Town of Castle Valley

Emergency Operations Plan

In Cooperation With

Grand County

Prepared By
Town of Castle Valley

2022

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Town of Castle Valley

EMERGENCY MANAGEMENT

MISSION STATEMENT

Provide leadership and support to prevent or minimize the impact of major emergencies and disasters on the health, safety and property of the citizens of the Town of Castle Valley, their businesses and environment, through a comprehensive, integrated emergency management program.

FOREWORD

The Town of Castle Valley Emergency Operations Plan has been developed to address multiple hazards which threaten our jurisdiction. Through the use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disasters; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system in which plans developed for one type of emergency are useful in other emergency situations.

This document contains a Basic Plan which serves as a summary document to the supporting sections of the plan. These supporting sections define the roles of each response agency thereby reducing confusion, chaos and conflict during an emergency. NIMS (National Incident Management system) has been implemented in this plan so responders from different jurisdictions and disciplines can work together better in any emergency, including acts of terrorism.

This plan meets the legal requirements of the State of Utah. It provides the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

This Emergency Operations Plan, upon approval and adoption by the Town of Castle Valley Town Council, replaces and supersedes all previously adopted emergency plans.

STATEMENT OF APPROVAL

The undersigned agree to their responsibilities assigned them and their organization in the Town of Castle Valley Emergency Operations Plan.

_____ _____

Mayor Jazmine Duncan Date

_____ _____

City Council Member Pamela Gibson Date

_____ _____

City Council Member Tory Hill Date

_____ _____

City Council Member Harry Holland Date

_____ _____

City Council Member Robert O'Brien Date

_____ _____

Town Clerk Jocelyn Buck Date

_____ _____

Fire Chief Ron Drake Date

EMERGENCY OPERATIONS PLAN

RECORD OF CHANGES

Change Number	Date of Change	Date Entered	Change Made By Signature

Town of Castle Valley, Town Hall

I. INTRODUCTION

1. The Town of Castle Valley's threat environment includes wildland fires, floods, severe weather, communication/power outages, rock falls, drought, water contamination, subsidence, and earthquake.
2. Complex and emerging threats and hazards demand a unified and coordinated approach to incident management.
3. Achieving these homeland security objectives is a challenge requiring bold steps and adjustments to established structures, processes, and protocols.

II. PURPOSE, SCOPE, APPLICABILITY and LIMITATIONS

A. Purpose

1. The purpose of the Town of Castle Valley Emergency Operations Plan (EOP) is to establish the comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including prevention, preparedness, response, and recovery as outlined in Federal Emergency Management Agency (FEMA) guidance.

B. Scope

1. This EOP incorporates the policies and response procedures that Town officials have approved and supported to ensure the health and safety of Town's populations and the environment when faced with an emergency or disaster situation. The Town EOP attempts to address the full range of complex and constantly changing requirements in anticipation of or in response to all types of emergencies.
2. This EOP details the overall emergency response concept of operations; the responsibilities of town departments in response activities; coordination among town and outside jurisdictions.
3. The EOP is comprised of Emergency Support Functions (ESFs), Castle Valley has formally recognized the National Incident Management System (NIMS) and is making every effort to align with NIMS concepts and terminology as guidelines becomes available.

C. Applicability

1. This EOP is applicable to the municipality, local community organizations, business, and residents. It refers to the Hazard Mitigation Plan which outlines the types of emergencies likely to occur, from local emergencies to major disasters to catastrophic events. It also establishes a concept of operations that spans from initial detection through post-disaster response, recovery and mitigation.

2. The EOP assigns specific functional responsibilities to appropriate staff and local organizations, as well as volunteer organizations. The EOP defines coordination mechanisms to facilitate delivery of immediate assistance; including coordination with Grand County.

D. Limitations

1. This EOP is a living document; continually being improved and updated as knowledge is gained through guidance, training, exercise and coordinated emergency response activities. The Town will make every reasonable effort to respond in the event of an emergency or disaster, but Town resources may be overwhelmed and need supplementation from other local, state and/or federal resources.
2. 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. There is no guarantee implied by this EOP that a perfect response to emergency or disaster incidents will be expected or possible.

