CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
April 30, 2019 – WORK SESSION

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Executive Conference Room
55 South State Street
Third Floor
Clearfield, Utah

6:00 P.M. WORK SESSION

Discussion on a Request to Amend the City's General Plan Future Land Use Map Designating the Properties Located at Approximately 1300 South 2000 East (TIN: 09-341-0306 and 09-341-0305) from Commercial to Residential

Discussion on a Request to Rezone Property Located at Approximately 1300 South 2000 East (TIN: 09-341-0306 and 09-341-0305) from C-2 (Commercial) to R-3-SP (Residential with Special Purpose Overlay)

Discussion on an Interlocal Cooperative Agreement with Layton City for the Sanitary Sewer Service Connection for the RC Willey Store Located at Approximately 2205 North 1400 West in Layton City

Discussion on the Federal Aid Agreement with Utah Department of Transportation (UDOT) for the 500 West Roadway Extension Project

Discussion on Emergency Services Preparedness and the City's Action Plans

Discussion on the Possibility of Bringing UTOPIA Fiber to the City

Discussion on the Fiscal Year 2020 Budget

*****ADJOURN AS THE CITY COUNCIL AND IMMEDIATELY RECONVENE AS THE CDRA IN A WORK SESSION *****

CDRA WORK SESSION

Discussion on the Clearfield City/Davis County Façade Improvement Grant Award

*****ADJOURN AS THE CDRA*****

Dated this 24th day of April, 2019.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.

Planning Commission
STAFF REPORT

AGENDA ITEM
#1

TO: **Clearfield City Planning Commission**

FROM: **Brad McIlrath, Senior Planner**
brad.mcilrath@clearfieldcity.org
(801) 525-2784

MEETING DATE: **Wednesday, April 17th, 2019**

SUBJECT: Public Hearing, Discussion and Possible Action on **GPA 1903-0013,** a General Plan amendment request by Wayne Belleau to change the general plan designation for nine point zero six seven (9.067) acres of the subject properties from Commercial to Residential. **Location:** Approximately 1300 South 2000 East (TIN: 09-341-0306 & 09-341-0305). **Project Area:** 9.067Acres. **Planner:** Brad McIlrath **(Legislative Matter).**

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL** of **GPA 1903-0013** to the City Council for the proposed general plan amendment to change the general plan designation for nine point zero six seven (9.067) acres of the subject properties from Commercial to Residential. This recommendation is based upon the findings outlined in this report.

PLANNING COMMISSION RECOMMENDATION OPTIONS:

Following careful consideration of the information included in this report the commission may decide to vary from Staff's recommendation and may choose to forward the following recommendations:

1. **Move to recommend approval of GPA 1903-0013**, to the Clearfield City Council, a General Plan amendment request by Wayne Belleau to change the general plan designation for nine point zero six seven (9.067) acres of the subject properties from Commercial to Residential.
2. **Move to recommend denial of GPA 1903-0013**, to the Clearfield City Council, a General Plan amendment request by Wayne Belleau to change the general plan designation for nine point zero six seven (9.067) acres of the subject properties from Commercial to Residential.
3. **Move to table GPA 1903-0013** and request additional time to consider the request.

BACKGROUND & ANALYSIS

The applicant is requesting the approval for the General Plan Amendment and Rezone of the 9.067 Acres of these properties to allow for the future development of the area with an apartment community containing 225 luxury units. The amendment requests are to allow for an increased density up to twenty five (25) units to the acre. Based upon these requests, staff has performed the following research and analysis.

General Plan and Comprehensive Plan Analysis
These properties as part of this larger commercial area have been zoned C-2 (Commercial) dating back to at least 1984 according to the Comprehensive Master Plan adopted in January of 1986. The

referenced Master Plan provides direction for growth in this specific area of Clearfield and mentions the Pepperidge Apartments, Sundowner Condominiums, Goldstone Place Apartments, and the Phyllis Subdivision just north of the Goldstone Place Apartments. For this area of the City, it was recommended that residential development should not take place any further south of where the residential currently exists in order to preserve those lands for large scale business use. These properties are located to the east of the Goldstone Apartments, and development as a residential use consistent with the surrounding residential uses would have been compatible with the referenced, 1986 Comprehensive Plan.

The current General Plan, updated in 2017 and dating back to at least 2008 has these properties and those to the south designated as commercial. All of the existing residential properties with the developments outlined in the previous paragraph are designated as residential. As stated on page 7 of the General Plan, "Lands designated as 'Commercial' on the Future Land Use Map are to be used primarily for commercial activities, including office and retail." Page 8 includes the following language regarding the Residential designation on the Future Land Use Map, "lands designated as 'Residential'… are to be used primarily for residential activities in a variety of configurations and densities." Approval of this General Plan amendment would support the proposed zone change to R-3-SP with the density level of twenty five (25) units to the acre.

Public Comment
A property notice was posted on April 5th, 2019. Mailed notices were also sent the same day. As of the date of this report, no public comment has been received.

GENERAL PLAN ANALYSIS

The Clearfield City General Plan outlines the overall community vision and provides land use guidelines located in Chapter 2 - Land Use Element, which should be followed throughout the City. The following table provides an analysis of those guidelines with this request.

LAND USE GUIDELINES REVIEW		
	Guideline	**Staff Analysis**
1.	*The identity of Clearfield City should be strengthened by land uses which improve the image of the community and foster a positive, healthy living environment conducive to long-term residency.*	The designation of this area as residential with the potential for development will improve an area that has been undeveloped for many years. With compliance to City design standards and based upon the location of these properties, future residential development would be conducive to long-term residency and increased sense of community.
2.	*The relationship of planned uses should reflect consideration of existing development, environmental conditions, service and transportation needs, and fiscal impacts.*	This area of the City is provided with frequent bus service, is in close proximity to commercial (retail and office) uses, institutional uses (WSU – Davis, NUAMES, & NLJH), religious and medical uses. By providing residential opportunities within close proximity of these types of uses and other recreational uses, this

		provides the best situation for the maximization of those services in a horizontal mixed-use neighborhood.
3.	*Redevelopment should emphasize the reuse of developed areas and existing community resources in such a way as to increase the livability and aesthetics of the City*	Although not a redevelopment area, with a residential designation the existing community resources could benefit with additional residents. The livability and aesthetics of this area and the canal trail would be increased with adjacent residential development opposed to commercial development.
4.	*The Land Use Plan should provide for a full range and mix of land uses including, residential, commercial, manufacturing, and public use areas.*	This amendment would provide for a greater range of a mix of land uses in this part of the city and with residential that will support the commercial area to the west and future commercial/office to the south.
5.	*Transitions between differing land uses and intensities should be made gradually with compatible land uses, particularly where natural or man-made buffers are not available. Adequate screening and design should be provided to protect existing residential areas for more intense land uses.*	The residential designation would allow for future residential development that would be more compatible to the residential uses to the west and the north. It would provide a better gradual transition to the future expanded commercial area to the south and would provide a good buffer.
6.	*Development approval should be tied to the construction of culinary water, sewer, storm drainage, and circulation systems.*	All future development approval will be tied to the construction and provision of these necessary utilities.
7.	*Density increases should be considered only after adequate infrastructure and resources availability have been sufficiently demonstrated.*	Based upon review by our Staff Engineer, Public Works staff, and with infrastructure improvements made by the developer, adequate infrastructure is and can be in place for future residential development of this area.
8.	*An interconnecting public open space system should be provided, including pedestrian linkages, recreational areas, natural areas, on-road cycling facilities, and drainage ways.*	This change of designation would provide connections to the local public open space system by way of the canal trial and the public sidewalks. Additionally, with increased residential uses in this area, more support would be available to provide on-road cycling facilities that connect to the trail system.
9.	*Commercial and manufacturing uses should be highly accessible, clustered new the center of their service areas, and*	This area does not include manufacturing areas. The existing and future commercial uses are and will be located to the west and south of this

	developed in harmony with the uses and character of surrounding districts.	area. New commercial development to the south would be in harmony and character of the existing uses.
10.	*The Land Use Plan should promote and encourage land use patterns that provide high quality of life to all and offer choice in mobility and transportation.*	The change in designation for this area of land to residential promotes a land use part that provides high quality of life. The residential use would be provided with connections to local networks and would be in close proximity to multiple transportation options.
11.	*The remaining vacant properties in the City should be developed at their highest and best use to maximize their value to the landowner and the City.*	With development of residential this area of land would be developed at the highest and best use for the landowner and the City. This would provide additional housing that can support the local commercial uses in this area.
12.	*The quality and usefulness of parks and open space should be maximized. Open spaces that are small, inaccessible, difficult to maintain, or encumbered by utilities, drainage basins, or excessive slopes should not be encouraged.*	By changing the designation to residential adjacent to the canal trail, this will ensure continued use of the trail and greater accessibility to that local open space. With greater accessibility will come the maximization of this open space type.
13.	*Manufacturing and industrial activities should be limited to those areas already zoned for such uses.*	Not applicable.
14.	*Properties registered with the County or State for agricultural or industrial protection should be recognized by the City to allow such land use.*	Not applicable.
15.	*Land use decisions should be based on a comprehensive understanding of their effects on the environment and surrounding areas.*	It is important to understand the mixed-use areas and those with residential in closer proximity to commercial and service uses have a lesser impact on the environment than typical suburban development. Additionally, this development pattern provides a healthier living arrangement for residents by providing transportation choices for walking, cycling, or motor vehicle transport.

STAFF RECOMMENDATION/CONCLUSION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL** to the City Council for the proposed General Plan Amendment, based upon the following findings:

1. The proposed general plan amendment is consistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan.
2. The proposed general plan amendment and future development of this area as residential will support the surrounding commercial uses as a mixed use area.
3. The Residential designation of this area will provide a gradual land use transition from the Goldstone Place Apartments to the west and the Pinnacle Mountain View Apartments to the north.
4. Development of residential adjacent to the canal trail open space will provide a better environment for the patrons of the trail and will help prevent this section of trail from becoming secluded and potentially unsafe.

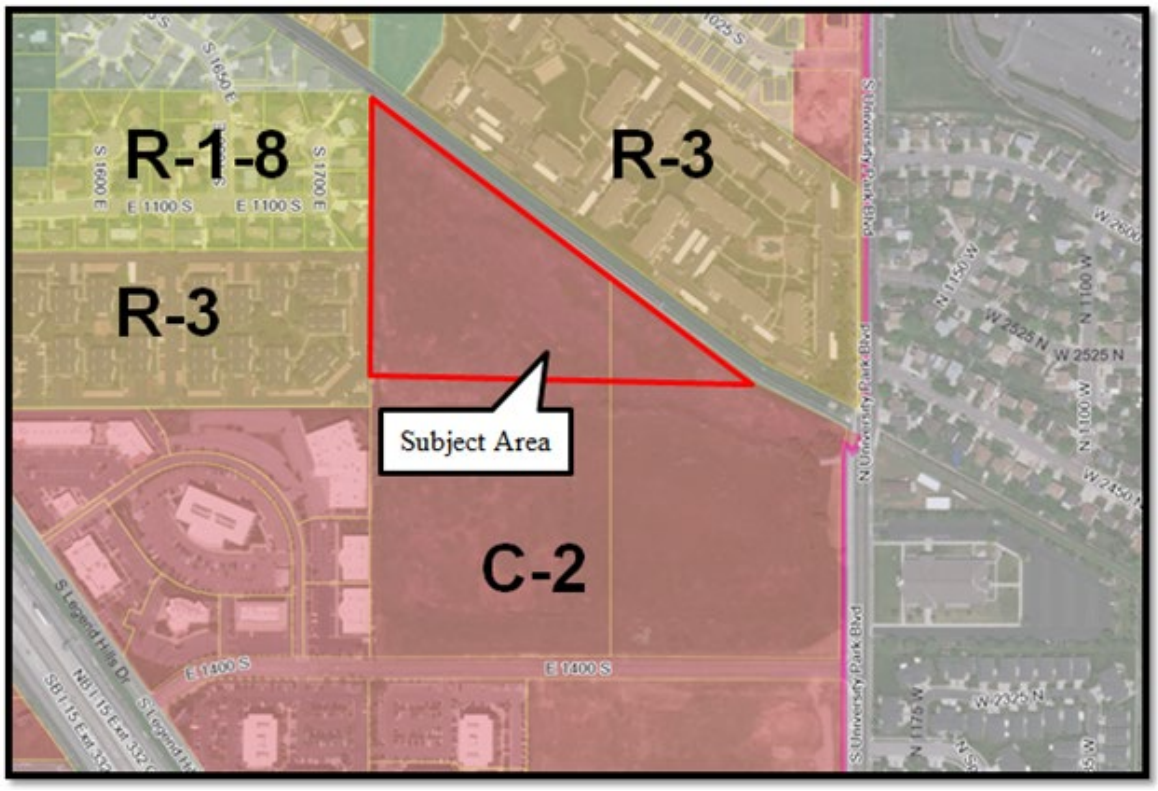
ATTACHMENTS

1. General Plan: Future Land Use Map
2. Zoning Map
3. Legal Description
4. Development Concept & Aerial Images

GENERAL PLAN: FUTURE LAND USE MAP



ZONING MAP



Intelligent. Innovative.
Inclusive.

MARCH 20, 2019

LAND BOUNDARY DESCRIPTION
WRIGHT DEVELOPMENT, UNIVERSITY PARK BLVD
CLEARFIELD UT
ENTELLUS PROJ. #1037014

ZONING DESCRIPTION

BEGINNING AT THE NORTHWEST CORNER OF LOT 302, LEGEND HILLS SUBDIVISION, PHASE 3 (RECORDED AS ENTRY #2053217, DAVIS COUNTY RECORDER), WHICH POINT IS ALSO NORTH 00°10'10" EAST 828.17 FEET ALONG THE SECTION LINE AND NORTH 90°00'00" WEST 1323.29 FEET FROM THE EAST QUARTER CORNER OF SECTION 7, TOWNSHIP 4 NORTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN, DAVIS COUNTY, UTAH, AND RUNNING THENCE SOUTHEASTERLY ALONG THE NORTH LINE OF SAID LOT 302, WHICH IS ALSO THE SOUTH LINE OF THE DAVIS-WEBER CANAL THE FOLLOWING THREE (3) COURSES: 1) SOUTH 53°11'33" EAST 430.95 FEET, 2) SOUTH 53°45'03" EAST 852.87 FEET, 3) SOUTH 63°36'42" EAST 5.29 FEET; THENCE LEAVING SAID LOT LINE NORTH 90°00'00" WEST 1039.00 FEET TO THE WEST LINE OF SAID LOT 302; THENCE NORTH 00°06'22" EAST 764.85 FEET ALONG SAID WEST LINE TO SAID NORTHWEST CORNER AND TO THE POINT OF BEGINNING, CONTAINING 9.067 ACRES.

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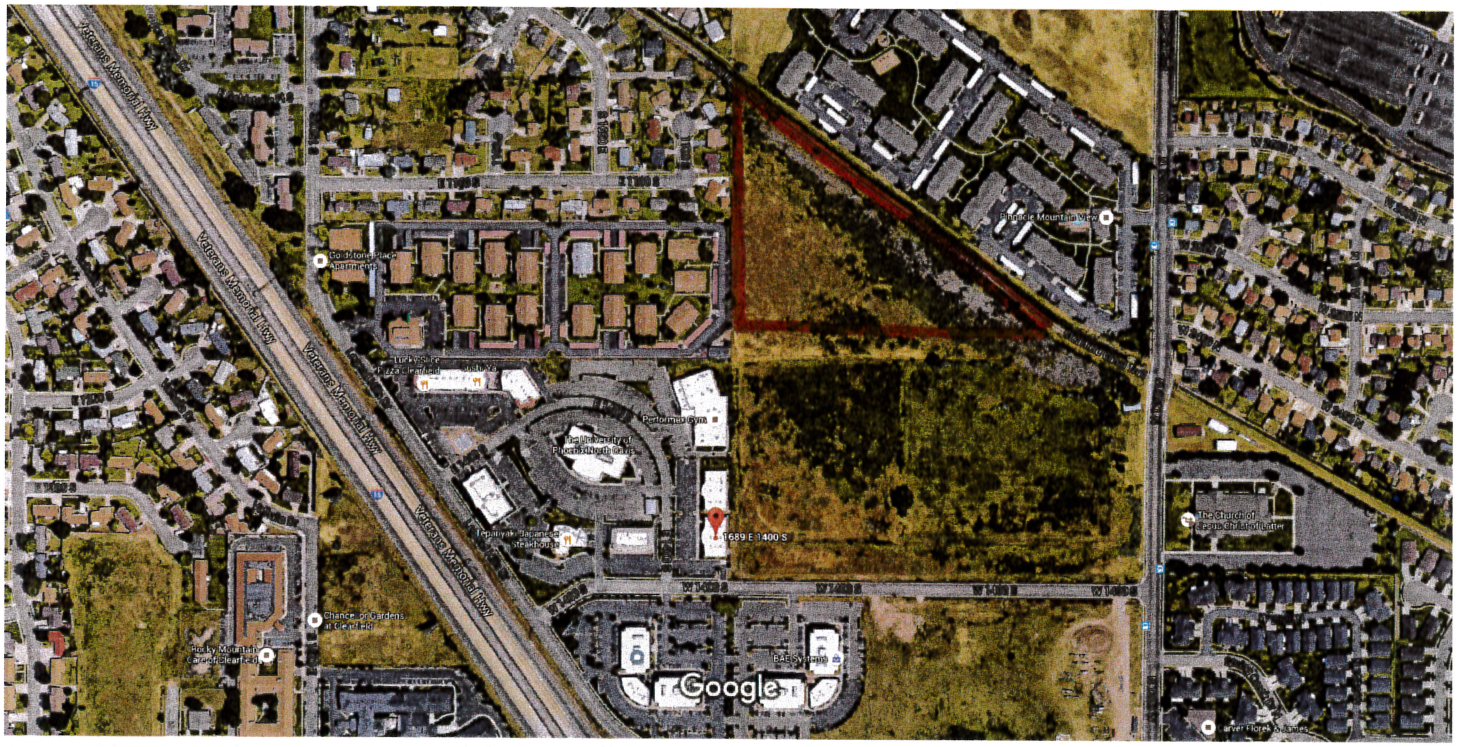
Tel 801.298.2236
Web www.entellus.com





C300	DRAWN:		LAYTON HILLS SUBDIVISION PHASE 3	1470 South 600 West Woods Cross, UT 84010 Phone 801.298.2236 www.Entellus.com
	DESIGNED:		—	
	CHECKED:		LOCATED IN THE SE 1/4 OF SECTION 7, T.4N., R.1W., S.L.B.&M. CLEARFIELD CITY, DAVIS COUNTY, UTAH	
	PROJECT #:	08-050		
	SHEET EXHIBIT	Eng		

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Google Maps




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Planning Commission
STAFF REPORT

AGENDA ITEM
#2

TO: **Clearfield City Planning Commission**

FROM: **Brad McIlrath, Senior Planner**
brad.mcilrath@clearfieldcity.org
(801) 525-2784

MEETING DATE: **Wednesday, April 17th, 2019**

SUBJECT: Public Hearing, Discussion and Possible Action on **RZN 1903-0014,** a zoning map amendment request by Wayne Belleau to rezone nine point zero six seven (9.067) acres of the subject properties from C-2 (Commercial) to R-3-SP (Residential & Special Purpose Overlay) to allow for a density of twenty five (25) units to the acre. **Location:** Approximately 1300 South 2000 East (TIN: 09-341-0306 & 09-341-0305). **Project Area:** 9.067Acres. **Planner:** Brad McIlrath **(Legislative Matter).**

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL** of **RZN 1903-0014,** a zoning map amendment request by Wayne Belleau to rezone nine point zero six seven (9.067) acres of the subject properties from C-2 (Commercial) to R-3-SP (Residential & Special Purpose Overlay) to allow for a density of twenty five (25) units to the acre. This recommendation is based upon the findings outlined in this report.

PLANNING COMMISSION RECOMMENDATION OPTIONS:

Following careful consideration of the information included in this report the commission may decide to vary from Staff's recommendation and may choose to forward the following recommendations:

1. **Move to recommend approval of RZN 1903-0014**, to the Clearfield City Council, a zoning map amendment request by Wayne Belleau to rezone nine point zero six seven (9.067) acres of the subject properties from C-2 (Commercial) to R-3-SP (Residential & Special Purpose Overlay) to allow for a density of twenty five (25) units to the acre.
2. **Move to recommend denial of RZN 1903-0014**, to the Clearfield City Council, a zoning map amendment request by Wayne Belleau to rezone nine point zero six seven (9.067) acres of the subject properties from C-2 (Commercial) to R-3-SP (Residential & Special Purpose Overlay) to allow for a density of twenty five (25) units to the acre.
3. **Move to table RZN 1903-0014** and request additional time to consider the request.

BACKGROUND & ANALYSIS

The applicant is requesting the approval for the General Plan Amendment and Rezone of the 9.067 Acres of these properties to allow for the future development of the area with an apartment community containing 225 luxury units. The amendment requests are to allow for an increased density up to twenty five (25) units to the acre. An analysis of a previous comprehensive plan and the current General

Plan are provided in the report for the general plan amendment. The following information is provided for context of this rezone request.

Surrounding Residential Development and Density
The subject properties are located in an area with a variety of residential uses. To the west and northwest is the Goldstone Place Apartments, Pepperidge Apartments, Wingpointe Apartments, Briarwood Hollow, Phillis and Summer Place PUD single-family subdivisions, and the Sundowner Condominiums. To the north is the Pinnacle Mountain View Apartments, University Ridge Subdivision, and recently approved Bravada 193 Apartments (North of AAA office building). Within the mix of these various residential developments is also the Legend Hills office and commercial area, AAA office building, and other office and institutional/medical uses.

Based upon the rezone request for R-3-SP to allow for twenty five (25) units to the acre of this 9.067 acres, it is important to understand the surrounding land uses and densities. The following table provides the residential densities of projects Staff was able to obtain unit counts for.

RESIDENTIAL DEVELOPMENT & UNIT COUNT	DENSITY
Goldstone Place Apartments: 228 Units	18.81 Units to the Acre
Pepperidge Apartments: 324 Units	20.33 Units to the Acre
Pinnacle Mountain View Apartments: 328 Units	19.71 Units to the Acre
Wingpointe Apartments: 132 Units	19.24 Units to the Acre
Bravada 193 Apartments (Proposed): 328 Units	40.60 Units to the Acre

With the exception of the Bravada 193 Apartments, all of the multi-family developments are located in the R-3 (Residential) zone and have an average density of 19.52 units to the acre. It is also important to note that if rezoned, the subject properties would share the same zoning district as the residential developments to the north (Pinnacle Mountain View) and the west (Goldstone Place) with the R-3 Zone. The rezone would essentially complete and connect the zoning districts of residential for this area. The only difference would be the SP (Special Purpose) overlay that would allow for density up to twenty five (25) units to the acre. Based upon this review of the surrounding developments and those residential densities, Staff finds that the requested rezone with increased density in this area would be consistent with the surrounding residential uses and densities.

Public Comment
A property notice was posted on April 5th, 2019. Mailed notices were also sent the same day. As of the date of this report, no public comment has been received.

GENERAL PLAN ANALYSIS

Review Consideration	Staff Analysis
The proposed amendment is in accordance with the General Plan and Map; or	Goal 1 of the Land Use Element states "Maintain consistency between the City's Land Use Ordinance and the General Plan." With the requested General Plan amendment, rezoning this area to R-3-SP would maintain that consistency with the General Plan. As outlined in the report for the General Plan amendment, this rezone

	conforms to the goals, guidelines, and objectives of the General Plan.
Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	The General Plan encourages zone changes to provide for the highest and best use of the community and property owners. Changes in market trends for large commercial areas and the need to support existing and future commercial areas with nearby housing necessitates this change.

STAFF RECOMMENDATION/CONCLUSION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL** to the City Council for the proposed zoning map amendment, based upon the following findings:

1. The proposed zoning map amendment is consistent with the land use guidelines, goals, and objectives of the Clearfield City General Plan.
2. The proposed zoning map amendment and future development of this area as residential will support the surrounding commercial uses as a mixed use area.
3. The R-3-SP zoning designation of this area will provide a gradual land use transition from the Goldstone Place Apartments to the west and the Pinnacle Mountain View Apartments to the north with only a slight increase in residential density.
4. Development of residential adjacent to the canal trail open space will provide a better environment for the patrons of the trail and will help prevent this section of trail from becoming secluded and potentially unsafe.

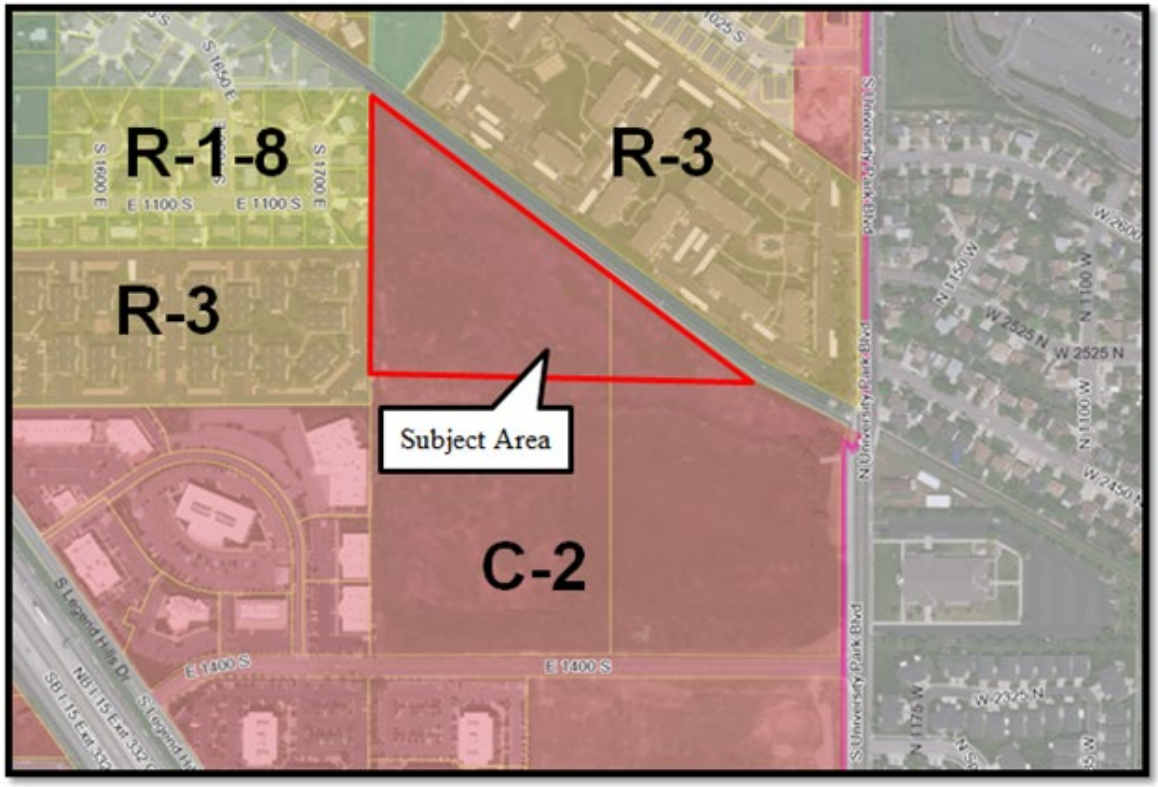
ATTACHMENTS

1. General Plan: Future Land Use Map
2. Zoning Map
3. Legal Description
4. Development Concept & Aerial Images

GENERAL PLAN: FUTURE LAND USE MAP



ZONING MAP



Intelligent. Innovative.
Inclusive.

MARCH 20, 2019

LAND BOUNDARY DESCRIPTION
WRIGHT DEVELOPMENT, UNIVERSITY PARK BLVD
CLEARFIELD UT
ENTELLUS PROJ. #1037014

ZONING DESCRIPTION

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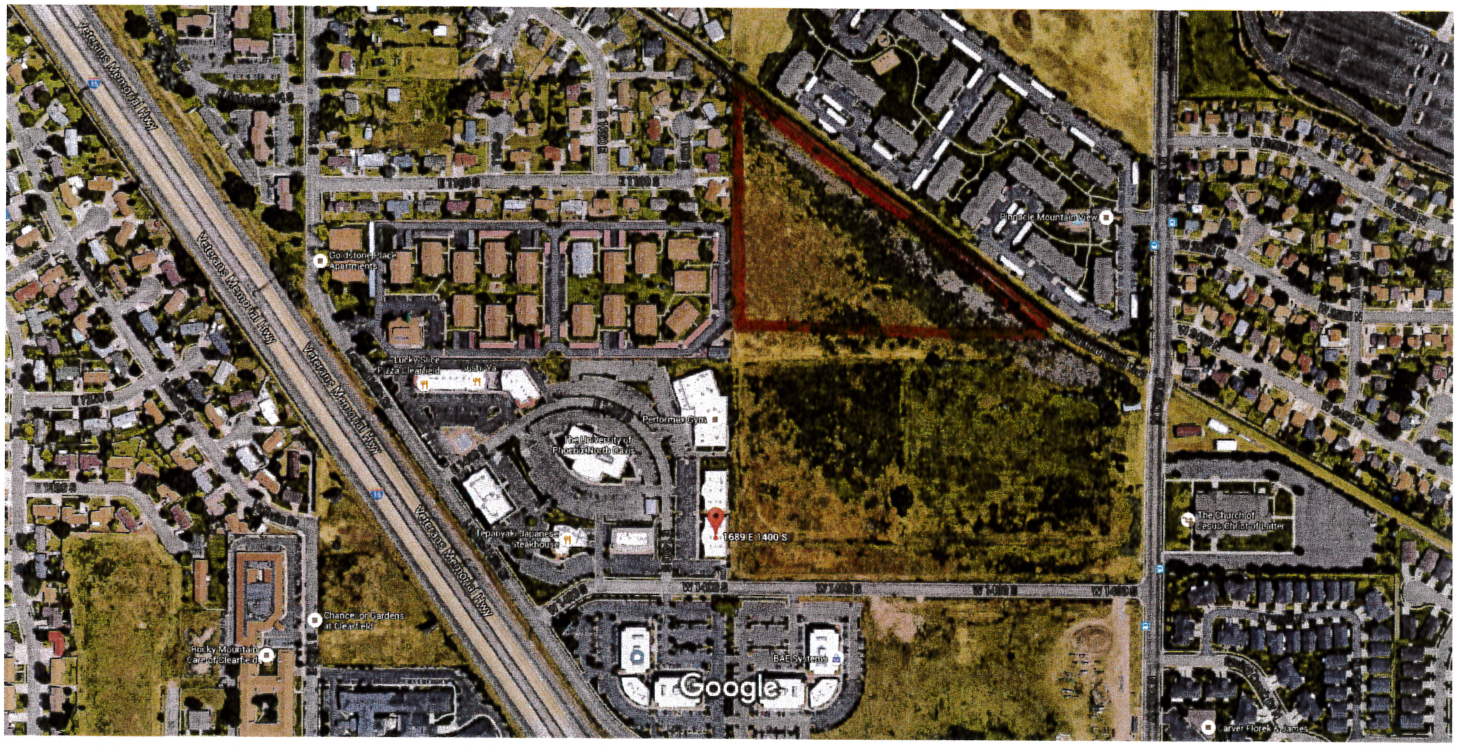
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Web www.entellus.com





C300	DRAWN:		LAYTON HILLS SUBDIVISION PHASE 3	1470 South 600 West Woods Cross, UT 84010 Phone 801.298.2236 www.Entellus.com
	DESIGNED:		—	
	CHECKED:		LOCATED IN THE SE 1/4 OF SECTION 7, T.4N., R.1W., S.L.B.&M. CLEARFIELD CITY, DAVIS COUNTY, UTAH	
	PROJECT #:	08-050		
	SHEET EXHIBIT	Eng		

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Google Maps




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STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Kamilla Schultz, P.E.
Staff Engineer

MEETING DATE: April 30, 2019

SUBJECT: Discussion on the Interlocal Agreement with Layton City for a utility service specific to a sanitary sewer service connection for the RC Willey Store, on a property located at 1450 Legend Hills Dr. in Layton City, UT

RECOMMENDED ACTION

Recommend approval of the Interlocal Agreement with Layton City and Clearfield City for the purpose of providing sanitary sewer to the RC Willey Store located in Layton City.

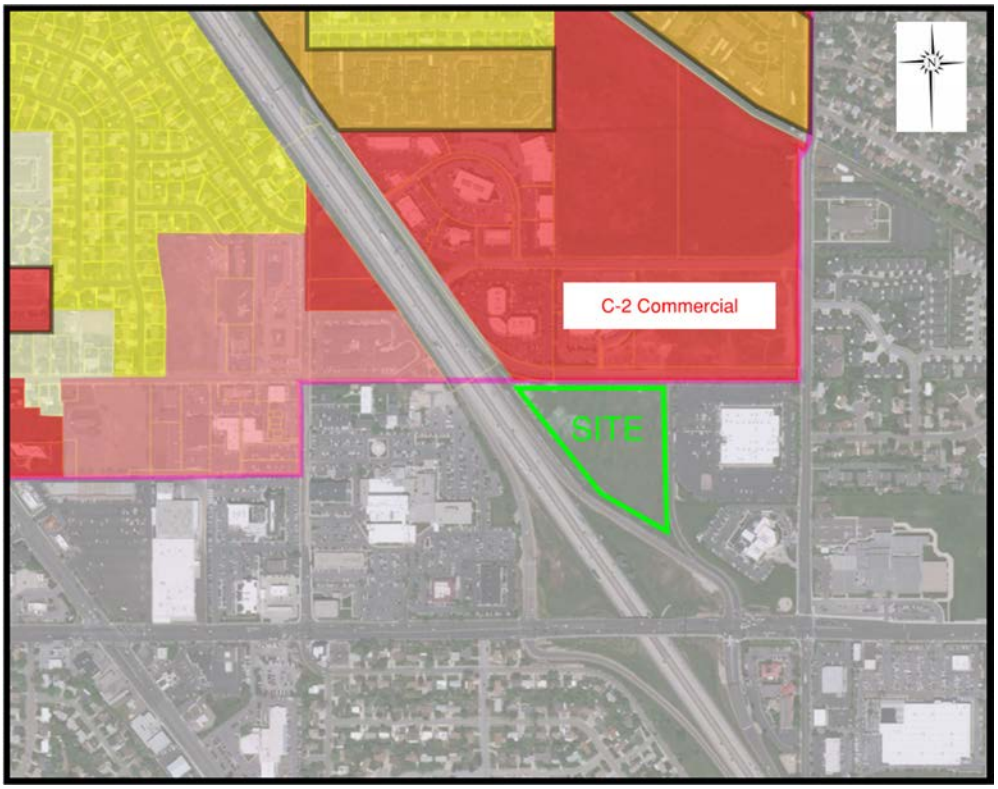
DESCRIPTION / BACKGROUND

Project Information

Project Name	RC Willey
Site Location	1450 Legend Hills Dr, Layton City, UT
Tax ID Number	090230094
Applicant	Layton City, Ashley Thoman
Owner	RC Willey Home Furnishings
Proposed Actions	Approve Interlocal Agreement with Layton City for sanitary sewer service
Current Zoning	Zoning Unknown (Layton City)
Site Acreage	9.59 acres

Background

Layton City has received a request for the development of a 172,057 sq ft RC Willey Store at 1450 Legend Hills Drive. Layton, UT. The property is approximately 9.59 acres in size. The applicant has requested the ability to connect into the existing Clearfield City sanitary sewer system on Legend Hills Dr. Although this project is not located in Clearfield City the developer has requested the use of Clearfield City's existing utilities (sanitary sewer) for their project. Clearfield City has received a request to provide sanitary sewer for a period of 50 years, as outlined in the attached agreement.



Location Map

The need for Clearfield City to provide utility services to a project in Layton City requires execution of an agreement between Clearfield City, Layton City and the developer. Clearfield City and Layton City have worked together to formulate an agreement that is acceptable to all parties and allows for the development of this facility, in the City of Layton. Staff has provided a copy of the agreement as an attachment to this report. The agreement has been reviewed by Public Works, the City Attorney, Community Development, Finance and Executive Staff and has been recommended for approval to the Council. It is the conclusion of staff that the agreement provides the appropriate controls for all parties involved and protection for Clearfield City to provide the requested sewer service to the property.

CORRESPONDING POLICY PRIORITY (IES)

Providing Quality Municipal Services

This area has limited utility availability for new development. In order for development to transpire Clearfield and Layton have been working cooperatively to provide services where possible. This will necessitate several Interlocal Agreements over time between the Cities, both with Layton development tying to Clearfield lines and Clearfield developments tying to Layton lines. Through this cooperative method both Cities are able to grow while avoiding what would otherwise entail costly capital improvement projects.

Improving Clearfield's Image, Livability and Economy

The store will be an asset to the area, potentially spurring additional development and providing jobs and services that can be a benefit to Clearfield residents and business owners.

FISCAL IMPACT

The sewer will be billed as required by Clearfield City and the costs will be paid to Clearfield City by the property owner. Before connecting the property owner will pay Layton for the cost of the connection fees and sanitary sewer impact fees which will be turned over to Clearfield City. The property owner will be responsible for Clearfield City's monthly sanitary sewer utility fees.

ALTERNATIVES

N/A

SCHEDULE / TIME CONSTRAINTS

The Layton City Council is also reviewing the agreement for approval. Construction for the store has begun. The agreement should be in place prior to the utility connection being made.

LIST OF ATTACHMENTS

Submittal Letter
Interlocal Agreement
Utility Plan

Layton
Community • Prosperity • Choice

Mayor • Scott Freitag
City Manager • Alex R. Jensen

• Public Works – Engineering •
Terry R. Coburn • Director
Stephen Jackson • City Engineer
Telephone: (801) 336-3700
Fax: (801) 336-3713

March 7, 2019

Clearfield City
Attn: Community Development Services Manager
55 South State Street
Clearfield, UT 84015

Subject: RC Willey Development Review

Dear Spencer Brimley,

As per previous discussions between Clearfield City and Layton City, enclosed is a plan set for the RC Willey development located at 2205 N 1400 West in Layton. Layton City has approved the plans and requests that Clearfield City review and approve the plans with regards to the sanitary sewer connection.

