were used. All contractual protective measure costs are eligible.

Category C: Roads and Bridges: Repair of roads, bridges and associated features such as shoulders, ditches, culverts, lighting and signs

Category D: Water Control Facilities: Repair of irrigation systems, drainage channels, pumping facilities, levees, dams and flood control channels

Category E: Public Buildings: Repair or replacement of buildings, including their contents and systems; heavy equipment and vehicles

Category F: Public Utilities: Repair of water delivery and treatment systems, sewage collection facilities

Category G: Recreational or Other: Repair and restoration of parks, playgrounds, pools, and man-made beaches. This category is also used for any facility that cannot be characterized adequately by categories A-F, such as cemeteries.

LOCATION: Name of building/address or name of road/bridge. Include GPS coordinates if possible.

DESCRIPTION OF DAMAGE: Describe facility that was damaged, types of damage and the approximate extent of damage. Use estimated measurements. Specify types of materials and amounts of materials. For roads, specify road materials, shoulder erosion, culvert washouts, debris (including slides), sizes of structures and pipes. For bridges, specify piers, parapets, surface, abutments, superstructure, and approaches. For water control facilities describe specific damage to major components.

IMPACT: Describe any threats to health and safety, essential services, social and economic sectors caused by damage or loss.

% COMPLETE: Percentage of work completed on the site on the day of the inspection/survey.

COST ESTIMATE: Best estimate on costs to repair or replace the facility for a fair and reasonable price. For emergency work, the total estimated cost for force account labor overtime, equipment and materials. Also include all contractor costs.

NOTES: 1) Cost estimates for categories C through G should reflect the cost of restoring a facility to its pre-disaster design, with no improvements or mitigation measures included, even if improvements and/or mitigation measures are planned when rebuilding. 2) Any costs covered by insurance should NOT be included in the estimates.

**APPENDIX G
INCIDENT ACTION PLAN**

Location	Control Level	Operational Period	
		From	To

1.0 SITUATION Disease, community, environment PROMPTS: Weather, disease trends, Resources, Hazards & safety REFERENCE: Maps, weather reports, Sitreps, appreciation, warnings, alerts	CURRENT
	PREDICTED
2.0 OBJECTIVES (or MISSION) PROMPTS: Time & space REFERENCE: Appreciation – control options, courses open to disease	CURRENT
	ALTERNATE
3.0 EXECUTION add safety information as appropriate	
GENERAL OUTLINE PROMPTS: Strategies & tactics (current/proposed/alternate) REFERENCE: Appreciation, Control Options	
GROUPINGS	
TASKS Including PR & Media	
COORDINATING INSTRUCTIONS PROMPTS:	

Timings, routes, assembly areas, staging areas	
4.0 ADMINISTRATION (Logistics support) PROMPTS: Unit names, locations, contact names, phone no's, timings, duties/tasks, routes, suppliers, quantities, status (required, organized, stand by, enroute)	
SUPPLY WHO, WHAT, WHERE, WHEN of resources not readily available	
GROUND SUPPORT Transport of personnel, traffic mgt, refueling, mechanical repair/maintenance	
COMMUNICATIONS Installation, maintenance, technical advice	
STAGING AREA/ FCP Setting up, communications, staffing	
5.0 ADMINISTRATION (Logistics services) PROMPTS: Unit names, locations, contact names, phone no's, timings, duties/tasks, routes, suppliers, quantities, status (required, organized, stand by, enroute)	
FACILITIES Security, waste, cleaning	
CATERING	
OH&S/MEDICAL Medical plan, first aid plan	
FINANCE	
TRAVEL	
INDUCTION/ TRAINING	
ACCOMMODATION	

6.0 CONTROL, COORDINATION & COMMUNICATION	
CONTROL & COORDINATION STRUCTURE REFERENCE Structural Chart	
COORDINATION & LIAISON Local knowledge, police, agency reps, emergency mgt reps	
COMMUNICATIONS PROMPTS Communications structure, operational comms plan, information mgt	
EXTRAS	
Attachments PROMPTS: maps, weather, organizational charts, resources, comms diagram	
Plan developers PROMPTS PO, Logs Mgr, Controller	
Approval Controller, Ops Director	

**APPENDIX H
SAMPLE DISASTER DECLARATION**

DISASTER DECLARATION

WHEREAS, beginning on or about (insert date here), (insert incident type here) (insert location here);
and