III. HAZARD ANALYSIS AND MITIGATION INFORMATION

A. The Town of Castle Valley.

1. **History and settlement**
   The Town of Castle Valley is located in Grand County in southeast Utah. The Valley was initially a large ranch which was subdivided into five acre minimum lots (now the Town of Castle Valley municipal boundaries) platted, and recorded on May 11, 1973. The Town of Castle Valley was officially incorporated on July 26, 1985. The Town occupied 9.3 square miles .Castle Valley is surrounded by large tracts of open space and minimally developed public land that provides a natural setting, integral to the character of the Town. The sensitive nature of the land and water of Castle Valley and the effects of climate change call for creative and new ways of managing Town and surrounding lands and our local and global environments.

2. **Population**
   The Town of Castle Valley had a population of 352 in 2020 census. 39% of the population is over the age of 65 and the overall median age 63 years old.

B. Transportation and Roads

1. Castle Valley has 3.64 miles of paved roads, 12.16 miles of gravel roads and 1.87 miles of dirt roads which are maintained by the Castle Valley Road Department.
2. Castle Valley is connected to highway 191 and Interstate 70 by highway 128 and the Loop Road. Highway 128 is a State Route and the Loop Road is maintained by Grand County Road Dept.
3. There is one Road Shed at Lot #2 Castle Valley Drive. There are no forms of public transportation other than the Grand County School District bus for transport of children to the Schools located in Moab, Utah.

III. HAZARDS ANALYSIS CONT.

C. Highway Transportation:

1. Highway 128 is the closest major highway to Castle Valley. This highway is the primary transportation route between Castle Valley and Moab, Utah. Some hazardous materials are transported on this highway daily. Propane delivery trucks visit Castle Valley to fill tanks regularly. There are considerable rock fall hazards along this route.

2. Transportation incidents and releases pose a threat to the public and responders. The location of an incident or release can occur anywhere in the County and near or in populated areas. There can be any type of material being transported and planning for all types and all locations is difficult. Many factors can added to an incident, such as weather, traffic, locality, time for response, etc.

D. Pipelines

There are no pipelines in Castle Valley.

E. Mixed Hazardous Materials Facilities

There are no major facilities dealing with hazardous materials in the Town of Castle Valley. A few home premise businesses may contain small amounts of hazardous materials such as gasoline, diesel, propane, cleaning products, acetylene, oxygen, and fertilizer, any of these may also be found in any of the residences in the valley. Most residences have at least one 500 gallon propane tank; some larger tanks are on Daystar Academy property in unincorporated Grand County land adjacent the Town of Castle Valley.

F. Other Hazards

1. Rock fall:

There are a number of rock fall areas within and adjacent to the valley. Most are in remote areas, but could potentially cause damage to facilities and main transportation routes.

2. Wildland Fires:

Castle Valley has experienced some rural-urban wildland fires. Increased building of homes in the urban wildland interface will increase the potential for a significant impact on infrastructure from wildland fires. Proper control of areas around homes and facilities should enhance fire protection.

3. **Flooding**

Flooding can happen in any of the numerous drainages in Castle Valley, usually a result of monsoon storms, but also caused by snowmelt runoff. At times floods can wash out roads and leave residents stranded until the roads are repaired.

MITIGATION

For Natural Hazards and mitigation data has been compiled and is kept in the current Castle Valley, Utah Hazard Mitigation Plan.

IV. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

1. The overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level. The National Incident Management System (NIMS) was developed as a standardized approach to incident management and response. This integrated system establishes a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government, utilize to conduct response actions. This system ensures that those involved in emergency response operations understand what their roles are and have the tools they need to be effective.
2. This planning effort is one step in helping the community achieve NIMS compliance. The benefit of NIMS is that the community is better prepared for an integrated response to an incident. Incident response organizations at all levels are able to implement NIMS.
3. One important component of NIMS is the Incident Command System (ICS).
4. This plan has been organized to utilize Emergency Support Functions as outlined in the National Response Framework.