A copy of an interlocal cooperation agreement for the development has been enclosed for your review before approval by the City Council. This agreement is the same one used for the Magic Wash, Layton Farm Storage and the NES building. The agreement is a request for Clearfield City to provide sanitary sewer service for the proposed development.

Thank you for your time and cooperation. If you have any questions, please feel free to contact me at 801-336-3707 or at athoman@laytoncity.org.

Sincerely,

Ashley Thoman

Ashley Thoman, P.E.
Staff Engineer
Layton City
Phone: (801) 336-3707
Fax: (801) 336-3713

Enclosures:
Interlocal Cooperative Agreement
Plan Set
Fixture Count

INTERLOCAL COOPERATIVE AGREEMENT

for

Sanitary Sewer Service at RC Willey Home Furnishings

This agreement is entered into this _____ day of _____, 2019, by and between Layton City, a Utah municipal corporation (hereafter "Layton"), and Clearfield City, a Utah municipal corporation (hereafter "Clearfield").

WHEREAS, Layton has a proposed development known as RC Willey Home Furnishings located at approximately 2205 N 1400 West, Layton, UT, and bearing Davis County Tax ID# 09-023-0094 (hereafter "Property"), which is contiguous to its common boundary with Clearfield; and

WHEREAS, Layton does not have sanitary sewer readily available to the Property and Clearfield has agreed to provide this utility to the Property under the following terms; and

WHEREAS, Layton and Clearfield want to provide necessary utilities near the common boundaries; and

WHEREAS, it is more economical and convenient for the Property to receive sanitary sewer service through Clearfield rather than Layton at the present time, and it is not expedient for Layton to develop these utilities at this time; and

WHEREAS, this agreement is authorized by the Interlocal Cooperation Act, Title 11, Chapter 13 of the Utah Code Annotated.

NOW, THEREFORE, the parties agree as follows:

1. **Sanitary Sewer Service.** Clearfield will allow the Property to connect to its sanitary sewer system. The sewer shall be billed as required by Clearfield and the costs shall be paid to Clearfield by the Property's owner. Clearfield will determine the requirements of the sanitary sewer line so as to provide the necessary capacity for the sanitary sewer service for the property (including the size and location of any connections).

   Before connecting, the Property owner shall pay Layton for the cost of the connection fees and sanitary sewer impact fees, which will be turned over to Clearfield. The Property's owner will be responsible for Clearfield's monthly sanitary sewer utility fees.

   If system improvements are necessary to provide adequate sewer service, the costs of those improvements shall be at the expense of the Property's owner and not Layton or Clearfield. Clearfield will exercise its same standard of care for the maintenance of its facilities servicing this property.

2. **Future Development.** Connection of utility services is limited to the parcel identified on Exhibit "A". Clearfield reserves the right for site plan review of all additional phases at time of development, to ensure the utility services will be sufficient to serve additional

phases. Should additional development cause an increase in services requiring system upgrades (as determined by Clearfield), any such improvement shall be at the Property owner's expense and the anticipated increase in demand shall be subject to Clearfield's impact fees then in effect.

3. **Conditions for Utility Connection.** Before connecting, all application, project review, and impact fees shall be paid in full and the property owner must establish an account for utility services with Clearfield. Additionally, fencing as shown on construction documents, including the approved site plan, shall be installed prior to Layton issuing a certificate of occupancy for the building.

4. **Terms.** This Agreement shall remain in effect for Fifty (50) years. It may be modified at any time by written agreement of the parties. This Agreement may be renewed at any time upon written agreement by the parties.

Executed on the day and date above.

LAYTON CITY	CLEARFIELD CITY
_____	_____
Mayor	Mayor
ATTEST:	ATTEST:
_____	_____
_____	_____
Reviewed and approved as to proper form and compliance with applicable law.	Reviewed and approved as to proper form and compliance with applicable law.
_____	_____
City Attorney	City Attorney

Scale: 1" = 30'

30' 0 30' 60'

General Utility Notes:

1. All sewer and water facilities shall be constructed per local jurisdiction standards and specifications. Contractor is responsible to obtain standards and specifications.
2. Coordinate all utility connections to building with plumbing plans and building contractor.
3. Verify depth and location of all existing utilities prior to constructing any new utility lines. Notify Civil Engineer of any discrepancies or conflicts prior to any connections being made.
4. All catch basin and inlet box grates are to be bicycle proof.
5. Refer to the site electrical plan for details and locations of electrical lines, transformers and light poles.
6. Gas lines, telephone lines, and cable TV lines are not a part of these plans.
7. Water meters are to be installed per city standards and specifications. It will be the contractor's responsibility to install all items required.
8. Water lines, valves, fire hydrants, fittings etc. are to be constructed as shown. Contractor is responsible, at no cost to the owner, to construct any vertical adjustments necessary to clear sewer, storm drain, or other utilities as necessary including valve boxes and hydrant spools to proper grade.
9. Contractor shall install a 12" concrete collar around all manholes, valves, catch basins, cleanouts & any other structures located within the asphalt.

Utility Piping Materials:

All piping materials shall be per local agency standards or the specifications below at a minimum. All utility piping shall be installed per manufacturers recommendations. Refer to project specifications for more detailed information regarding materials, installation, etc.

Culinary Service Laterals

1. High Density Polyethylene (HDPE) Water Pipe (Up to 3 inches diameter), CTS-OD, AWWA C901, PE 3408, SDR 9 (200 psi)

Water Main Lines and Fire Lines

1. Polyvinyl Chloride (PVC) (4 inches to 12 inches diameter): AWWA C900, DR 14, Class 200

Sanitary Sewer Lines

1. All sewer piping to be Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type PSM, SDR 35

Storm Drain Lines

1. 12" pipes or smaller – Polyvinyl Chloride (PVC) sewer pipe, ASTM D3034, Type PSM, SDR 35
2. 15" pipes or larger – Reinforced Concrete Pipe, ASTM C76, Class III

CAUTION :

The locations and/or elevations of existing utilities as shown on these plans are based on records of the various utility companies and, where possible, measurements taken in the field. The information is not to be relied on as being exact or complete.

Storm Drain Note:

All Storm Drainage Pipe Lengths and Slopes are from Center of Box to Center of Box.

Know what's below. Call 811 before you dig.
BLUE STAKES OF UTAH
UTILITY NOTIFICATION CENTER, INC.
www.bluestakes.com
1-800-662-4111

Storm Water Detention Volume

Required Detention Volume = 26,748 Cubic Feet

Provided Detention Volume:
- Pond Volume = 26,011 Cubic Feet
- 24" RCP @ 110.0 Lineal Feet = 345.6 Cubic Feet
- 24" RCP @ 100.6 Lineal Feet = 316.0 Cubic Feet
- 18" RCP @ 250.8 Lineal Feet = 443.2 Cubic Feet

Total Combined Storage Volume = 27,116 Cubic Feet

REV	DESCRIPTION
2	7 Feb, 2019 City Submittal #2
1	17 Jan, 2019 Layout, Northwest Access Relocation, Add Remote FDC, Add Fire Lane Markings, Modify Water Main

Designed by: SY
Drafted by: SY
Client Name: Babcock Design
17-016 UT

ANDERSON WAHLEN & ASSOCIATES
2010 North Redwood Road, Salt Lake City, Utah 84116
801 521-8529 – AWengineering.net

Utility Plan

RC Willey
1450 Legend Hills Drive
Layton, Utah

PROFESSIONAL ENGINEER
No. 7879281
SHAUN H YOUNG
2/11/19
STATE OF UTAH

9 Jan, 2019

SHEET NO.
C3.1

W:\17-016 RC Willey Layton\dwgs\17-016 UT.dwg 2/6/2019 11:41:16 AM, ARCH Full Bleed E1 (30.00 x 42.00 Inches), 1:1

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Kamilla Schultz, P.E.
Staff Engineer

MEETING DATE: April 30, 2019

SUBJECT: Discussion on the Federal Aid Agreement between Clearfield City and UDOT for the 500 West roadway extension project.

RECOMMENDED ACTION

Recommend approval of the Federal Aid Agreement with Clearfield City and Utah Department of Transportation (UDOT) for the purpose of outlining the respective roles and requirements of UDOT and the City to ensure compliance with the federal requirements for the receipt of federal funding for the project.

DESCRIPTION / BACKGROUND



Location Map

The Cities of Clearfield and Syracuse (Clearfield being the lead agency) were awarded Surface Transportation Funds (STP) for the purpose of extending 500 West from 1950 South to Antelope Dr., and with the intention that the road will extend to D Street within the Freeport Center.

Clearfield City and Syracuse City hired CRS Engineers to perform an Environmental Study which was recently completed and approved. With the Environmental requirements fulfilled we are now able to move forward with design of the roadway which will begin the federally funded portions of the project. As UDOT

has the responsibility to oversee federally aided projects, a federal aid agreement is needed to outline the roles and responsibilities of each party. This will help ensure that the federal requirements are met and that the project is completed according to approved plans and specifications. This agreement has been reviewed by staff from the Public Works, Community Development, Finance, and Executive departments and has been recommended for approval.

CORRESPONDING POLICY PRIORITY (IES)

Providing Quality Municipal Services

This project is part of a larger regional transportation plan and is being coordinated with Wasatch Front Regional Council (WFRC), UDOT, Clearfield City, Syracuse City and Layton City. This project represents phase 1 of a multiphase project. This represents the policy priority of providing well-planned facilities and infrastructure.

Improving Clearfield's, Image, Livability and Economy

This project will improve access for residents for recreation opportunities at Barlow Park and to the Freeport Center for employment opportunities. This will also provide connection for the neighborhood to the east for easier access and additional traffic flow choices. It will open what are now agricultural lots for additional development. Relocation of the traffic signal will allow for better signal coordination along the Antelope Drive corridor.

FISCAL IMPACT

The estimated cost for design and construction of the project is $4,679,427. Federal funding through the Wasatch Front Region Surface Transportation Project (STP) program has been approved for $4,352,626 with the two cities splitting the remaining $316,071 as their matching contribution.

SCHEDULE / TIME CONSTRAINTS

This agreement needs to be signed prior inviting potential engineering firms to submit their qualifications and proposals. For the timing of the project, the design needs to begin as quickly as possible, to ensure the best competitive bidding for construction. In addition, the City will need the full design and as designed cost estimate prepared by October 1st to submit back to WFRC.

LIST OF ATTACHMENTS

Federal Aid Agreement (draft)

State of Utah
Department of Transportation

Federal Aid Agreement for Local Agency Project CFDA No. 20.205 Highway Planning and Construction	Clearfield City - Kamilla Schultz	Maximum Project Value Authorized $4,679,427
PIN Number 14843 FINET Number 54814 FMIS Number F012234 DUNS Number 073019325	Project Number F-LC11(68) PIN Description 500 West; 2000 S. to D St., Extension, Clearfield	Agreement Number (Assigned By Comptrollers) Date Executed

This Agreement is entered into this _____ by and between the Utah Department of Transportation ("UDOT") and Clearfield City "Local Agency", a political subdivision(s) of the State of Utah.

The (City/County) has a project that will receive financing from federal-aid highway funds. The Project consists of 500 West; 2000 S. to D St., Extension, Clearfield, located at Clearfield City and identified as project number F-LC11(68);

Pursuant to 23 CFR Section 635.105, UDOT has the responsibility to oversee the federal aid projects to ensure adequate supervision and inspection so the projects are completed in conformance with the approved plans and specifications, including compliance with all federal requirements; and

This Agreement describes the respective roles and requirements of UDOT and the City/County to ensure compliance with the federal requirements for the receipt of federal funding for the Project.

NOT FOR SIGNATURES

State Wide Transportation Improvement Program STIP 2019 - 2022

Fund*	Prior	2019	2020	2021	2022	Total	Fed Aid	State	Other	Pct
STP_URB_O/L	$10,726	$378,237	$0	$0	$4,290,464	$4,679,427	$4,362,630	$0	$316,797	6.77%
Total:	$10,726	$378,237	$0	$0	$4,290,464	$4,679,427	$4,362,630	$0	$316,797	6.77%

AGREEMENT

Now, therefore, the parties agree as follows:

I. **Description of the Project.**
II. **UDOT's Roles and Responsibilities on a Federally Funded Local Government Project as follows:**

A. Oversee compliance with federal and state regulations.
B. Ensure transportation project oversight as outlined in 23 CFR 635.105.
C. Assign a UDOT Project Manager to:
   1. Assist the Local Government Project Manager to monitor scope, schedule, budget, and help track expenditures during all phases of the project.
   2. Assist in project risk monitoring by reviewing and discussing identified risks and mitigation efforts.
   3. For projects approved through the Wasatch Front Regional Council (WFRC), assist in early coordination with UDOT's Environmental staff during preparation of the environmental document.
   4. Prepare and process the federal aid agreement before project initiation.
   5. Help administer consultant qualifications-based selection, negotiation of contract, and contracting process for all phases of the Project using the UDOT Consultant Services selection process.
   6. Assist the local agency to process and approve Consultant Pay Requests.
   7. Coordinate and participate in design review meetings to ensure the federally-approved, UDOT design process is followed.
   8. Coordinate to ensure ongoing communication with the local project sponsor.
   9. Notify the Local Government that the match, betterment or other funding to UDOT is due.
   10. Assist the Local Agency in preparing and executing UDOT Standard Utility Reimbursement Agreements as required.
   11. Coordinate betterment items and finalize agreements prior to construction advertising.
   12. Assist with the federally-approved construction advertising and award processes through the UDOT construction advertising and award process.
   13. Coordinate with the Local Project Manager to review and recommend change orders for approval.
   14. Coordinate the UDOT project closeout process.

III. **Local Agency Roles and Responsibilities on a Federally Funded Local Government Project.**

The Local Agency shall manage the Project in compliance with federal and state laws and regulations. The Local Agency shall monitor the quality of work being performed on the Project and daily activities and issues with the consultants.

A. The Local Agency shall assign a representative to serve as the Local Project Manager to:

   1. Research, understand, and take responsibility for federal requirements by its acceptance of federal funds.
   2. Coordinate with the UDOT Project Manager concerning the funding.
   3. Work with organizations (MPO's, etc.) for funding and expenditure time-frames, scope issues and delivery schedule.
   4. Manage the day-to-day activities of the Project as follows:
      a. Consultant and professional services used on the Project.
      b. The Local Agency shall recommend and approve consultant pay requests.
      c. Project scope, schedule, budget, and quality.
      d. Coordination of details, decisions and impacts with the local jurisdiction's community councils, commissions, legal counsel, department heads, political leads, engineering and public works departments, etc.
      e. Coordination with the assigned UDOT Project Manager.
      f. Project risk monitoring by reviewing and discussing identified risks and mitigation efforts.
      g. Monitor project schedule and progress of all project tasks- to ensure a timely delivery of the project.
      h. Schedule discussion should be held in all preconstruction and construction project progress meeting.
      i. Oversee project compliance with federal and state transportation project processes. These responsibilities include (but are not limited to):

NOT FOR SIGNATURES

1) Participate in the federally approved UDOT consultant qualifications-based selection, negotiation of contract, and contracting process for all phases of the project.
2) Participate as the active lead in project team meetings as well as all field and plan reviews.
3) Ensure NEPA Environmental clearances and approvals are obtained.
4) Ensure current AASHTO, MUTCD, and UDOT design standards are met, or if not, ensure all design exceptions, waivers or deviations are obtained from UDOT and have the necessary signatures in place.
5) Ensure and certify that right of way acquisitions follow the federal Uniform Act and comply with state right of way acquisition policy, including rules, and meet all Project right of way commitments.
6) Ensure construction standards and specifications are met.
7) Oversee project construction management operations, progress, documentation and quality inspection to meet state and federal contract administration requirements.

j. Coordinate with utilities to minimize project impacts and ensure needed relocations have the proper documentation, easements and agreements in place. The Local Agency shall provide to UDOT Region Utility Coordinator the Project utility certification prior to construction advertising. All utility agreements must follow the UDOT standard Utility agreement format and process.
k. Provide right of way certification verifying all required right of way has been purchased prior to advertising.
l. Ensure required documentation is in place before submitting the advertising package to UDOT for advertising through its federally-approved process.
m. Coordinate with the UDOT Project Manager and Comptroller's Office to deposit the local match and betterment funds as outlined below in Section IV.
n. Approve the final advertising package and obtain local signature approval advertisement.
o. Review the abstract of bids and recommend to the UDOT Project Manager award of the project. The Local Agency may decline to recommend award for the following reasons: Lack of funding to cover project costs as bid, or cancelling the project.
p. Attend Construction Coordination meetings and coordinate with the Consultant Resident Engineer (RE).
q. Review all construction change orders for approval and submit them to UDOT Project Manager for review and processing.
r. Review the project budget for changes related to change orders, quantity overruns, incentives, fuel and asphalt adjustments, etc.
s. Ensure materials comply with the current UDOT Materials Testing and Acceptance Manual and the UDOT Minimum Sampling and Testing Requirements.
t. Assist to provide all documentation needed for construction project close out including Buy America certification.
u. Coordinate the project close out process by timely closing all open contracts and agreements.

This list of roles and responsibilities is not comprehensive but describes the general roles of the Local Agency.

NOT FOR SIGNATURES

IV. **Funding.** Upon signing this agreement, the Local Agency agrees to pay its estimated matching share in phases when requested by UDOT within 30 days. Phases typically include environmental, design, right of way and construction. The local match for this project is represented by the percentages of the Total Project Value shown below. In addition the Local Agency agrees to pay 100% of the overruns that exceed $4,679,427 and any ineligible costs to UDOT.

The Local Agency shall be responsible for all costs associated with the project which are not reimbursed by the federal government. For a Joint Highway Committee project, the federal participation for construction engineering costs is limited to 20 percent of the construction contract costs. No costs are eligible for federal aid reimbursement until authorized by the FHWA through Form R-709, Request for Federal Aid Project Approval, separate from this Local Agency Agreement.

Local Agency betterments are ineligible for Federal Funding. The Federal Aid Agreement must be modified to incorporate the additional funding for the betterments that are included after the execution of this Agreement. The Local Agency will advance the funds for the betterments to UDOT prior to the construction award.

Flexible match (soft match) will only be utilized on this project if the flexible match is approved by the UDOT Local Government Programs Engineer and the flexible match is included in this agreement prior to execution. Flexible match will not be added to the project after this agreement has been executed.

For the specific funding for the project, see page 1, Statewide Transportation Improvement Program (STIP).

UDOT will request payment of matching shares and overruns through an email that will be sent to Kamilla Schultz at KAMILLA.SCHULTZ@CLEARFIELDCITY.ORG, the Local Agency Contact. The Local Agency shall pay within 30 days after each payment request. The Local Agency shall make the check payable to the Utah Department of Transportation referencing the project number above and mail to UDOT Comptroller's Office, 4501 South 2700 West, Box 1415010, Salt Lake City, Utah 84114-1510.

Funds requested beyond the amount described in this Agreement will require execution of a Federal Aid Agreement Modification by the parties.

If the project has cost overruns, the Local Agency shall pay the additional amount to UDOT within 30 days of receiving the invoice. Should the Local Agency fail to reimburse UDOT for costs that exceed the federal reimbursement, federal funding for other Local Agency projects or B&C road funds may be withheld until payment is made in addition to any other remedies available.

If the Local Agency's advanced amount exceeds its share of project cost, UDOT will return the amount of overpayment to the Local Agency upon financial closure of the project.

If there are any unexpended Federal Funds remaining on the project, the funds will be returned to the funding source that they originated (MPO, etc) and reprogrammed.

UDOT Comptroller shall provide the Local Agency with a quarterly statement reflecting a cost summary for the project.

V. **Local Agency's Reimbursement Claims.** The Local Agency shall bill UDOT for eligible federal aid project cost incurred after FHWA phased approval for authorization to proceed (form R709) and in conformity with applicable federal and state laws. Authorized Local Agency reimbursement claims should be submitted to UDOT Project Manager within 30 days of cost incurrence. Reimbursements to the Local Agency for right of way claims are classified as a pass-through of Federal funds from UDOT to the Local Agency. Expenditures by the Local Agency for general administration, supervision, and other overhead shall not be eligible for federal participation unless an indirect cost plan has been approved annually by the Federal government. The Local Agency shall certify to UDOT that it has conformed to all the requirements of applicable state and federal law, Consultant Services Manual of Instruction, Local Public Agency Guide, and all the provisions of the contract, as a condition of and prior to receiving payment under the contract.

The Local Agency shall comply with 23 CFR Section 710.203 for FHWA reimbursement requests of real property acquisitions. A Local Agency shall not request reimbursement for excess acquisitions which are not eligible for FHWA reimbursement under 23 CFR Section 710.203 http://www.gpoaccess.gov/cfr/retrieve.html.

VI. **Federal Aid Project Compliance.** Local Agency shall comply with Title 23, USC, 23 CFR, 2 CFR Part 200, , UDOT Local Government and State Aid Project Guide, UDOT's Right of Way Operational Manual and the Federal Aid Project Agreement between UDOT and Federal Highway Administration concerning federal aid projects. They will also follow the Local Government Design and Process Manuals.

VII. **Project Authorization for Federal Aid**. The Local Agency, through UDOT, must obtain an Authorization to proceed from FHWA before beginning work on any federal aid project. Federal funds shall not participate in costs incurred prior to the date of authorization. The Local Agency will work with the Project Manager to establish a project end date. Any expenses incurred after the FMIS Close Out End Date will not be eligible for Federal reimbursement and **the Local Agency will be required to pay 100% of those costs**. This end date can be found on the UDOT website at the following link: Local Government Close Out Dates. FHWA authorizes the funding in separate phases including environmental, design, ROW, and construction.

NOT FOR SIGNATURES

VIII. **Indemnity clause.** UDOT and Local Agency are both governmental entities subject to the Utah Governmental Immunity Act ("Act"). Each party agrees to indemnify, defend, and save harmless the other party from and against all claims, suits, and costs, including attorney's fees for injury or damage of any kind, arising out its negligent acts, errors or omissions of its officers, agents, contractors or employees in the performance of this Agreement. Nothing in this paragraph is intended to create additional rights to third parties or to waiver any of the provisions of the Act. The obligation to indemnify is limited to the dollars amounts set forth in the Act. The indemnification in this paragraph shall survive the expiration or termination of this Agreement.

IX. **Single Audit Act.** The Local Agency, as a sub-recipient of federal funds, shall adhere to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A sub-recipient who expends $750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with 2 CFR 200. Upon conclusion of the 2 CFR 200 audit, the Local Agency shall be responsible for ensuring that a copy of the report is transmitted to the Utah Department of Transportation, Internal Audit, 4501 S 2700 W, Box 148230, Salt Lake City, Utah 84114-8230.

X. **Maintenance.** The Local Agency shall properly maintain and restore each type of roadway, structure and facility as nearly as possible in its original condition as constructed or improved in accordance with state and federal requirements.

XI. **Utilities.** The Local Agency shall notify and cooperate with utility companies having facilities in the project limits in accordance with Utah Code Section 54-3-29. The Local Agency shall follow the standard UDOT utility agreement process including signatures by UDOT, utility, and the Local Agency.

The Local Agency shall certify, in accordance with 23 CFR Section 645.107(c), that utility relocation reimbursements to be made in accordance with the provisions of 23 CFR Section 645.107(a) do not violate the terms of a use and occupancy agreement, or legal contract, between the utility and the Local Agency, or are solely for the purpose of implementing safety corrective measures to reduce the roadside hazards of utility facilities to the highway use as provided in 23 CFR Section 645.107(k).

The Local Agency shall determine reimbursement eligibility for identified relocations based on Local Agency Franchise Agreement or Ordinance. If not reimbursable, submit a written statement to UDOT that the Local Agency is "legally unable to reimburse the utilities" for relocation or protection work as part of the project. Utility relocations deemed to be reimbursable will be performed in accordance with 23 CFR Section 645, Utilities, Subpart A, and are subject to 23 CFR Section 635.410, Buy America Requirements.

In accordance with 23 CFR Section 645.209 (g), the Local Agency will provide a degree of protection to the highway that is equivalent to or more protective than Utah Administrative Rule 930-7, Utility Accommodation Rule.

XII. **Availability of Records**. For a period not less than three (3) years from the date of final voucher, the Local Agency accounting records pertaining to the federal aid project are to be kept available for inspection and audit by the state and federal government, or furnished upon request.

XIII. **Right of Way.** The Local Agency shall acquire all the required right of way for the Project in compliance with 23 CFR Section 710.309, 49 CFR Part 24 and UDOT Right of Way Operations Manual, including the procurement process for contracting with consultants. The Local Agency shall use the right of way module in ePM for acquisitions. The Local Agency shall utilize UDOT's contracting processes to hire consultants to provide Right of Way services. This requirement includes selection methods, consultants being on the approved pool, and the contracts going through UDOT Consultant Services. Noncompliance with these requirements may result in UDOT withholding federal funds. Once all the necessary right of way is acquired, the Local Agency shall obtain UDOT's certification. All the necessary right-of-way must be obtained before the project is advertised. No limitations concerning right-of- way shall be allowed. For UDOT right-of-way certifications required for advertising access the following: http://www.udot.utah.gov/main/f?p=100:pg::::1:T,V:808,34728.

For real property disposals the Local Agency shall comply with 23 CFR Sections 710.409 and 710.403. The Local Agency should have property management records, which identify inventories of real property considered excess to project needs. If a Local Agency determines that real property initially acquired as part of the project is declared excess and disposed of the Local Agency must comply with 23 CFR Sections 710.409 and 710.403. These sections require that the Federal share of net income from the sale or lease of real property

NOT FOR SIGNATURES

acquired with Federal assistance be used for Title 23 eligible projects. Refer to http://www.gpoaccess.gov/cfr/retrieve.html for additional information. The Local Agency shall deposit the net proceeds from the sale or lease with UDOT to be applied towards a Title 23 eligible project as authorized by the appropriate metropolitan planning organization or the Joint Highway Committee.

XIV. **Change in Scope and Schedule.** Local Agency recognizes that if a project scope changes from the original intent of the project application, the project will need to be re-evaluated by the responsible agency that programmed the project (i.e, MPO, JHC). Such a review may result in approval of the scope change, removal from the program, or adjustment in the federal aid funds programmed for the project.

Local Agency is responsible for the schedule of the project. If the project cannot progress as programmed, the responsible programming agency may advance other projects and require the project to wait for next available funding.

Any change orders required to meet the terms and conditions of the construction contract will be initiated by UDOT. UDOT will notify the Local Agency of any such change orders and obtain the Local Agency's consent if the change order increases the cost of the project. The Local Agency shall be responsible for 100% of the costs of all change orders on the Project not reimbursed by FHWA.

XV. **UDOT Service Costs.** UDOT may provide expertise in project management, contract preparation, design plan reviews, advertising, construction materials verification/certification, technical assistance, engineering services or other services as needed. This includes costs for auditing consultant contracts that can be up to 0.5% of the contract costs. Appropriate charges for these costs will be incurred by the project and included in the overall project costs.

XVI. **Additional Contracting Party.** If the Local Agency desires to be an additional contracting party and an additional bondholder or obligee on the performance bond for Class B and C roads, a signed letter on official letterhead by the governing body of the Local Agency shall be an attachment to this Federal Aid Agreement. This provision applies only to federally funded projects and only on B and C roads.

XVII. **Termination.** This agreement may be terminated as follows:

1. By mutual agreement of the parties, in writing.
2. By either UDOT or the Local Agency for failure of the other party to fulfill their obligations as set forth in the provisions of this agreement. Thirty day written notice to terminate the Agreement will be provided to the other party describing the noncompliance of the Agreement. If the noncompliance is not remedied within the thirty day period, the Agreement shall terminate. However, if UDOT believes that the Local Agency is violating the Agreement that may result in harm to the public, inappropriate use of federal funds or if the Federal Highway Administration requests immediate termination, UDOT may terminate the Agreement without giving the thirty day notice.
3. By UDOT for the convenience of the state upon written notice to the Local Agency.
4. By UDOT, in the event that construction of the project for which this design engineering is undertaken is not started by the close of the fifth fiscal year following the fiscal year in which this agreement is executed.

In the event of termination, the Local Agency shall pay all of UDOT's costs referenced in paragraph XV regardless of whether the Project is constructed.

XVIII. **Miscellaneous.**

1. This Agreement cannot be altered or amended, except pursuant to an instrument in writing signed by each of the parties.
2. If any term or provision of this Agreement or application to any person or circumstance shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement shall not be affected and each term, condition and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law, so long as removing the severed portion does not materially alter the overall intent of this Agreement.
3. The failure of a party to insist upon strict performance of any provisions of this Agreement shall not be construed as a waiver for future purposes with respect to any such provision or portion. No provision of this Agreement shall be waived unless such waiver is in writing and signed by the party alleged to have waived its rights.

NOT FOR SIGNATURES

4. Each undersigned represents and warrants that each has been duly authorized for all necessary action, as appropriate, to execute this Agreement for and on behalf of the respective parties
5. The parties shall not, by this Agreement nor by any act of either party, be deemed principal and agent, limited or general partners, joint ventures or to have any other similar relationship to each other in the conduct of their entities.

XIX. **Content Review**
Language content was reviewed and approved by the Utah AG's office on August 16, 2018.

LOCAL AGENCY

By _____

Date _____
Clearfield City Official

APPROVED AS TO LEGAL FORM

By _____
Clearfield City Attorney

Date _____

LOCAL AGENCY - Attest

By _____
Clearfield City Recorder

Date _____

Utah Department of Transportation

By _____
Region Director

Date _____

UDOT Comptroller

By _____
Comptroller's Office

Date _____

NOT FOR SIGNATURES

Consultant Services
Federal Aid Agreement Review/Approval Routing Form

STATE OF UTAH
UTAH DEPARTMENT OF TRANSPORTATION
ENGINEERING SERVICES

TODAY'S DATE 4/15/2019
PM REQUEST DATE 4/11/2019

FEDERAL AID AGREEMENT NO.

Project No.: F-LC11(68) **PIN No.:** 14843

PIN Description: 500 West; 2000 S. to D St., Extension, Clearfield **FINET Prog Code No.:** 54814

UDOT Project Manager	UDOT Contract Administrator
Thomas H. Roylance 166 West Southwell Street Ogden, UT 84404 (801)648-8966 troylance@utah.gov	Michael R. Butler (Acting as UDOT) PO Box 148490 Salt Lake City Utah 84114-8490 (801)965-4419 michaelbutler@utah.gov

Local Government
Clearfield City 55 S STATE ST Clearfield, UT 84015 Kamilla Schultz (801) 525-4423 KAMILLA.SCHULTZ@CLEARFIELDCITY.ORG

Project Value	$4,679,427
Federal Match	$4,362,630
Local Government Match	$316,797
State Match	$0

NOT FOR SIGNATURES

This Federal Aid Agreement will follow the current Consultant Services electronic signature process. Please follow the email instructions for processing the Federal Aid Agreement. If legal reviews are required by your entity, the contract will still need to ultimately follow the electronic signature process.

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Chief Kelly Bennett, Police Department

MEETING DATE: April 30, 2019

SUBJECT: Emergency Services Preparedness and Action Plan for Staff and Residents

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RECOMMENDED ACTION

Discuss the Emergency Services Family Handbook, the Emergency Response Booklet for Staff and Elected Officials and the Clearfield City Emergency Operations Plan. If there are further recommendations, staff will review the recommendations and make any applicable changes.

DESCRIPTION / BACKGROUND

The City has had a desire to create an Emergency Preparedness Family Handbook and an Emergency Response Booklet for Staff and Elected Officials. In addition, the Clearfield City Emergency Operations Plan has been modified according to the FEMA guidelines. The Emergency Operations Plan is a more technical document that requires certain terminology and direction that corresponds with training and guidelines defined by FEMA. Emergency Services Manager John Meek has conducted research in regards to the information and instructions that should be included in the booklet and handbook. The information was modified to meet the needs of Clearfield City. Once the booklet and pamphlet is finalized the information will be distributed to City staff, elected officials, and the Clearfield City residents.

CORRESPONDING POLICY PRIORITY (IES)

The creation and distribution of the Emergency Services documents meets the City's goal and priority of providing quality municipal services. Councilmembers have identified these documents as a Tier 2 priority. The documents will be beneficial to staff members as well as the residents when preparing for an emergency as well as responding if the need arises.

FISCAL IMPACT

There is no fiscal impact.

ALTERNATIVES

N/A

SCHEDULE / TIME CONSTRAINTS

N/A

LIST OF ATTACHMENTS

Emergency Response Booklet for Staff and Elected Officials

Emergency Services Family Handbook

Emergency Operations Plan

EMERGENCY RESPONSE

BOOKLET

Clearfield City
we've got it made

A checklist for initial response and operations for executive level, key personnel, and elected officials to any major disaster or emergency incident

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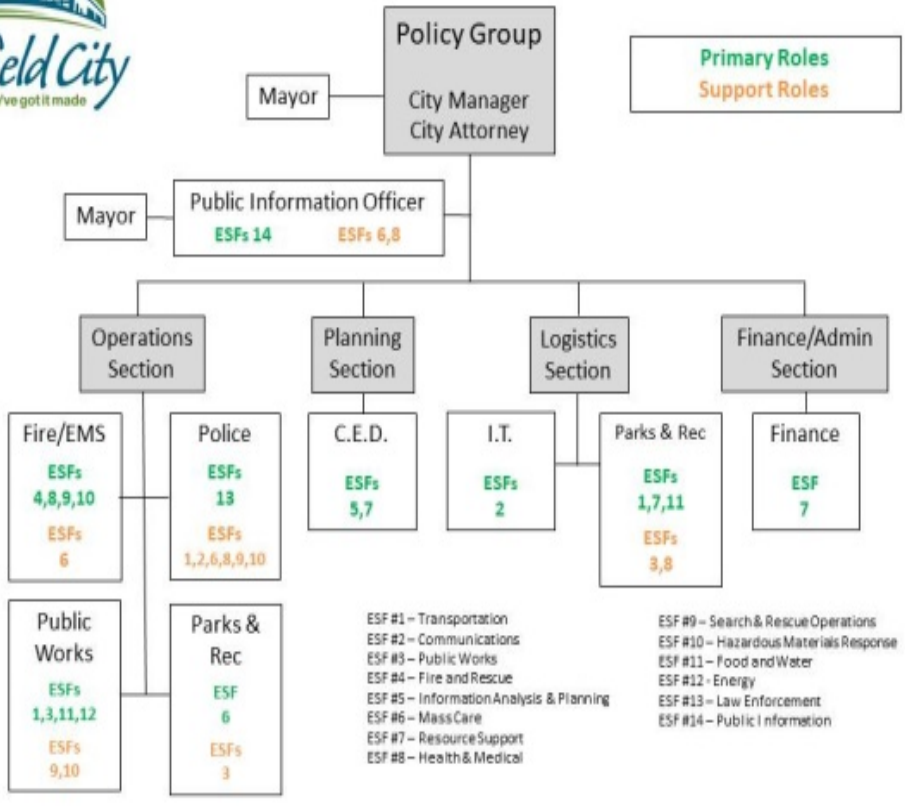
HOW TO USE THIS EMERGENCY BOOKLET

This booklet is to assist executive level staff during times of emergencies and disasters. Each checklist is a reminder or major activities that may need to be completed depending on the type and size of the emergency or disaster. Other assignments may be given to a department not outline in this booklet.

Each department or person identified in this booklet should have plans in place to actually carry out the duties they are assigned. Everyone in each department should be familiar with their role during and after a disaster.

Mitigation is about lowering the risk and reducing the effects of disasters and this ambitious venture has the potential to reap great rewards. To successfully mitigate disasters will require the combined talents and concerted efforts of all levels of government, academia, professional and voluntary organizations, the corporate sector and all citizens.

Emergency Operations Center (EOC) Organizational Chart



PHASES OF EMERGENCY

The following four phases will be used and implemented as the situation dictates.

PHASE 1:

Above and beyond normal daily procedures but can be handled by on duty personnel. The City Manager will be notified within 24 hours.

PHASE 2:

Can be handled by departments(s) but is of a magnitude to call in off duty personnel. The City Manager and Administrative Services will be advised immediately. EOC may be activated.

PHASE 3:

Requires cooperation between one or more city departments of jurisdictions. This phase must be declared by the Mayor or City Manager.

PHASE 4:

Requires resources of the entire city, both governmental and private. Outside assistance would also be required. EOC would be activated on a full scale bases.

RESPONSE CONDITIONS

As departments move from normal to emergency conditions, responses will be adjusted.

Daily Operations

- Review and update plans
- Test and upkeep equipment
- Train staff to exercise readiness

Increased Intelligence Watch

- Situation will be evaluated on a 24 hours basis
- Review plans and standard operating procedures (SOP's)
- Notify the Mayor, City Manager and key personnel as conditions change
- Review status of necessary supplies
- Administrative Services Director will brief City Manager and key personnel

Standby Personnel

- EOC on 24 hour minimum crews
- Coordinate emergency supplies
- City Manager will brief officials
- All personnel are on standby

LEVELS OF CONTROL

In an emergency, there will be two levels of control. Both will report directly to the City Manager.

FIRST LEVEL

The scene commander will set up the command post and coordinate the following:

- Response agencies
- Keeping sites open
- Establish communications with EOC and dispatch center
- Transportation
- Update City Manager

SECOND LEVEL

The Administrative Services Director will set up the EOC and coordinate the following:

- Phones and EOC dispatch communications
- Meals for service providers
- Purchasing
- ID badges
- Coordinate information for PIO
- Building security
- Sheltering of displaced persons
- County, state, and federal agencies
- Red Cross, churches, clubs, etc.