WHEREAS, (insert effects of the incident); and

WHEREAS, (insert information about \$ amount of damage and/or other important facts about the incident conditions); and

WHEREAS, City resources have been limited and/or depleted due to the above conditions; and

WHEREAS, the City has activated its Emergency Operations Center and is operating under the City's Emergency Operations Plan; and

WHEREAS, these conditions have the potential to worsen and immediate attention is necessary to combat the threat to the safety, health and welfare of the citizens of South Weber City; and

NOW THEREFORE, BE IT RESOLVED BY THE NIBLEY CITY COUNCIL, NIBLEY, UTAH THAT:

In accordance with Utah Code Annotated §63K-4-301 et seq., the Mayor and City Council of Nibley City do hereby declare a local emergency and request assistance from Cache County.

Dated this _____ of _____, 20____

Mayor

Attest: _____
City Recorder

APPENDIX I



Cache County Emergency Alert System (EAS) Activation Procedure

Purpose: The purpose for this procedure is to provide a single, county wide process for activating the local Emergency Alert System in Cache County.

Scope: The scope of this procedure is to outline necessary requirements that need to be met and steps to follow when activating the Emergency Alert System in Cache County. It is designed to be easy to understand and may be utilized for all hazards.

- Step 1 An incident occurs, and an Incident Command Post has been established or an Emergency Operations Center (EOC) has been activated.
- Step 2 Incident Command or the EOC has established a need for activation of EAS.
- Step 3 Incident Command or an EOC will notify Central Dispatch at 753-7555 and let them know that EAS will be activated and will give them a brief description of the broadcast to be made and the area affected by the alert. The Dispatch Center can also assist with putting it out over the CodeRed system as needed.
- Step 4 Incident Command or an EOC will notify KVNU Radio (610 AM) at 435-881-5664 (primary contact number) or 435-232-2697 (secondary contact number) and will provide the following:
 - a. Type of broadcast to be made
 - b. The general message to be broadcast
 - c. The affected geographic area of the alert
 - d. The duration of the event or an "end time" if known
 - e. Incident contact person
- Step 5 KVNU (610 AM) Radio will call dispatch to authenticate the message, if needed, and will share the information with other radio stations here in the valley for immediate broadcast.
- Step 6 Affected Local and County Emergency Management should be notified.
- Step 7 Further changes, modifications, or termination of the original message may be made by the issuing agency as necessary.
- Step 8 Longer messages or additional urgent information can be placed on the valley-wide WQKB (1610 AM) radio station maintained by the Cache Sheriff's office. Contact the County Emergency Manager at 435-994-9595 to activate additional alert messaging capabilities for WQKB (1610 AM).

Note: Once the County EOC is activated, ALL EAS messages must be requested through the Cache County Joint Information Center (JIC) 755-1000.

Agenda Item #8

Description	City Council Emergency Management Training
Department	Emergency Management
Presenter	Rick Williams, Emergency Manager
Recommendation	Participate in the training and provide feedback
Reviewed By	City Manager, Emergency Manager

Background

With the recent update of the City Emergency Operations Plan, the City's Emergency Manager will provide an overview to City Council members regarding their role in emergency management.

Agenda Item #9

Description	Discussion and Consideration of Resolution 18-10: AN AMENDMENT TO THE NIBLEY CITY GENERAL PLAN; ADDING THE PROPOSED FUTURE LAND USE MAP (Third Reading)
Department	Planning
Presenter	Stephen Nelson, Nibley City Planner
Recommendation	Make a motion for final adoption of Resolution 18-10: AN AMENDMENT TO THE NIBLEY CITY GENERAL PLAN; ADDING THE PROPOSED FUTURE LAND USE MAP
Reviewed By	City Manager, City Planner, Planning Commission

Background

City Council Meeting September 20, 2018 Updates

At the City Council Meeting held on Sept, 20, the City Council made several recommendations. The first two recommendations were to expand the commercial use at SR 165 and 2600 S and at US 89/91 and 3200 S. Both of these changes have been made. The Council also recommended to change the Downtown area to be referred to as Town Center instead to coordinate with the language used in the General Plan; that change has also taken place. The last change recommended was to add a statement of intent. Nibley City staff has written the following and attached it to the Resolution Cover Sheet.