V. KEY CONCEPTS

This section summarizes key concepts that are reflected throughout the EOP consistent with the FEMA guidance. **There are four (4) phases of emergency management.** The first two phases should begin prior to a large emergency or disaster but often these phases are ongoing and overlap with phases three and four.

1. The first phase, **Mitigation,** includes activities aimed at eliminating or reducing the probability or effects of an occurrence of a disaster.
2. The second phase**, Preparedness**, is undertaken because mitigation activities alone cannot keep an emergency from happening or repeating itself. During this phase jurisdictions plan to provide an effective, efficient response; provide and maintain personal protective equipment; install and maintain extensive communications equipment - a cornerstone for successful response

activities; provide training to and coordinate with many support organizations; and, always considers special needs populations.

3. The Utah Emergency Interim Succession Act (House Bill 169 2022) requires every Town Emergency Management Director to designate three alternates to act in their place should they be unavailable or unable to function in time of an emergency.
4. The third phase of emergency management is **Emergency Response** operations, detailed in section IV below, and outlines a jurisdiction's emergency response actions. Emergency response planning has some very specific protocols that must be followed to protect lives when hazards threaten. These protocols describe what should happen, the order in which it should happen, and under whose direction.
5. Proactive notification of the emergency response staff, for activation of the County Command Post or Emergency Operation Center (EOC) will be made to the appropriate response personnel by Emergency management staff utilizing a call down system or other appropriate means.
6. If the County Emergency Alert System (EAS) is utilized, the primary activation stations for Castle Valley are radio Stations Moab; KCYN 97.1 Moab; and KZMU 106.7, Daystar. Once activated, EAS information is generally broadcast by all local television and radio stations for the duration of the emergency.
7. For emergencies confined to a limited area (i.e. house fires, hazardous materials incidents, etc.), required population protection actions may be implemented by the Incident Commander on scene.
8. Systematic and coordinated incident management will include protocols for: incident reporting; coordinated planning and action; alert and notification; mobilization of appropriate resources to augment those of the Town of Castle Valley and operating under differing threats and threat levels while integrating crisis and consequence management.
9. Incidents must be managed at the lowest possible jurisdictional level and supported by additional response capabilities when needed.
10. The Town of Castle Valley encourages and exercises interagency coordination, integration, and communication, vertically and horizontally.
11. The Town of Castle Valley coordinates interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange through the use of mutual aid and agreements when needed.
12. Interagency efforts will be organized to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implementation of programs to mitigate vulnerability to future events.
13. Development of detailed supplemental operations, tactical and hazard-specific contingency plans and/or procedures.
14. The Town of Castle Valley will require responder safety and health precautions are taken.
15. The Town of Castle Valley makes every effort to educate, coordinate with and utilize the private-sector and her resources.
16. The EOP has organized Emergency Support functions (ESF's) to facilitate the delivery of critical resources, assets and assistance from outside agencies.

17. The **Recovery phase,** includes those actions to: thoroughly assess the impacts from an emergency or disaster; provide life support needs to victims; restore infrastructure and lifelines; Return people to their homes, if evacuated; debris removal; and, ensure that residents, response agencies, and business owners are able to return to business as usual.
18. Life safety is the primary goal of every emergency. Additionally, pet and animal safety will be considered in this EOP.

VI. AUTHORITIES and REFERENCES

Various Federal statutory authorities and policies provide the basis for The Town of Castle Valley emergency operations and activities in the context of domestic incident management. The Town of Castle Valley Emergency Operations Plan uses the foundation provided by the Robert T. Stafford Disaster Relief and Emergency Assistance Act and the Homeland Security Act, HSPD-5, to provide a comprehensive, all hazards approach to domestic incident management. Listed below is a comprehensive, *but not all inclusive*, list of authorities and references used to develop a collective framework for action to include mitigation, preparedness, response, and recovery activities

A. AUTHORITIES

1. Utah Code 53-2a-10; Emergency Management Act, 2013.
2. Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended by P. L. 100-707, November 30, 1988, as amended by 42 U.S.C. 5121 *et seq,* May 2021.
3. The Federal Civil Defense Act 1950, as amended.
4. Title 44, Federal Emergency Management Agency Regulations, as amended, 1980.
5. Presidential Decision Directives, PDD-39 and PDD-62, Policy on Counterterrorism.
6. Homeland Security Act of 2002
7. Homeland Security Presidential Directive (HSPD)-5. Management of Domestic Incidents, February 28, 2003.
8. Utah Code 53-2a-303 ; Statewide Mutual Aid Act 2013.
9. Utah House Bill 96 Emergency Management Amendments 2021.
10. House Bill 169 Disaster Response and Recovery Act Amendments.