DEPARTMENTAL CHECKLIST

MAYOR

- Make arrangements to meet family needs
- Get background information from person who notified you of the emergency, such as:
    - Location
    - Incident size and type
    - Type of damage
    - What has been done already to respond?
- Meet with City Manager, departments, and other agencies to determine phase of emergency (see page 1)
- Take 72 hour kit with you

MAYOR DURING EOC ACTIVATION:

- Direction and Control
    - Instruct City Manager to assemble the policy group and/or department directors involved in emergency
    - Determine overall response to the situation and ensure that departments are communicating and obtaining needed resources
- Prepare and execute official declaration if necessary
- Seek updates on the emergency's impact on the

community and the city's response
- Inform residents of action to take during the emergency
- Meet with Public Information Officer to prepare news releases
- Meet with the policy group on a regular basis to receive and respond to updates

CITY MANAGER

- Make arrangements to meet family needs
- Get background information from person who notified you of the emergency, such as:
    - Location
    - Incident size and type
    - Type of damage
    - What has been done already to respond?
- Meet with Mayor, departments, and other agencies to determine phase of emergency (see page 1)
- Consult with Emergency Manager to determine whether to activate the EOC
- Depending on phase of emergency, have dispatch notify department heads to meet in EOC
- Begin a log of events, decisions, and communications
- Take 72 hour kit with you

CITY MANAGER DURING EOC ACTIVATION

- Begin a personal log noting events, actions, decisions, reasons for decisions, etc.
- Direction and Control
    - Assemble policy group of department directors involved with the emergency
    - Determine overall response to the situation and ensure that departments are communicating needs with one another
- Assign people to fill any vacancies in EOC (see Organization Chart on page 2)
- Request continual updates on situation of emergency:
    - **Collect information on damage**
        - ★ This is the most important activity after a disaster
    - Analyze impact on community
    - Coordinate resources with help of Administrative Services Director
- Establish policies and set priorities for response to determine where to direct resources
- Hold regular briefings with policy group to update them on response situation
- Meet with the Mayor and Administrative Services Director to assist the Public Information Officer in preparing news releases

- Ensure that departments are keeping records of the event and their activities
    - This information should be sent to the City Recorder for official documentation

MANDATORY STAFF ACTIVITIES

These are items that involve all staff.

- **Public Utilities:** Water services should be maintained or restored when necessary
- **Police:** Appropriate warnings and evacuations must be issued
- **Emergency Management:** Coordinated with the Red Cross to establish shelters and mass care operations
- **Fire and Emergency Management:** Coordinate with medical facilities for direction on where to send patients to receive care
- **Emergency Management and Parks and Recreation:** Coordinate and manage volunteers and establish a system to direct help to where they can do the most good
- **Public Information Officer:** Give regular updates to the public

- **Emergency Management and Dispatch:** Ensure communication needs are met in departments
- **Finance:** Ensure purchasing needs are being met so each department has the resources it needs to respond to the emergency
- Search and rescue efforts are given top priority
- Damage assessment responsibilities should be a priority
- Utilities (gas, water, sewer, power, phones, etc.) should be restored as soon as possible
- Ensure that departments are documenting the event and operations
    - Information should be sent to the City Recorder for official documentation

LEGAL

- Make arrangements to meet family needs
- Report to the EOC and bring 72 hour kit
- Begin a log of events, decisions, communications, and significant events
- Attend policy group meetings and provide input on legal issues
- Assist in preparation of disaster declaration and

process with other government agencies
- Assist with damage assessments
- Interpret laws, rules, and regulations for acquisition and/or control of critical resources, evacuations, and population control
- Keep records of your actions and reasons behind them

RISK MANAGEMENT

- Communicate with the volunteer coordinator to assess risk of using volunteers during each stage of response process

PUBLIC INFORMATION OFFICER

Warning Phase of an Emergency

- Coordinate with departments to determine what information needs to be released BEFORE an incident occurs
- Prepare printed material (if applicable) for quick distribution to media and the public
- Monitor media reports
- Work with joint information center on large incidents

During and After Emergency

- Log activities, decisions, communications, and major events

- Report to the EOC and get an update on the emergency
- Handle inquiries from the media
    - Let media know when and where information will be released
- Coordinate with all departments to have a “single voice” when information is released.
- Police will track and inform you of deaths and injuries
- Meet with Mayor and coordinate information to release to publics
- Keep records of actions and forward to the City Recorder for official documentation
- Take 72 hour kit with you

INFORM PUBLIC ABOUT:

- Damage to community
- Services that are/aren’t available
- The city’s actions to restore services
- Estimated time period that services won’t be available
- What the public should be doing and what they should expect to happen next
- Location of medical, shelter, and food services

POLICY GROUP

- Check family safety
- If an emergency or disaster situation should

occur with major ramifications, policy group will be contacted and will respond if necessary

- Unless otherwise notified, the policy group would congregate in the conference room at the south end of the second floor of the municipal building
- Bring your 72 hour kit
- Attend policy group briefing to obtain information on the status of the situation from the Mayor and City Manager
- Begin a log of activities, decisions, events, communications, etc.
- Consult with PIO before information is released.
- Keep records of your actions and forward to the City Recorder for official documentation

POLICE CHIEF

- Check family safety
- Report to EOC with 72 hour kit
- Begin a log of activities, decisions, events, communications, etc.
- Provide all law enforcement services as the situations requires
- Track the number of injured and confirmed deaths
- Provide security for the EOC, shelters, and any other established emergency operations facilities

- Obtain information on status of:
    - Personnel
    - Equipment, offices, buildings
    - Communications
- Attend policy group briefings and report information to Mayor and City Manager
- Coordinate and recommend response priorities during briefings
- Keep records of your actions and forward to the City Record

If Applicable:

WARNING

- Coordinate with Public Information Officer about information to be released, use of emergency alert system, radio, television, and National Weather Service

EVACUATION

- Prepare evacuation plans for affected areas. Include provision for special need populations (elderly, disabled, school children, etc.)
- Coordinate with other organizations on moving their populations
- Coordinate information to be released to the public with the Public Information Officer (routes, supplies, transportation assistance, mass care

facilities, shelters, etc.)

- Plan to control traffic in affected areas
    - Coordinate with Public Works on condition of streets, barricades, flashers, etc.
- Include residents' animals and pets in evacuation plan
- Work with the Mayor, City Manager, and Legal to determine policy on people who refuse to evacuate

LAW AND ORDER

- Provide security and shelter or mass care sites
- If personnel is available, provide services at mass care sites
- Keep records of the number of injured, confirmed dead, displaced, and homeless
- Check with mutual aid cities to see if they have any resources available
- Coordinate with Volunteer Coordinator to see if volunteers are available

FIRE CHIEF

- Check family safety
- Bring 72 hour kit
- Begin a log of activities, decisions, events, communications, etc.
- Coordinate with all medical and emergency

physical and mental health service providers
- Provide fire protections and suppression as needed
- Report the number of confirmed killed and injured to the police department as you become award
- Obtain information on status of department resources
- Attend policy group briefings and report information to the Mayor and City Manager
    - Coordinate and recommend priorities during briefings
- Keep records of your actions and forward them to the City Recorder for official documentation

If Applicable:

- Respond to life threatening situations first
- Provide fire protections and suppression as needed
- Prepare for and coordinate all hazardous material spills, leaks, or problems
- Assist with warning and evacuation plans
- Coordinate search and rescue operations
- Check with mutual aide cities for more resources
- Coordinate with Volunteer Coordinator to see if volunteers are available

PUBLIC WORKS DIRECTOR

- Check family safety
- Report to EOC and bring 72 hour kit
- Begin a log of activities, decisions, events, communications, etc.
- Report the number of killed and injured (that you are aware of) to the police department
- Keep records of your actions and forward information to the City Recorder for official documentation

Damage Assessment

This task is to identify what happened and the impact on community

- Obtain information from field personnel on impacts of the disaster on the community:
    - Street conditions
    - Infrastructure
    - Water distribution
    - Public water availability
    - Available/unavailable utilities from other agencies
- Obtain information of the status of department resources
    - Personnel
    - Buildings and offices
    - Fleet resources
    - Heavy equipment

    - Communications
    - Materials
- Attend policy group briefings and report information to Mayor and City Manager
- Coordinate and recommend response priorities during briefings

If Applicable:

- Complete street repairs to expedite road use
- Assist with evacuation plans through traffic control
- Support other departments with mechanical and fleet operation needs
- Prepare a plan for debris removal
- Provide equipment as needed
- Coordinate with Public Information Officers to announce available travel routes
- Keep records of vehicle, manpower, and equipment use
- Identify alternative fueling sites
- Coordinate with utility companies on city needs/repairs
- Provide water service to mass care facilities
- Coordinate with PIO about the release of information regarding water availability, safe water concerns, precautions, etc.
- Check with mutual aid cities to see if they have any resources available

- Coordinate with Public Health, EPA, etc.
- Coordinate with Volunteer Coordinator to see if volunteers are available

Flooding

- Identify flood areas and coordinate with police and public relations for warnings, evacuations, and traffic control
- Identify routes for storm water runoff to deter flooding damage
- Contact and coordinate with other agencies for needed resources

PARKS & RECREATION DIRECTOR

- Check family safety
- Report to EOC and bring 72 hour kit
- Begin a log of activities, decisions, events, communications, etc.
- Report the number of killed and injured (that you are aware of) to the police department
- In cooperation with Administrative Services Director, initiate volunteer community organizations as needed
- Keep records of your actions and forward them to the City Recorder for official documentation

Damage Assessment

This task is to identify what happened and the impacts on the community

- Assess:
    - Park facilities
    - Parks & Recreation buildings/shops
    - Other areas as needed
- Obtain information on status of department resources:
    - Personnel
    - Communications
    - Equipment
- Attend policy group briefings and report information to Mayor and City Manager
- Coordinate and recommend response priorities during briefings
- Assist police and fire by checking on the status of family members of employees on duty

If Applicable:

- Assist all other departments with equipment needs if possible
- Assist with the setup and operations of shelter and mass care facilities
- Prepare parks for temporary housing and shelters

- Check with mutual aid cities to see if they have any resources available
- Coordinate with Volunteer Coordinator to see if there are any volunteers available

MASS CARE

Activity is centered on establishing and helping victims get the help they need at a mass care facility

- Coordinate with the Red Cross, police, fire, and school district to identify shelters
- Items to consider at each site:
    - **Staffing:** work with Red Cross, schools, religious groups
    - **Safety concerns:** safety and security of the building
    - **Communications with EOC**
    - **Traffic:** establish and publicize routes
    - **Signs designating buildings as shelter**
    - **Animal Control services will be provided**
- Coordinate and manage donated goods and channel them to shelters and distribution centers

- Coordinate with Public Information Officer on the release of information about shelters, feeding centers, and other mass care facilities
- Require staff to keep detailed records of all resources used

FINANCE DIRECTOR

- Check family safety
- Report to EOC and bring 72 hour kit
- Begin a log of activities, decisions, events, communications, etc.
- Report the number of killed and injured (that you know of) to the police department
- Obtain information on status of department resources:
    - Personnel
    - Buildings and facilities (City Hall)
    - Computer and telephone equipment
    - Department communications
- Attend policy group briefings and report information to the Mayor and City Manager
- Coordinate and recommend response priorities during briefings
- Departments should sustain themselves for the first 24 hours. After that initial time period, need will be met by coordinating with federal and state agencies

- Coordinate with Finance and Legal for funding and purchasing authority
- Coordinate with Volunteer Coordinator to find out if volunteers can provide any needed resources
- Work with Davis County, the State, and the Federal government for access to their resources (either departmental or non-departmental)
    - A disaster declaration must precede the request for resources outside of city government; consult with Legal before any disaster declaration is made
- Record keeping is critical when the city ask for reimbursement
    - **Everything must be documented: who, what, when, where, why, how**
    - Forward all records to the City Recorder for official documentation

Purchasing & Contracts

This involves making it possible for departments and employees to quickly get resources needed without purchase orders, contracts, etc.

- Establish contract with suppliers whom the city has pre-negotiated agreements with for supplies

Records

This task is critical. The city must be able to document all its activities to be reimbursed for disaster related expenses.

- Collect reports from each department an group after each shift or day:
    - Personnel: who, where, when, activity, time worked
    - Supplies used and purchased
    - Contracts signed
    - Force account expenses
- Establish a filing system for later retrieval

CITY RECORDER

- Check family safety
- Report to the EOC and bring 72 hour kit
- Keep record of activities that the City makes during response
    - Have a record of events, communications, commitments, etc.
    - Records will be used to justify the city's actions in disaster response
- Provide and maintain all official documents, contracts, and agreements
- Oversee procurement and purchase of special resources during emergency

EMERGENCY MANAGER

- Check family safety
- Report to EOC and bring 72 hour kit
- Begin a log of activities, decisions, events, communications, etc.
- Manage all activity at the EOC
- Provide identifications for EOC and other special operations
- Obtain information on status of each department's communication resources
- Attend policy group briefings and report information to the Mayor and City Manager
- Keep records of your actions and forward to the City Recorder for official documentation

Other Activities

- Coordinate with phone companies (landline and wireless) to restore services for emergency response needs (IT)
- Coordinate with amateur radio groups for communication between shelters, field, and personnel
- Establish communication with other government agencies (County, State, and Federal)
- Utilize department systems as backups when other systems are unavailable

Resource Coordination

This activity involves assisting departments with their needs when they require addition resources to carry out their duties

- **Volunteers:**
    - Be the main contact for persons or organizations that want to volunteer to help in response or recovery; document what they can and can't do to help the city (Parks & Recreation)
    - Communicate with other departments to tell them what the volunteers can do and what resources they can bring
    - There is a liability when using volunteers. Do not let volunteers do anything dangerous (i.e. operate equipment)
    - Document all contacts, use of volunteers, time they worked, where, etc.

IT

- Check family safety
- Report to EOC and bring 72 hour kit
- Help with all IT issues (phones, internet, TV)

HAZARD SPECIFIC CHECKLIST

Earthquakes

1. Damage assessment must determine extent response activities (Public Works)
2. Remove trapped and injured persons (Fire)
3. Control access to damaged areas until after a safety inspection has been made. Establish protocol to determine when people can return to the area. (Police, Public Works, Policy Group)
4. Prepare a way to remove debris, especially when debris hinders emergency response services. (Public Works)
5. Begin an inspection program of critical buildings, mass care facilities, shelters, and commercial areas so they can be used as soon as possible. (Parks & Recreation, Public Works, Public Utilities)
6. Decide under what conditions a building will be demolished rather than closed and sealed off. (Building Inspections, Policy Group)
7. Get utility services back on as soon as possible. (Public Utilities)

Hazardous Materials: Chemical Spill

1. Federal law requires that an Incident Command System be utilized during response. (Fire, Police)

2. Notify County and State offices of the spill. They have additional resources that may be necessary.
3. Public information should be a priority. Be sure information on the incident and the actions they should take is made available to the public. (Public Information Officer)
4. Ensure that appropriate warnings and evacuations are taking place. (Police, Fire)

Commercial Airline Crashes

Airline crashes are considered crime scenes and investigated by the National Transportation Safety Board.

- Rescue efforts are the highest priority
- **Secure the area AT THE SAME TIME rescues efforts are being made**

Assignments may be given to the city:

- Establishing traffic ingress/egress at the scene
- Establishing an office communications center for agencies needing office space
- Establishing temporary morgue or storage facilities near the scene
- Establishing a location for family members to meet with staff, medical examiner, etc.

EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION

Organization

During most large-scale emergencies, the EOC will become the center of local government control. It will be from this facility that all major emergency-related decisions will be made.

The EOC will be located at the city office building, 55 South State Street, unless designated otherwise.

A common post will be set up at the disaster site(s). This is where the incident command(s) will be located.

EOC activation will be coordinated by the Emergency Manager or successor as follows:

- Activate communications group
- Set up EOC furniture and supplies
- Activate operations for phone lines, internet and TV as required (IT)
- Assign security check in at EOC entrance
- Brief Mayor, City Manager and department heads
- Review operating procedures
- Activate support staff as required

- Alert public information officer and establish information center staging if necessary
- Coordinate furniture setup
- Coordinate computer setup
- Mount displays
- Distribute stationary supplies to each desk
- Distribute forms and documents to stations
- Inspect generator and antennas
- Coordinate and arrange food and water supplies
- Coordinate and set up public information center

Task Assignments

- **Assemble policy group**

  This group consists of the city council members who will meet to assist with financial and fiscal decisions. The Mayor, City Manager and other staff will regularly brief and assist the policy group.

- **Support Staff**

  Individuals will be provided with an EOC card that must be warn for entry into the EOC during the activation period. Any unofficial visitors to the EOC will be issued an EOC visitor card. The EOC visitor card must be

surrendered upon the Visitor exiting the EOC.

- **Assemble Emergency Operation Center staff**

  This group consists of the Mayor, City Manager, City Attorney, Police Chief, Fire Chief, Public Works Director, Administrative Services, Finance Director, City Treasurer, Parks & Recreation Director and City Recorder.

- **Notify Communications Group**

  Under the direction of the dispatch supervisor, public safety dispatchers will be utilized in notification of secretarial and reception staff, information systems staff, amateur radio operators, emergency services personnel and other messaging and documentation personnel. This unit will work as a team to provide critical communications to the EOC staff.

Lines of Succession

Lines of succession are in accordance with the city's Emergency Operations Plan. Lines of succession to each department head and other key personnel positions will be according to the procedures and normal lines of succession established by the respective department or as

designated by department head.

Reports and Records

The use of reports will vary according to the type emergency involved.

Messages: All requests for assistance and all general messages will be handled using the appropriate procedures and forms

Initial Disaster Report: This report is used to provide initial basic information about an emergency situation.

Event Log: A record of major events during EOC operations will be compiled by a member or the support staff under direction of the City Recorder

Security Log: A record of all persons entering and departing the EOC will be maintained by security personnel at the entrance

Other Reports: Additional operational reports as requested by the City Manager

Security

Only those with Clearfield City ID cards will be allowed to enter the EOC. Any visitor that is allowed to enter the EOC during an activation period must wear a visitor’s card. Each person must log in and

out of the EOC facility. The EOC log will be turned over to the city recorder to become part of the emergency or disaster report.

Media

Media personnel will be staged at the Public Information Center in an area nearby the EOC. News conferences will be held there as needed at regular intervals.

Amateur Radio

Under emergency conditions where there becomes a burden or inoperability upon public safety radio, public telephone and cellular phone systems, the Amateur Radio Emergency Services (ARES) in the area provide a remarkably professional and long range communications service. These services should be activated as soon as a disaster or major emergency occurs or seems evident. The local ARES contact is listed with emergency contact numbers in the back of the booklet.

Emergency Contact Numbers

Administration:

Mayor Shepard……..….801-540-0348

City Council:

Kent Bush……801-940-4502
Nike Peterson……..801-332-0323
Vern Phipps……...801-628-4673
Tim Roper……801-682-6296
Karece Thompson……..385-773-9077

City Manager:

JJ Allen……..….801-000-0000

City Attorney:

Stuart Williams……801-000-0000

Fire Chief:

Mark Becraft……801-000-0000

Police Chief:

Kelly Bennett……..……801-726-9221

Public Works Director

Scott Hodge……...801-000-0000

EMERGENCY HANDBOOK

Clearfield City
we've got it made

For Clearfield City Households

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Family Emergency Handbook

Before An Emergency Happens,

Plan…Prepare…Be Informed

This handbook will help you and your family:

- **PLAN** for an emergency
- **PREPARE** you home, supplies, and equipment for an emergency
- **BE INFORMED** about what to do during emergencies most likely to occur in our area

It will also provide essential information to neighbors or emergency personnel who may be able to help your family.

Complete your handbook!

- Designate a regular place for your handbook that is easily accessible for your family and others who may need access to the information it contains (i.e. above the refrigerator).
- When placing the photographs in the information section, please note the age and date of the photograph. Periodically insert a more current photo.
- Write in pencil so you can make changes later.
- In the contact section, designate an out-of-state relative as the disaster contact. Inform all family members that everyone needs to check in with them and be sure everyone has their telephone number memorized and/or in their wallet to be able to make contact.
- Make a sketch of the floor plan of your home. Show the location of where to shut off all utilities. Note the locations of your essential supplies and equipment for an emergency so others can help you get what you need.

MAP

Individual Household Information

Address_____ **Phone**_____

Adult Household Members	Birthday	Work Phone	Cell Phone

Child's Name	Birthday	Cell Phone		Child's Name	Birthday	Cell Phone

Family meeting place outside the home (i.e. the mailbox) _____

Family meeting place outside the neighborhood (i.e. local church, entry of school)

_____

Emergency Contacts

be sure to list one "Out-of-Town" contact

Name	Relationship	Cell Phone	Address

Emergency Care Authorization: I hereby authorize the following individuals to make medical decisions on behalf of my family if I am unavailable in the event of an emergency.

Name	Relationship	Cell Phone	Address

Preferred Hospital _____ Health Insurance _____

Group # _____ Medicare # _____

Other Medical Insurance _____ Preferred Insurance _____

Signed _____ **Date** _____

Family Preparedness Checklist

Meet with your family today and discuss why you need a preparedness plan. Explain the dangers of fire, flood, wind, earthquakes and chemical spills to children. Use this checklist to prepare your family.

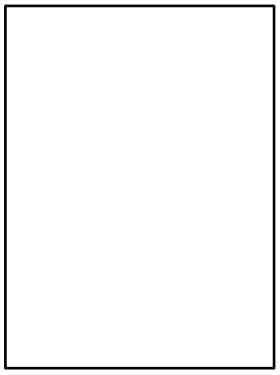
- ☐ Complete the Family Information forms in this book
- ☐ Make your house plan – mark the locations of utilities and emergency supplies
- ☐ Plan for an evacuation – list the most important items to take with you
- ☐ Teach older children how and when to turn off all utilities
- ☐ Evaluate your home security and plan how to improve it
- ☐ Check and rotate emergency water supplies
- ☐ Be able to purify unsafe water
- ☐ Take inventory of your food storage and make a plan to increase it
- ☐ Check and rotate your 72 hour kit and store it where it is easily accessible
- ☐ Check and rotate items in your first aid kit
- ☐ Take a first aid class and learn CPR
- ☐ Make plans for emergency cooking, heating and lighting
- ☐ Prepare a sanitation kit
- ☐ Check and recharge fire extinguishers as necessary
- ☐ Check and replace smoke and carbon monoxide detectors
- ☐ Bolt down water heaters, tall shelves and appliances ***before*** an earthquake
- ☐ Prepare financially by staying out of debt and saving for the future
- ☐ Replace batteries in emergency radios and lights
- ☐ ***Review your Emergency Plan with your family!***

PLAN – PREPARE – BE INFORMED – SURVIVE

Family Member Information

Name _____

Birthdate _____
Age _____
Cell # _____
Gender _____
Height _____
Weight _____
Hair Color _____
Eye Color _____
School/Employer
_____
Phone _____

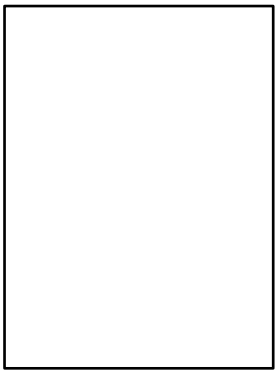


Allergies/Medical Conditions
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Medications
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Name _____

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Age _____
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Eye Color _____
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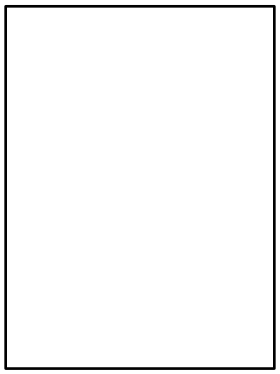


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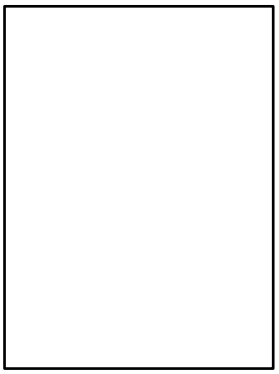


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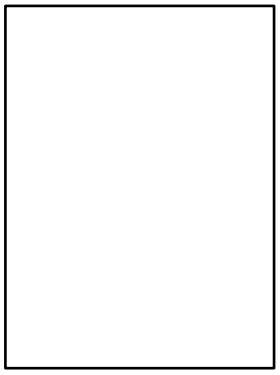
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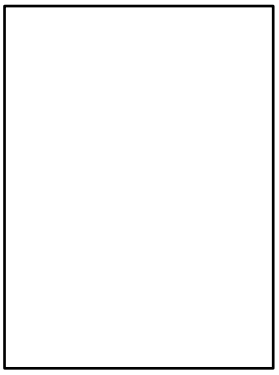


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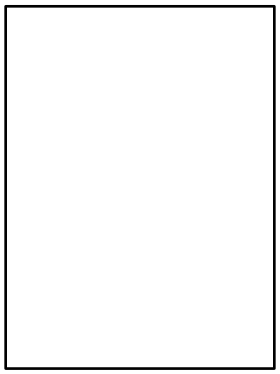


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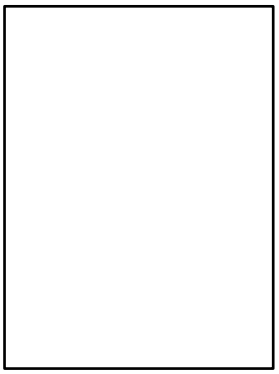


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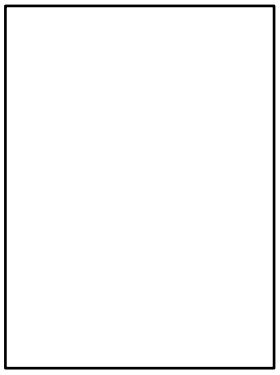
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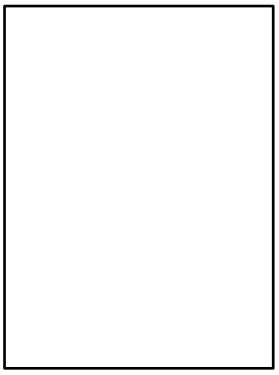


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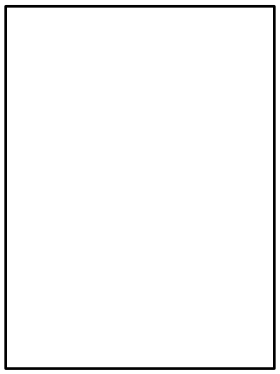


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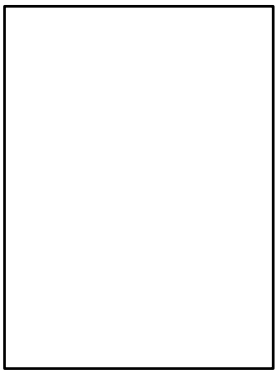


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Weight _____
Hair Color _____
Eye Color _____
School/Employer
_____
Phone _____



Allergies/Medical Conditions
_____
_____

Medications
_____
_____

Neighborhood Groups

1. *Coordinator	1. *Coordinator	1. *Coordinator	1. *Coordinator
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.

1. *Coordinator	1. *Coordinator	1. *Coordinator	1. *Coordinator
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.

1. *Coordinator	1. *Coordinator	1. *Coordinator	1. *Coordinator
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.

1. *Coordinator	1. *Coordinator	1. *Coordinator	1. *Coordinator
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.

Neighborhood Information

Family Address & Phone #	Those Living At Home	Emergency Contacts & Special Instructions	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	

Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	
Name: Address: Home Phone: Work Phone: Cell Phone:	Adults: Children: Pets:	Emergency Contacts:	Phone Numbers:
		Special Instructions:	

House Plan

It is important for every member of the family to know where utility valves and shut-offs are located in the house. It is also important to know where important papers, emergency supplies and other important resources are stored. A simple floor plan of each floor of your home drawn on graph paper will be of great assistance. The following should be prominently identified on the floor plan:

Gas Shut-Off

Inside the House _____

Outside the House _____

Water Shut-Off

Inside the House _____

Outside the House _____

Electricity Shut-Off

Inside the House _____

Outside the House _____

Include primary and alternate routes of evacuation in the plan from all locations in the house. You should also identify the location of all smoke alarms and when batteries should be changed. These floor plans should follow this page.

It may be useful to include any additional information that may be useful about your house, such as:

- Previous owners of your home
- Diagrams of electrical wiring, cable, phone wires, plumbing, etc.
- Paint colors by room
- Date of significant modifications and improvements

Evacuation Plan

The following suggestions are from FEMA.

- If you are asked to evacuate, please do so as quickly as possible.
- Wear protective clothing and sturdy shoes.
- Take your emergency kit, and medications for at least 72 hours. Even though it may appear to you that you will only be gone a few hours, be prepared for longer. You may not be allowed to return home once you leave.
- If possible, leash or cage pets and take them with you. Most shelters will not accept pets. If you take them with you, be sure to take their food, water and other items they will need. A possible place to board your pet is: _____.
- Lock all doors and windows. Be sure all appliances (large or small) are turned off and all candles are out.
- Leave a note as to where you have gone and what family members are with you.
- Parents and children who are separated during an emergency creates one of the most stressful situations. Make sure you have a current photo of your child to bring with you.
- Follow travel routes recommended by local authorities to reach the Evacuation Reception Center.
- Please go straight to the Evacuation Reception Center and check in. Let them know where you are going if you leave to go to another location (a relative's home, motel, etc.)
- Do not return home until local authorities say that it is safe to do so.

You may be given a few minutes to gather some extra things. Plan ahead so you know what is most important to take with you. Think about things that are irreplaceable in case your home is destroyed and/or you are not able to return, such as journals, family photos, scrapbooks, family heirlooms, and family records. Write down the things of top priority and their location.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

How Does Measure Against Burglary?

Protect yourself and your neighbors in your area by starting a NEIGHBORHOOD WATCH PROGRAM.

	DOORS	YES	NO
1.	Are all outside doors made of solid core wood or metal and at least ¼" in thickness?		
2.	Are the locks on all your outside doors either the "deadbolt" or "jimmy-proof" type?		
3.	Are your door locks at least 40" from a window or a thin wood panel that may be broken by a burglar?		
4.	Do you have a wide angle viewer (peep hole) on all exterior doors so you can identify the person at the door?		
5.	Do the exterior doors have heavy duty strike plates securely mounted with screws long enough to go through the door frame and into the wall?		
6.	Can all of your doors (main, basement, porch, French, balcony, patio, etc.) be securely locked?		
7.	Is your sliding glass door secure? Place a strong piece of wood I the track, drill a hole through the inside frame and insert a nail to prevent sliding, or install locks designed to prevent sliding or lifting.		
8.	Do the doors to your basement exterior have locks?		
9.	Are all your locks in good repair?		
10.	Do you know everyone who has a key to your house?		
11.	Did you get all the keys from the previous owners of your house?		

	WINDOWS	YES	NO
1.	Are your window locks properly and securely mounted?		
2.	Do you keep your windows locked when they are shut?		
3.	Do you use locks that allow you to lock a window that is partially open?		
4.	Are you as careful about locking basement windows as you are about main floor windows?		
5.	Have you made it difficult for burglars by locking up ladders, avoiding placement of trellises used as a ladder or similar aids for climbing?		

	GARAGE/STORAGE SHED	YES	NO
1.	Do you lock your garage and/or storage shed at night?		
2.	Do you lock your garage and/or storage shed when you are away from home?		
3.	Do you have good, secure locks on all garage and/or storage shed doors and windows?		
4.	Do you lock your car and take the keys out, even when parked in your garage?		

	WHEN YOU GO OUT OF TOWN	YES	NO
1.	Do you stop all deliveries or arrange for neighbors to pick up mail, packages, etc.?		
2.	Do you notify a trusted neighbor of when you are leaving and how long you will be gone?		
3.	Do you contact the police department to see if they provide extra protection for a vacant home?		
4.	Do you leave some shades up and set 2 or more lights on timers so your home doesn't look deserted? Use timers daily, not just while you are away.		
5.	Do you arrange to have your lawn mown or snow shoveled off walks and driveways?		

	SAFE PRACTICES	YES	NO
1.	Do you plan so that you do not need to hide a key under the doormat?		
2.	Do you keep most cash and other valuables in the bank, not your home?		
3.	Do you keep a list of all valuable property?		
4.	Do you keep a list of the serial numbers of your TVs, DVD players, computers, cameras, etc.?		
5.	Do you have a description or a picture of other valuables that do not have serial numbers?		
6.	Do you have all your valuables marked with your own personal ID number? Jewelry should have an Authenticity Certificate.		
7.	Have you told your family what to do if they should discover a burglar breaking in or already inside the house?		
8.	Have you told your family to leave the house undisturbed and to call the police if they discover a burglary has been committed?		
9.	Do you know the telephone number of the law enforcement agency in the area your home is located? **Clearfield Police: 801-525-2806**		
10.	Do you have outdoor lighting that properly lights the outside of your home (motion detection activated, flood, or regular lighting)?		

	ALARM SYSTEMS	YES	NO
1.	Do you have an alarm system in your home?		
2.	Is the system in good working order?		
3.	Have you had a false alarm?		
4.	Do you know your neighbors and watch out for each other's property?		

Rate Yourself on Home Security

30 or more ***YES*** answers: You are safe

20-29 ***YES*** answers: You could be burglarized

19 or fewer ***YES*** answers: High risk to be burglarized

Utility Shutoff

Know how to shut off all your utilities and where the shut-offs are, inside and outside of the home

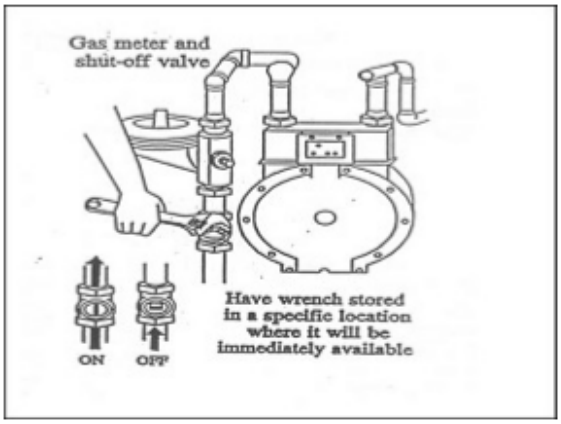
NATURAL GAS

Sniff for gas leaks. If you smell gas or there is significant structural damage to your home, turn off the gas.

DO NOT TURN OFF THE GAS IF NO LEAK IS SUSPECTED. If you turn the gas off, you will need a professional to turn it back on. – FEMA

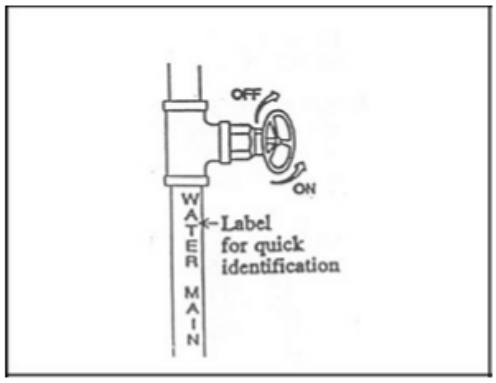
The meter shutoff valve is located next to the meter. Use a wrench to turn the valve a quarter turn in either direction to the "off" position. Notify the gas company of 911 of the gas leak. ***DO NOT*** attempt to turn the gas back on!!!

Depending on the severity of the emergency and the number of meters that have been turned off, you may have to wait some time for your gas service to be restored, even if there is no damage to the gas pipelines in your area.



WATER

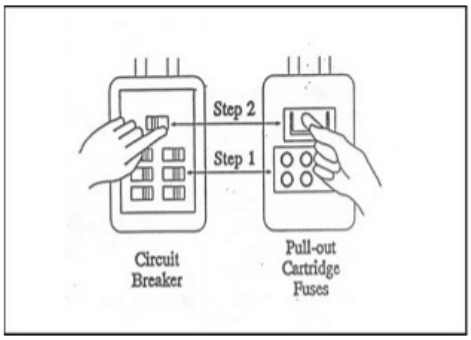
Shut off the main water valve to keep contaminated water from entering the house. If there are water leaks in your home or between your home and the meter, the water valves should be turned off to maintain pressure.



ELECTRICITY

If there are downed power lines **STAY AWAY. DO NOT TOUCH!** If you see or hear electrical sparking, **DO NOT TOUCH** or attempt to operate any electrical appliance or switches. If possible, locate the electrical service panel inside your home. Open the metal panel on the box and turn the switches to the "off" position or pull out the main fuse.

If you are unable to locate the internal service panel, or unable to get to it, find the electrical "meter" box on the outside of your house and turn the switch to "off."



Water Storage

WHY? – Water is more essential than food in sustaining life. Natural disasters may pollute or disrupt water supplies.

HOW MUCH? – Store at least one gallon of water per person per day: two quarts for drinking and two quarts for food preparation and sanitation. In hot weather, everyone may require more water. A minimum two-week of water is recommended for your home. 72 hours of water should be available in your 72 hour emergency kit. Store as much as possible, at least 14 gallons per person.

HOW? – Store water in plastic food grade containers such as water and beverage bottles. Glass can break and cartons decompose. Water from water beds should be used for sanitaiton purposes only. **DO NOT** store water in chlorine bleach or milk bottles.

HOW TO PURIFY

1. **BOIL** vigorously for 3-5 minutes.
2. Add unscented household bleach (5.25% sodium hypochlorite). Stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand 15 minutes. Use fresh bleach.

Amount of Water	Clear Water	Cloudy Water
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	½ teaspoon	1 teaspoon
55 gallons	2 Tablespoons	4 Tablespoons

3. Use water purification tablets (Halizone or potable agua.)
4. Iodine: Use 2% tincture of iodine to purify small amounts of water. Add 3 drops per quart of clear water. Let stand 30 minutes. ***"Pregnant and nursing women or people with thyroid problems should not drink water with iodine." –*** *Department of Environmental Quality Divison of Drinking Water*
5. Water from swimming pools can be safely treated and used as drinking water. Let the pool water stand for at least 72 hours to reduce the chlorine level. Do not add chemicals to the pool during this time. Use a combination ceramic and carbon filter purifying pump/filter to extract water from the pool. This type of filtration system is effective in removing organic contaminants and enough chlorine to render the water safe to drink. Most of these filter types can safely convert up to 13,000 gallons of water before the filtration system needs to be replaced.

ADDITIONAL INFORMATION

- Stored water goes flat. Aerate the water by pouring it between two containers.
- Immediately after a major disaster, prevent contamination of home water supply by shutting off the main incoming water valve. If water from the tap looks cloudy or has an unpleasant odor, don't take a chance.

PURIFY BEFORE USING

- Clearly label and date all storage containers, especially those reused from other products.
- Consider canned soups, juice from canned fruits and vegetables, bottled soft drinks, bottled juice, etc. as sources of liquid.
- Use water stored in the hot water tank, ice cube trays, and toilet tank (not the toilet bowl).
- Dirty water can be strained through paper towels or clean cloth to remove particulates. Boil and treat with bleach as directed.
- There is no effective way for home decontamination of water which contains radioactive or chemical contamination.

Food Storage

Use storage areas that are well ventilated, cool, dark, dry, and clean.

These basic items should be considered for storage. They provide adequate calories, protein, vitamins, and minerals. Note the approximate storage life and the suggested amount needed to sustain one person's life for one year (if no other foods are added).