The Future Land Use Map is a plan to help guide Nibley City as it grows. The map encourages a variety of land use options throughout the City. The map is intended to help guide the City in assigning future zoning to newly annexed areas, reassigning zoning as needed, reviewing land use applications, and creating new zones and land use policy. The Future Land Use Map is a planning tool and does not represent or guarantee current or future zoning. The City will evaluate each land use application based on current adopted City Ordinances and best planning practices and information available at the time of application. The intent of the City Council in approving this map is not to limit uses to locations only described on the map, but to help guide the City on where land uses may be the most appropriate in the future. It is also intended to ensure future land use and

zoning is coordinated across the City. This map does not dictate everywhere where open space, parks, agricultural land, neighborhood commercial, planned unit developments, or other land uses may occur. The City Council may evaluate the Future Land Use Map and make edits as needed from time to time.

Introduction

At the beginning of 2018, the City contracted with JUB and their planner to help the City create a new Future Land Use Map and annexation policy plan. The last time the City updated its Future Land Use Map was in 2007 with the general plan. In the 2016 Nibley City General Plan under the Land Use Section, it recommended that the first project is to “Develop Nibley City Future Land Use Map”. The General Plan gives the following directions:

Land Use Goal 1 provides: “Encourage development that respects and preserves the character of the City and provides a mix of commercial, residential housing, and some light industrial uses. Carefully plan for growth within the City, ensuring that development occurs in suitable locations and can be efficiently served over the long term.” Land Use Goal 4 provides: “Preserve agricultural lands, natural water features, sensitive areas and open spaces to protect the rural character of Nibley.”







A Future Land Use Map would identify the areas in the City where new development is most appropriate and where open space preservation and/or development designed to protect the natural environment is desired. The Future Land Use Map would also delineate the future Town Center and describe the types and intensities of development envisioned in and near the Town Center development, and the kinds of public facilities and amenities that will make the Town Center a success. (Nibley City 2016, p 38)

One of the other main reason why this is being developed now is that of several pieces of land that are for sale and a possible boundary line adjustment with Logan in the near future.

Purpose

A Future Land Use Map is a part of the General Plan but does not represent the law, current zoning, or ordinance. The Future Land Use Map is a planning document with the purpose to give the City direction with future zoning and guiding land use policy. The Future Land Use Map also contains the City annexation boundary, which is required for an annexation policy plan.

Area's on the Map

-  **Nibley City Boundary**
-  **Annexation Declaration Boundary**
-  **Parks, Open Space, and Trails**
-  **Agriculture**
-  **Open Space, Agriculture, and Low Density Residential**
-  **Low Density Residential**
-  **Medium Density Residential**
-  **High Density Residential**
-  **Commercial and Medium to High Density Residential**
-  **Commercial**
-  **Industrial**
-  **Municipal, Schools, and Churches**
-  **Town Center**

The Map proposes several different types of uses as shown on the left. These uses do not identify what zone pieces of land should be zoned but outline the use recommended. A couple of the main uses are divided up from Open Space, Commercial, Industrial, Mix Use, and Residential. Most of the map is identified as a different type of residential uses. The yellow, “Low-Density Residential”, represents lots of sizes greater than half-acre lots, while the orange, “Medium Density Residential”, represents about a quarter acre to half acre lots. The brown, “High-Density Residential”, represents developments of higher density included townhomes or even apartments. There are also several purple areas, “Commercial and Medium to High-Density Residential”, these areas represent land that could be used as a commercial, residential, or even a mix use area that would combine homes, townhomes, apartments and commercial. The area east of Nibley City Hall is listed as a future Town Center. The 2016 Town Center Design Study, which was never adopted but provides some concepts of a town center and is an appendix to the General Plan, shows that the land east of

City Hall is one of the primary locations that the City could do a town center or downtown area.



Housing Needs

As part of our contract with JUB, they performed an affordable housing analysis for the City (the report is attached). This study is based on most recent census data, mostly from 2010, but some of the information is more current. This information will be used in a future affordable housing plan. Housing is considered affordable when households—regardless of their income—spend no more than 30% of their monthly income on housing expenses. According to the analyses conducted by JUB, Nibley City has a shortage of affordable housing within the City and needs to supply zoning to allow more affordable options within the City. Between 2010-2030, Nibley will need to add 428 additional low- to moderate-income housing units to meet demand.