B. REFERENCES

1. GUIDE FOR ALL-HAZARD EMERGENCY OPERATIONS PLANNING, State and Local Guide (SLG) 101, December 2010.
2. GUIDE FOR ALL-HAZARD EMERGENCY OPERATIONS PLANNING, State and Local Guide (SLG) 101, Chapter 6, Attachment G - Terrorism, April 2001.
3. STATE OF UTAH EMERGENCY OPERATIONS PLAN (EOP), July 2016.
4. FEMA PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE (PAPPG)Version 4,June2020,
5. UTAH DISASTER RECOVERY FRAMEWORK ANDESF #14-Disaster Recovery Annex, 2016.

6. NATIONAL INCIDENT MANAGEMENT SYSTEM, U.S. Dept. of Homeland Security, Homeland Security 3rd Edition , October 2017
7. NATIONAL RESPONSE FRAMEWORK, U. S. Department of Homeland Security, 4th Edition, 28 October 2019.

VII. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. Castle Valley has approximately 350 residents. The valley may experience any of the hazards listed in the hazard analysis section of this Plan. The hazards are:

   1. Fire
   2. Flood
   3. Severe Weather
   4. Communication/Power Outages
   5. Rock fall
   6. Drought
   7. Water contamination
   8. Subsidence
   9. Earthquake

B. This plan anticipates the possibility of any or all of these hazards occurring.
C. Incidents are managed at the lowest possible geographic, organizational, and jurisdictional level.
D. Incident management activities will be initiated and conducted using the principles of NIMS.
E. Any time an emergency or major disaster occurs and/or the emergency operations center is activated, the appropriate sections of this emergency response plan will be considered activated and established response procedures followed.
F. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from emergencies or major disasters.
G. Additional to disaster planning for the general population of the Town, special plans have been developed by the County for critical facilities (hospital, nursing home and schools), institutionalized persons (the county jail), the elderly, the physically or mentally challenged, non-English speaking and by private industry. Those plans have been developed by the responsible agencies and considered throughout the development of this plan.
H. Deployment of resources and incident management activities during an actual or potential terrorist incident are conducted in coordination with the U. S. Department of Justice (DOJ).
I. Response procedures in place allow for improvisation or adjustment as may become necessary to handle the scope of the emergency or disaster situation
J. Major disasters will require a high level of inter- and intra- jurisdictional coordination of operations and resources at all levels of government and may involve multiple, highly varied hazards or threats ;

1. Result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life-support systems, essential public services, basic infrastructures, and change to the environment;
2. Impact critical infrastructures across a wide geographic area;
3. Overwhelm the capabilities of state, local and tribal governments and private-sector owners and operators;
4. Attract a sizeable influx of independent, spontaneous volunteers and supplies;
5. Require extremely short-notice state and federal asset coordination and response timelines; and
6. Require prolonged, sustained incident management operations and support activities.

K. Response agencies shall be familiar with their role in response activities; have in place their own operating guidelines for accomplishing the tasks described here; and have been appropriately trained and equipped, within the limits of current staffing and financial constraints, to fulfill the responsibilities defined in this plan.

L. The Town has limited resources. Many responders are volunteers (i.e. fire fighters, EMS, CERT, etc.). It is unknown, in advance, how many responders will be available at the time of emergency due to daily work requirements and family concerns.

M. Plans are in place to supplement available Town resources by requesting the assistance of the county and jurisdictions outside the Town, neighboring counties, the State of Utah, or in extreme cases Federal agencies, private industry and volunteers.

N. When incidents are declared disasters or major emergencies by the President, federal support to States is delivered in accordance with relevant provisions of the Stafford Act.