THE BASICS			
Item	**Storage Life**	***Suggested Amount 1 adult per 1 year**	**Suggested Amount 1 adult per 1 month**
Grains (wheat, flour, rice, corn, oatmeal, pasta)	Varies	400 lbs.	33.3 lbs.
Legumes (dry beans, peas, lentils)	6-8 Years	60 lbs.	5 lbs.
Powdered Milk	2-3 Years	16 lbs = 64 quarts	1.3 lbs.
Sugar, Honey	20+ Years	60 lbs.	5 lbs.
Salt	20+ Years	5-8 lbs.	0.5 lbs.
Oil (shortening, butter, mayonnaise, peanute butter)	2+ Years	20 lbs. = 10 quarts	1.6 lbs.
**Water	Replace Annually	14 gallons per person per 2 weeks	14 gallons per person per 2 weeks

*These amounts are suggested by The Church of Jesus Christ of Latter-day Saints
*Children's precentage of adult portion: 0-3 years: 50%, 4-6 years: 70%, 7-10 years: 90%
*Start using wheat and whole grains in diet regularly to allow digestive system to adapt to increased roughage.
**It is impractical for most families to store a year's supply of water. Fourteen gallons per person is a suggested minimum reserve.

Successful storage depends on several factors:

- Quality of products – obtain top grade food products when possible
- Proper containers – use heavy plastic, metal, or glass with tight fitting lids
- Storage areas – easy access, dark, cool, dry, free from rodents, insects, and pets
- Temperature – food stores best at 40-60 degrees
- Variety – provides better nutrition and avoids appetite fatigue
- Rotation – date and rotate to minimize loss of food value and flover and to prevent spoilage
- Inventory – maintain a record of items used and added to

Begin with the basics that are life sustaining and store well for long periods of time, then add other foods for variety, interest, and personal preference. Expanded storage could include such items as meats, fruits, and vegetables (canned, bottled, frozen, dehydrated, pickled, or smoked). Also include spices, flavorings, cornstarch, baking powder, soda, and yeast.

Consider your family's likes and dislikes, allergies, and needs when deciding what to store.

It's better to have food storage for a short period of time than none at all!

Store What You Eat

Eat What You Store

72 Hour Emergency Kit

Keep Calm – Don't Panic

The following emergency preparedness kit should be kept cool, dry, and readily accessible for rapid exit. It could be stored in easy-to-carry backpacks, duffle bags, suitcases, or 5 gallon buckets. Include a master list in the top of each kit with date prepared. A copy of this page with checkmarks or notes works well.

Water

- 1 gallon per person per day
- Water purification tablets or chlorine bleach

Equipment

- Adjustable wrench, hammer, pocketknife
- Battery powered radio (extra batteries)
- Fire extinguisher (very small)
- Flashlights (extra batteries), light stick
- Folding shovel
- 2 sheets 9'x12' plastic for shelter, ground cloth, and water collection
- Rope (1/4 x 26')
- Duct tape
- Tent – tarp (shelter)
- Whistle – 1 per person
- Work gloves

Sanitation

- Plastic bucket with tight fitting lid
- Plastic trash bags (large and small, also Ziplocs)
- Disinfectant (bleach, Lysol, powdered chlorinated lime)
- Toilet paper
- Soap, towel

Cooking / Heating

- Aluminum foil
- Backpack stove
- Candles – 2 large
- Can opener – manual
- Dish soap, dish cloth, towel
- Knife
- Matches in foil or waterproof container
- Mess kit (1 per 2 people)
- Pan for cooking / washing
- Metal cup – pan, can, or small tin pail
- Paper plates, cups, napkins, plastic utensils
- Spoon & fork – metal

Stress Relief / Morale Boosters

- Ball, small games, crossword puzzles, cards
- Hard candy, chocolate chips
- Harmonica, pictures, needlework
- Paper, pencils, crayons, permanent marker
- Small books

Food for 3 Days

- Baby food, baby cereal, formula, juice
- Beef jerky, canned meats (tuna, chicken, Spam)
- Candy – hard candy, lollipops, gum
- Canned fruits, vegetables, juice
- Canned foods – chili, pork & beans, ravioli, soup, spaghetti, stew
- Cereal – oatmeal, cracked wheat
- Crackers – cookies
- Dry soup mix – Ramen noodles
- Dried fruits – raisins, trail mix, fruit leathers
- Granola bars – peanuts, trail mix
- MREs (Meals Ready to Eat)
- Peanut butter, jelly, honey
- Powdered milk / cocoa mix

Clothing / Bedding

- 1 space blanket per person
- 1 wool / fleece blanket or 1 sleeping bag per person
- 1 change of clothes
- Underwear
- Shoes, 2 pair socks (at least 1 wool)
- Sweatshirt, gloves
- Infant's clothing, pacifiers, blankets
- Disposable diapers

Hygiene

- Comb & brush
- Deodorant
- Lotion
- Feminine hygiene needs
- Lip balm, tube of Vaseline
- Nail clippers, nail file
- Shaving supplies
- Shampoo
- Small mirror
- Soap (liquid preferred; bar soap needs container)
- Toothbrush / toothpaste
- Washcloth / towel

Other

- First aid kit
- Insect repellant / sun screen
- Money (coins, small bills, credit card)
- Safety pins, needle, thread, scissors, buttons
- Extra glasses
- Extra set of car keys

Keep the family's most valuable documents (or copies) in your emergency kit ready to pick up and take with you: deeds, mortgage, titles, insurance, wills, home contents & pictures, social security numbers, driver's license or ID cards, birth certificates, account numbers, genealogy, current pictures of family members, name, address & telephone number of out of state contact, etc. All this information can be put on a computer disk, CD, or flash drive.

Vulnerable Groups

Infants, Toddlers, Senior Citizens, Pets

Vulnerable groups have special needs in a 72 hour kit. Items should include:

Infants & Children

- Their own bag labeled with their name
- Disposable diapers (36-48 minimum)*
- Disposable wet wipes*
- Plastic garbage bags*
- Two changes of clothes*
- Two pair pajamas
- Two blankets
- Hat, gloves, socks
- Infant formula (may be needed to supplement nursing babies)
- Instant baby cereal
- Canned food / juice (must be consumed at one meal to prevent spoilage)
- Teething biscuits & Orajel
- Sterilized water / Pedialyte
- Plastic bottles (label with name)
- Disposable bottle liners
- Extra nipples
- Bib
- Plastic spoon & bowl
- Pacifier (label with name)
- Safety pins
- Baby powder
- Baby oil
- Diaper rash medication
- Children's Tylenol
- Assorted toys (label with name)

The most critical aspect of infant care during emergencies is sanitation. Infants, by nature, become soiled and dirty from one minute to the next, providing excellent breeding ground for disease-causing bacteria which may infect not only the infant but also adults that come in contact.

*For proper sanitation, it is important that you store a sufficient supply of disposable diapers, wipes, and garbage bags. Change infants regularly and keep them clean. Dispose of the soiled diapers in garbage bags and keep them tightly sealed to prevent spread of disease. Wash hands often.

Emergency diapering needs may be met by lining plastic pants with a scrap of cloth, tissue, paper towels, or other absorbent material.

Before the emergency, young children can help prepare and store supplies. Teach them about the warning sounds (smoke alarms, sirens, etc. in your home & neighborhood).

Young children should memorize that family name, address, and phone number as early as possible.

Children need extra reassurance. Take time to hold, cuddle, talk, and listen to them. Encourage them to talk about their feelings. Keep them with the rest of the family. Be prepared to sing songs and play simples games such as I Spy, Duck Duck Goose, Button, Button, Lion Hunt, etc.

Senior Citizens

In addition to preparing a 72 hour kit:

- Arrange for someone to check on you.
- Have a plan to signal the need for help.
- Extra batteries for hearing aids, wheelchairs, extra oxygen, and extra eyeglasses as needed.
- List the style & serial numbers of medical devices such as pacemakers and prepare a list of all medication & dosages.
- Teach those who may need to assist you how to operate necessary equipment.

Pets

Consider your pet's needs in planning for an emergency:

- Have a current ID tag and license.
- Keep their vaccinations current.
- Keep pet carriers, extra collars, and leashes on hand to contain and calm your pet.
- Your pet needs a half gallon of drinking water per day.
- Store at least 2 weeks supply of food.

In case of evacuation, be aware that pets are not allowed in Red Cross emergency shelters.

Other Emergency Kits

Basic Minimal First Aid Kit

- Two pair of latex gloves
- Sterile dressings to stop bleeding
- Adhesive bandages in a variety of sizes
- Cleansing agent or soap
- Antibiotic ointment to prevent infection
- Burn ointment
- Tube of petroleum jelly or other lubricant
- Eye wash solution to flush the eye
- Triangle bandage
- Waterless alcohol based hand sanitizer or germicidal hand wipes
- Thermometer
- Scissors
- Tweezers
- Personal medications, including a list of all medications and dosages
- Non-prescription drugs (aspirin and non-aspirin pain reliever, anti-diarrhea medication, antacid, laxative, syrup of Ipecac

Office Emergency Kit

Keep backpack or tote under your desk for any emergency use. You could be stranded at your office for several days. Plan for at least 72 hours.

- Blanket, flat sheet, pillow, or sleeping bag
- Change of clothes, underwear, socks, sturdy shoes, coat or jacket, hat, gloves
- First aid kit
- Flashlight & extra batteries
- Food – non-perishable
- Hygiene trial-size supplies
    - Lotions, soaps
    - Shampoo, conditioner
    - Toothpaste, toothbrush
    - Mouthwash
    - Toothpicks
- List of family names and phone #'s
- Medications
- Sweet hard candy
- Towel, washcloth
- Water in clear bottles
- Whistle with lanyard to hang around neck

Car Survival Kit

- Bag of sand or rock salt
- Blankets or sleeping bag
- Bottled water (2 liter)
- Candles
- Car tool kit
    - Pliers
    - Screw driver
    - Hatchet
    - Folding shovel
    - Wire saw
    - Nails
    - Twine
    - Wire
    - Tape
    - File
- Clothes, including boots, socks, hat, etc.
- Compass
- Fire extinguisher (standard class ABC)
- First aid kit and manual
- Flashlight & extra batteries
- Fold up stove & fuel tablets
- Food – non-perishable
- Gloves (work & rubber disposable)
- Ice scraper for winter season
- Jumper cables
- Map
- Matches
- Mirror
- Paper, pencils
- Pre-moistened towels
- Portable radio & batteries
- Reflectors, flares
- Rope
- Sewing kit
- Short rubber hose for siphoning
- Space blanket
- Tissues
- Tow rope
- Waterproof matches
- Whistle
- Ziploc bags

Always maintain at least a half tank of gas!

Not all items are necessary, but all are useful.

Important Non Food Items For Storage

Tools

- Adjustable wrench, hammer, nails
- Ax, saw
- Bailing wire, twine
- Broom, dustpan
- Bucket
- Crowbar
- Gloves (heavy work)
- Pliers
- Rope
- Screwdrivers
- Shovel
- Tape (duct, plastic, electrical)
- Tarps

Cooking

- Aluminum foil (heavy duty and regular)
- Bucket or dishpan
- Canning lids, paraffin wax
- Can opener (non-electric)
- Camp stove, fuel
- Charcoal, lighter fluid
- Dish cloth, dish towel, scrubbie
- Dish detergent
- Napkins, paper towels
- Paper plates, cups, utensils
- Plastic wrap, wax paper, Ziploc bags, coffee filters
- Pots, pans (at least 2)
- Sharp knife
- Utensils

Bedding

- Blankets, quilts (enough to keep each person warm with no other heat source)
- Pillows
- Rubberized sheets
- Sheets (flannel is warmer & more absorbent)
- Sleeping bags

Clothing

- Boots
- Gloves
- Jacket, warm coat
- Poncho
- Seasonal clothing
- Shoes
- Socks 2 pair (at least 1 pair wool)

Safety Items

- Batteries, many sizes
- Candles
- Flashlights
- Fire extinguisher
- Garden hose (firefighting, siphoning gas)
- Insecticides
- Lantern, fuel
- Matches, lighters
- Paper, pencils
- Radio (battery operated)

Sanitation

- Large trash can with tight fitting lid
- Ammonia
- Bleach
- Clean rags
- Disinfectant (Lysol, Pinesol, etc.)
- Newspapers (to wrap garbage & waste in, could also be used for fuel or blankets)
- Plastic bags (various sizes especially garbage bags)
- Toilet paper
- Wet wipes

Hygiene Supplies

- Combs, brushes
- Contact lens solution
- Deodorant
- Extra glasses, contacts
- Feminine supplies
- Hand soap (15 bars per person per year)
- Infant supplies (disposable diapers, plastic pants, bottles)
- Laundry detergent (25 lbs. per person per year)
- Shampoo, conditioner
- Shaving supplies
- Tissue
- Toothbrush, toothpaste
- Wash cloths, towels

Pets

- Food
- Leashes, collars
- Litter box supplies
- Medications

Basic List of Medical and First Aid Supplies

Bandaging

- Ace bandages, assorted sizes
- 2", 3", 4" gauze rolls
- Sterile dressings, assorted sizes
- 1" tape – cloth, plastic, or paper
- Band-Aid, a variety including:
  - Assorted sizes of strips
  - Butterfly bandages
  - Extra large
  - Fingertip / knuckle
- Sanitary napkins, individual packed
- Super glue for wound closure
- Triangular bandages

Colds

- Antihistamine, decongestants
- Cold medicine of choice
- Cough lozenges and / or syrup
- Vitamin C and others as desired

Disinfectants

- Alcohol
- Alcohol preps individually wrapped
- Gel hand sanitizer, waterless
- Hydrogen peroxide
- Bar soap
- Water purification tablets

Eye Care

- Lubricating eye drops
- Contact lens solutions
- Ophthalmic antibiotic ointment – RX only

Gastrointestinal Relief

- Antacids – liquid or tablets
- Anti-nausea, i.e. Dramamine
- Diarrhea medicine, i.e. Imodium
- Glycerin suppositories
- Laxative
- Pepto Bismol and / or Alka-Seltzer

Insect Bites and Stings

- Baking soda
- Benadryl for allergic reactions
- Calamine or Caladryl lotion

Ointments

- Mentholatum
- Petroleum jelly
- Zinc oxide
- Triple antibiotic ointment (Neosporin)

Pain Relief

- Aspirin & non-aspirin pain reliever
- Earache, toothache drops
- Prescribed medicines, Tylenol drops for babies

Skin Rashes – Allergic Reactions

- Antihistamine tablets & syrup
- Benadryl or Caladryl
- Hydrocortisone cream
- Prescribe medicines

Miscellaneous

- First aid manual
- Lip balm
- Insect repellent
- Personal medications and equipment, i.e. insulin, syringes, heart medicines, etc.
- Sunscreen

Tools and Equipment

- Container – tackle box, plastic box, etc.
- Collapsible drink cup, paper cups
- Dental floss
- Gloves, heavy-duty work or latex
- Instant ice pack
- Matches, waterproof container
- Medicine dropper, dose cups
- Q-tips
- Penlight, batteries
- Pocket knife, sharp
- Pocket mask, other barrier device to us in CPR
- Scissors
- Sewing needles, thread, safety pins
- Splinting materials
- Thermometer
- Tongue depressors
- Tweezers

Make certain medical and first aid kids include all prescribed medications.

First Aid Basics

First Aid and CPR

Classes are routinely available in the community through Red Cross. CERT classes are taught regularly and teach important disaster response skills. Plan to register for an upcoming class.

In addition, emergency 911 dispatchers are trained and able to give patient care instructions while awaiting the ambulance. Stay calm and stay on the phone until they conclude the call upon the arrival of medical personnel.

The ABC's to First Aid:

- **Airway**
- **Breathing**
- **Circulation**

Airway

Without proper airway positioning and maintenance, anything else you might try to do for the victim will be in vain. If the victim is conscious, talking, or breathing normally, the airway is assumed to be clear. If snorting sounds are heard, it could signal a partially obstructed airway and steps must be taken to secure a better airway. If the victim is not breathing, make sure there are no obstructions in the victim's mouth and that the head is tipped back to open the airway. Reposition the victim on their back, making sure to keep the head in line with the spine, and turning the victim as one unit. Get help if possible.

Breathing

If upon repositioning and securing the airway the patient does not start to breathe, begin rescue breathing.

Circulation

Circulation includes the pumping of the heart as well as controlling bleeding. If no pulse is detected, CPR is not needed.

Most bleeding can be controlled by placing a bandage and applying direct pressure. If the bleeding is not controlled, do not remove bandages. Simply apply another layer of banding material. If bleeding is still not controlled, elevate the limb and apply pressure to pressure points.

911 Procedures

Recognizing an emergency and taking action in the first few minutes can mean the difference between death or life-long injury and full recovery.

- Check the scene for safety. Do not become a victim of an unsafe scene! Make the scene safe before proceeding.
- Check the victim's level of consciousness or responsiveness, airway, breathing, and circulation.

Call 911 and give them the following information:

- Exact location
- Caller's name
- What happened?
- How many are involved?
- Condition of the victim
- What help is being given?

Call 911 if the victim:

- Is or becomes unconscious
- Has trouble breathing
- Has chest pain or pressure
- Is bleeding severely
- Has seizures, severe headache, or slurred speech
- Appears to have been overdosed or poisoned
- Has injuries to the head, neck, or back

Call 911 if the situation involves:

- Fire or explosion
- Downed electrical wires
- Swiftly moving or rapidly rising water
- Presence of poisonous gas
- Vehicle collision
- Victims who cannot be moved easily

Care for the victim, reassure, and keep them warm. Watch for changes.

CPR Basics

INFANT

Access Responsiveness
Shout and gently tap the child on the shoulder. If there is no response, position the infant on their back.



Because airway problems are the main cause of not breathing in infants and children, clearing the airway takes precedence over calling 911. For victims younger than 8, perform CPR for 1 minute, then call 911.

Airway
Open the airway. Tilt the head lifting the chin. Do not tilt the head too far back. Clear any objects from the mouth. Look, listen, and feel for breathing.



Rescue Breathing
If the baby is NOT breathing, give 2 small gentle breaths (puffs). Cover the baby's mouth and nose with your mouth. Repeat 1 puff every 3 seconds. Each breath should be 1.5 to 2 seconds long. You should see the baby's check rise with each breath. If air won't go in, reposition head and try again.



Chest Compressions
Give five gentle check compressions at the rate of 100 per minute. Position your 3rd and 4th figures in the center of the check half an inch below the nipples. Press down only ½ to 1 inch.



CONTINUE WITH 1 BREATH AND 5 COMPRESSIONS.



After one minute of repeated cycles, **CALL 911** and continue giving breaths and compressions.

ADULT

Access Responsiveness
If there is no response, **CALL 911** and return to the victim.



Airway
Tilt the head back. Lift the chin. Clear any objects from the mouth. Look, listen, and feel for breathing.

Rescue Breathing
If NOT breathing normally, pinch nose and cover the mouth with yours and blow until your see the chest rise. **Give 2 breaths.** Each breath should take 2 seconds. Continue rescue breathing: **1 breath every 4 to 5 seconds,** as long as pulse is present but person is not breathing.

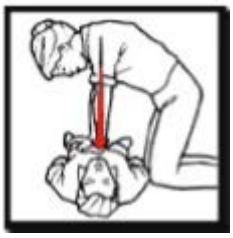


Chest Compressions
If the victim is still not breathing normally, coughing, or moving, begin chest compressions. Push down on the chest 1 ½ to 2 inches 15 times right between the nipples. Pump at the rate of 100 / minute, faster than once per second.



In children age 1-8:

- Place one hand on forehead, the heel of the other hand in the center of the chest (so you don't push too hard) for chest compressions
- Press the sternum down 1 to 1 ½ inches
- **Give 1 full breath followed by 5 chest compressions**



FOR ADULTS, CONTINUE WITH **22 BREATHS AND 15 PUMPS** UNTIL HELP ARRIVES.

Note: This ratio is the same for one-person & two-person CPR. In two-person CPR, the person pumping the chest stops while the other gives mouth-to-mouth breathing.

Choking

HOW TO HELP CLEAR AN OBSTRUCTED AIRWAY IN A CONSCIOUS ADULT OR CHILD

INFANT

First aid for a conscious choking infant (less than 1 year old):

Step 1: Determine if the infant can cry of cough.

Step 2: Tip the baby face down on your forearm, supporting with your hand. Give 5 firm back blows between the shoulder blades with the heel of your hand.



If ineffective, turn the baby over and…

Step 3: Give 5 chest thrusts with index and middle fingertips.



Step 4: Repeat steps 2 & 3 above until effective or the infant becomes unconscious.

If the infant becomes unresponsive, perform CPR – if you see an object in the throat or mouth, remove it.

ADULT

First aid for a conscious choking adult and children:

Step 1: Ask "Are you choking?" Maintain eye contact. Assume "YES" is victim cannot breathe, speak, gasp, cough, or make high pitched sounds.



Step 2: Perform the Heimlich maneuver:

From behind the victim:

- Wrap arms around victim's waist
- Make a fist, thumb side down, and grasp with the other hand on the victim's stomach, just above the navel
- Press fist into stomach and give quick, inward and upward thrusts until objects comes out or victim becomes unconscious



A chest thrust may be used for markedly obese persons or in late stages of pregnancy.



If the adult or child becomes unresponsive, perform CPR – if you see an object in the throat or mouth, remove it.

Alternative Heat, Light, and Power Sources

Fire Starters

Matches (waterproof), butane lighters, flints and steel, charcoal starter.

Fireplace, Open Flame – Campfire, Outside Fire Pit

Suspend a Dutch oven over the heat by using a tripod or set the Dutch over directly on the hot embers you have made in the fireplace or outside campfire.

Wood Burning / Coal Stoves

Use frying pans or pots on top to cook your meal.

Gas Camp Stoves – White Gas, Gas, Kerosene, Propane

Two burners using white gas will operate 4 hours on 1 quart. Only use such stoves outdoors.

Barbecue Grill – 5 Gallon Propane Tank

Stores well and is easy to use. Only use grills outside.

Sterno

Works well for small quantities of food.

Volcano

Outdoor cook stove that you can use with 2 Dutch ovens and charcoal. It is very fuel efficient, using about half of the charcoal you would use normally with your Dutch oven. A few briquettes can roast, fry, bake, etc.

Dutch Ovens

A 10" Dutch oven with 6 or 7 briquettes on the lid and 5 or 6 underneath will cook a pot full of food. Only use Dutch ovens outdoors.

Hibachi

4 or 5 charcoal briquettes in an 8"x8" Hibachi will generate enough heat to cook a simple meal. Only use Hibachi outdoors.

Charcoal Stove

Turn a #10 can into a charcoal stove. Cut out top and bottom of the can. Punch holes around the top and bottom. Punch many holes in the lid and wire it about half way up the can. Place the charcoal on it to light. Use a sturdy piece of wire screening, or crisscross wire across the tops to create a cooking rack.

Flashlights

New batteries last up to 6 to 7 hours of continuous use. Six-month old batteries last up to 5-6 hours.

Candles

¾"x4" will burn approximately 2 hours.

Coleman Mantle Lantern

2 mantle lanterns will burn 5 hours on ½ quart of white gas.

Kerosene Lantern

With a 1 inch wick, it will burn 45 hours on 1 quart of kerosene.

Light Sticks

Safest emergency light.

Generators

Excellent source of safe power, however, they use a great deal of fuel. Most run on gasoline burning ½ to 3 gallons per hour. Itemize energy requirements in order to select the appropriate size needed. Use the smallest size possible for less fuel needs. Operate generators in an open area with good ventilation**. DO NOT ATTACH** the generator to your house current without approved transfer switches. **The electrical "back feed" can injure or even kill utility workers repairing the power lines.** Large quantities of gasoline are dangerous to store. For more information and/or to calculate wattage needed, go to:

www.powerprotection.org/powergeneration/portable generators

Sanitation

Sanitation is a major concern and can be a cause of disease during emergencies. ***Wash your hands frequently!*** Substitutes for cleansing for cleansing without water include: hand sanitizers, rubbing alcohol, lotions including alcohol, shaving lotion, face creams and lotions, baby wipes, or a wet washcloth.

Toilet with a bag: Remove the water from your toilet bowl and line it with 2 sturdy trash bags. When ½ full, remove the bag, tie it securely for disposal, and store in a covered trash can until disposal service is resumed.

Sanitation Kit (Store in 5 or 6 gallon bucket)

- One 5 or 6 gallon bucket with tight fitting lid, snap on type toilet seat with lid
- 12 plastic liners (garbage bags)
- 4 pairs of rubber gloves

2 tolls of toilet paper

- **Disinfectant:** liquid chlorine bleach, Nilogel clean-up gel, Pinesol, powdered laundry soap, powdered chlorinated lime available at building supply store. It can be used dry. Be sure to get chlorinated lime and not quick lime which is highly alkaline and corrosive
- Bottle of 3% Hydrogen Peroxide
- One box of Baking Soda
- One ½ gallon of white vinegar
- One large bottle of a hand sanitizer
- One roll paper towels
- One pkg. baby wipes
- One 2 liter bottle of water
- One 6 or 10 gallon container with tight fitting lid
- Old newspapers for wrapping garbage
- Two to three spray bottles
- Feminine hygiene items

Directions for Emergency Toilet:

1. Put two garbage bags as a liner in the 6-gallon bucket and snap on the toilet seat
2. Sprinkle 1 tablespoon of disinfectant in the bucket. The liquid will deodorize the toilet contents. Sprinkle some disinfectant on top after each usage.
3. The toilet is ready to use. Use toilet paper as usual.
4. Use baby wipes or hand sanitizer on hands after each use and dry hands with paper towels.
5. Replace the tight fitting lid after each use of the toilet. The key to disease control is to KEEP THE LID TIGHTLY COVERED.
6. When the bag is 1/3 to ½ full, carefully remove the first bag, tie it together and place it in the larger container. Use rubber gloves.
7. Replace liner so the bucket remains double bagged.

Disinfectant: when using bleach, use 1/4 cup bleach to 1 quart water. Other commercial disinfectants include HTH, or calcium hypochlorite, which is available at swimming pool supply stores. Portable toilet chemicals are available through recreational vehicle supply stores.

Waste Disposal: Never deposit waste or garbage on open ground. "In times of emergency, the military procedure is to bury human waste in trenches 24"-30" deep and cover with a thin layer of lime." (Earthquake Preparedness, 1989, pg. 16) Garbage should be drained and wrapped in several thicknesses of old newspaper to absorb extra moisture. It then can be stored longer before developing unpleasant odors. A tight fitting lid is important to keep out flies. Other rubbish, trash that will not decompose, may need to be burned (with permission from local authorities).

Additional Disinfecting and Odor Control Supplies:

Baking Soda: will help to control odor; it stops mold, fungus or mildew and is a natural whitener. Baking soda relieves heartburn, indigestion and it neutralizes acids in a sour stomach associated with diarrhea. Use 1 teaspoon of baking soda mixed with 2 cups of water and drink it down. Baking soda plus a little salt will help clean your teeth.

3% Hydrogen Peroxide: Put in a small spray bottle, no water added. Hydrogen Peroxide is an antiseptic and a cleaning agent for minor cuts and abrasions. It can be used as an oral rinse and gargle. To disinfect toilet seat, spray it on and wipe off.

White Distilled Vinegar: (put in a small spray bottle, no water added) Studies show that vinegar kills 99% of bacteria, 82% of mold, and 80% of germs (viruses). To disinfect toilet seat, just spray it on and wipe off.

Combining Vinegar & Hydrogen Peroxide: Spraying solutions of vinegar and hydrogen peroxide, one after the other, kills virtually all Salmonella, E. coli bacteria or heavily contaminated surfaces. (Science News 8/8/98; Vol 154, Issue 6, pg 83-85)

Communications

In a wide scale disaster or emergency, the most common means of communication will probably not work. If they do, you will be able to call out of State more easily than locally. Thus, all members of your family should know or have the number of an "out-of-state contact."

Telephones, cellular phones, and pagers will likely be unavailable or of little use for the first few days. Be sure to keep a cell phone charger in your car just in case.

Walkie-talkies or 2-way family radio service (FRS) radios, and CB radios may be very useful. You are likely to experience heavy usage and may not transmit in a timely manner. A supply of batteries is advisable. Rechargeable batteries may be unusable if there is no power. GMRS radios have a longer range - about 5 miles.

Amateur (HAM) Radio may be operational but operators must be licensed.

"CityWatch" is a county automated notification system that operates as a reverse 911 system. It calls your home to notify you of emergency situations. In a recent use, the system called 1,600 homes in 30 minutes. The system may not work if your telephone number is unlisted or blocked. This system may repeat the same pre-recorded message two times. Your caller ID may identify the call as being from the Davis County Health Department. Check with your neighbors. If they received a call to evacuate – it probably means you need to evacuate also!

Battery powered standard AM and FM radios will provide emergency alerts and messaging for our area. Radio may function when other forms of communication do not. Tune to KSL 1160 AM Radio.

CERT Volunteers or runners may be used to communicate and coordinate response activity.

Essential Documents

To be prepared for emergencies, there are some important financial and legal documents you need to keep in a safe place where you or your heirs can get them. Sometimes a copy does not have the same validity as the original.

It is necessary to have the original or a certified copy.

- *Living wills
- *Powers of attorney
- *Medical powers of attorney
- *Wills and trusts
- *Titles and deeds
- *Birth certificates
- *Adoption decrees
- *Naturalization records
- *Marriage license
- *Child custody
- Passports
- Military / veteran papers
- Social security
- Driver's license
- ID cards
- Certificates for stocks, bonds, & investments
- Insurance policies (life, home, auto)
- List of health and medical information
- List of financial investment information including account numbers
- Important contact information (family, friends, doctors, attorney, insurance)
- Household inventory documentation
- Mortgage
- Genealogy, pictures, family history

This information could be put on a disk or CD. CAUTION! This information must be safeguarded and protected. In the wrong hands, this information makes identity theft very easy.

How to Make Your Home Safe During Earthquakes

Most injuries, deaths and economic loss in an earthquake are due to man-made problems. Many of the solutions, which limit loss, are simple and inexpensive. If building a new home or considering retrofitting an existing home for seismic protection, seek help from a professional contractor specializing in seismic construction techniques. In the meantime, consider the following suggestions to reduce damage to your property in the event of an earthquake.

- **Secure fixtures such as lights, cabinets, bookcases, and top-heavy objects to resist moving, coming loose, or falling during the shaking. Place heavy objects on lower shelves and securely fasten shelves to walls. Special care should be taken to remove objects from above sleeping areas. Do not hang plants in heavy pots that could swing free of hooks.**

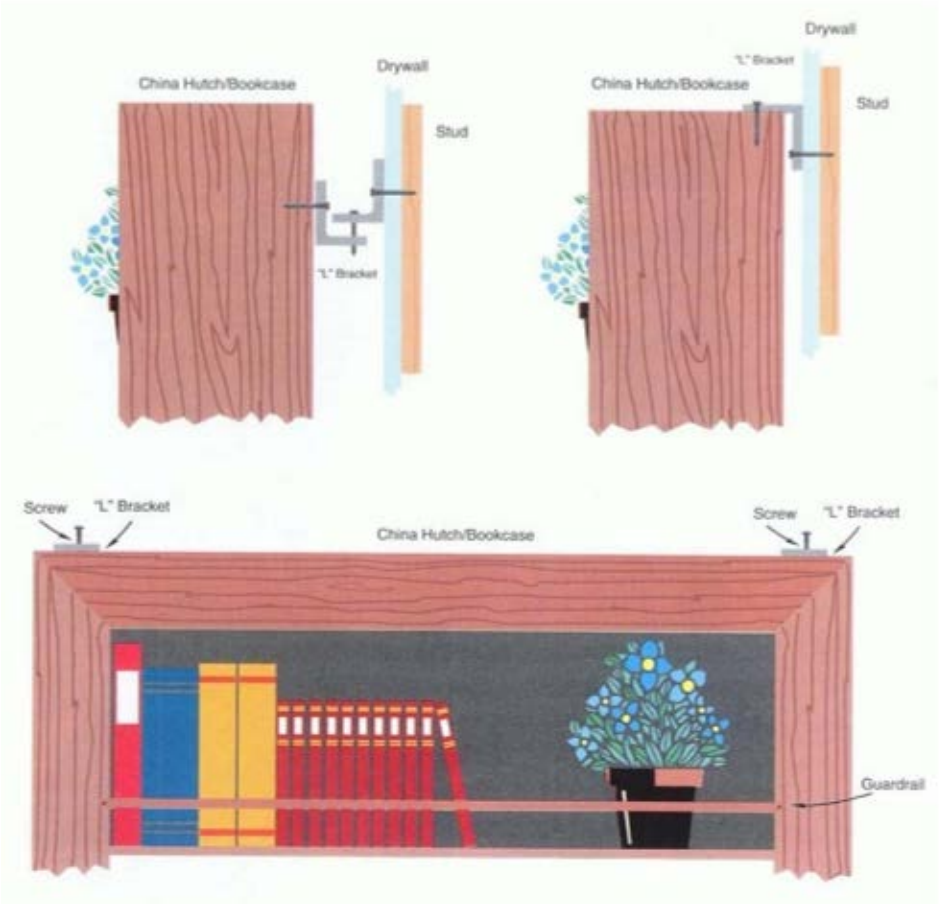
Secure your furniture by using:

"L" brackets, corner brackets or "anodized" aluminum molding to attach tall or top-heavy furniture to the wall.

Corner brackets or eye bolts to secure items located a short distance from the wall.

Attach a wooden or metal guardrail on open shelves to keep items from sliding or falling off.

Fishing line can be used as a less visible means of securing an item (guardrail).



How to Make Your Home Safe During Earthquakes

- **Store bottled goods**, glass, vases, china, and other breakables in low or closed cabinets and use nonskid padded matting, hold fast putty, or Velcro whenever possible.
- **Check the electrical wiring and connections to gas appliances.** Defective electrical wiring, leaking gas or inflexible connections are very dangerous in the event of an earthquake.
- **Develop a family plan** which addresses what to do if the earthquake occurs while family members are at home, school, or work. This plan should include a possible central meeting location for family members after the earthquake and an out-of-area contact person so other family members can find out information concerning their loved ones in the disaster area. It is usually easier to call out of a disaster area than it is to call into one.
- **Hold practice drills so** each member of your family knows what to do in an earthquake.
- **Locate master switch and shut-off valves for all utilities** and teach all responsible family members how to turn them off.
- **Is the water heater securely strapped in place?** Strapping the water heater to wall studs and having flexible gas and water lines installed will greatly reduce the risk of fire and water damage in an earthquake.

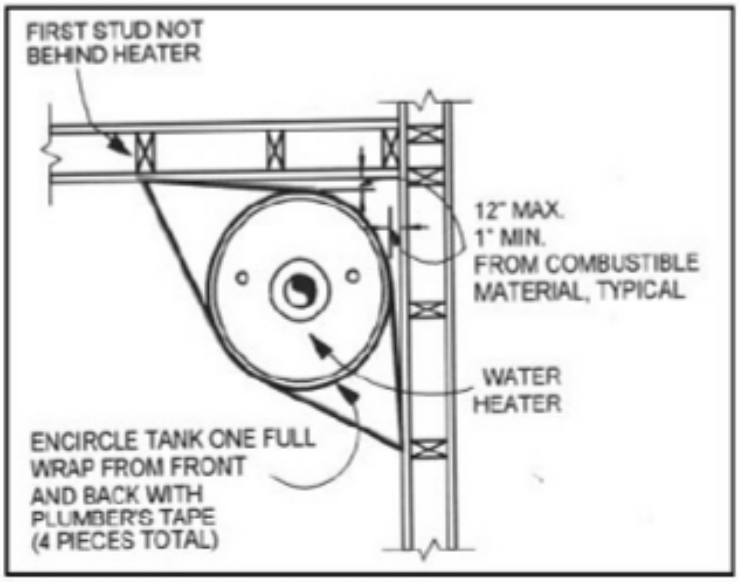
Water Heater in Corner or Closet

Materials

- 3/4x24 gauge perforated steel plumber tape
- 1/4" diameter x 3" lag screws and flat washers or 1/4" expandable anchors with 2" embedment for concrete or masonry walls

Directions

- The water heater should be 1" to 12" away from the corner walls.
- Locate the wall studs on both sides of the water heater (not behind it).
- Anchor plumber's tape (a flexible steel strap) to a wall stud with a 1/4" diameter x3" lag screw and flat washer.
- From about 9" from the top of the tank, wrap the plumber's tape all the way around the tank in a clockwise direction. Then anchor the tape to the stud on the other wall. Make sure the tape is tight.



Overhead view of water heater in corner

How to Make Your Home Safe During Earthquakes

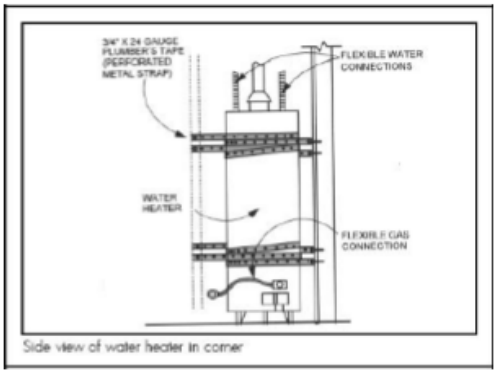
- Repeat the process again about 9" from the top of the tank, but this time wrap the tape in a counter clockwise direction.
- Repeat the process two more times about 4" from the bottom of the tank. Wrap one band of tape in a clockwise direction and the other band of tape in a counter clockwise direction.

Water Heater on Straight Wall

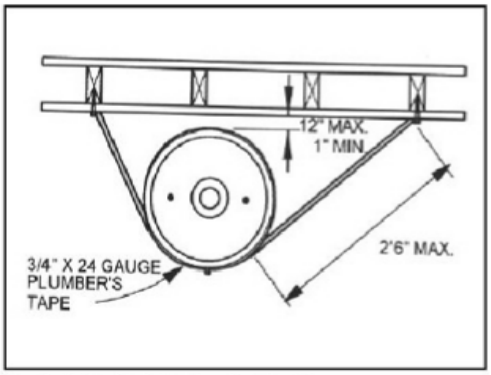
- ¾" x 24 gauge perforated steel plumber's tape.
- ½" diameter conduit
- ¼" diameter x 1" round head washers.
- ¼" diameter x 3" lag screws and flat washer or ¼" expandable anchors with 2"embedment for concrete or masonry walls.