- These homes need to meet a minimum of >50% to <80% Average Median Income, which is a mortgage loan of \$200,000 or less.
- Nibley City has added about 124 units of townhomes in the past 10 years
- Nibley City has also added a variety of single-family housing

One of the main ways a City can help the development of affordable housing is through zoning. Generally, smaller lots, townhomes, and apartments are more affordable than single-family homes on mediums to large lots. Because of the need, the City has labeled several places on the Future Land Use Map for high-density housing. There are five factors that the Center for Housing Policy has found that can help mitigate the negative impacts of affordable housing.

1. Design: Attractively designed and blends with the surrounding neighborhood

2. Management: Well managed and well maintained is more likely to have a neutral or positive effect
 3. Revitalization: Rehabilitation of distressed properties has proven beneficial to neighboring home values
 4. Strong Neighborhoods: Locate affordable housing in neighborhoods with high home values
 5. Concentration: Avoid large concentration of affordable housing in strong neighborhoods
- The Center for Housing Policy, *“Don’t Put it Here!”*

Commercial

The City has also conducted a couple of economic studies to help identify future growth for economic development. A study from the Economic Development Corporation of Utah showed that Nibley is losing or “leaking” \$66 million in current retail sales by Nibley residents. An additional study by Lewis Young Robertson & Burningham, Inc recommends that Nibley aims to retain 60% of sales tax leakage based on similar Cities and communities in Utah. That would be about \$40 Million in sales which would equal about \$400,000 in sales tax revenue. That same study stated that Nibley City could support 130 acres of retail to capture 60% of sales tax. Both of these studies have been attached to this report.



Statement of Intent

At the City Council Meeting held on September 20, 2018

RESOLUTION 18-10

**A RESOLUTION ESTABLISHING AN AMENDMENT TO THE NIBLEY CITY
GENERAL PLAN: ADDING THE PROPOSED FUTURE LAND USE MAP**

WHEREAS, Utah law allows municipalities to create land use laws within their boundries to benefit their residents; and

WHEREAS, Nibley City has established zoning, land use laws, standards, and requirements to help enhance the lives and property of Nibley residents; and

WHEREAS, large areas of land around Nibley City are unincorporated and will likely develop in the future; and

WHEREAS, Nibley City wishes to accept annexation petitions in areas surrounding the City for the benefit of property owners and current and future Nibley residents; and

WHEREAS, Nibley City wishes to update the Future Land Use Map to help plan for uses within Nibley City boundaries and for future annexations and developments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NIBLEY CITY,
STATE OF UTAH, AS FOLLOWS:

1. That the attached Future Land Use Map is accepted and adopted by the Nibley City Council.
2. That the City Council accepts the attached Statement of Intent.
3. That the attached Statement of Intent and Future Land Use Map shall be attached as an appendix to the Nibley City General Plan and replace the previously adopted Future Land Use Map.

Dated this ____ day of _____ 2018

Shaun Dustin, Mayor

ATTEST

David Zook, City Recorder

FUTURE LAND USE MAP STATEMENT OF INTENT:

The Future Land Use Map is a plan to help guide Nibley City as it grows. The map encourages a variety of land use options throughout the City. The map is intended to help guide the City in assigning future zoning to newly annexed areas, reassigning zoning as needed, reviewing land use applications, and creating new zones and land use policy. The Future Land Use Map is a planning tool and does not represent or guarantee current or future zoning. The City will evaluate each land use application based on current adopted City Ordinances and best planning practices and information available at the time of application. The intent of the City Council in approving this map is not to limit uses to locations only described on the map, but to help guide the City on where land uses may be the most appropriate in the future. It is also intended to ensure future land use and zoning is coordinated across the City. This map does not dictate everywhere where open space, parks, agricultural land, neighborhood commercial, planned unit developments, or other land uses may occur. The City Council may evaluate the Future Land Use Map and make edits as needed from time to time.












Nibley City

Future Land Use

9/27/2018

 Nibley City Boundary

 Annexation Declaration
 Boundary

-  Parks, Open Space, and Trails
-  Agriculture
-  Open Space, Agriculture, and Low Density Residential
-  Low Density Residential
-  Medium Density Residential
-  High Density Residential
-  Commercial and Medium to High Density Residential
-  Commercial
-  Industrial
-  Municipal, Schools, and Churches
-  Town Center

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J-U-B ENGINEERS, INC.



OTHER J-U-B COMPANIES



GATEWAY MAPPING INC.