O. ESFs may be selectively activated for both Stafford Act and non-Stafford Act incidents where federal departments or agencies request DEM assistance. Not all incidents result in the activation of ESFs.

VIII. RESPONSE CONCEPT OF OPERATIONS

The concept of operations detailed below depicts the County's overall approach to emergency response situations. It describes what should happen, the order in which it should happen, and under whose management.

Dependent upon the nature and scope of the emergency situation, response activities will be conducted under the command and management of one or all of the Town of Castle Valley Policy Group members. The members of the Town of Castle Valley Policy Group are:

1. Mayor
2. Emergency Management Director or Designee
3. Town Council
4. Town Clerk
5. Sheriff
6. County Emergency Management Director

7. Fire Chief
8. City Attorney; and,
9. Other Town of Castle Valley staff, as appropriate for the emergency.

Once notified of an emergency situation, the notified Policy Group member(s) will ensure that the other members are notified, as appropriate.

In the large majority of incidents, the Emergency Management Director will activate the EOP and incident coordination will occur at or near the scene of the incident. In a major incident, the Emergency Operations Center (EOC) would be activated. Castle Valley's EOC is located in the Castle Valley Town Hall. Grand County's EOC is located in Moab, Utah. Activation is based on the level of the emergency. The purpose of the EOC is to provide a central location from which government at any or all levels can provide intra-agency and multiagency coordination and executive decision making for managing disaster response and recovery. The type and level of EOC activation levels are shown in the table below:

Type of Incident	EOC Activation Level	Personnel Required
Unusual occurrence or minor emergency	**Staff Only Activation**	Emergency Management Staff Only
Small-scale emergency requiring limited EOC support and coordination	**Limited Activation**	EM Staff supplemented by limited and incident-specific emergency-related personnel
Potential large-scale emergency or disaster	**Partial Activation**	Limited Policy Group, Key Responders, EM Staff and Support Staff
Full-Scale Emergency	**Full Activation**	Policy Group, Full Response and Support Staff

Notification of the emergency and activation of the EOC will be made to the appropriate response personnel utilizing the automated call down system when required.

Organizations or departments reporting to the EOC may include but are not limited to:

1. Mayor;
2. Emergency management Director or Designee
3. Town Council;
4. Town Clerk
5. City Attorney;
6. County Emergency Management;
7. Sheriff
8. Fire Chief;
9. Road Supervisor
10. Public and Environmental Health;
11. Emergency Medical Services;
12. Red Cross/Mass Care;
13. County Liaison
14. State, Federal and other liaisons; and
15. Utilities

Appropriate hospitals will be alerted by EOC staff if casualties are anticipated and emergency medical services are required.

For emergencies confined to a limited area (i.e. house fires, hazardous materials incidents, etc.), required population protection actions may be implemented by the Incident Commander (IC) at the scene of the hazard.

In a disaster situation, protective action decisions will be made by the Town of Castle Valley Policy group instructions.

Protective action directions, and emergency information will be provided to populations at risk, Emergency Alert System (EAS) messages, press releases, route alerting and/or door-to-door notification (if prudent) and continue at appropriate intervals.

If evacuation is ordered, reception centers and/or shelters will be provided for emergency feeding and/or lodging accommodations.

If Town and County resources are insufficient to accomplish emergency functions, resources will be requested according to established emergency procedures, by declaring a local State of Emergency and requesting assistance from the State of Utah through the Department of Public Safety, Division of Emergency Management.

Requests for assistance during a declared emergency can also be made by the State to other political subdivisions within Utah under the provisions of the Statewide Mutual Aid Act, and to other states through the Emergency Management Assistance Compact (EMAC).

The Town of Castle Valley Policy Group will maintain command and management of emergency response activities and provide public support and information as appropriate for the duration of the emergency.

In the early stages of phase four, recovery, The Town of Castle Valley will ensure that all appropriate actions are taken to: thoroughly assess the impacts from the disaster; provide life support needs to disaster victims; restore infrastructure lifelines; return people to their homes, if evacuated; remove debris when necessary; and, ensure that The Town of Castle Valley's residents, response agencies, and business owners eligible for reimbursement or relief funds, if available, are identified, contacted, matched to aid, certified, and issued checks as appropriate.