Directions

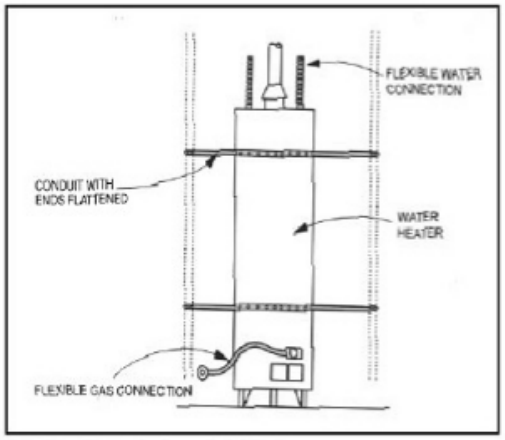
- The water heater should be 1" to 12" away from the wall.
- Locate the wall studs on both sides of the water heater (not behind it)
- Wrap plumber's tape around the tank 9" from the top and 4" from the bottom. Secure tape with round head machine screw, flat washers and nut.
- Cut four pieces of conduit to size. The conduit is used as angle bracing from the wall studs to the tank. Flatten 1" at each end of the conduit and bend 45 degrees. Drill holes ½ "from each end.
- Anchor the conduit to the wall studs. Use 1/4" diameter x3" lag screw and flat washer. Then anchor the conduit to the plumber's tape. Use 1/4" diameter x1" round head machine screw, washer and nut.
- If you're using gas, have your utility company or a licensed plumber install a flexible hose where the gas line connects to the water heater at its base. Install flexible hoses for the water connections as well.



Side view of water heater in corner



Overhead view of water heater on straight wall



Side view of water heater on straight wall

Emergency Basics

BEFORE AN EMERGENCY

- Know how to turn off gas, water and electricity to your home.
- Know basic first aid.
- Have a "72 Hour Emergency Kit" readily available.
- Keep your car with at least a half tank of gas.
- Have a plan for reuniting your family. Have one meeting place outside your home and another outside the immediate neighborhood.
- Have an "out of area" contact person. Every family member needs to know the number or have it with them.
- Have operational smoke alarms, carbon monoxide alarms and fire extinguishers installed.
- Children at school - make sure your list of adults authorized to pick up your children is current and complete. Tell older children who self-transport to follow the instructions of authorities.
- Know your neighbor's skills and needs. Plan how you could help others with special needs, helping the elderly and disabled. Provide child care if children come from school and parents cannot get home. Working together as neighbors can save lives and property.
- Have a "Home Hazard Hunt"
    - Repair defective electrical wiring and leaky gas connections.
    - Secure water heater with straps to stud walls.
    - Fasten shelves securely.
    - Place large heavy objects on lower shelves.
    - Hang pictures and mirrors away from beds. Brace overhead light fixtures, china cabinets, bookcases, top heavy objects.
    - Store weed killers, pesticides and flammable products away from heat.
    - Clean and repair chimneys, flu pipes, vent connections and gas vents.
    - Place oily rags or waste in covered metal cans.
    - Clear surrounding brush or weeds 30 feet from home.
    - Take care of anything that could move, fall, break or cause a fire.

DURING AN EMERGENCY

- **STAY CALM, REASSURE OTHERS** (especially young children); **THINK** through the consequences of any action.
- **DO NOT TIE UP TELEPHONE LINES** needed for emergency operations.
- **LISTEN** to portable radio for all weather service advisories (KSL 1160 AM)
- **FOLLOW ADVICE OF LOCAL AUTHORITIES.** If you are told to evacuate, do so promptly. If told to go to a certain location, go straight there and check in.

AFTER AN EMERGENCY

- Check for injuries. Provide first aid.
- Check for safety using a light stick or flashlight.
- Check for gas, water, or sewage breaks, check for downed electric lines and electrical shorts.
- Turn off appropriate utilities only if you suspect the lines are damaged or if you are instructed to do so.

"If you turn the gas off, you will need a professional to turn it back on." - FEMA

- Check for home hazards, fire dangers, or dangerous spills.
    - Be aware that spilled bleaches, gasoline and other liquids may produce deadly fumes when chemicals mix.
    - Get advice from emergency personnel on how to clean up spilled liquids, especially if there are noxious fumes.
- Listen to the radio for specific instructions from Public Safety agencies.
    - Local media will announce change in school openings and closings.
- Wear shoes.
- Stay off the telephone except to report emergencies.
- Check on neighbors, especially the elderly, disabled or those with small children.
- After the emergency is over, let relatives know how and where you are.

In Case Of…

EARTHQUAKES – BEFORE

Follow Emergency Basics 1-9 plus know the earthquake plan for your children's school. Discuss it with them.

Triangle of Life

When buildings collapse, the weight of the ceiling falls upon objects or furniture inside the building and crushes the objects, leaving a space or void next to them. **This space is called the "triangle of life."** The larger and stronger the object is, the less it will compact. The less the object compacts, the larger the void is with a greater probability that the person who is using this void for safety will not be injured.

Earthquake Drills

- **IDENTIFY SAFE SPOTS** in each room.
- **"ACT OUT"** getting to a safe spot in less than 2 seconds and get in a fetal position.
- **IDENTIFY DANGER ZONES** to stay away from such as bookcases, windows and furnishing that could fall.

EARTHQUAKES – DURING

1. Curl up in a fetal position during an earthquake. **You can survive in a smaller void.** Get next to an object, such as a sofa, or next to a large bulky object that will compress slightly but leave a void next to it.
2. Wooden buildings are the safest type of construction to be in during an earthquake. Wood is flexible and moves with the force of the earthquake. **If the wooden building collapses, large survival voids are created.**
3. If you are in bed and an earthquake occurs, simply roll off the bed and get in a fetal position. A safe void will exist around the bed.
4. **IT IS NOT SAFE TO STAND UNDER DOORWAYS OR STAIRS DURING AN EARTHQUAKE.**
5. Get near the outer wall of buildings or outside of them, if possible. It is much better to be near the outside of the building rather than the interior. The farther inside you are from the outside perimeter of the building, the greater the probability that your escape route will be blocked.
6. If you're in a car during an earthquake, get out of the car and sit or lie next to it in a fetal position.
7. **STAY CALM, REASSURE OTHERS.** Expect loud noises. Sounds will come from the motion of the ground, from the structure of the building, and from falling objects.

EARTHQUAKES – AFTER

Be prepared for additional aftershocks.

1. Check for injuries - provide emergency first aid. Do not try to move seriously injured persons.
2. Be prepared to respond to psychological needs created by the trauma of the experience. Stay with small children; they fear separation during times of stress.
3. Check for safety. Turn off appropriate utilities. Check for gas, water, sewage breaks.
    - Check for downed electric lines and shorts.
    - Check for fire hazards, chemical spills, and toxic fumes. If there is leaking gas, leave the house and report to authorities.
    - Check building for cracks around chimney and foundation.
    - Open cabinets and closets carefully and be ready for falling objects
4. Flashlights or light sticks are safe: Do not turn on electrical switches, light matches, or create sparks until you are sure there are no gas leaks.
5. Wear shoes. Clean up dangerous spills and broken glass and debris.
6. Listen to the radio for specific instructions from Public Safety agencies.
7. Stay off the telephone except to report emergencies.
8. Stay out of severely damaged buildings. Aftershocks may finish them off.
9. Confine or leash frightened pets.
10. NEVER ASSUME DOWNED POWER LINES ARE DEAD or you may be! People, metal and damp objects are good electrical conductors. To avoid shock and serious burns, stay back.
11. Do not go sightseeing.
12. Notify family to let them know how and where you are. If you must leave, leave a message of your intended route and destination and who is with you.
13. Practice strict sanitation.

In Case Of…

POWER OUTAGE – BEFORE

1. Know the location for the electrical fuse box and circuit breaker.
2. Have antifreeze.
3. Have emergency supplies:
    a. Water
    b. Food
    c. First aid
    d. Flashlight

POWER OUTAGE – AFTER

1. Unplug all major appliances. When the power comes on, the power surge could ruin appliances.
2. Report and downed power lines.
3. DO NOT OPEN the refrigerator or freezer doors.
4. In case of long term power failure in the winter, you may need to winterize your home to protect your pipes from freezing.
    a. Shut off the water at the street
    b. Drain all the water from your pipes at the lowest faucet. Flush all toilets so there is no water left in them.
    c. Turn off the gas to the water heater and drain it.
    d. Pour one cup of antifreeze in all drains, toilet bowls, and toilet tanks.
5. Leave for a location with power or stay in your home. If you stay, it is easier to heat one room than the whole house.

POWER OUTAGE – AFTER

1. When the power comes on, plug in appliances one by one to prevent overloading the system.
2. Turn the water back on. Be sure all taps are turned off first.
3. Check the food in the refrigerator/freezer. If the door is not opened, food in the refrigerator should stay cold up to 6 hours. Foods "warmer than refrigeration" temperatures more than 2 hours should be discarded. If food from the freezer is still as cold as refrigeration temperatures, it can be eaten but do not refreeze. Meat that still has ice crystals can safely be re-frozen. If meat is thawed and "refrigeration cold" it can be cooked and eaten or re-frozen. In a well filled freezer, food will have ice crystals for about 3 days. (USU Extension)

HIGH WINDS – BEFORE

1. Secure objects such as outdoor furniture, tools, trash cans, etc.
2. Have emergency supplies: water, food, first aid, etc.
3. Listen to the radio for weather updates.
4. Be prepared to board or tape up windows.
5. Open a window at the opposite end of the house about 1 inch to relieve pressure.

HIGH WINDS – DURING

1. Take shelter in center hallways, closets, or basement areas away from windows.
2. Avoid areas where flying objects may hit you.

HIGH WINDS – AFTER

1. Clean up.
2. Windows: use duct tape and plastic to mend if cracked; plywood to board up if broken.

THUNDER & LIGHTNING – OUTDOORS

1. Don't use metal objects (lawn mowers, fishing rods, golf clubs, etc.) Remove metal cleated golf shoes.
2. Get out of the water and off of small boats.
3. Avoid being the highest object in any area. **If you feel an electrical charge** (your hair stands on end or skin tingles) drop to the ground in a crouched position with hands on knees and your head between them. **DO NOT** lie flat on the ground.

THUNDER & LIGHTNING – FIRST AID

1. Persons struck by lightning receive a severe electrical shock and may be burned where the lighting entered and left the body, but they can be handled safely. They carry no electrical charge.
2. Persons can be revived by prompt mouth to mouth resuscitation, cardiac massage, and prolonged artificial respiration.

In Case Of…

BLIZZARDS – RURAL AREAS

If you are trapped in a car by a blizzard:

1. Stay in the vehicle. Do not attempt to walk out. Disorientation occurs quickly in blowing, drifting snow.
2. Avoid overexertion from trying to push the car out or shoveling heavy drifts.
3. Run the motor only about 10 minutes each hour for heat and only with a rear window slightly open for ventilation. Be cautious of carbon monoxide poisoning. Make sure the exhaust pipe does not become blocked with snow.
4. Make yourself visible: raise the hood, tie a red cloth to the antenna.
5. Keep winter coats, shoes, blankets, gloves, water, matches, and a candle in a tin can in your car.

BLIZZARDS – URBAN AREAS

If you are trapped in a car by a blizzard:

1. Keep coats and gloves in your car.
2. Call for police or roadside assistance with cell phone.
3. Seek help from nearest business, school, and church.

FLOODS – DURING

1. Stay calm.
2. If there is time, disconnect all gas and electric appliances. Shut off the main water valve to keep contaminated water from entering the house. Shut off the power at the main breaker.

Remember, if you shut off the gas, a professional will have to come and turn it back on.

3. Listen for further instructions on the emergency frequency of your radio. (KSL 1160 AM)

FLOODS – AFTER

1. Do not return home until local authorities say that it is safe.
2. Check your home carefully for structural damage, gas leaks, and downed electrical wires.
3. Don't use electrical appliances that have been flooded until repaired.
4. Don't use food that has been contaminated by flood waters.
5. Don't drink water until authorities say it is safe to do so.
6. Clean everything. Flood water carries contaminants and disease. Throw out all wet food, medicines, and cosmetics.

FIRES – PREVENTION

1. Practice fire resistant housekeeping. Discard rubbish, trash, and oily rags in metal cans outside your home. Use proper size fuses, replace frayed cords, and don't overload electrical outlets.
2. Store flammable liquids outside the home in tightly closed metal containers.
3. Maintain smoke detectors and fire extinguishers in working order.
4. Keep garden hose near the faucet, especially in the summer when fire danger is the greatest.
5. Keep oak brush, weeds, etc. cut back at least 30 feet from the house.

BASIC FIREFIGHTING

1. Keep an escape route between you and the fire.
2. Point the fire retardant at the base of the fire in a sweeping motion.
3. If your clothes catch on fire: **STOP, DROP, ROLL.**
4. **ESCAPE. GET OUT FAST!** Have two ways out of every room. Don't stop to dress. gather pets, valuables, or toys. Smoke and toxic gasses rise and can kill you in minutes. Crawl on your hands and knees. Take short, small breaths. Cover mouth with a cloth if possible. If a door is hot, do not open it. Keep doors and windows closed. **ONCE YOU'RE OUT, DO NOT GO BACK IN!** Have a pre-arranged meeting place outside.

In Case Of…

ELECTRICAL FIRES

Be sure to shut off the electricity first, then put out the flames with an extinguisher, water or other fire retardant. **If you can't shut off the electricity, do not use water on an electrical fire.**

OIL, GREASE, GASOLINE FIRE

Smother the flames. Use your fire extinguisher, a pot lid, bread board, salt, baking soda, or earth. **DO NOT USE WATER!**

GAS FIRE

Shut off the gas supply. Use a fire extinguisher, sand, or earth.

CHEMICAL – ON THE SCENE

1. If you witness a chemical emergency, stay clear of the chemical and vapors or smoke. CALL 911.
2. If you are in a vehicle, close the windows, turn off the air systems, and leave the area.

CHEMICAL – NOTIFICATION

Orders to "evacuate" or "shelter-in-place" may be given if there is a threat to the community.

CHEMICAL – EVACUATE

If you are requested to evacuate, directions may be provided for safe routes to follow. Go to a designated shelter "Reception Center" to check in, and then you may go to another safe location (home of a relative or friend, motel, etc.)

1. Take 72 hour kits - include all necessary medications for extended period of time.
2. Shut off all appliances.
3. Leash or cage pets and/or take them with you, if possible. Most shelters will not accept pets.
4. Lock all doors and windows. Leave a message as to where you have gone.
5. Follow given evacuation routes.

CHEMICAL - SHELTER IN PLACE

This is a method of protecting yourself, family, and small pets from the effects of a released chemical.

1. If possible, bring pets inside.
2. Go inside, close and lock all doors and windows to the outside.
3. Turn off all heating/air conditioning systems and switch vents to the "closed" position.
4. Close all fire place dampers.
5. Go to one room and:

- Use a basement room only as a last resort. Some chemicals are heavier than air and may seep into basements.
- Choose a room with a bathroom attached, if possible.
- Seal all windows, doors, and vents with plastic sheeting, wax paper, or other material and tape. Include spaces around pipes.
- Place damp towels under doorways
- Close the drapes/shades over windows and stay away from the windows.

6. Remain in place until you are told by police or fire personnel or through radio/TV broadcasts that it is safe to leave.
7. When the chemical emergency is over, open all doors and windows for ventilation.

Utah Homeland Security

Shortly after September 11, 2001, Governor Mike Leavitt directed the creation of the Utah Homeland Security Task Force (HLS). Its mission is to secure and protect the safety, health, well-being and rights of all people in Utah from man-made threats. The Homeland Security Advisory System provides a means to distribute information regarding the risk of terrorist acts to Federal, State and local authorities and the American people. The threat level warnings are issued as follows:

RED – SEVERE RISK

Terrorist attack has occurred or on is imminent and comes from a specific location or critical facility

- Expect delays, bag search, and heavy traffic
- Restrictions to public buildings
- Avoid crowded gatherings
- Do not travel in areas affected
- Keep emergency supplies accessible
- Report suspicious people
- Monitor "Emergency Alert" new

ORANGE – HIGH RISK

Indications that there is a high risk of local terrorist attack but no specific target

- Continue normal activities but expect delays
- Continue to monitor world and local events
- Avoid leaving unattended packages, etc. in public area
- Inventory emergency supply kits
- Discuss family emergency plan
- Be alert to your surroundings & monitor your children
- Maintain close contact with family and neighbors

YELLOW – ELEVATED RISK

Elevated risk of terrorist attack but no specific region or target identified

- Continue normal activities but report suspicious activities
- Take a first aid or CERT class. Become active in Neighborhood Watch
- Network with family, neighbors & community for support during attack
- Learn about critical facilities in your community and report suspicious activities near them

GREEN – GUARDED RISK

General risk, no credible threats or target

- Continue normal activities but be watchful for suspicious activities
- Increase family emergency preparedness, supplies, food, water & emergency family plan
- Monitor local and national news
- Update immunizations

LOW RISK – LOW RISK TERRORISM

Routine security is implemented

- Continue to enjoy individual freedom
- Be prepared for disaster & family emergencies
- Support the efforts of your local emergency responders
- Know what natural hazards are prevalent in your area and what you can do to protect your family

Overview of Possible Threats

BE INFORMED

Disaster preparedness is no longer the sole concern of earthquake pone Californians and those who live in the part of the country known as "Tornado Alley." For Americans, preparedness must now account for man-made disasters as well as natural ones. Knowing what to do during an emergency is an important part of being prepared and may make all the difference when seconds count.

BIOLOGICAL THREAT

A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

Unlike an explosion, a biological attack may or may not be immediately obvious. Although it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger; however, you should watch TV, listen to the radio, or check the internet for official news.

BIOLOGICAL EMERGENCY

If a family member becomes sick, it is important to be suspicious.

- Do not assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap.
- Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.
- Consider if you are in the group or area authorities believe to be in danger.
- If your symptoms match those described and you are in the group considered at risk, immediately seek emergency medical attention.

If you are potentially exposed:

- Follow instructions of doctors and other public health officials.
- If the disease is contagious, expect to stay away from others or even quarantined.
- For non-contagious diseases, expect to receive medical evaluation and treatment.

Overview of Possible Threats

If you become aware of an unusual and suspicious substance nearby:

- Quickly get away.
- Protect yourself. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include 2 to 3 layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
- Wash with soap and water.
- Contact authorities.
- Watch TV, listen to the radio, or check the internet for official news and information including what the signs and symptoms of the disease are, if medications or vaccinations are being distributed and where you should seek medical attention if you become sick.
- If you become sick, seek emergency medical attention.

CHEMICAL THREAT

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment. It is most likely to happen in a crowded place.

Possible Signs of a Chemical Threat:

- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish, or small animals are also cause for suspicion.

If you see signs of chemical attack:

- *FIND CLEAN AIR QUICKLY*
- Quickly try to define the impacted area where the chemical is coming from, if possible.
- Take immediate action to get away.
- If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.

If you have been exposed to a chemical:

If your eyes are watering, your skin is stinging and you are having trouble breathing, you may have been exposed to a chemical.

- If you think you may have been exposed to a chemical, strip immediately and wash.
- Look for a hose, fountain, or any source of water, and wash with soap, if possible, being sure not to scrub the chemical into your skin.
- Seek emergency medical attention.

EXPLOSION

If there is an explosion:

- Take shelter against your desk or a sturdy table.
- Exit the building ASAP.
- Take your emergency supply kit if time allows.
- Do not use elevators.
- Check for fire and other hazards.

If there is a fire:

- Exit the building ASAP.
- Crawl low if there is smoke.
- Use a wet cloth, if possible, to cover your nose and mouth.
- Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
- If the door is hot, do not open it. Look for another way out.
- Do not use elevators.
- If you catch fire, do not run. Stop, Drop, and Roll to put out the fire.
- If you are at home, go to a previously designated meeting place.
- Account for your family members and carefully supervise small children.
- Never go back into a burning building.

Overview of Possible Threats

If You are Trapped in Debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense weave cotton material can act as a good filter. Try to breathe through the material).
- Tap on a pipe or wall so that rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

NUCLEAR BLAST

A nuclear blast is an explosion with intense light and heat, a devastating pressure wave and intense release of widespread radioactive material. It can contaminate the air, water, and ground surfaces for miles around (heat blast, radiation.) During a nuclear incident, it is important to avoid radioactive material, if possible, While experts may predict at this time that a nuclear attack is less likely than other types, terrorism by its nature is unpredictable.

Advanced warning of an attack:

If there is advance warning of an attack, take cover immediately, as far below ground as possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.

No warning of an attack:

- Quickly assess the situation.
- Consider if you can get out of the area or if it would be better to go inside a building to limit the amount of radioactive material you are exposed to.
- If you take shelter, go as far below ground as possible, close windows and doors, turn off air conditioners, heaters, or other ventilation systems. Stay where you are, watch TV, listen to the radio, or check the internet for official news as it becomes available.

Shielding: If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed and you will be exposed to less.

Distance: The farther away you are away from the blast and the fallout, the lower your exposure.

Time: Minimizing time spent exposed will reduce your risk.

Use available information to assess the situation. If there is a significant radiation threat, health care authorities may or may not advise you to take potassium iodide.

Potassium iodide is the same substance added to your table salt to make it iodized. Consider keeping potassium iodide in your emergency kit; learn what the appropriate doses are for each of your family members. Plan to speak with your health care provider in advance about what makes sense for your family.

For more information, see Potassium Iodide from Centers for Disease Control

For more general information, see "Are you Ready?" from Federal Emergency Management Agency.

Overview of Possible Threats

RADIATION THREAT

A radiation threat, commonly referred to as a "dirty bomb" or "radiological dispersion device (RDD)", is the use of common explosives to spread radioactive materials over a targeted area. Radioactive material may come from medical equipment or other radioactive devices. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, try to limit exposure. It is important to avoid breathing radiological dust that may be released in the air

If there is a radiation threat or "Dirty Bomb":

If you are outside and there is an explosion or authorities warn of a radiation release nearby, cover your nose and mouth and quickly go inside a building that has not been damaged. If you are already inside, check to see if your building has been damaged. If your building is stable, stay where you are. Close windows and doors; turn off air conditioners, heaters or other ventilation systems.

- If you are inside and there is an explosion near where you are or you are warned of a radiation release inside, cover nose and mouth and go outside immediately. Look for a building or other shelter that has not been damaged and quickly get inside. Once you are inside, close windows and doors; turn off air conditions, heaters, or other ventilation systems.
- If you think you have been exposed to radiation, take off your clothes and wash as soon as possible.
- Stay where you are, watch TV, listen to the radio, or check the Internet for official news as it becomes available.
- Remember to limit the amount of radiation you are exposed to, think about shielding, distance and time.

Shielding: If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed and you will be exposed to less.

Distance: The farther away you are away from the blast and the fallout, the lower your exposure.

Time: Minimizing time spent exposed will reduce your risk

As with any emergency, local authorities may not be able to immediately provide information on what is happening and what you should do, however, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

For more general information, see "Are you Ready?" from Federal Emergency Management Agency.

Other Sources of Information

www.clearfieldcity.org **(Clearfield City)**

www.beprepared.com - **(Emergency Essentials)**

www.bt.cdc.gov **(CDC - Emergency Preparedness & Response)**

www.citizencorps.gov/programs/cert.shtm **(Community Emergency Response)**

www.des.ut.gov **(Utah State Division of Emergency Services & Homeland Security)**

www.disaster-resource.com **(Disaster Resource Guide)**

www.fema.gov **(Federal Emergency Management Agency)**

www.missingkids.com **(National Center Missing & Exploited Children)**

www.geology.utah.gov **(Utah Geological Survey)**

www.hlunix.hl.state.ut.us/ **(Utah Department of Health)**

www.nws.noaa.gov **(National Weather Service)**

www.neic.usgs.gov **(National Earthquake Information Center)**

www.nod.org/emergency/index **(National Organization on Disability, Emergency Preparedness)**

www.providentliving.org **(LDS Church - Guide to Food Storage, Preparation)**

www.ready.gov **(US Department of Homeland Security)**

www.redcross.org/services/disaster/ **(American Red Cross)**

www.utahredcross.org **(Greater Salt Lake Area Chapter)**

www.training.fema.gov/emiweb/CERT/ **(CERT Training)**

www.depts.washington/edu/learncpr/index,html **(Learn CPR. You Can do It!)**

www.quake.utah.edu **(University of Utah Seismograph Stations)**

www.powerprotection.org/powergeneration/portablegenerators.shtml **(Power Protection - Portable Generator)**

Check Google or other web search engines for Emergency Preparedness products and information. This is a partial list and is intended for information only

Clearfield City does not endorse all of the above listed web sites.

EMERGENCY PHONE NUMBERS

Clearfield City

Clearfield Police Department 801-525-2806
Life Threatening Emergency 911
North Davis Fire District 801-525-2850

Other Important Numbers

FBI 1-800-225-5324
FEMA 1-202-566-1600
Homeland Security.....202-282-8495
Questar Gas..... 1-800-541-2824
Poison Control Center..... 1-800-222-1222
Red Cross (Salt Lake Chapter).....801-323-7000
Red Cross..... 1-866-438-4636
Suicide Prevention.....1-800-273-8255
Utah DES (Department of Emergency Services)…… 1-800-753-2858
Utah Highway Patrol (non-emergency).....801-393-1136
Weber Basin Water.....801-771-1677

Hospitals

Davis Hospital 801-807-1000
Lakeview.....801-299-2200
McKay Dee Hospital 801-387-2800
Ogden Regional 801-479-2111
Primary Children's Hospital 801-662-1000
Layton Hospital……..….801-543-6000

Emergency Operations Plan

2019

Clearfield City

we've got it made

EMERGENCY OPERATIONS PLAN ACTIVATION

This Emergency Operations Plan (EOP) plan will be activated and implemented when an emergency has been declared by a city council member (preferably the Mayor) or designee or when an emergency is considered imminent or probable and the implementation of this EOP and the activation of the Clearfield City Emergency Operations Center (EOC) is considered a prudent, proactive response.

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

- An incident occurs or is imminent
- A state of emergency is declared by Clearfield chief elected official(s) or designees
- As directed by the Clearfield City Emergency Manager or designee

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

The emergency management organizational structure is outlined in Emergency Support Function #5 – Emergency Management. The Clearfield City Emergency Management Division is under the immediate operational direction and control of the Clearfield City Manager who coordinates interdepartmental emergency operations, and maintains ultimate responsibility for resolution of conflicts regarding the application of limited resources to a variety of concurrent emergency situations.

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

Responsibility for coordination of emergency activities with regional, state, and private partners resides with the Clearfield City Emergency Management Division and will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System (NIMS).

PROMULGATION

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

This EOP supersedes all previous plans.

Promulgated this day of, _____

_____	_____
NAME	TITLE
_____	_____
NAME	TITLE

APPROVAL AND IMPLEMENTATION

Effective date: _____

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

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

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

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

By integrating planning efforts in these four areas, Clearfield City can produce an effective emergency management and homeland security program.

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

As part of NIMS, the Incident Command System (ICS) will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene incident management will be conducted using ICS.

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

APPROVED BY:

_____ _____

SIGNATURE DATE

_____

PRINTED NAME - TITLE

RECORD OF CHANGES

This Clearfield City Emergency Operation Plan (EOP) will be strengthened and enhanced over time as it is tested and activated for incidents or exercises. In concert with the plan maintenance section and planning efforts with surrounding jurisdictions, the Clearfield City Emergency Manager will revise and refine the annex on an annual basis.

Each revision to this plan will be numbered and documented. As new versions are created, they will be distributed to participants and will supersede all previous versions. The table below will be kept as a record of revisions made after the final draft is published.

TABLE 1 RECORD OF CHANGES

Change Number	Date of Change	Section Changed	Recorded By

RECORD OF DISTRIBUTION

Group	Agency/Department	Title of Recipient	Electronic or Hard Copy Distribution
	City Council	Councilmember	Hard
	City Council	Councilmember	Hard
	City Council	Councilmember	Hard
	City Council	Councilmember	Hard
	City Council	Councilmember	Hard
	Administration	Mayor	Hard
	Administration	City Manager	Hard
	Administration	City Recorder	Hard
	Administration	Administrative Supervisor	Hard
	Administration	Mayor's Assistant	Hard
	Emergency Preparedness Committee	Emergency Preparedness Manager	Hard
	Emergency Preparedness Committee	Committee Member	Hard
	Emergency Preparedness Committee	Committee Member	Hard
	Emergency Preparedness Committee	Committee Member	Hard

Clearfield City
Emergency Operations Plan – BASE PLAN

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Section 1 INTRODUCTION

1.1 Purpose

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

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

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

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

- Assist families, businesses, and industry in planning and preparing for an emergency.
- Develop effective mitigation practices for the city.
- Provide training and conduct exercises for the emergency response forces of
- Clearfield City.
- Develop and implement emergency plans, operating procedures and checklists, systems, and facilities for response to community emergencies.
- Work with local government and community agencies to develop plans and procedures to recover from a disaster.
- Coordinate the city's response to disasters.

1.2 Scope

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

The EOP is based on 15 emergency support functions (ESF) for Clearfield City. There are clearly defined roles and responsibilities and a concept of operations for each of the primary and support agencies that make up the 15 ESFs. The EOP includes four incident-specific annexes that describe the concept of operations to address specific hazard situations that contain technical information, details, and methods for use in emergency operations for all the departments and agencies located within Clearfield City.

The EOP addresses the various levels of emergencies or disasters likely to occur and, in accordance with the magnitude of an event, the corresponding short- and long-term response and recovery actions that state organizations will take in coordination with the Davis County Emergency Management, Utah Department of Emergency Management and surrounding local jurisdictions.

1.3 Phases of Emergency Management

The Clearfield City EOP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The EOP addresses the following four mission areas identified in the National Strategy for Homeland Security:

- **Prevention** consists of actions that reduce risk from human-caused events. Prevention planning identifies actions that minimize the possibility that an event will occur or adversely affect the safety and security of a jurisdiction's citizens and critical infrastructures.
- **Mitigation** is a vital component of the overall preparedness effort and represents sustained actions a jurisdiction takes to reduce or eliminate long-term risk to people and property from the effects of hazards and threats. The purpose of mitigation is to protect people and structures and to minimize the costs of disaster response and recovery.
- **Response** embodies the actions taken in the immediate aftermath of an event to save lives, meet basic human needs, and reduce the loss of property and impact to

the environment. Response planning provides rapid and disciplined incident assessment to ensure response is quickly scalable, adaptable, and flexible.

- **Recovery** encompasses both short-term and long-term efforts to rebuild and revitalize of affected communities. Recovery planning must be a near seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons.

1.4 Disaster Condition (Situation Overview)

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

A major disaster or emergency could produce a large number of fatalities and injuries. Many people will be displaced and unable to feed, clothe, and shelter themselves and their families. Jobs will be lost with reduced prospect for future employment in the area. The economic viability of the affected communities may be jeopardized.

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

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

Planning Assumptions

- The emergency management command and control structure in Clearfield City is based on a bottom-up approach to response and recovery resource allocation (that is, local response efforts followed by county response efforts, then state response efforts, and finally federal government assistance). Each level of government must exhaust its resources prior to elevation to the next level. Homeland security statutes and regulations may govern certain response activities. The recovery of losses and reimbursements of costs from federal resources will require preparation and compliance with certain processes.
- Clearfield City will make every reasonable effort to respond to an emergency or disaster. However, Clearfield City resources and systems may be damaged, destroyed, or overwhelmed.
- The responsibilities and functions outlined in this EOP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time of the emergency or disaster.
- There will likely be direct physical and economic damage to critical infrastructure. This damage will diminish emergency response abilities due to inaccessible locales, will cause inconvenience or overwhelming distress due to temporary or protracted service interruptions, and result in long-term economic losses due to the economic and physical limitations of recovery operations.
- The Clearfield City emergency operations center (EOC) will be activated and staffed with representatives from Clearfield City departments, agencies, and private organizations grouped together under the ESF concept. The primary agency for each ESF will be responsible for coordinating the planning and response activities of the support agencies assigned to the ESF.
- Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared, when possible, and understand their own responsibilities following a major disaster.
- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events (for example, fires, explosions, structural collapse, contamination issues, loss of critical infrastructure, and floods) are a few of the significant factors that will affect casualties and damage.
- Disaster relief from departments and agencies outside Clearfield City may take 72 hours or more to arrive.
- Residents living within Clearfield City boundaries are encouraged to develop a family disaster plan and maintain the supplies necessary to be self-sufficient for a minimum of 72 hours and preferably one week.

Incident Command System

Clearfield City has adopted the National Incident Management System (NIMS) as the standard incident management structure within Clearfield City. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Clearfield City. First responders are encouraged to implement the training, exercising, and daily use of ICS. ICS is a combination of facilities, equipment, personnel, procedures, and communications that operates with a common organizational structure and is designed to aid in resource management during incidents. ICS is applicable to small incidents and large, complex incidents. All operations within Clearfield City Emergency Operations Center will be conducted using ICS. All Clearfield City Supervisors, Leads and elected Officials will obtain NIMS training and understand the use of the ICS system and their role.

Section 2 POLICIES

All operations under the Clearfield City Emergency Operations Plan (EOP) will be undertaken in accordance with the mission statement of Clearfield City Emergency Management: Our Mission Statement is, to promote, help with and give direction regarding emergency preparedness to Clearfield citizens. The following policies apply to the Clearfield City EOP:

- County, state, and federal emergency plans and programs will integrate with the Clearfield City EOP to provide effective and timely support to the citizens of Clearfield City following a major disaster or emergency.
- Clearfield City departments and agencies will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the EOP. As well as establish written MOU and contracts in the event of an emergency. Department Heads will keep these contracts on file and update these annually or as needed.
- Local emergency response is primary during an emergency or disaster. Clearfield City will notify and coordinate with Davis County officials to augment local emergency resources as needed.
- All local governments and agencies must be prepared to respond to emergencies and disasters even when government facilities, vehicles, personnel, and political decision-making authorities are affected. As part of this EOP, mission essential functions of city and private sector businesses and city services are identified and procedures are developed to support these.
- When necessary, Clearfield City will request assistance from Davis County through Davis County Emergency Management. As stated in the Davis County EOP, Davis County Emergency Management will request assistance from the state government through the Utah Department of Emergency Management, when necessary. The Utah Department of Emergency Management may initiate requests for assistance from the federal government through the Federal Emergency Management Agency (FEMA) and may request assistance from other states through the Emergency Management Assistance Compact (EMAC).

Section 3 HAZARD ANALYSIS

After major disasters, the public looks to all levels of government for assistance. In addition to the increased potential for disasters, a number of other factors are also on the rise. These include property values, population growth, and population density within hazard vulnerable zones. This sets the stage for increased impact and economic ramifications of catastrophic events.

3.1 Hazard Analysis

A disaster can occur any time within Clearfield City. All areas of Clearfield City are at risk for three types of events:

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

3.1.1 Natural Hazards

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

3.1.1.1 Geologic Hazards

Geologic hazards exist in Clearfield City that can constrain land use. Active fault zones pose the threat of earthquakes, while steep mountains adjacent to the city create a potential for landslides, debris flows, and rock falls. Canals and the Jordan River have potential flooding within the city.

3.1.1.2 Earthquake

Clearfield lies in the Northern portion of Davis County. Davis County contains the highest density of faults in the state, yet no major quake has been recorded with its epicenter in the county. The main fault follows the base of the Wasatch Range at or near the National Forest boundary. A major earthquake centered within or near the county would affect the entire county.

According to geologists from the Utah Geological Society, Davis County has and could again experience magnitude 7.0 to 7.5 earthquakes. The principle hazards resulting from earthquake activity may be divided into two categories. The first category hazard results in displacements of ground on opposite sides of the fault, with severe consequences to structures built across the ruptured ground surface.

The Wasatch Fault is a normal fault with the valley being pulled apart from east to west. An earthquake of sufficient magnitude would result in a drop of the valley floor of up to 12 feet along the bench in areas closest to the epicenter. If this occurred in Davis County, results would be wide spread, including a new lake shoreline east of its present location and many water, sewer and gas utility lines being severed along the new fault scarp and elsewhere.

In addition to the displacements along fault lines, earthquakes cause ground shaking over wide areas, with the greatest intensity of shaking generally nearest the source of the earthquake. Such ground shaking can cause the failure of structural elements, which could lead to the serious damage or collapse of buildings. A high percentage of residential structures in the City have been built after 1960, and therefore, are better able to handle the stress of this shaking. However, many older homes could suffer considerable damage in a large earthquake.

Liquefaction

Fine-grained, saturated, lake-bottom sediments are common in the Salt Lake Valley and are susceptible to liquefaction-induced ground failure, including lateral-spread landslides and flow slides.

Other Earthquake-Related Hazards

Descriptions of 12 historic earthquakes in the Utah region between 1850 and 1986 include reports of seismically induced landslides or other kinds of ground failure. Failure types included rock falls, rockslides, soil slumps, lateral spreads and flows, and snow avalanches. Roads have been blocked, canals cut, and a water flume damaged. Future moderate-to-large earthquakes in the Davis County Area and Clearfield City will undoubtedly be accompanied by similar hazards.

3.1.1.3 Severe Weather

Severe Winter Storms

East winds are common to the area. Sustained winds in excess of 50 mph with gusts of over 80 mph are not uncommon. Property damage caused by east winds has, and continues to occur frequently in Clearfield. The majority of damage is to residential structures with shingles and siding being torn off, fences being blown over and trees being toppled.

On rare occasions, a roof may be torn off a building. Tractor-trailer rigs may be blown over on I-15, which results in all high profile vehicles being prohibited from travel during the high winds. Trains have also been blown off the tracks in the Centerville/Farmington area. Major electrical power lines have been damaged or blown down, causing power outages throughout the county.

Additionally, secondary power lines are inevitably blown down in some locations, resulting in loss of power to traffic signals, businesses, and homes. With this loss of power, many homeowners are unable to heat their homes and cook food, therefore making it essential that they have alternate methods for heating and cooking.

On the average, Clearfield experiences at least one east wind episode yearly, usually during the winter months. In the summer months it would not be uncommon for thunderstorms to strike Clearfield with severe micro burst winds that can cause damage to structures, and hurl debris causing injury to persons caught in the open.

Flooding

Although located in a semi-arid region, Clearfield City is subject to cloudburst and snowmelt floods, canal ruptures and river overflows.

Lightning

Lightning is Utah's number one weather-related killer. According to the National Weather Service, 18 individuals have been killed and 41 injured by lightning in Utah since 1993. Many structures have also sustained damage when they were struck by lightning.

Tornadoes

Davis County is subject to severe damage resulting from tornadoes and extremely high winds.

3.1.2 Technological Hazards

Technological hazards include hazardous materials incidents. Usually, little or no warning precedes incidents involving technological hazards. Numerous technological hazards could affect the Clearfield City area and the Salt Lake City metropolitan area.

3.1.2.1 Transportation Accidents

These are incidents involving interruption or failure of transportation systems, including air, rail, and ground vehicles. With daily flights, an extensive highway and rail system; the potential for serious injuries or a mass casualty incident is an ever-looming threat. If a major transportation accident occurred, the Clearfield City EOC could be activated with limited staffing to support our neighboring communities as they respond to these events.

Also, because of canals, the Jordan River, and utility corridors that run north-south through Clearfield City, we are very limited in east-west transportation options. Front Runner runs north-south in Clearfield City along with other trains carrying various materials.

3.1.2.2 Utility outages/shortages

Temporary or long-term utility outages/shortages can cause massive disruptions in the operation of essential services. Many critical facilities have emergency standby power supplies; however, they are designed for short-term events and are subject to failure as well.

The electrical power grid can fail due to storm damage, sabotage, or system overload. After severe weather, restoration efforts cannot start until roads are cleared and service personnel report to work.

3.1.2.3 Hazardous Materials

Hazardous materials incidents can occur anywhere there is a road, rail line, pipeline, or fixed facility storing hazardous materials.

In an evacuation situation resulting from a hazardous material accident, responders will be responsible for determining any evacuation area that might be needed.

3.1.2.4 Chemical Stockpile Emergency Preparedness Program (CSEPP)

In December 1985, Congress directed the U.S. Department of Defense (D.O.D.) to destroy the United States stockpile of lethal unitary chemical weapons.

The first disposal facility for chemical munitions was constructed at Tooele Army Depot in Tooele County. The chemical agents being destroyed are nerve types designated as GA, GB, and VX, and blister types designated as H, HD, HT, and L.

Accidents involving explosions, fires, and/or spills could have environmental consequences of major proportions, including human fatalities, destruction of wildlife and wildlife habitat, destruction of economic resources, contamination of water resources and water supplies, and degradation of the quality of life in affected areas.

3.1.2.5 Major Structure Collapse

The collapse of major structures, especially those that are occupied at the time of collapse, pose similar problems and actions to a minor earthquake. The same priorities and rescue considerations would exist. Other jurisdictions that have had such occurrences indicate that one of the major problems was accessing the necessary equipment to lift portions of the collapsed buildings to effect rescue of possible survivors.

3.1.3 Human-Caused Hazards

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

3.1.3.1 Terrorism

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to create fear among the public to try to convince citizens that their government is powerless to prevent terrorism and to get immediate publicity for their causes.

The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as either domestic terrorism or international terrorism.

Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.

International terrorism involves groups or individuals whose terrorist activities are foreign-based or directed by countries or groups outside the United States or whose activities transcend national boundaries.

Most terrorist incidents have involved small extremist groups who use terrorism to achieve a designated objective. Local, state, and federal law enforcement officials monitor suspected terrorist groups and try to prevent or protect against a suspected

attack. Additionally, the U.S. government works with other countries to limit the sources of support for terrorism.

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

3.1.3.2 Biological and Chemical Weapons

Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. Biological agents can be dispersed as aerosols or airborne particles. Terrorists may use biological agents to contaminate food or water because they are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Some chemical agents are odorless and tasteless and are difficult to detect. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

Biological and chemical weapons have been used primarily to terrorize an unprotected civilian population and not as a weapon of war.

3.1.3.3 Civil Disorder/Riot

Civil disorders can take the forms of peaceful and nonviolent protests or disruptive and violent occurrences that pose a threat to others and their property. Passive resistance, sit-ins, marches, picketing, blocking access or travel, and many other types of activities, including riots, destruction, looting, arson, and similar violent activities can all be considered civil disorder.

Constant attention needs to be given to the rights granted by the Constitution of the United States that allow protest and demonstration under the First Amendment Right of Free Speech. The actions of law enforcement are designed to protect those rights as well as to keep peace in the community. The same amount of attention needs to be given to the actual conduct of the participants to assure that it does not escalate into an unlawful occasion by either their actions or those of spectators or opponents.

Due to the necessity in incidents of this type to take enforcement action, the backup response will normally be other law enforcement agencies that possess police authority.

3.1.3.4 Urban Fires

The risk of an urban conflagration and wildland/urban interface fires has been reduced with the establishment and implementation of fire prevention codes and inspection

programs. Arson and institutional fires may require major commitments of fire suppression resources leaving the community vulnerable to other emergency events.

3.1.3.5 Epidemic and Public Health Emergencies

Emerging and reemerging infections such as the global AIDS pandemic, dengue viruses, hemorrhagic fevers and the resurgence of tuberculosis and cholera in new, more severe forms, and the economic and environmental dangers of similar occurrences in animals and plants, attest to our continuing vulnerability to infectious diseases throughout the world. There is reason to believe that the number and incidence of emerging diseases and the risk of reemerging diseases are all increasing.

Many experts, both inside and outside governments, have warned of the need to improve capabilities for dealing with emerging infectious diseases. Invariably, a primary recommendation has been the development of an effective, worldwide infectious disease surveillance system. A global program aimed at recognizing unusual outbreaks at an early stage, in order to prevent their spread, would pay enormous dividends for the entire world as well as for the immediately affected areas.

3.2 Hazard Assessment

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

The hazard analysis table on page 14 provides information to understand risks and their corresponding likelihood and consequences in Clearfield City and Davis County and the Wasatch Front.

Table 3-1
Hazard Analysis Table Legend

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

Table 3-2 Hazard Analysis Table

Hazard	Frequency	Warning Lead Times	Consequences	Population/Area at Risk
Avalanche	Low	Minutes	Low	Site
Landslide	Low	Hours to days	Low	Site
Drought	Low	Weeks to months	Medium	Countywide
Earthquake	Medium	Minutes	Catastrophic	Countywide
Epidemic	Low	Weeks to occurrence	Catastrophic	Countywide
Flooding	Medium	24 hours to occurrence	High	Site
Snowstorm	High	36 to 24 hours	Medium	Countywide
Lightning	High	Occurrence	Low	Site
Tornado	Low	Several minutes	High	Countywide
Wildfire	High	24 to 12 hours / occurrence	Medium	Wild land urban interface
HAZMAT	Medium	Occurrence	High	Site
Radiological Incidents	Low	Occurrence	Medium	Site
Utility Outages/Shortages	Low	Months to weeks	High	Countywide
Telecommunications Disruptions	Low	Days to hours	High	Countywide

Hazard	Frequency	Warning Lead Times	Consequences	Population/Area at Risk
Urban Fires	Low	Months to weeks	High	Countywide
Transportation Accidents	High	Occurrence	Low	Site
Domestic Terrorism	Has not occurred	Days to hours	High	Locale
Biological/Chemical Weapons	Has not occurred	Days to hours	High	Locale

3.3 Mitigation

Based on the hazard analysis and hazard assessment above, Clearfield City and Davis County have designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the effects or consequences of an incident. These mitigation activities are detailed in the State of Utah Hazard Mitigation Plan. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level. This section outlines the mitigation activities at each level of government as they pertain to Clearfield City and Davis County mitigation strategies to reduce exposure to, probability of, or potential loss from hazards.

The State of Utah Natural Hazard Mitigation Plan served as the guideline for mitigation operations in the State of Utah in general and Davis County and Clearfield City specifically. The plan is intended to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment.

3.3.1 Mitigation Planning Process and Coordination

The State Department of Public Safety Department of Emergency Management is the lead agency responsible for coordinating the development of the State of Utah Natural Hazard Mitigation Plan. The state plan is a result of a separate planning process put into motion before to the state planning process. The initial pre-disaster mitigation planning process involved the seven associations of government. The second process initiated to complete the state natural hazard mitigation plan was a result of a strengthening and augmenting of the process used over the last 15 years to complete previous state hazard mitigation plans. The state plan and process used to create it relied heavily on mitigation and program experts from the Department of Emergency Management and state agencies.

During the planning process, subject matter experts from state and federal agencies verified information in the review of multijurisdictional mitigation plans submitted by each association of government.

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

Every attempt was made to coordinate other planning efforts to reduce duplication of effort. The plan was posted to the website upon completion and comments were solicited. The plan was also submitted to Federal Emergency Management Agency (FEMA) Region VIII for approval.

3.3.2 Mitigation Programs

3.3.2.1 Single Jurisdictional Areas

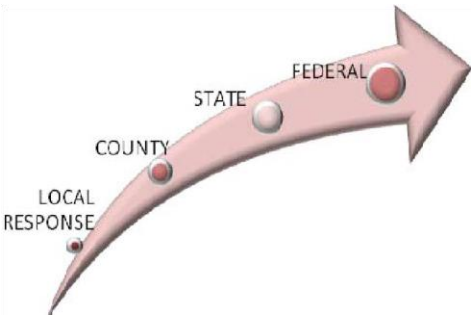
- Jurisdictions will develop and implement programs designed to avoid, reduce, and mitigate the effects of hazards through the development and enforcement of policies, standards, and regulations.
- Jurisdictions will promote mitigation efforts in the private sector by encouraging the creation of continuity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

3.4 Capability Assessment

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

Section 4 CONCEPT OF OPERATIONS

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



4.1 Normal Operations

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

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

4.2 Emergency Operations Plan Activation

This Emergency Operations Plan (EOP) will be activated when an emergency has been declared by the Mayor or designees, or when an emergency is considered imminent or probable and the implementation of this EOP and the activation of the Clearfield City EOC is considered a prudent, proactive response.

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

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

4.3 Declaring a Local State of Emergency

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

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

- As soon as an incident occurs, Clearfield City Emergency Management Division begins monitoring the situation. The EOC may be put on standby or minimally staffed.
- Clearfield City, using the most functional and available method of communication (see 4.4.1), notifies the Clearfield City Emergency Manager of the incident and requests assistance. An initial assessment of damages is provided if available.
- When conditions warrant, the Clearfield City Emergency Manager, will request a declaration that a local state of emergency exists in Clearfield City. The Mayor has the authority to declare an emergency and is the elected official charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the county council.
- The Clearfield City EOP will be fully activated upon declaration of a local state of emergency.
- Damage assessment updates from the affected areas should follow at regular intervals to the city EOC.
- As specific assistance requests are received, Clearfield City departments and agencies may respond with available resources to assist in response, recovery, and mitigation efforts.

Federal disaster law restricts the use of mathematical formulas or other objective standards as the sole basis for determining the need for federal supplemental aid. As a result, the Federal Emergency Management Agency (FEMA) assesses a number of factors to determine the severity, magnitude, and impact of a disaster. In evaluating a governor's request for a major disaster declaration, a number of primary factors, along with other relevant information, are considered in developing a recommendation to the president for supplemental disaster assistance.

The very nature of disasters—their unique circumstances, the unexpected timing, and varied impacts—precludes a complete listing of factors considered when evaluating disaster declaration requests. However, the primary factors considered include the following:

- Amount and type of damage (number of homes destroyed or with major damage)
- Impact on the infrastructure of affected areas or critical facilities
- Imminent threats to public health and safety
- Impacts to essential government services and functions
- Unique capability of federal government
- Dispersion or concentration of damage
- Level of insurance coverage in place for homeowners and public facilities
- Assistance available from other sources (federal, state, local, voluntary organizations)
- State and local resource commitments from previous, undeclared events
- Frequency of disaster events over recent time period

4.3.1 Clearfield City Resources

Clearfield City shall use its own resources first in an emergency or disaster situation and may notify and call for assistance from the Davis County EOC during events that overwhelm or threaten to overwhelm their own response and recovery resources.

(Clearfield City has mutual aid agreements with Layton City, Hill Air force Base, Syracuse City , Clinton City, North Davis Fire District, Davis County.)

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

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

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

4.4 Emergency Operations Center

The Clearfield City Emergency Operations Center (EOC) will serve as the Clearfield City command center for all disaster response operations. It is located **inside City Hall, 55 South State Street, Clearfield, Utah.** If a disaster or emergency situation prevents the use of the primary facility, the alternate EOC is located inside of the Clearfield Public Works Building located at 497 South Main, Clearfield Utah

4.4.1 Activation of the Emergency Operations Center

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

- The Emergency Manager may activate the EOC whenever facilitation of Clearfield City interdepartmental coordination is necessary for the successful management of an event.
- Clearfield City emergency management on-call duty officers may independently activate the EOC when the Clearfield City Emergency Manager is unavailable and it has been determined by the personnel commanding an emergency event that
- Clearfield City interdepartmental coordination is required.
- Any department head may request the EOC be activated by contacting the Clearfield City Emergency Management Division staff. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency. If the EOC mission is unclear, or if the need for such a response is not evident, the matter will be referred to the Clearfield City Emergency Manager, who may request policy group input prior to authorizing EOC activation.

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

Primary:

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

- Paging system
- Local media
- Tertiary:
- Satellite telephone
- Satellite internet

Clearfield City emergency management may also activate the EOC in preparation for planned events in which EOC-level coordination is needed. Examples of planned events may include but are not limited to protests and demonstrations, political events, parades, and holiday events.

4.4.2 EOC Activation Levels of Operation

Emergencies or disasters that can potentially affect Clearfield City are divided into three levels of readiness to establish emergency operations. These levels are outlined below and mirror the Davis County EOP and the Utah Department of Emergency Management Emergency Operations Plan levels to maintain consistent definitions and facilitate activation and response to an emergency.

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

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

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

4.4.2.1 Level I – Full-Scale Activation

Level I is a complete mobilization and operation of the EOC with full staffing, as available. The EOC may be operated on a 24-hour schedule due to the severity of the event.

4.4.2.2 Level II - Limited Activation

Level II is limited agency activation. Coordinators of primary ESFs that are affected will be notified by the Emergency Manager, or his/her designee, to report to the EOC. All other ESFs are alerted and put on standby. All agencies involved in the response may be requested to provide a representative to the Clearfield City EOC. These emergencies require a limited staff to direct and support needed EOC operations. Only those functions which are necessary to support the response to the emergency are activated.

4.4.2.3 Level III – Monitoring Activation

Level III is a preparatory step taken upon the receipt of a warning for a potential disaster or emergency condition. The City Manager, Mayor and Emergency Manager are apprised of the event, evaluates the situation and, if conditions warrant, appropriate individuals and agencies are alerted and advised of the situation and instructed to take appropriate action as part of their everyday responsibilities. The EOC may be activated with only administrative staff that assesses the situation and they may escalate the activation if needed. This level typically involves observation, verification of appropriate action, and follow-up. Notifications may be made to potentially affected departments and other agencies or jurisdictions. The EOC may be set up, prepared for operations, and communications equipment tested and made operational. The day-to-day operations are typically not altered and the management structure stays the same.

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

Level of Emergency or Disaster	Initiating Events	EOC Operational Level	Corresponding Actions
I	Widespread threats to the public safety; large-scale Clearfield City, Davis County, state and federal response anticipated	I	Full activation of Clearfield City EOC. All ESF primary and support agencies send representatives to the Clearfield City EOC.
II	An incident begins to overwhelm Clearfield City response capability; some Davis County assistance possible	II	Limited activation. Selected primary ESF representatives report to the EOC. Clearfield City EOC and all other ESFs are alerted and put on standby.
III	Emergency incident for which local response capabilities are likely adequate	III	Emergency management staff will monitor situation and, if needed, appropriate local jurisdictional agencies and departments are notified to take action as part of their everyday responsibilities.

4.4.3 Emergency Support Functions

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

These 15 categories or types of assistance constitute Clearfield City ESFs and will be part of the operations section as designated under ICS. ESFs, in coordination with Clearfield City Emergency Management Division, are the primary mechanism for providing response and recovery assistance to local governments throughout all phases of a Level III disaster. Assistance types are grouped according to like functions. Table 4-2 summarizes the services each provides.

- Clearfield City departments, agencies, and organizations have been designated as primary and support agencies for each ESF according to authority, resources, and capability to coordinate emergency efforts in the field of each ESF.
- Primary agencies, with assistance from one or more support agencies, are responsible for coordinating the ESF activities and ensuring that tasks assigned to the ESF by Clearfield City emergency management are completed successfully.
- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency. However, regardless of circumstance, the ESFs will coordinate with the Operations Section chief to execute and accomplish the ESFs missions.

Table 4-2 Summary of Clearfield City Emergency Support Functions

Annex	Primary Agency	Supporting Agencies
ESF #1 – Transportation	Clearfield City Public Works Department	▪ Davis School District ▪ Utah Transit Authority
ESF #2 – Communications	Clearfield City Information Technology	▪ Davis Dispatch ▪ Layton & Weber Dispatch ▪ Salt Lake ARES ▪ Utah Communication Area ▪ Network
ESF #3 – Public Works and Engineering	Clearfield City Public Works	▪ Utah Department of Public Safety ▪ Rocky Mountain Power

ESF #4 – Firefighting	North Davis Fire Department	▪ Clinton, Layton, Syracuse Fire
ESF #5 – Emergency Management	Clearfield City Emergency Management Division	▪ All City Departments ▪ All Volunteer Organizations
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	Davis County Health Department	▪ Clearfield City Public Works ▪ Clearfield City Fire Department ▪ Clearfield City Police Department ▪ Clearfield City Community ▪ Emergency Response Team ▪ American Red Cross ▪ Faith-based organizations
ESF #7 –Logistics Management and Resource Support	Clearfield City Public Works	▪ All City Departments
ESF #8 –Public Health and Medical Services	Salt Lake Valley Health Department	▪ Clearfield City Fire Dept ▪ Clearfield City Police Dept ▪ Clearfield City Public Works
ESF #9 –Search and Rescue	North Davis Fire District	▪ Clearfield City Public Works ▪ Clearfield City Police Dept ▪ U.S.A.R. Task Force 1
ESF #10 – Oil and Hazardous Materials	North Davis Fire District	▪ Clearfield City Public Works ▪ Clearfield City Police Dept
ESF #11 – Animal Services, Agriculture and Natural Resources	Davis County Animal Services	▪ Clearfield City Public Works ▪ Clearfield City Animal Control
ESF #12 – Energy	Public Utilities, Rocky Mountain Power	▪ Clearfield City Public Works
ESF #13 – (Law Enforcement) Public Safety and Security	Clearfield City Police Department	▪ Layton, Sunset, Clinton, Syracuse Police Depts ▪ Davis County Sheriff DepT. ▪ Others as needed
ESF #14 – Long-Term Community Recovery	Clearfield City Community & Economic Development	▪ All city departments ▪ Davis County Emergency ▪ Management
ESF #15 – External Affairs	Clearfield City Mayor's Office	▪ Davis County Joint Information Center

4.4.4 Emergency Operations Center Coordination

Clearfield City response to and recovery from an emergency and/or pending disaster is carried out through the city EOC organization as illustrated below.

(insert Clearfield city Org Chart)

Clearfield City Emergency Management Division is responsible for emergency operations and coordination before, during, and after an event. The EOC is where incident management and policy coordination take place. The principles of this EOP comply with NIMS, which provides a core set of common concepts, principles, terminology, and technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex incident management scenarios. The EOC reinforces interoperability and makes the response more efficient and effective by coordinating resources and making decisions based on agreed-upon policies and procedures.

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

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

Collaboration and development of consensus within the EOC takes place using ICS through use of a structured method for developing priorities and objectives called the EOC action planning process. All EOC sections provide input to the Planning Section and the Policy Group for the development of EOC priorities. These priorities serve as guidance for the allocation of resources and enable the EOC to coordinate requests.

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

- Incident manager
- Section chief
- Branch director
- Unit leader

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. Clearfield City and county agencies and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident, and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

4.4.5 Decision Making in the Emergency Operations Center

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

4.4.6 Emergency Operations Center Action Planning

EOC action plans provide designated EOC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. EOC action plans also provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves the following:

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

The Planning Section is responsible for developing the EOC action plan and facilitating action planning meetings. EOC action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by establishing an initial set of priority actions. A reasonable timeframe is then determined for the accomplishment of those actions. EOC action plans should be sufficiently detailed to guide EOC elements in implementing the priority actions but do not need to be complex.

4.4.7 After Action Reports

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, responsible individuals will be debriefed and lessons learned will be documented. Resulting information will be consolidated and reviewed by Clearfield

City Emergency Management Division personnel and a written report will be prepared. Matters requiring corrective action will be forwarded to Clearfield City Emergency Management Division planning staff to be addressed as needed

4.5 Notification and Warning

- Emergency Dispatch (9-1-1) will be essential in the crisis management phase.
- Emergency dispatchers will be equally important during consequence management as they direct emergency police, fire, EMS, and public works resources to areas of immediate need.
- Local, state, and federal officials will be notified through the use of pre-established internal call-list and procedures maintained by emergency response organizations, departments and agencies.
- The countywide Community Alert Network (reverse 9-1-1) can be used to rapidly contact homes, business owners, institutions and others via telephone in a specific area with emergency instructions.
- The Emergency Alert System (EAS) may be utilized and activated with authorization from the Emergency Manager.
- Code Red
- IPAWS

Section 5 ORGANIZATION AND RESPONSIBILITIES

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

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

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

- Make stress counseling available.
- Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required.

The following are Clearfield City, county, state, federal, and non-governmental agencies and departments tasked with primary or support responsibilities as detailed by the EOP. Assignments that are more specific can be found in the functional area, ESFs, and incident annexes and appendices to this EOP.

5.1 Clearfield City Departments and Agencies

- Clearfield City Public Works Department
- Clearfield City Information Technology, Finance, and Human Resources
- North Davis Fire District
- Clearfield City Community & Economic Development
- Clearfield City Administration
- Clearfield City Police Department
- Clearfield City Attorney's Office
- Clearfield City Building Official

Clearfield City Emergency Management Division

- Initiate and coordinate amateur radio service for the EOC if disaster conditions cause the radio system to fail.
- Maintain the computer-driven information management programs and ensure the training of adequate personnel on their operation and use.
- Provide disaster management-related information using the information management and response planning computer programs and provide this information to the EOC and others as determined by the director of emergency services.
- Maintain incident logs, mission-tracking log, and mutual aid request log and document all EOC briefings, meetings, and other information tracking procedures.

5.2 County Departments and Agencies

Davis County Emergency Management

- Maintain ESF #5's computer-driven information management programs and ensure the training of adequate personnel on their operational and utilization.
- Provide disaster management-related information using ESF #5's information management and response planning computer programs and provide this information to the county EOC and others as determined by the director of emergency services.
- Maintain incident logs, mission-tracking log, and mutual aid request log and document all county EOC briefings and meetings, plus other information tracking procedures.
- Develop division procedures that increase capabilities to respond to and recover from emergencies and disasters to local jurisdictions.
- Coordinate, supervise, and manage the procurement, distribution, and conservation of supplies and resources available for use by County government in supporting recovery.

Davis County Health Department

- Provide subject matter expertise, consultation, and technical assistance to ESF #8 partners on disaster human services issues.
- Provide medical staff and support to augment health services personnel as appropriate.
- Provide medical care and mental health services for affected populations either within or outside the shelter locations in accordance with appropriate guidelines.
- Provide technical assistance for shelter operations related to food, vectors, water supply, and wastewater disposal.
- Assist in the provision of medical supplies and services, including durable medical equipment.
- Coordinate overall needs assessment and monitors potential health hazards
- Identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures and alternate work locations.
- Endeavor to provide accurate and timely emergency public information.

Animal Services

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

Clearfield City Dispatch

- Operate as a 24-hour 7-day a week 911 police, fire, and emergency medical services dispatch center
- Provide after-hours notification for the emergency management staff, responders, and the media if conditions, such as threat to life and property and safety of the responders.

5.3 State Agencies

Utah Department of Emergency Management

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

5.4 Federal Agencies

Federal Emergency Management Agency

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

National Weather Service

- Issue severe weather watches and warnings.

5.5 Non-governmental Organizations

American Red Cross

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

Table 5-1 Emergency Support Functions Assignment Matrix

EOC Organization by ESF P = Primary Agency S = Support Agency	ESF #1 Transportation	ESF # Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	ESF #7 Logistics Management and Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials	ESF #11 Animal Services, Agriculture and Natural Resources	ESF #12 Energy (Public Utilities)	ESF #13 (Law Enforcement) Public Safety and Security	ESF #14 Long Term Community Recovery	ESF #15 External Affairs
Clearfield City Public Works Department	P		P		S	S	P	S	S	S	S	S		S	
Clearfield City Information Technology, Human Resources & Finance		P			S		S							S	
North Davis Fire District				P											
Clearfield City Emergency Management Division															
Clearfield City Administration															
Davis County Health Department															
Clearfield City Police Department															
Davis County Animal Services															
Clearfield City Attorney's Office															
Clearfield City Community & Economic Development															
Clearfield City Public Utilities															

Section 6 DIRECTION, CONTROL, AND COORDINATION

The emergency response forces of the city (EMS, fire, law enforcement, and public works) are the primary forces of Clearfield City in response to city emergencies and disasters.

Clearfield City Emergency Management Division coordinates response to major events when required through the Clearfield City EOC. The Clearfield City Emergency Manager, in collaboration with the Clearfield City Mayor, will focus on a declaration of a local state of emergency when necessary. If the emergency exceeds locally available resources of the emergency response forces, the Clearfield City Emergency Manager can request county assistance from Davis County Emergency Management. Davis County Emergency Management is the agency charged with coordinating local jurisdictions located within Davis County response to disasters.

The Clearfield City EOP components will be coordinated as follows:

1. This promulgated EOP is effective immediately upon approval and implementation.
2. All departments, agencies, and organizations involved in the execution of this EOP will be organized, equipped, and trained to perform all designated responsibilities contained in this EOP and its implementing instructions for preparedness, response, and recovery activities.
3. All organizations are responsible for developing and maintaining their own internal operating and notification procedures.
4. All responding organizations are responsible for filling any important vacancies, recalling personnel from leave if appropriate, and alerting those who are absent due to other duties or assignments.
5. Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed.
6. Unless directed otherwise, the release of information to the public or media will be handled through the City's Joint Information System using the concepts outlined in ESF #15 – External Affairs.
7. Personnel designated as representatives to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.

8. Once the EOC has been activated, organizational and agency representatives will complete the following:
    a. Report to EOC check-in immediately upon arrival to receive a situation update and to confirm table/telephone assignments.
    b. Provide name, agency, and contact information on EOC staffing chart.
    c. Ensure adequate 24/7 staffing for long-term EOC activations.
    d. Ensure that their departments/agencies are kept constantly informed of the situation, including major developments, decisions, and requirements.
    e. Maintain coordination with other appropriate organizations and agencies.
    f. Thoroughly brief incoming relief personnel and inform the EOC incident manager of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.
    g. The safety of the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety prior to any implementing decision, and safety will be constantly monitored during the operation.

6.1 Preliminary Damage Assessment

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

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

This information can then be used by the governor to support a declaration request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage, citizenry affected, and criteria to illustrate that the needed response efforts are beyond state and Clearfield City recovery capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources.

6.2 Response Procedures

Clearfield City Emergency Management Division in coordination with the city manager will monitor impending emergencies and actual occurrences. If the readiness level indicates, the Clearfield City Emergency Management Division staff will notify any key response organizations. When events are such that normal response procedures are inadequate, Clearfield City will declare a state of emergency and activate the EOP, mutual aid agreements, and the Clearfield City EOC. The Clearfield City Emergency Manager directs the activation and operation of the EOC.

For those situations where response is beyond the capability of Clearfield City due to the severity or the need for special equipment or resources, Clearfield City will declare a state of emergency and notify and possibly request assistance from Davis County Emergency Management.

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

Emergency response actions may be undertaken and coordinated with or without activation of the Clearfield City EOC, depending on the severity of the impending or actual situation. The decision to activate the city EOC will be made by Clearfield City Emergency Management Division in conjunction with field command staff.

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

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

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

If Clearfield City resources cannot cope with an emergency, Clearfield City Emergency Management Division will request mutual aid or Davis County assistance. Davis County is a participant in the Utah Inter-local Mutual Aid Agreement.

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

6.3 Response Recovery

Clearfield City emergency and public works personnel, volunteers, humanitarian organizations, and other private interest groups provide emergency assistance required to protect the public's health and safety and to meet immediate human needs.

If necessary, the Mayor can declare a state of emergency and activate the Clearfield City's EOP to augment individual and public resources as required.

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

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

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

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

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

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

When the emergency has diminished to the point where the normal day-to-day resources and organization of Clearfield City can cope with the situation, the Clearfield City Mayor terminates the state of emergency. The EOP and Clearfield City EOC may continue to function in support of limited emergencies and the recovery process.

The Mayor may determine, after consulting with local government officials, that the recovery appears to be beyond the combined resources of both the county and local governments and that state assistance may be needed. The Mayor must certify the severity and magnitude of the disaster exceed county and local capabilities; certify state assistance is necessary to supplement the efforts and available resources of the city, county and other local governments, disaster relief organizations, and compensation by insurance for disaster-related losses; confirm execution of the Clearfield City's EOP; and certify adherence to cost-sharing requirements.

If Clearfield City and Davis County receives a presidential disaster declaration, a recovery team will be implemented to address long-term recovery issues.

6.4 Requesting County, State, and Federal Resources

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

6.5 Continuity of Government

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

Section 7 DISASTER INTELLIGENCE

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

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

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

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

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

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

DISASTER INTELLIGENCE

Clearfield City Emergency Management Division staff in coordination with the city administrator monitors events 24/7, which provides immediate information management. Clearfield City will activate local rapid assessment following any event where disaster intelligence is needed. Rapid assessment involves teamwork and requires personnel who are in place and know their responsibilities. The rapid assessment will be organized for information flow to a source that will most likely reside in the EOC. This person will prepare documentation necessary for continuing response operations and EOC activation if necessary.

Assessment is accomplished in three phases:

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

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

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

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

Section 8 COMMUNICATIONS

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

Emergency communications consists of three primary elements:

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

8.1 Common Operating Picture

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

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

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

Critical aspects of local incident management are as follows:

- Effective communications
- Information management
- Information and intelligence sharing

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

- Formulate and disseminate indications and warnings

COMMUNICATIONS

- Formulate, execute, and communicate operational decisions
- Prepare for potential requirements and requests supporting incident management activities
- Develop and maintain overall awareness and understanding of an incident within and across jurisdictions

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

- Indications and warnings
- Incident notifications
- Public communications

Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government.

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

- Internal Communications
- Landline
- Cellular phone
- Texting
- Paging/notification
- 800 MHZ
- Internet/Web EOC
- Amateur Radio Emergency Service (ARES)

External Communications

- Landline
- Fax
- Cellular phone
- Text
- 800 MHZ
- Internet/Web EOC
- Joint Information System/joint information center
- Emergency Alert System
- Emergency telephone warning through VECC
- Press releases
- News media

Departments and agencies must plan for the effective and efficient use of information management technologies such as computers and networks for the following purposes.

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

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

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

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

Section 9 ADMINISTRATION, FINANCE, AND LOGISTICS

9.1 Administration Information

- The EOC monitors events continuously 24 hours per day and is administered by
- Clearfield City Emergency Management Division
- The operational readiness of the EOC is the responsibility of the Emergency Management Division.
- Narratives and operational journals of response actions will be kept.
- All written records, reports, and other documents will follow the principles of the NIMS.
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations with responsibilities for implementing this EOP are responsible for their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

9.1.1 Records Preservation and Restoration

All affected governments in Clearfield City must ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency. The Clearfield City Emergency Management Division and information technology department is charged with the maintenance of plans for the safety, recovery, and restoration of the Clearfield City's data and telecommunication systems during a disaster.

9.1.2 Reports and Records

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

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

Initial reports: Initial reports (needs assessment) are the basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

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

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

Utah Department of Emergency Management:

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

9.2 Financial Management

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

When agencies require additional resources, these requests will be referred to ESF #7 – Logistics Management and Resource Support in the Clearfield City EOC. ESF #7 – Logistics Management and Resource Support is tasked with identifying the most appropriate and economical method of meeting the resource request. There are four basic methods of meeting a resource request as follows:

- Local forces are those resources under direct control of the city EOC. They can be assigned based on priorities established by the EOC organizational response agencies.

- Mutual aid can be requested by the Clearfield City EOC to augment staff during a locally declared state of local emergency. Davis County is a signature party of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the Utah Department of Emergency Management under this agreement. Clearfield is a signer of the Automatic Aid Agreement.
- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the finance department in a timely fashion. The auditor will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If the Clearfield City is federally declared, the auditor will submit for reimbursement. If
- Clearfield City is not declared, the documentation will serve as a recorded history of activity with expenditures.

9.2.1 Accounting

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

9.2.2 Fiscal Agreements

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

9.3 Logistics

- Clearfield City Emergency Management Division maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- ESF #7 – Logistics Management and Resource Support provides logistical and resource support, including locating, procuring, and issuing resources (such as

supplies, office space, office equipment, fuel, and communications contracting services, personnel, heavy equipment and transportation) to agencies and departments involved in delivery emergency response and recovery efforts.

- The Mayor or designee has the authority to appropriate services and equipment from citizens as necessary in response to a disaster.

- Detailed information on logistical assets may be found in the resource and logistics annex.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Clearfield City unless the Mayor, the Clearfield City Emergency Manager, or other designated representative grants approval.

Section 10 PLAN MAINTENANCE AND DISTRIBUTION

Clearfield City Emergency Management Division is responsible for the overall maintenance (review and update) of this EOP and for ensuring that changes and revisions are prepared, coordinated, published, and distributed.

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

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

10.1 Emergency Operations Plan Maintenance

To maintain EOP capabilities and to be prepared for any emergency or disaster that may affect Clearfield City. Clearfield City Emergency Management Division has developed and maintains a multiyear strategy. Table 10-1 provides a standardized list of activities necessary to monitor the dynamic elements of the Clearfield City EOP and the frequency of their occurrence. (Department Heads are responsible for tracking and training new employees on the EOP and ICS within the first 90 days of employment)

Table 10-1 EOP Maintenance Standards

Activity	Tasks	Frequency
Plan update and certification	▪ Review entire plan for accuracy. ▪ Incorporate lessons learned and changes in policy and philosophy. ▪ Manage distribution.	Annually
Train new Clearfield City emergency management staff	▪ Conduct EOP training for new Clearfield City emergency management staff.	Within 90 days of appointment
Orient new policy officials and senior leadership	▪ Brief officials on existence and concepts of the ▪ EOP. ▪ Brief officials of their responsibilities under the ▪ EOP.	Within 90 days of appointment
Plan and conduct exercises	▪ Conduct internal EOP exercises. ▪ Conduct joint exercises with Clearfield City emergency support functions. ▪ Support and participate in state-level and local level exercises.	Semiannually, annually, or as needed

Section 11 AUTHORITIES AND REFERENCES

11.1 Authorities

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

Federal Authorities

Federal Civil Defense Act of 1950, (PL 81-950), as amended
Disaster Relief Act of 1974, (PL 93-288) as amended
Title III, of the Superfund Amendments and Reauthorization Act (SARA) of 1986, (PL 100-700)
Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance October 1, 2008
National Flood Insurance Act (42 U.S.C 4027)
Executive Order 12146 of July 20, 1979
Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)

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

Title 63, Chapter 3, “State Emergency Management Act.”

Salt Lake County

Ordinance 2.86.010-120
State of Utah, Emergency Operations Plan
National Response Framework (NRF)
Policy 1410
Ordinance 2.28.160
Ordinance 2.28.170

11.2 Supporting Documents/Plans

- State of Utah Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- Federal Emergency Management Agency (FEMA) 501, National Incident Management System (NIMS)

AUTHORITIES AND REFERENCES

- FEMA 501-3, NIMS Basic - Preparedness
- FEMA 501-7, NIMS Basic - Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- Davis County Emergency Operations Plan, June 2010
- Federal Response Plan
- Federal Bureau of Investigations Contingency Plan

11.3 Agreements

Clearfield City is part of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery.

Clearfield City has entered into reciprocal Mutual/Automatic Aid Agreements with all of the emergency response agencies within Davis County as well as South Davis Fire District, Bountiful City Fire Department, Park City Fire District, and Lehi City Fire Department.

Clearfield City has passed the following resolutions:

2006-30 - Supporting Clearfield City's Emergency Committee/Citizen Corp Council

2008-44 - Adopting the National Hazard Pre-Disaster Mitigation Plan

2008-23 - Interlocal Cooperation with other water resource agencies for sharing emergency services

2008-13 - Interlocal Cooperation agreement with other fire-suppressant agencies for sharing emergency services.

Section 12 GLOSSARY

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

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

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

Emergency Manager: Staff member who is in charge of the Emergency Management Division and serves as the incident manager when the Clearfield City Emergency Operations Center is activated.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Standard operating procedures: States in general terms what the guideline is expected to accomplish.

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

Section 13 ACRONYMS

ARES – Amateur Radio Emergency Service

COG – Continuity of Government

CFR – Code of Federal Regulations

COOP – Continuity of Operations Plan

EMAC – Emergency Management Assistance Compact

EMS – Emergency Medical Service

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

ESF - Emergency Support Function

FEMA - Federal Emergency Management Agency

HazMat - Hazardous Materials

HSPD – Homeland Security Presidential Directive

ICS - Incident Command System

ICP - Incident Command Post

JIC - Joint Information Center

JIS – Joint Information System

NIMS – National Incident Management System

NRF – National Response Framework

SARA – Superfund Amendment and Reauthorization Act

SOP – Standard Operating Procedures

TRAX – Light Rail System

UVDD–Utah Valley Dispatch District

VECC – Valley Emergency Communications Center

WFZ – Wasatch Fault Zone

WVFZ – Wasatch Valley Fault Zone

Section 14 EMERGENCY SUPPORT FUNCTION DESCRIPTIONS

I. INTRODUCTION

The following pages detail each of Clearfield City ESFs, including listings of primary and support agencies for each ESF, policies under which each ESF will operate, assumptions made in planning for each ESF, concepts of operation, and responsibilities.

II. POLICIES

All departments and agencies, both support and primary, operating within each ESF will act in accordance with the Clearfield City EOP, the emergency plans of each individual agency, and applicable state and federal guidelines.

III. SITUATION

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

IV. CONCEPT OF OPERATIONS

ESFs operate as part of the Operations Section under ICS. A primary agency coordinates the activities of the ESF with help from supporting agencies. Clearfield City will request assistance from the Clearfield City Emergency Management Division, the Operations Section chief will task ESFs with missions to respond to those requests and meet the needs the requests address. ESFs will coordinate with other ESFs, their local counterparts, private organizations and vendors to accomplish their missions. ESFs will properly document their activities and keep fiscal records for costs incurred while performing assigned tasks.

V. RESPONSIBILITIES

The primary agency of each ESF is responsible for coordinating all activities falling under that ESF. In addition, each ESF is responsible for accomplishing mission tasks assigned to it by the Operations Section chief.

VI. REFERENCES

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

Clearfield City

Emergency Response booklet

A guide for Elected Officials and Department Heads

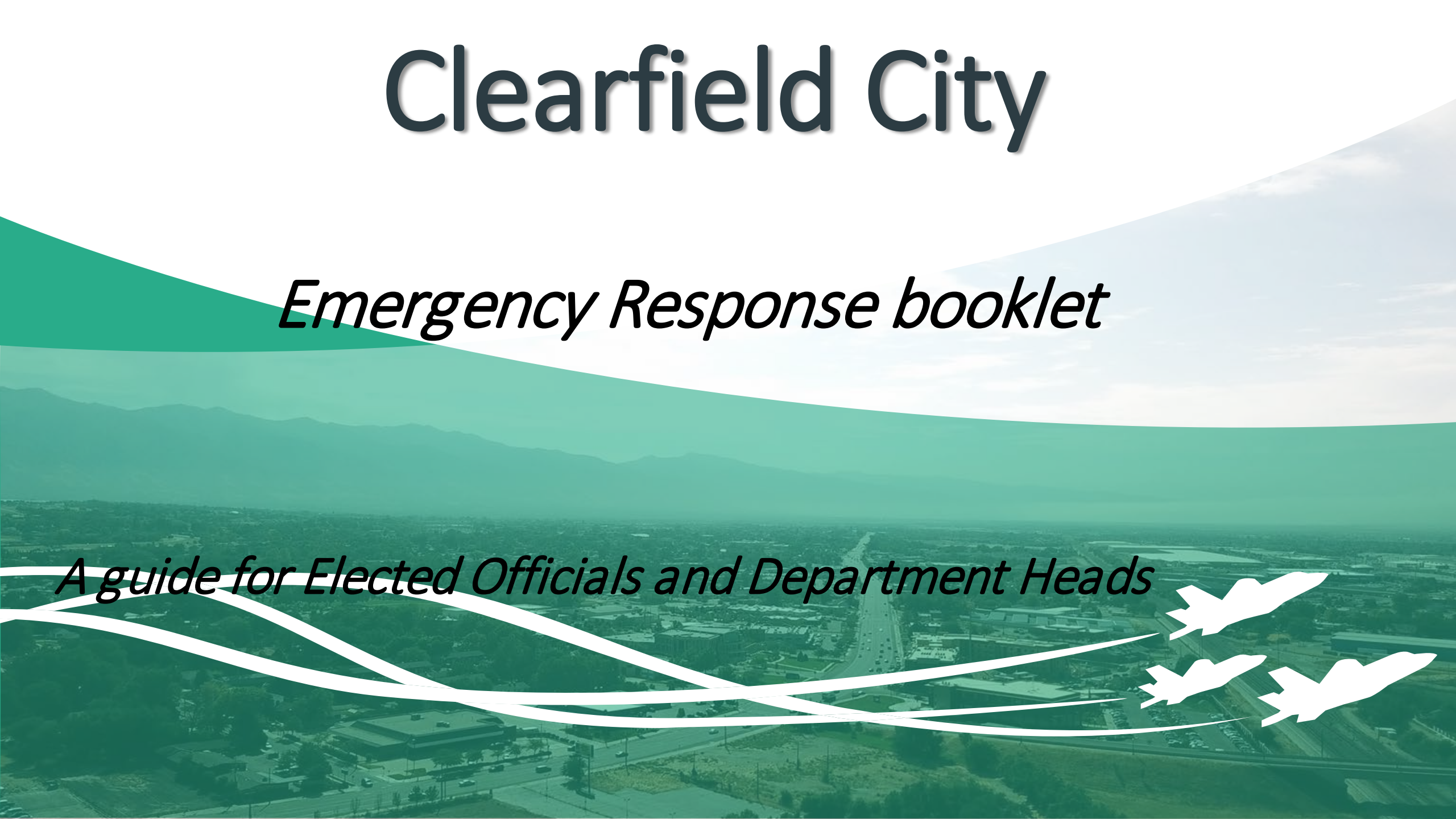




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PHASES OF EMERGENCY

The following four phases will be used and implemented as the situation dictates.

PHASE 1:

Above and beyond normal daily procedures but can be handled by on duty personnel. The City Manager will be notified within 24 hours.

PHASE 2:

Can be handled by departments(s) but is of a magnitude to call in off duty personnel. The City Manager and Administrative Services will be advised immediately. EOC may be activated.

PHASE 3:

Requires cooperation between one or more city departments of jurisdictions. This phase must be declared by the Mayor or City Manager.

PHASE 4:

Requires resources of the entire city, both governmental and private. Outside assistance would also be required. EOC would be activated on a full scale bases.

RESPONSE CONDITIONS

As departments move from normal to emergency conditions, responses will be adjusted.

Daily Operations

- Review and update plans
- Test and upkeep equipment
- Train staff to exercise readiness

Increased Intelligence Watch

- Situation will be evaluated on a 24 hours basis
- Review plans and standard operating procedures (SOP's)
- Notify the Mayor, City Manager and key personnel as conditions change
- Review status of necessary supplies
- Administrative Services Director will brief City Manager and key personnel

Standby Personnel

- EOC on 24 hour minimum crews
- Coordinate emergency supplies
- City Manager will brief officials
- All personnel are on standby

Checklist and Responsibilities

DEPARTMENTAL CHECKLIST

MAYOR

- Make arrangements to meet family needs
- Get background information from person who notified you of the emergency, such as:
  - Location
  - Incident size and type
  - Type of damage
  - What has been done already to respond?
- Meet with City Manager, departments, and other agencies to determine phase of emergency (see page 1)
- Take laptop, cell phone and handheld radios with you

MAYOR DURING EOC ACTIVATION:

- Direction and Control
  - Instruct City Manager to assemble the policy group and/or department directors involved in emergency
  - Determine overall response to the situation and ensure that departments are communicating and obtaining needed resources
- Prepare and execute official declaration if necessary



- Assist with warning and evacuation plans
- Coordinate search and rescue operations
- Check with mutual aide cities for more resources
- Coordinate with Volunteer Coordinator to see if volunteers are available

PUBLIC WORKS DIRECTOR

- Check family safety
- Report to EOC and bring laptop, cellphone and Handheld radio.
- Begin a log of activities, decisions, events, communications, etc.
- Report the number of killed and injured (that you are aware of) to the police department
- Keep records of your actions and forward information to the City Recorder for official documentation

Damage Assessment

This task is to identify what happened and the impact on community

- Obtain information from field personnel on impacts of the disaster on the community:
  - Street conditions
  - Infrastructure
  - Water distribution
  - Public water availability
  - Available/unavailable utilities from other agencies
- Obtain information of the status of department resources
  - Personnel
  - Buildings and offices
  - Fleet resources
  - Heavy equipment
  - Communications
  - Materials
- Attend policy group briefings and report information to Mayor and City Manager
- Coordinate and recommend response priorities during briefings

If Applicable:

- Complete street repairs to expedite road use
- Assist with evacuation plans through traffic control
- Support other departments with mechanical and fleet operation needs
- Prepare a plan for debris removal
- Provide equipment as needed
- Coordinate with Public Information Officers to announce available travel routes
- Keep records of vehicle, manpower, and equipment use
- Identify alternative fueling sites



Hazards Checklist

HAZARD SPECIFIC CHECKLIST

Earthquakes

1. Damage assessment must determine extent response activities (Public Works)
2. Remove trapped and injured persons (Fire)
3. Control access to damaged areas until after a safety inspection has been made. Establish protocol to determine when people can return to the area. (Police, Public Works, Policy Group)
4. Prepare a way to remove debris, especially when debris hinders emergency response services. (Public Works)
5. Begin an inspection program of critical buildings, mass care facilities, shelters, and commercial areas so they can be used as soon as possible. (Parks & Recreation, Public Works, Public Utilities)
6. Decide under what conditions a building will be demolished rather than closed and sealed off. (Building Inspections, Policy Group)
7. Get utility services back on as soon as possible. (Public Utilities)

Hazardous Materials: Chemical Spill

1. Federal law requires that an Incident Command System be utilized during response. (Fire, Police)
2. Notify County and State offices of the spill. They have additional resources that may be necessary.
3. Public information should be a priority. Be sure information on the incident and the actions they should take is made available to the public. (Public Information Officer)
4. Ensure that appropriate warnings and evacuations are taking place. (Police, Fire)

Commercial Airline Crashes

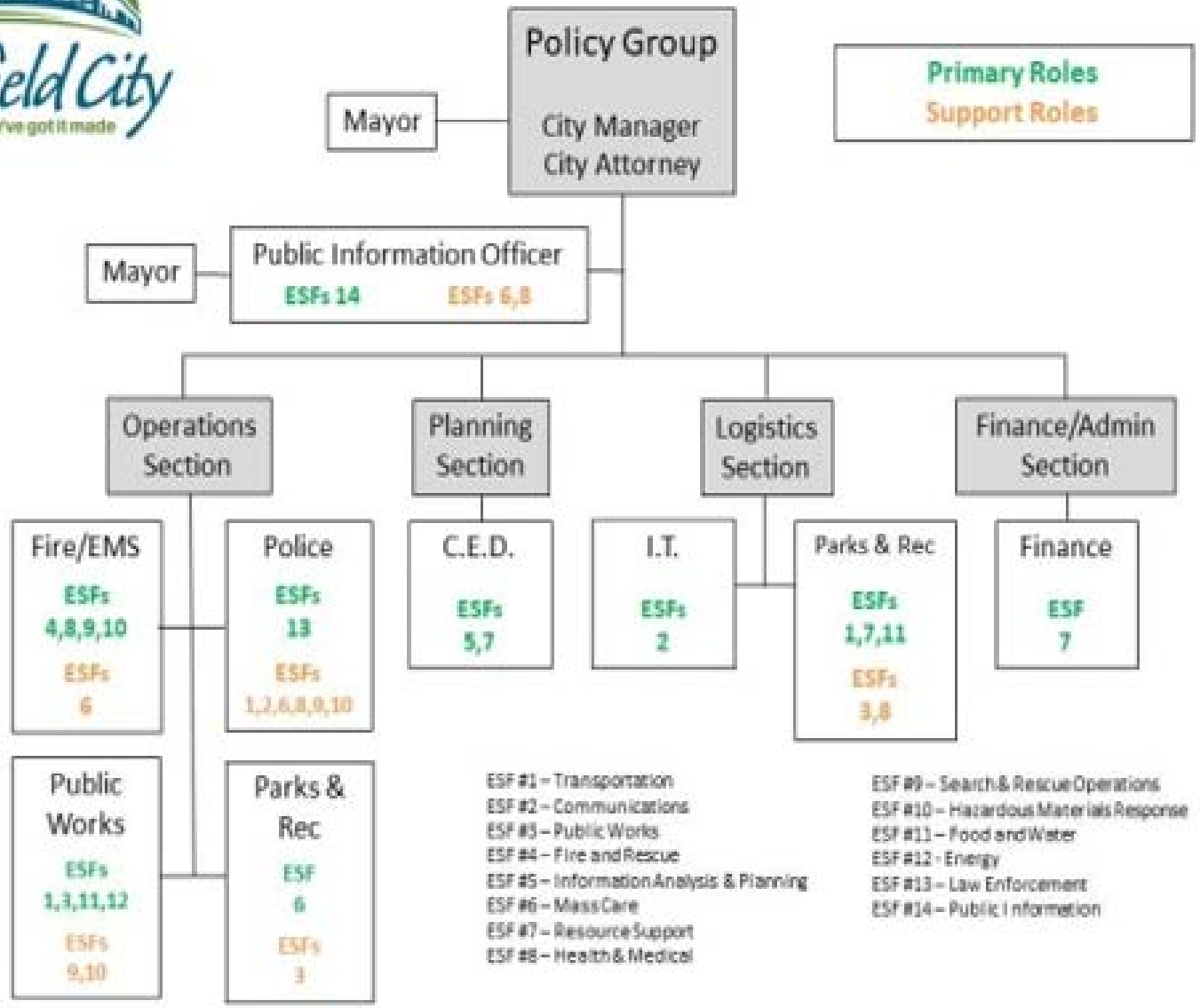
Airline crashes are considered crime scenes and investigated by the National Transportation Safety Board.

- Rescue efforts are the highest priority
- **Secure the area AT THE SAME TIME rescues efforts are being made**

Assignments may be given to the city:

- Establishing traffic ingress/egress at the scene
- Establishing an office communications center for agencies needing office space
- Establishing temporary morgue or storage facilities near the scene
- Establishing a location for family members to meet with staff, medical examiner, etc.

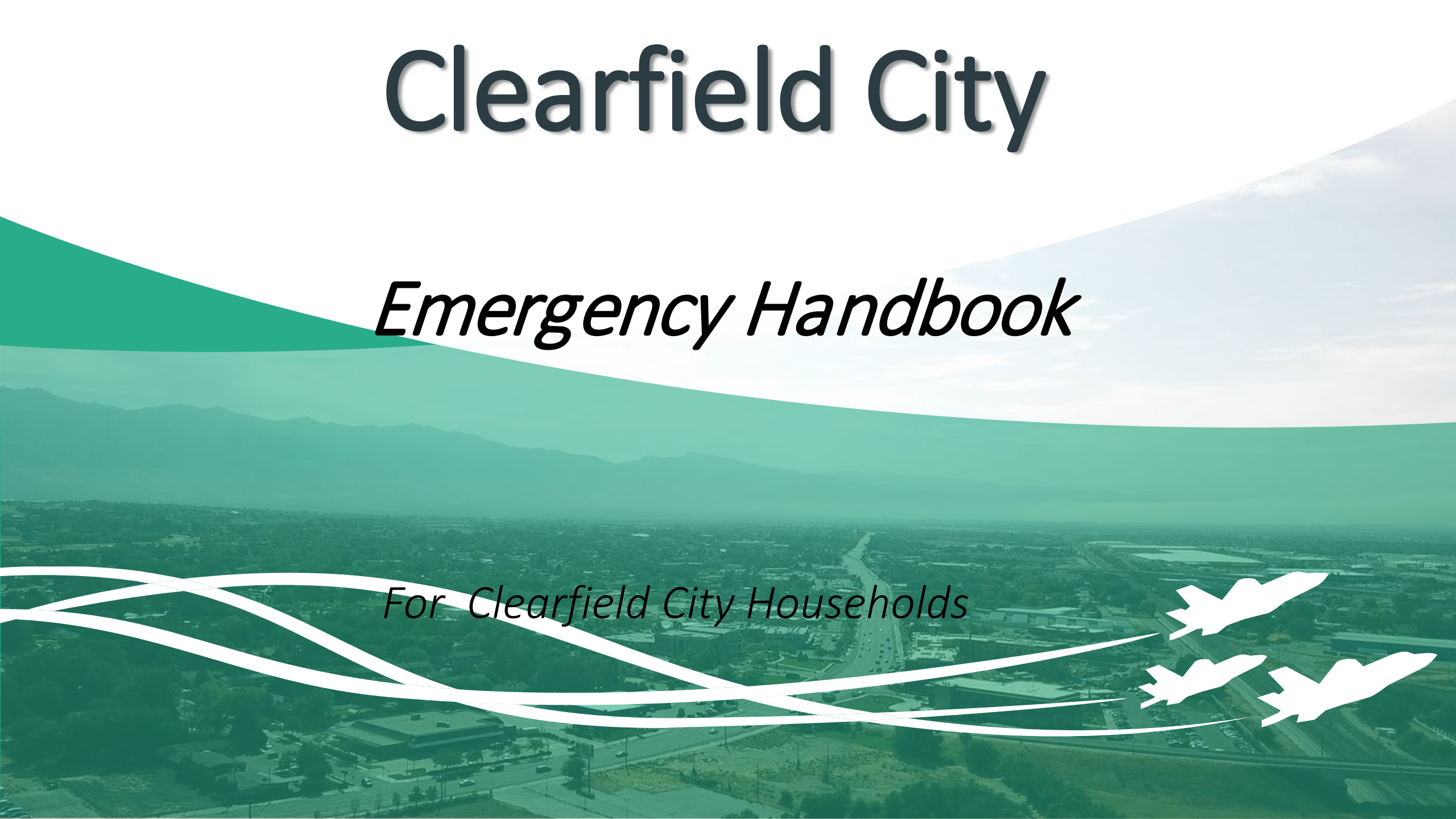
Emergency Operations Center (EOC) Organizational Chart



Clearfield City

Emergency Handbook

For Clearfield City Households





EMERGENCY HANDBOOK

Clearfield City
we've got it made

For Clearfield City Households



Family Preparedness Checklist

Meet with your family today and discuss why you need a preparedness plan. Explain the dangers of fire, flood, wind, earthquakes and chemical spills to children. Use this checklist to prepare your family.

- ☐ Complete the Family Information forms in this book
- ☐ Make your house plan – mark the locations of utilities and emergency supplies
- ☐ Plan for an evacuation – list the most important items to take with you
- ☐ Teach older children how and when to turn off all utilities
- ☐ Evaluate your home security and plan how to improve it
- ☐ Check and rotate emergency water supplies
- ☐ Be able to purify unsafe water
- ☐ Take inventory of your food storage and make a plan to increase it
- ☐ Check and rotate your 72 hour kit and store it where it is easily accessible
- ☐ Check and rotate items in your first aid kit
- ☐ Take a first aid class and learn CPR
- ☐ Make plans for emergency cooking, heating and lighting
- ☐ Prepare a sanitation kit
- ☐ Check and recharge fire extinguishers as necessary
- ☐ Check and replace smoke and carbon monoxide detectors
- ☐ Bolt down water heaters, tall shelves and appliances ***before*** an earthquake
- ☐ Prepare financially by staying out of debt and saving for the future
- ☐ Replace batteries in emergency radios and lights
- ☐ ***Review your Emergency Plan with your family!***

PLAN – PREPARE – BE INFORMED – SURVIVE



Plan-Prepare-Be Informed

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Food Storage

Water Storage

WHY? – Water is more essential than food in sustaining life. Natural disasters may pollute or disrupt water supplies.

HOW MUCH? – Store at least one gallon of water per person per day: two quarts for drinking and two quarts for food preparation and sanitation. In hot weather, everyone may require more water. A minimum two-week of water is recommended for your home. 72 hours of water should be available in your 72 hour emergency kit. Store as much as possible, at least 14 gallons per person.

HOW? – Store water in plastic food grade containers such as water and beverage bottles. Glass can break and cartons decompose. Water from water beds should be used for sanitaiton purposes only. **DO NOT** store water in chlorine bleach or milk bottles.

HOW TO PURIFY

1. **BOIL** vigorously for 3-5 minutes.
2. Add unscented household bleach (5.25% sodium hypochlorite). Stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand 15 minutes. Use fresh bleach.

Amount of Water	Clear Water	Cloudy Water
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	½ teaspoon	1 teaspoon
55 gallons	2 Tablespoons	4 Tablespoons

3. Use water purification tablets (Halizone or potable agua.)
4. Iodine: Use 2% tincture of iodine to purify small amounts of water. Add 3 drops per quart of clear water. Let stand 30 minutes. ***"Pregnant and nursing women or people with thyroid problems should not drink water with iodine."*** – *Department of Environmental Quality Divison of Drinking Water*
5. Water from swimming pools can be safely treated and used as drinking water. Let the pool water stand for at least 72 hours to reduce the chlorine level. Do not add chemicals to the pool during this time. Use a combination ceramic and carbon filter purifying pump/filter to extract water from the pool. This type of filtration system is effective in removing organic contaminants and enough chlorine to render the water safe to drink. Most of these filter types can safely convert up to 13,000 gallons of water before the filtration system needs to be replaced.

ADDITIONAL INFORMATION

- Stored water goes flat. Aerate the water by pouring it between two containers.
- Immediately after a major disaster, prevent contamination of home water supply by shutting off the main incoming water valve. If water from the tap looks cloudy or has an unpleasant odor, don't take a chance.

PURIFY BEFORE USING

- Clearly label and date all storage containers, especially those reused from other products.
- Consider canned soups, juice from canned fruits and vegetables, bottled soft drinks, bottled juice, etc. as sources of liquid.
- Use water stored in the hot water tank, ice cube trays, and toilet tank (not the toilet bowl).
- Dirty water can be strained through paper towels or clean cloth to remove particulates. Boil and treat with bleach as directed.
- There is no effective way for home decontamination of water which contains radioactive or chemical contamination.

Food Storage

Use storage areas that are well ventilated, cool, dark, dry, and clean.

These basic items should be considered for storage. They provide adequate calories, protein, vitamins, and minerals. Note the approximate storage life and the suggested amount needed to sustain one person's life for one year (if no other foods are added).

THE BASICS			
Item	**Storage Life**	***Suggested Amount 1 adult per 1 year**	**Suggested Amount 1 adult per 1 month**
Grains (wheat, flour, rice, corn, oatmeal, pasta)	Varies	400 lbs.	33.3 lbs.
Legumes (dry beans, peas, lentils)	6-8 Years	60 lbs.	5 lbs.
Powdered Milk	2-3 Years	16 lbs = 64 quarts	1.3 lbs.
Sugar, Honey	20+ Years	60 lbs.	5 lbs.
Salt	20+ Years	5-8 lbs.	0.5 lbs.
Oil (shortening, butter, mayonnaise, peanute butter)	2+ Years	20 lbs. = 10 quarts	1.6 lbs.
**Water	Replace Annually	14 gallons per person per 2 weeks	14 gallons per person per 2 weeks

*These amounts are suggested by The Church of Jesus Christ of Latter-day Saints
*Children's procentage of adult portion: 0-3 years: 50%, 4-6 years: 70%, 7-10 years: 90%
*Start using wheat and whole grains in diet regularly to allow digestive system to adapt to increased roughage.
**It is impractical for most families to store a year's supply of water. Fourteen gallons per person is a suggested minimum reserve.

Successful storage depends on several factors:

- Quality of products – obtain top grade food products when possible
- Proper containers – use heavy plastic, metal, or glass with tight fitting lids
- Storage areas – easy access, dark, cool, dry, free from rodents, insects, and pets
- Temperature – food stores best at 40-60 degrees
- Variety – provides better nutrition and avoids appetite fatigue
- Rotation – date and rotate to minimize loss of food value and flover and to prevent spoilage
- Inventory – maintain a record of items used and added to

Begin with the basics that are life sustaining and store well for long periods of time, then add other foods for variety, interest, and personal preference. Expanded storage could include such items as meats, fruits, and vegetables (canned, bottled, frozen, dehydrated, pickled, or smoked). Also include spices, flavorings, cornstarch, baking powder, soda, and yeast.

Consider your family's likes and dislikes, allergies, and needs when deciding what to store.

It's better to have food storage for a short period of time than none at all!

Store What You Eat

Eat What You Store



Utilities Shut Off

Utility Shutoff

Know how to shut off all your utilities and where the shut-offs are, inside and outside of the home

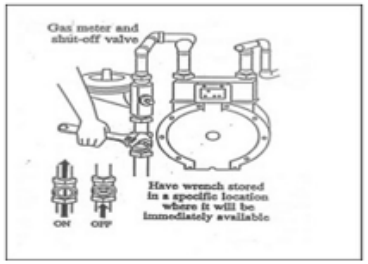
NATURAL GAS

Sniff for gas leaks. If you smell gas or there is significant structural damage to your home, turn off the gas.

DO NOT TURN OFF THE GAS IF NO LEAK IS SUSPECTED. If you turn the gas off, you will need a professional to turn it back on. – FEMA

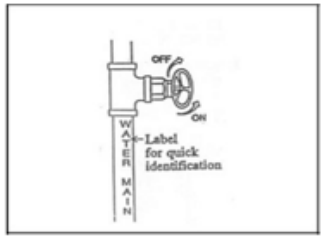
The meter shutoff valve is located next to the meter. Use a wrench to turn the valve a quarter turn in either direction to the "off" position. Notify the gas company of 911 of the gas leak. ***DO NOT*** attempt to turn the gas back on!!!

Depending on the severity of the emergency and the number of meters that have been turned off, you may have to wait some time for your gas service to be restored, even if there is no damage to the gas pipelines in your area.



WATER

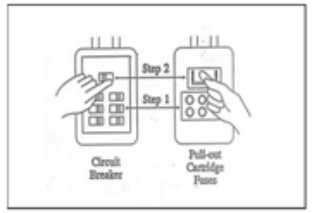
Shut off the main water valve to keep contaminated water from entering the house. If there are water leaks in your home or between your home and the meter, the water valves should be turned off to maintain pressure.



ELECTRICITY

If there are downed power lines **STAY AWAY. DO NOT TOUCH!** If you see or hear electrical sparking, **DO NOT TOUCH** or attempt to operate any electrical appliance or switches. If possible, locate the electrical service panel inside your home. Open the metal panel on the box and turn the switches to the "off" position or pull out the main fuse.

If you are unable to locate the internal service panel, or unable to get to it, find the electrical "meter" box on the outside of your house and turn the switch to "off."





72 Hour Kits

72 Hour Emergency Kit

Keep Calm – Don't Panic

The following emergency preparedness kit should be kept cool, dry, and readily accessible for rapid exit. It could be stored in easy-to-carry backpacks, duffle bags, suitcases, or 5 gallon buckets. Include a master list in the top of each kit with date prepared. A copy of this page with checkmarks or notes works well.

Water

- 1 gallon per person per day
- Water purification tablets or chlorine bleach

Equipment

- Adjustable wrench, hammer, pocketknife
- Battery powered radio (extra batteries)
- Fire extinguisher (very small)
- Flashlights (extra batteries), light stick
- Folding shovel
- 2 sheets 9'x12' plastic for shelter, ground cloth, and water collection
- Rope (1/4 x 26')
- Duct tape
- Tent – tarp (shelter)
- Whistle – 1 per person
- Work gloves

Sanitation

- Plastic bucket with tight fitting lid
- Plastic trash bags (large and small, also Ziplocs)
- Disinfectant (bleach, Lysol, powdered chlorinated lime)
- Toilet paper
- Soap, towel

Cooking / Heating

- Aluminum foil
- Backpack stove
- Candles – 2 large
- Can opener – manual
- Dish soap, dish cloth, towel
- Knife
- Matches in foil or waterproof container
- Mess kit (1 per 2 people)
- Pan for cooking / washing
- Metal cup – pan, can, or small tin pail
- Paper plates, cups, napkins, plastic utensils
- Spoon & fork – metal

Stress Relief / Morale Boosters

- Ball, small games, crossword puzzles, cards
- Hard candy, chocolate chips
- Harmonica, pictures, needlework
- Paper, pencils, crayons, permanent marker
- Small books

Food for 3 Days

- Baby food, baby cereal, formula, juice
- Beef jerky, canned meats (tuna, chicken, Spam)
- Candy – hard candy, lollipops, gum
- Canned fruits, vegetables, juice
- Canned foods – chili, pork & beans, ravioli, soup, spaghetti, stew
- Cereal – oatmeal, cracked wheat
- Crackers – cookies
- Dry soup mix – Ramen noodles
- Dried fruits – raisins, trail mix, fruit leathers
- Granola bars – peanuts, trail mix
- MREs (Meals Ready to Eat)
- Peanut butter, jelly, honey
- Powdered milk / cocoa mix

Clothing / Bedding

- 1 space blanket per person
- 1 wool / fleece blanket or 1 sleeping bag per person
- 1 change of clothes
- Underwear
- Shoes, 2 pair socks (at least 1 wool)
- Sweatshirt, gloves
- Infant's clothing, pacifiers, blankets
- Disposable diapers

Hygiene

- Comb & brush
- Deodorant
- Lotion
- Feminine hygiene needs
- Lip balm, tube of Vaseline
- Nail clippers, nail file
- Shaving supplies
- Shampoo
- Small mirror
- Soap (liquid preferred; bar soap needs container)
- Toothbrush / toothpaste
- Washcloth / towel

Other

- First aid kit
- Insect repellant / sun screen
- Money (coins, small bills, credit card)
- Safety pins, needle, thread, scissors, buttons
- Extra glasses
- Extra set of car keys

Keep the family's most valuable documents (or copies) in your emergency kit ready to pick up and take with you: deeds, mortgage, titles, insurance, wills, home contents & pictures, social security numbers, driver's license or ID cards, birth certificates, account numbers, genealogy, current pictures of family members, name, address & telephone number of out of state contact, etc. All this information can be put on a computer disk, CD, or flash drive.



First Aid

Basic List of Medical and First Aid Supplies

Bandaging

- Ace bandages, assorted sizes
- 2", 3", 4" gauze rolls
- Sterile dressings, assorted sizes
- 1" tape – cloth, plastic, or paper
- Band-Aid, a variety including:
  - Assorted sizes of strips
  - Butterfly bandages
  - Extra large
  - Fingertip / knuckle
- Sanitary napkins, individual packed
- Super glue for wound closure
- Triangular bandages

Colds

- Antihistamine, decongestants
- Cold medicine of choice
- Cough lozenges and / or syrup
- Vitamin C and others as desired

Disinfectants

- Alcohol
- Alcohol preps individually wrapped
- Gel hand sanitizer, waterless
- Hydrogen peroxide
- Bar soap
- Water purification tablets

Eye Care

- Lubricating eye drops
- Contact lens solutions
- Ophthalmic antibiotic ointment – RX only

Gastrointestinal Relief

- Antacids – liquid or tablets
- Anti-nausea, i.e. Dramamine
- Diarrhea medicine, i.e. Imodium
- Glycerin suppositories
- Laxative
- Pepto Bismol and / or Alka-Seltzer

Insect Bites and Stings

- Baking soda
- Benadryl for allergic reactions
- Calamine or Caladryl lotion

Ointments

- Mentholatum
- Petroleum jelly
- Zinc oxide
- Triple antibiotic ointment (Neosporin)

Pain Relief

- Aspirin & non-aspirin pain reliever
- Earache, toothache drops
- Prescribed medicines, Tylenol drops for babies

Skin Rashes – Allergic Reactions

- Antihistamine tablets & syrup
- Benadryl or Caladryl
- Hydrocortisone cream
- Prescribe medicines

Miscellaneous

- First aid manual
- Lip balm
- Insect repellent
- Personal medications and equipment, i.e. insulin, syringes, heart medicines, etc.
- Sunscreen

Tools and Equipment

- Container – tackle box, plastic box, etc.
- Collapsible drink cup, paper cups
- Dental floss
- Gloves, heavy-duty work or latex
- Instant ice pack
- Matches, waterproof container
- Medicine dropper, dose cups
- Q-tips
- Penlight, batteries
- Pocket knife, sharp
- Pocket mask, other barrier device to us in CPR
- Scissors
- Sewing needles, thread, safety pins
- Splinting materials
- Thermometer
- Tongue depressors
- Tweezers

Make certain medical and first aid kids include all prescribed medications.

First Aid Basics

First Aid and CPR

Classes are routinely available in the community through Red Cross. CERT classes are taught regularly and teach important disaster response skills. Plan to register for an upcoming class.

In addition, emergency 911 dispatchers are trained and able to give patient care instructions while awaiting the ambulance. Stay calm and stay on the phone until they conclude the call upon the arrival of medical personnel.

The ABC's to First Aid:

- **Airway**
- **Breathing**
- **Circulation**

Airway

Without proper airway positioning and maintenance, anything else you might try to do for the victim will be in vain. If the victim is conscious, talking, or breathing normally, the airway is assumed to be clear. If snorting sounds are heard, it could signal a partially obstructed airway and steps must be taken to secure a better airway. If the victim is not breathing, make sure there are no obstructions in the victim's mouth and that the head is tipped back to open the airway. Reposition the victim on their back, making sure to keep the head in line with the spine, and turning the victim as one unit. Get help if possible.

Breathing

If upon repositioning and securing the airway the patient does not start to breathe, begin rescue breathing.

Circulation

Circulation includes the pumping of the heart as well as controlling bleeding. If no pulse is detected, CPR is not needed.

Most bleeding can be controlled by placing a bandage and applying direct pressure. If the bleeding is not controlled, do not remove bandages. Simply apply another layer of banding material. If bleeding is still not controlled, elevate the limb and apply pressure to pressure points.

911 Procedures

Recognizing an emergency and taking action in the first few minutes can mean the difference between death or life-long injury and full recovery.

- Check the scene for safety. Do not become a victim of an unsafe scene! Make the scene safe before proceeding.
- Check the victim's level of consciousness or responsiveness, airway, breathing, and circulation.

Call 911 and give them the following information:

- Exact location
- Caller's name
- What happened?
- How many are involved?
- Condition of the victim
- What help is being given?

Call 911 if the victim:

- Is or becomes unconscious
- Has trouble breathing
- Has chest pain or pressure
- Is bleeding severely
- Has seizures, severe headache, or slurred speech
- Appears to have been overdosed or poisoned
- Has injuries to the head, neck, or back

Call 911 if the situation involves:

- Fire or explosion
- Downed electrical wires
- Swiftly moving or rapidly rising water
- Presence of poisonous gas
- Vehicle collision
- Victims who cannot be moved easily

Care for the victim, reassure, and keep them warm. Watch for changes.



Earthquake

How to Make Your Home Safe During Earthquakes

- **Store bottled goods**, glass, vases, china, and other breakables in low or closed cabinets and use nonskid padded matting, hold fast putty, or Velcro whenever possible.
- **Check the electrical wiring and connections to gas appliances.** Defective electrical wiring, leaking gas or inflexible connections are very dangerous in the event of an earthquake.
- **Develop a family plan** which addresses what to do if the earthquake occurs while family members are at home, school, or work. This plan should include a possible central meeting location for family members after the earthquake and an out-of-area contact person so other family members can find out information concerning their loved ones in the disaster area. It is usually easier to call out of a disaster area than it is to call into one.
- **Hold practice drills so** each member of your family knows what to do in an earthquake.
- **Locate master switch and shut-off valves for all utilities** and teach all responsible family members how to turn them off.
- **Is the water heater securely strapped in place?** Strapping the water heater to wall studs and having flexible gas and water lines installed will greatly reduce the risk of fire and water damage in an earthquake.

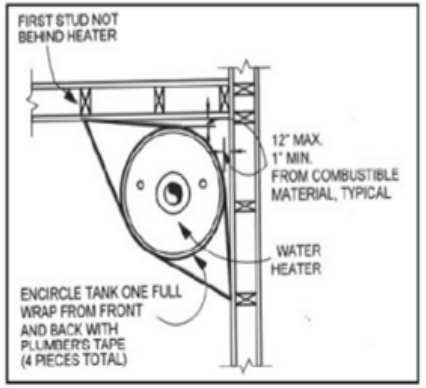
Water Heater in Corner or Closet

Materials

- 3/4x24 gauge perforated steel plumber tape
- 1/4" diameter x 3" lag screws and flat washers or 1/4" expandable anchors with 2" embedment for concrete or masonry walls

Directions

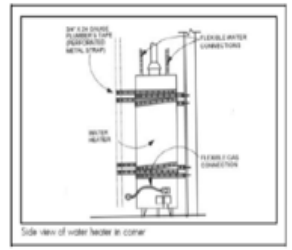
- The water heater should be 1" to 12" away from the corner walls.
- Locate the wall studs on both sides of the water heater (not behind it).
- Anchor plumber's tape (a flexible steel strap) to a wall stud with a 1/4" diameter x3" lag screw and flat washer.
- From about 9" from the top of the tank, wrap the plumber's tape all the way around the tank in a clockwise direction. Then anchor the tape to the stud on the other wall. Make sure the tape is tight.



Overhead view of water heater in corner

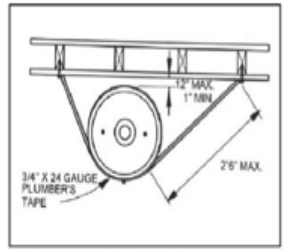
How to Make Your Home Safe During Earthquakes

- Repeat the process again about 9" from the top of the tank, but this time wrap the tape in a counter clockwise direction.
- Repeat the process two more times about 4" from the bottom of the tank. Wrap one band of tape in a clockwise direction and the other band of tape in a counter clockwise direction.


Side view of water heater in corner

Water Heater on Straight Wall

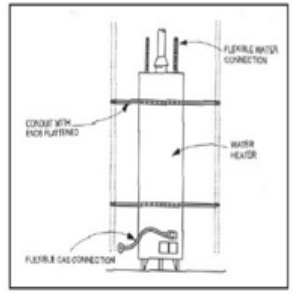
- ¾" x 24 gauge perforated steel plumber's tape.
- ½" diameter conduit
- ¼" diameter x 1" round head washers.
- ¼" diameter x 3" lag screws and flat washer or ¼" expandable anchors with 2"embedment for concrete or masonry walls.



Overhead view of water heater on straight wall

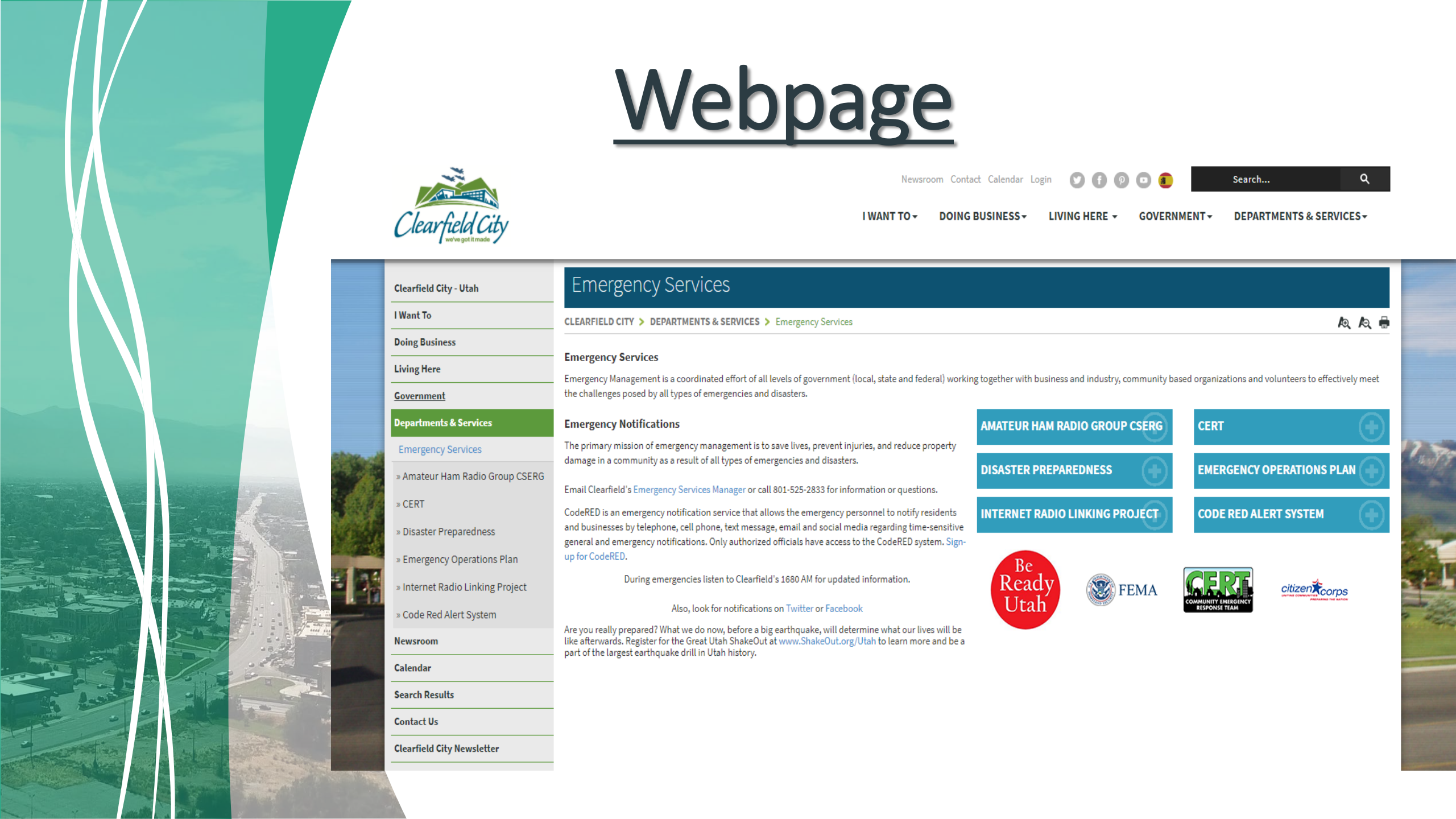
Directions

- The water heater should be 1" to 12" away from the wall.
- Locate the wall studs on both sides of the water heater (not behind it)
- Wrap plumber's tape around the tank 9" from the top and 4" from the bottom. Secure tape with round head machine screw, flat washers and nut.
- Cut four pieces of conduit to size. The conduit is used as angle bracing from the wall studs to the tank. Flatten 1" at each end of the conduit and bend 45 degrees. Drill holes ½ "from each end.
- Anchor the conduit to the wall studs. Use 1/4" diameter x3" lag screw and flat washer. Then anchor the conduit to the plumber's tape. Use 1/4" diameter x1" round head machine screw, washer and nut.
- If you're using gas, have your utility company or a licensed plumber install a flexible hose where the gas line connects to the water heater at its base. Install flexible hoses for the water connections as well.



Side view of water heater on straight wall

Webpage


Clearfield City
we've got it made
Newsroom Contact Calendar Login
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LIVING HERE
GOVERNMENT
DEPARTMENTS & SERVICES
Clearfield City - Utah
I Want To
Doing Business
Living Here
Government
Departments & Services
Emergency Services
» Amateur Ham Radio Group CSERG
» CERT
» Disaster Preparedness
» Emergency Operations Plan
» Internet Radio Linking Project
» Code Red Alert System
Newsroom
Calendar
Search Results
Contact Us
Clearfield City Newsletter
Emergency Services
CLEARFIELD CITY > DEPARTMENTS & SERVICES > Emergency Services
Emergency Services
Emergency Management is a coordinated effort of all levels of government (local, state and federal) working together with business and industry, community based organizations and volunteers to effectively meet the challenges posed by all types of emergencies and disasters.
Emergency Notifications
The primary mission of emergency management is to save lives, prevent injuries, and reduce property damage in a community as a result of all types of emergencies and disasters.
Email Clearfield's Emergency Services Manager or call 801-525-2833 for information or questions.
CodeRED is an emergency notification service that allows the emergency personnel to notify residents and businesses by telephone, cell phone, text message, email and social media regarding time-sensitive general and emergency notifications. Only authorized officials have access to the CodeRED system. Sign-up for CodeRED.
During emergencies listen to Clearfield's 1680 AM for updated information.
Also, look for notifications on Twitter or Facebook
Are you really prepared? What we do now, before a big earthquake, will determine what our lives will be like afterwards. Register for the Great Utah ShakeOut at www.ShakeOut.org/Utah to learn more and be a part of the largest earthquake drill in Utah history.
AMATEUR HAM RADIO GROUP CSERG
CERT
DISASTER PREPAREDNESS
EMERGENCY OPERATIONS PLAN
INTERNET RADIO LINKING PROJECT
CODE RED ALERT SYSTEM
Be Ready Utah
FEMA
CERT
COMMUNITY EMERGENCY RESPONSE TEAM
citizen corps

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Summer Palmer, Assistant City Manager

MEETING DATE: Tuesday, April 30, 2019

SUBJECT: UTOPIA Fiber Discussion

RECOMMENDED ACTION

Discussion regarding UTOPIA Fiber

CORRESPONDING POLICY PRIORITY (IES)

In our January Strategic Planning Meeting, under ***Providing Quality Municipal Services***, we identified pursuing the addition of UTOPIA as a Tier 2 Priority. This discussion will help us identify next steps to implementation.

DESCRIPTION / BACKGROUND

Staff recently met with representatives from UTOPIA to learn more about the possibilities of bringing UTOPIA Fiber to the City. UTOPIA brings top speeds, price, service, value for telecommunications service to cities. UTOPIA representatives also believe bringing fiber into a city will:

- Decreased cost of service for all residents of $27/month
- Increased residential property values by 3.1%
- Provide better service and lower costs for businesses, schools, municipal services, other.

UTOPIA representatives have done a cursory assessment of the viability of bringing fiber to Clearfield and determined there's very strong business revenue potential to support the cost of implementation. However, they recommend surveying our residents to access their interest as the first step in the process. Here is a link to the proposed survey questions that will be sent out to residents via social media and email. After the survey closes, UTOPIA representatives will present the results to council and share the next steps for implementation, costs and obligations.

FINANCAL IMPACT

This discussion does not have a financial impact.

ALTERNATIVES

If bringing UTOPIA is no longer a priority the survey would not be necessary.

STAFF REPORT

To: Mayor Shepherd and City Council Members

From: Rich Knapp, Finance Manager

Meeting Date: April 30, 2019

Subject: Fiscal Year 2020 Proposed Budget General Discussion

Recommended Action

Staff recommends the City Council consider the FY 2020 proposed budget

Description / Background

There will be a brief presentation on changes since prior meetings, and the current overall use of funds. The main purpose of this agenda item is to allow Mayor and Council to discuss any budget issues.

Future Meetings:

- May 14—Adopt Tentative Budget
- June 11—Public Hearing & Adopt FY20 Budget

Schedule / Time Constraints

The Tentative Budget must be approved on or before the first scheduled meeting in May, and the final budget must be approved by June 22 if there is no truth in taxation.

List of Attachments

- FY2020 – Budget Highlights
- Powerpoint-Draft Fiscal Year 2020 Budget Revenues & Capital

FY20 Budget Highlights

Revenues

$250k increase to Sales Tax
$250k increase to Energy Use Tax
$30k decrease Telecom Tax
$90k increase to Class C (Fuel Tax)
$129k increase in State Grants - $108k VOCA
$50k decrease in Fines/Forfeitures
$40k decrease in Aquatic Center Revenues
$2.36 million use of Unrestricted Fund Balance for one-time expenses
Ending Unrestricted Fund Balance 17.7% of revenues, $142k over 2 month operating exp
General Fund Operating surplus $68k
City utility rate Increase in January 2020 .92 cents per month
Garbage & Recycling-up $2 per garbage can, up .80 cents recycling

Enterprise Funds Only

Personnel

Market/Merit Increase 1.5%
Pay grade shift 3%
18% Health Insurance Increase - not final - initial estimate was 22%
FT VOCA Housing - Grant funded
FT Community Resource Officer - half grant funded
PT Planning Tech
PT Digital Media Specialist
PT Website - one time expense
Shortened Progression for Officers

Capital Projects

$400k Street Surface Treatment for third year - FY17 was $200k
$4.6 mill 500 W, 1700 S to 2000 S - $4.3 mill grant
$1 mill 350 S, State to Depot - $280k streets, $220k water, $290k sewer, $210 storm
$375k 1000 W, 700 S to 1700 S Mill & Fill - with Syracuse
$120k Replace HVAC unit in server room
$85k Arts Center Electrical Upgrade
$100k Parks Replace Irrigation Central Control
$100k Parks Replace/Add master valves and flow meter for all parks
$100k Parks renovate existing restrooms & pavillions at N Steed, Islandview, Kiwanis
$350k Parks refurb & add pickleball courts South Steed Park
$250k Cemetery Expansion - $250k additional in future years
$125k Aquatic & Fitness Center flooring
$730k Water & Storm 1100 S, 1500 E to 1700 E
$500k Sewer G Street Phase 3
$550k Storm Legend Hills Dev. Area - detention basin & install 15"

Enterprise Funds Only

Other

Clearfield City | April 30, 2019

Draft Fiscal Year 2020 Budget



Agenda

Covered:

- General Fund Unrestricted Balance or Available Cash
- Revenues
- Major Capital Projects & Expenditures
- Personnel & Operating Expenses
- Debt
- CDRA

Tonight's Meeting:

- April 30 – Review Tentative Budget, General discussion if needed

Future Meetings:

- May 7—Adopt Tentative Budget



Unknowns

- Property Taxes
- Health Insurance – now 18% but not final
- Property and Liability Insurance
- Projects that may not be complete by June 30, need to roll
- Indirect Cost Allocation



Changes Since Prior Meetings

	Fund	Change
Reduced admin transfer from CDRAs (Revenue)	General	$ 3,846
Reduced FY20 Cemetery Expansion	General	$ (250,000)
Sewer monitoring and modeling	Sewer	$ 85,000
Pacific Park storm - escrow funded	Storm	$ 34,000
Communications Suite (not in budget yet)	General	?



Measure of Sustainability

General Fund-Budget Net Ongoing Rev & Exp	
Sources	
Revenues	$16,739,314
Transfer In	$1,243,317
Non-Operating Revenues	-$1,034,207
Total Operating Revenue	**$16,948,424**
Ongoing Expenditures	
Personnel	$10,985,741
Materials & Services	$4,479,463
Debt	$1,414,718
Total Ongoing & Debt	**$16,879,922**
Net Ongoing Surplus	**$68,502**



Measure of Security

GFOA Recommendation –
Maintain unrestricted fund balance of no less than two months of regular general fund operating expenditures.

2 months of operating expense = $2,813,320

Amount below 2 month Operating Expense = $142,706

General Fund-Budget Summary	
Sources	
Revenues	$16,739,314
Transfer In	$1,243,317
Transfer from Restricted	$1,125,000
Total Sources	$19,107,631
Expenditures	
Personnel	$10,985,741
Materials & Services	4,479,463
Debt	1,414,718
Total Operating & Debt	$16,879,922
One-time Operations Expense	$169,000
CDBG (pass through)	158,101
Mabey Place Construction	1,000,000
Capital	3,260,781
Total One-Time Expenses	$4,587,882
Total Expenditures	**$21,467,804**
Use of Available Reserves	**$(2,360,173)**
Est Beg Unrestricted Balance	$5,316,199
End Unrestricted Fund Balance	$2,956,026
Unrestrctd % of Revenues	17.7%



STAFF REPORT

TO: Chairman Kent Bush and CDRA Board of Directors

FROM: Spencer W. Brimley, Community Development Director

MEETING DATE: Tuesday, April 30, 2019

SUBJECT: Clearfield City/Davis County Façade Grant - Discussion

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RECOMMENDED ACTION

Discuss proposed grants to Manuel's El Burrito / 1145 South State Street ($50,000), with additional private investment of $9,763 for total invest of nearly $60,000 and the property located at 1580 South State Street for $37,724 with additional private investment of approximately $30,000 for a total investment of $67,724.

Approval and award of these funds is contingent upon site plan approval and execution of grant agreements, in order to authorize the Chair's signature to any necessary documents. Staff is recommending the award of the funds be to Manuel's El Burrito, since the proposal will have the greatest impact on the corridor and most benefit to the Community overall.

DESCRIPTION / BACKGROUND

The City of Clearfield is pleased to sponsor a grant program, in conjunction with the Davis County "Davis Fund for Economic Development" to assist businesses along the SR 126 (Main/State) corridor in Clearfield, during the 2019 calendar year. The fund is managed by Davis County on behalf of the Davis County Council of Governments, Inc. The Clearfield Façade and Site Improvement Program is designed to improve the overall appearance of Clearfield's Main Street through an incentive for businesses to make investments to improve the visual appearance and condition of their property. In this, the program's first round, two applications were submitted for consideration:

- Manuel's El Burrito (see below) – The applicant is proposing to remove the bar tile roof and existing supports and erect wall and roof to match the main portion of the building. The roof line of the building will be elevated to match the existing building entrance as well. The entire building will be painted light cream for consistency, and a new brown trim will be added to the entire building. A new roof will be installed to replace bar tile roof, along with patio awnings. New windows and doors will be included to match the roof trim. A new sign face and new logo will also be completed as a part of this project. The project will need to address any landscaping, and storm water detention issues that may be outstanding. Site plan approval from the Planning Commission will be required, and has not yet been applied for. The request is for the maximum grant amount ($50,000), with the applicant investing $9,763 dollars in private dollars. The total cost estimate for the project is currently $59,763.



- 1580 South State Retail Center (see below) – Baceline Investments purchased this property in 2018 and is looking to freshen up the exterior of the property to benefit the tenants and attract future tenants. The proposal is for an update to the building for a uniform façade through paint and replacement of faded and dilapidated awnings to be replaced by a new style and color. The applicant has provided several potential colors that could be applied to the site. The applicant believes this would bring a modern look to the building. The applicant would also invest an additional $30,000 for improvements to the parking lot. The grant request is for a little over half of the project's estimated cost of approximately $67,745 (grant would be $37,735 private investment would be approximately $30,000).



CORRESPONDING POLICY PRIORITY (IES)

We believe the approval of this resolution will help us to ***Improve Clearfield's Image, Livability and Economy*** by promoting a ***high quality economic development*** opportunity in the heart of Clearfield's downtown. This project will be instrumental in changing the image of Clearfield by creating a look and feel for this restaurant adjacent to the largest contiguous land mass in the City. This will also add value and appeal to the State/Main corridor with updated facades and site improvements. This program especially emphasizes the city's increase for ***beautification our community as well as an increase community pride, investment, and involvement.***

FISCAL IMPACT

Previous offerings for this program have been for a matching grant for up to $25,000 from the CDRA. The City, in preparation for this program, apportioned another $25,000 of CDRA funds for the grant and received a matching grant of $25,000 from Davis County Economic Development Fund, to be provided for Main Street redevelopment efforts. The award would be for money granted from the City and Davis County, and would allow for up to $50,000 to be awarded.

Grants under this program are post-performance, meaning that the funds would not be disbursed until after the project is complete, as a reimbursement for actual costs. Also, disbursement would occur concurrently with recording of a trust deed in the CDRA's favor for the amount of the grant. If the property is sold within ten years, the trust deed will provide reimbursement to the CDRA for its participation. However, if the owner does not sell the property, then the CDRA will reconvey the trust deed after ten years.

ALTERNATIVES

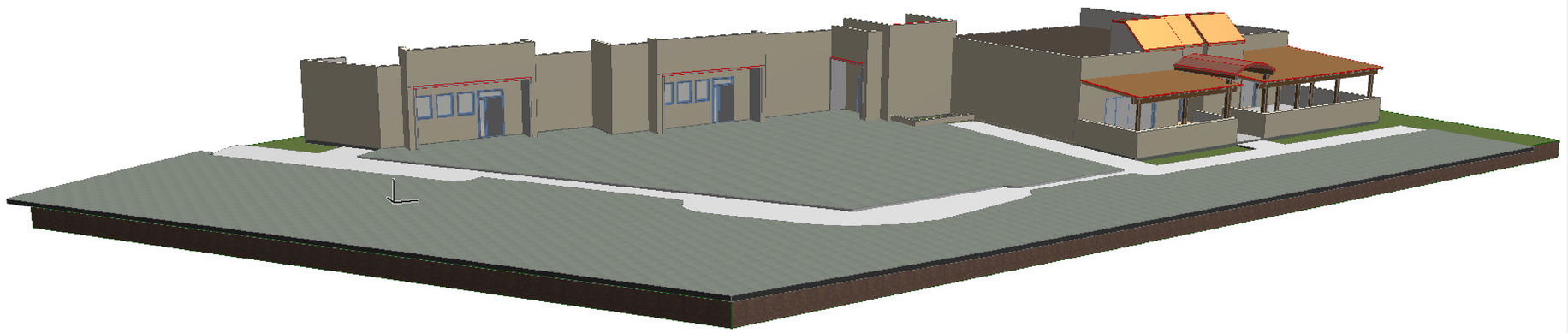
Not using the funds may result in lack award next year from Davis County and lack of ability to lend to additional businesses along the State/Main Street corridor. This grant is a great way to invest in our local businesses, and the loss of any funding or reduction in the program would be a loss to our corridor efforts.

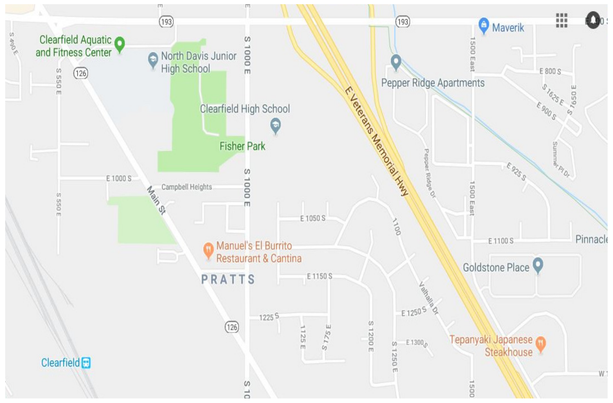
SCHEDULE / TIME CONSTRAINTS

Both of these projects expect to move forward soon and funding for any project should be expended prior to December 31, 2019. Staff believes the best investment for and along the State/Main corridor would be an award to Manuel's El Burrito for its proposal to invest and make improvements to their site. Award of the full funding will require a site plan approval from the Planning Commission. The project could take a few months before it's ready to apply for a building permit, but could apply for Planning Commission review and be underway by mid-late summer.

LIST OF ATTACHMENTS

- El Burrito Exhibits
- 1580 South State Exhibits





SHEET INDEX		
ID	Name	Published
A-001	COVER SHEET	☐
A-101	1. 1st FLOOR	☐
A-102	1. 1st FLOOR SUPPORT BLDG	☐
A-103	ROOF PLAN	☐
A-1.1	EAST ELEVATION	☐
A-1.2	NORTH ELEVATION	☐
A-1.3	SOUTH ELEVATION	☐
A-1.4	WEST ELEVATION	☐

REVITALIZATION PROJECT

MANUEL'S EL BURRITO RESTAURANT & CANTINA

CLEARFIELD - UTAH

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CONSULTANTS

Manuel's El Burrito Restaurant & Cantina

145 State St
Clearfield, Utah 84015

Manuel Gallegos

MARK	DATE	DESCRIPTION
	/ /	

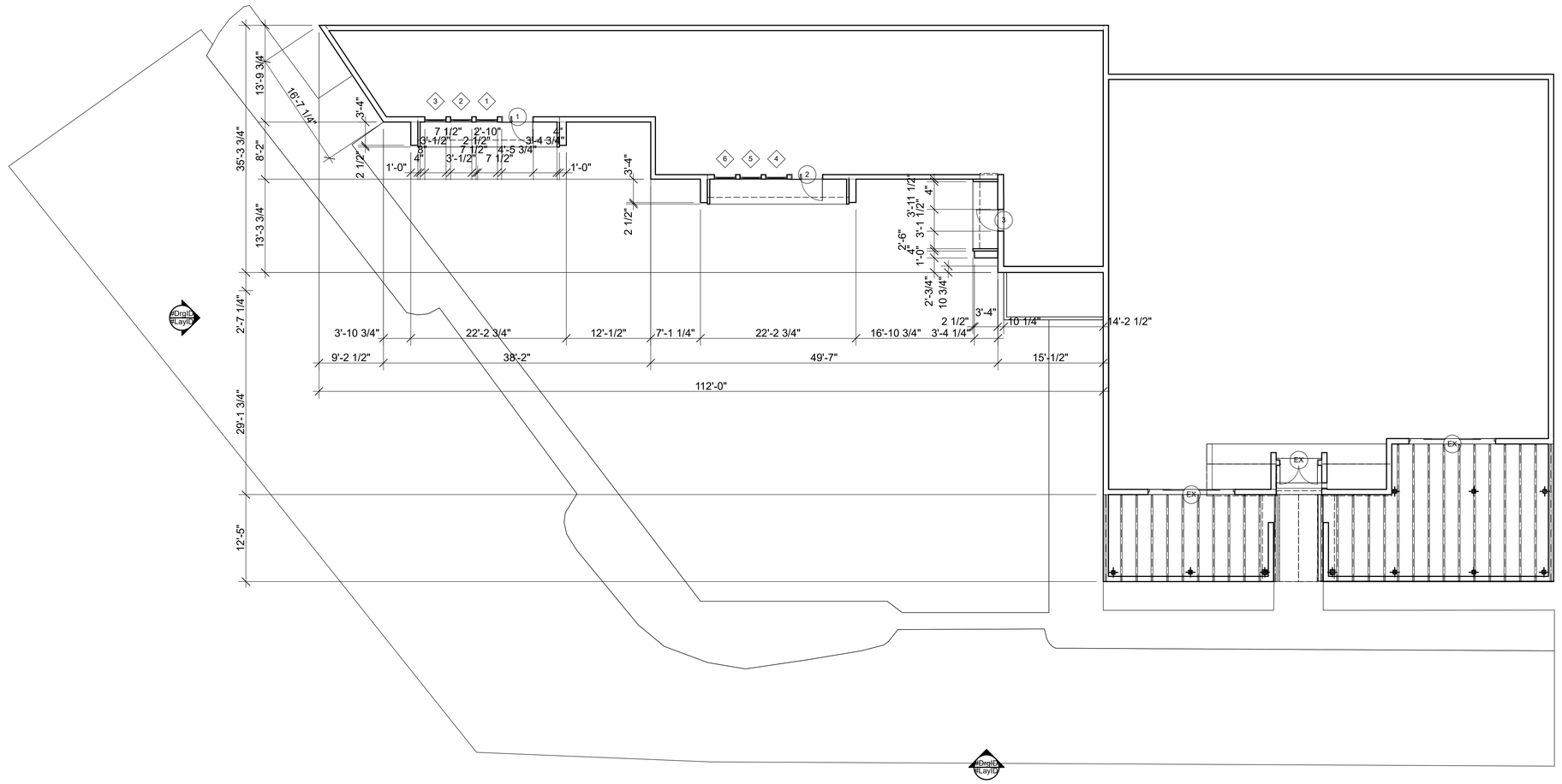
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SHEET TITLE

COVER SHEET

A-001

SHEET 1 OF 8



1 1st FLOOR
SCALE: 1/8" = 1'-0"

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CONSULTANTS

Manuel's El Burrito Restaurant & Cantina
145 State St
Clearfield, Utah 84015

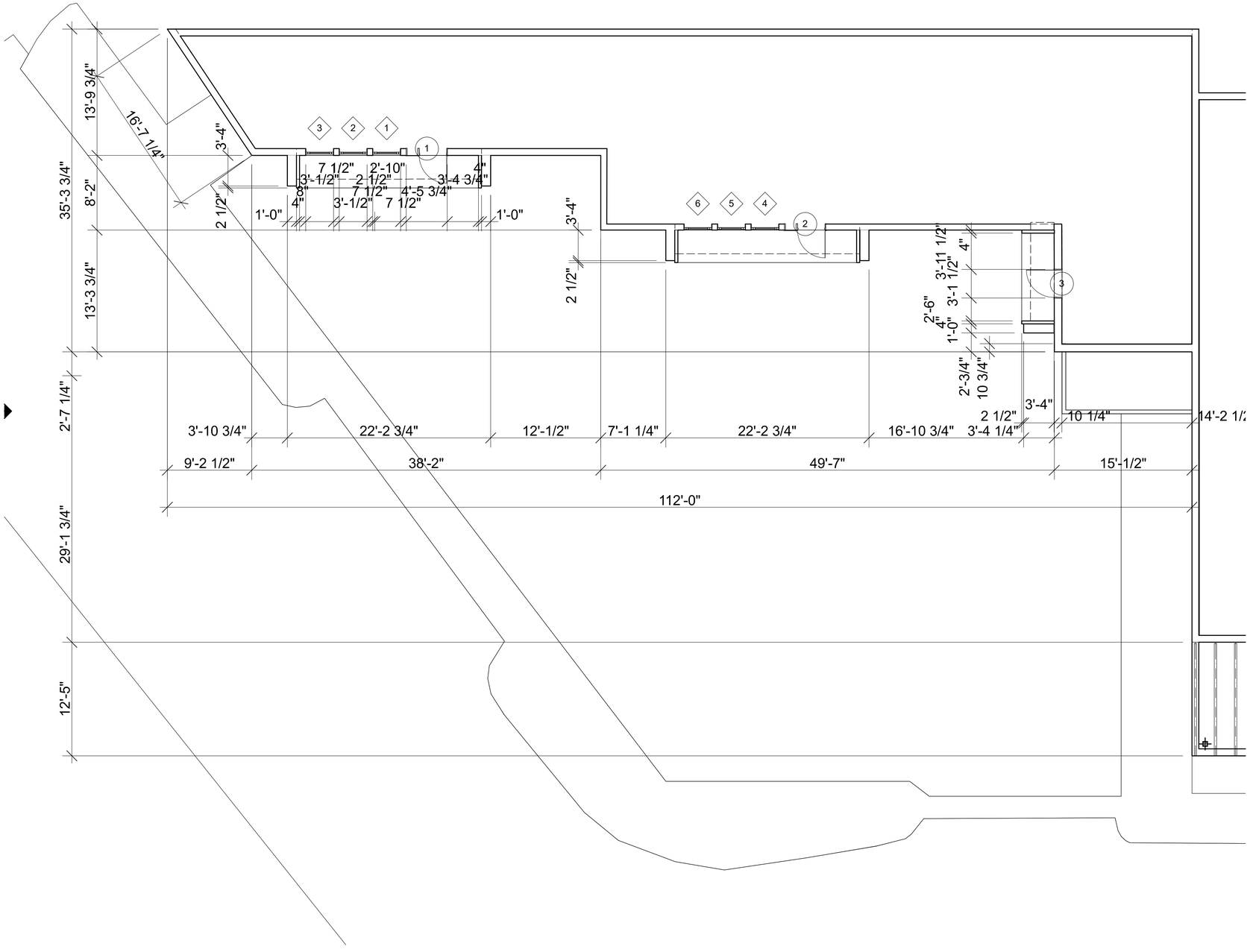
Manuel Gallegos

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SHEET TITLE
1. 1st FLOOR

A-101
SHEET 2 OF 8



1 1st FLOOR SUPPORT BLDG
SCALE: 3/16" = 1'-0"

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CONSULTANTS

Manuel's El Burrito Restaurant & Cantina
145 State St
Clearfield, Utah 84015

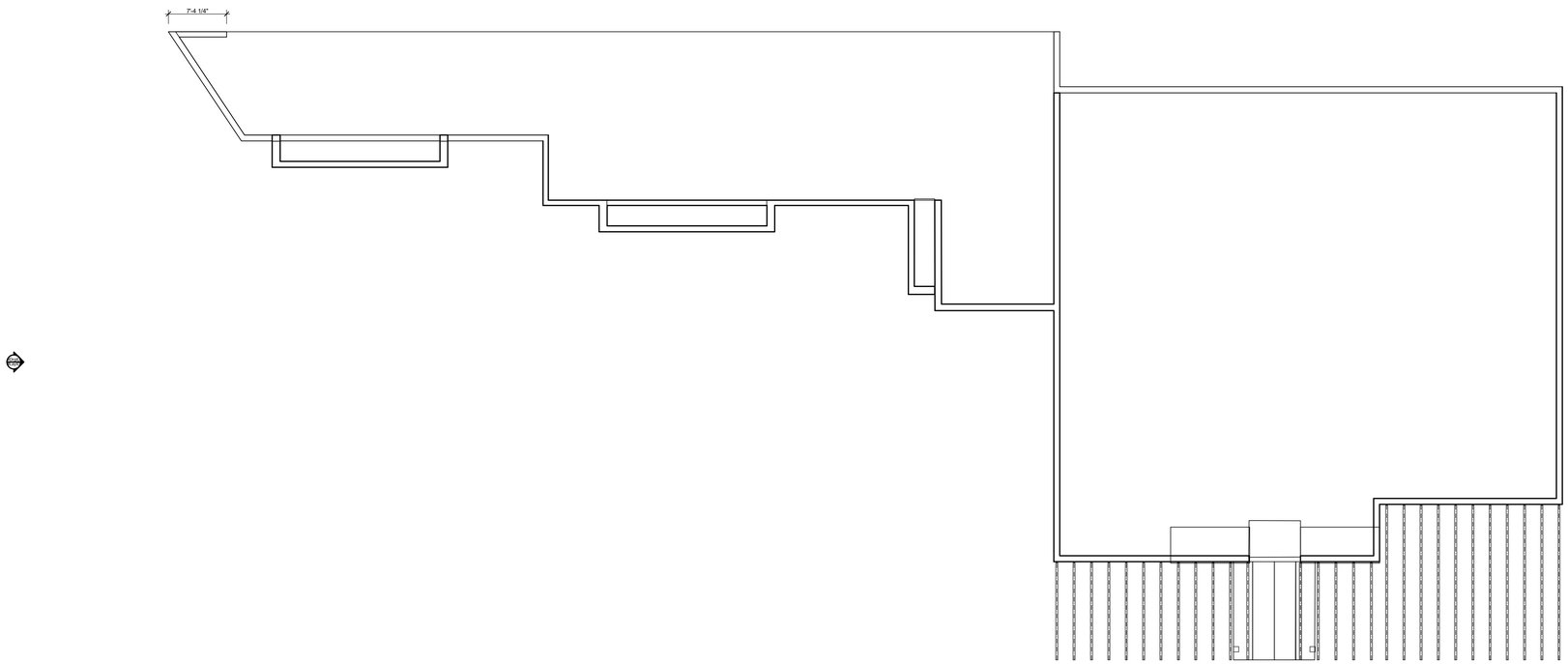
Manuel Gallegos

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SHEET TITLE
1. 1st FLOOR SUPPORT BLDG

A-102
SHEET 3 OF 8



1 2nd FLOOR PLAN
SCALE: 1/8" = 1'-0"
0 4' 8' 16'

CONSULTANTS

Manuel's El Burrito Restaurant & Cantina
145 State St
Clearfield, Utah 84015

Manuel Gallegos

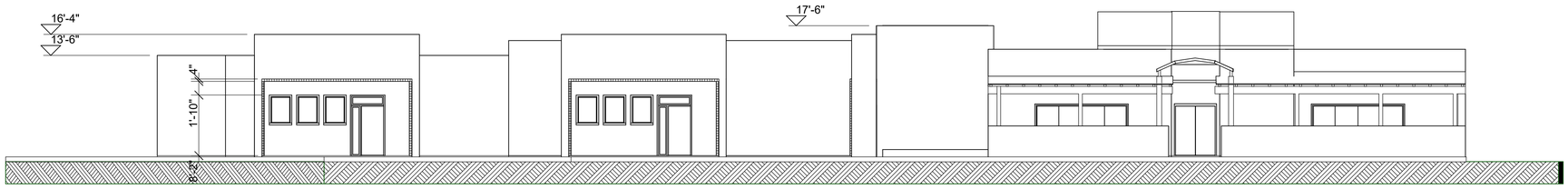
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SHEET TITLE
ROOF PLAN

A-103
SHEET 4 OF 8

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1 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

CONSULTANTS

Manuel's El Burrito Restaurant & Cantina
145 State St
Clearfield, Utah 84015

Manuel Gallegos

MARK	DATE	DESCRIPTION
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SHEET TITLE
SOUTH ELEVATION

A-1.3
SHEET 7 OF 8

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1 NORTH ELEVATION
SCALE: 1/8" = 1'-0"

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CONSULTANTS

Manuel's El Burrito Restaurant & Cantina
145 State St
Clearfield, Utah 84015

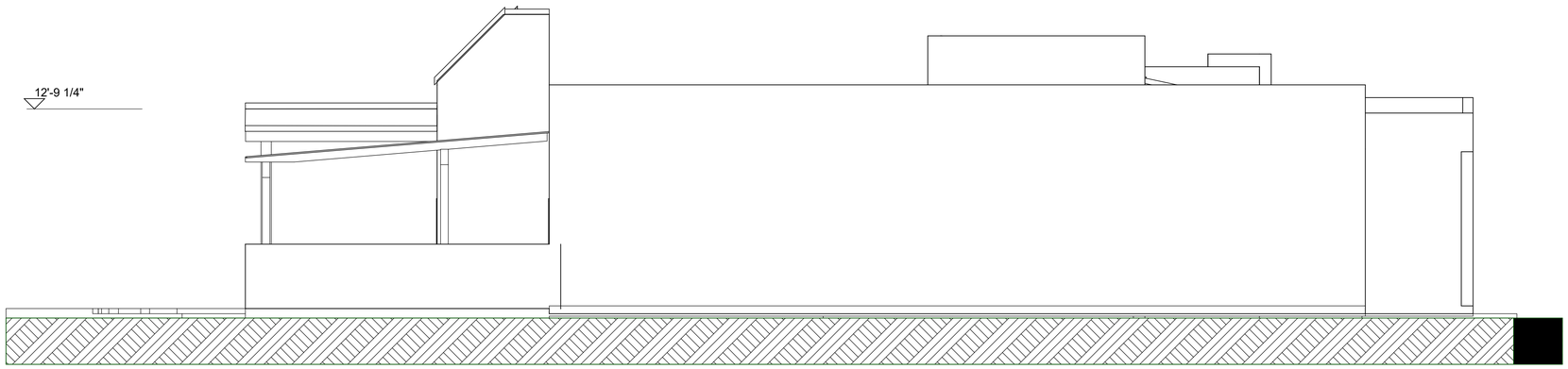
Manuel Gallegos

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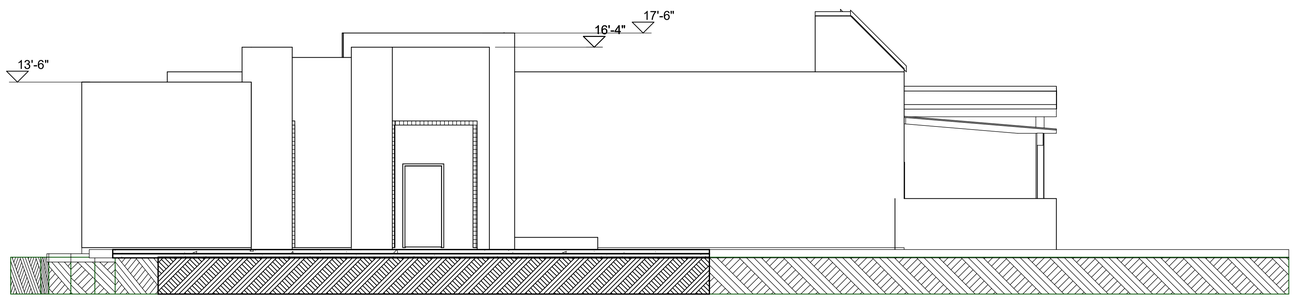
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SHEET TITLE
NORTH ELEVATION

A-1.2
SHEET 6 OF 8



1 EAST ELEVATION
SCALE: 1/4" = 1'-0"



2 WEST ELEVATION
SCALE: 3/16" = 1'-0"

CONSULTANTS

Manuel's El Burrito Restaurant & Cantina
145 State St
Clearfield, Utah 84015

Manuel Gallegos

MARK	DATE	DESCRIPTION
	/ /	

PROJECT NO:
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SHEET TITLE
EAST ELEVATION

A-1.1
SHEET 5 OF 8

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RENDERING NO.: 1
DATE: 4 APR 2019

Est. 1941 SugarHouse
AWNING INDUSTRIES
7526 SOUTH STATE STREET
MIDVALE, UT 84047 | (801)563-9600

CLIENT: BASELINE PROPERTIES
DRAWN: RICK PETERSON
PATH: S/A/AA/AR/BASELINE PROPERTIES.AI
SIDEMARK:
SALES: DAVE WALLACE
CONTRACTOR'S LICENSE NUMBER: 272242-5551

CLIENT APPROVAL & DATE

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7526 SOUTH STATE STREET
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SIDEMARK:
SALES: DAVE WALLACE
CONTRACTOR'S LICENSE NUMBER: 272242-5551

CLIENT APPROVAL & DATE

ARTIST'S RENDERING IS FOR CONCEPTUAL VIEWING PURPOSES ONLY AND THEREFORE MAY NOT BE TO SCALE.



RENDERING NO.: 1
DATE: 4 APR 2019

Est. 1941 SugarHouse
AWNING INDUSTRIES
7526 SOUTH STATE STREET
MIDVALE, UT 84047 | (801)563-9600

CLIENT: BASELINE PROPERTIES
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#1 - 15’ 3”
#2 - 32’ 0”
#3 - 32’ 4”
#4 - 16’ 0”



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