IX. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

This section discusses the roles and responsibilities of local municipal authorities.

Local Government

Local Police, fire, public health and medical, emergency management, public works, environmental response, and other personnel are often the first to arrive and the last to leave an incident site. In some instances, a Federal agency in the local area may act as a first responder, and the local assets of Federal agencies may be used to advise or assist State or local officials in accordance with agency authorities and procedures. Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support the incident command. Should State resources and capabilities become overwhelmed, Governors may request Federal assistance under a Presidential disaster or emergency declaration. Summarized below are the responsibilities of the local chief executive officer:

LOCAL CHIEF EXECUTIVE OFFICER

The Mayor and Town Council are The Town of Castle Valley's chief elected officials, and are responsible for the public safety and welfare for the citizens of the county. The Mayor/Council:

a. Appointing the Emergency Management Director and Designees.(Listed in Annex A)
b. Is responsible for coordinating with other jurisdictional leaders, with core private sector business and NGO leaders.

c. Identify local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies;
d. Support participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector;
e. Understand and implement laws and regulations that support emergency management and incident response;
f. Ensure that local emergency preparedness plans take into account the needs of individuals with special needs;
g. Dependent upon State and local law, and in coordination with the Sheriff may suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and, in coordination with the local health authority, to order a quarantine;
h. Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of domestic incident within the jurisdiction;
i. Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing; and,
j. Requests County assistance when the jurisdiction's capabilities have been exceeded or exhausted.

OPERATIONAL RESPONSIBILITIES

The EOC has five functions:

1. Direction and Control (broad guidance, not tactical)
2. Situation Assessment and Information analysis
3. Intra- and multiagency / jurisdictional coordination
4. Priority Establishment
5. Resource Allocation

Town Emergency Operations Center The Town of Castle Valley's Emergency Operations Center is the facility that is used to coordinate a County response to any major emergency or disaster in CastleValley. It is located in the Castle Valley Town Hall. Security and maintenance of the Emergency Operations Center facilities will be carried out in accordance with the Emergency Operations center Standard Operating Procedures/Guides. In the event the Town Emergency Operations Center is threatened, an alternate Emergency Operations Center may be activated. Emergency Management may deploy the mobile command post to serve as the EOC.

A. Policy Group

The Mayor and Town Council, the Fire Chief, the Emergency Management Director, Town Clerk and other Town of Castle Valley officials will form a Town of Castle Valley Policy Group which will support and manage emergency operations from the Town Hall/Command Post. The Command Post serves as the central coordination facility for support and management of local emergency response activities/agencies during an emergency or disaster.

Operations Group

The EOC Operations Group is responsible for the central coordination and control of overall emergency response and support functions. Multi-jurisdictional response operations, if required, will be coordinated with appropriate local, county, state, and federal jurisdictions, volunteer organizations, and local businesses and private industries according to established NRF and ESF guidelines. Town of Castle Valley emergency response and support functions are outlined below.

1. **Law Enforcement** The Grand County Sheriff is responsible for Law Enforcement, under the direction of the Sheriff or designee, will report to the EOC to serve as the Law Enforcement Coordinator in the Operations Group. The Law Enforcement Coordinator will manage and coordinate law enforcement functions throughout the County to execute effective response operations. Law enforcement departments and agencies in Grand County include:
   a. Sheriff's Office
   b. Auxiliary personnel may also include County Search and Rescue personnel, and other reserve officers in various agencies throughout the County. **Search and Rescue** The primary agency for handling search and rescue activities is the Grand County Search and Rescue, supported by local fire departments and other volunteers.

2. **Fire Fighting** During times of emergency or disaster, the Castle Valley Fire Chief is responsible for managing - Fire Fighting. When appropriate, the Fire Chief, or designee, will report to the EOC to serve as the EOC Fire Coordinator in the Operations Group. The Fire Chief will be responsible for fires within incorporated jurisdictions. The Fire Coordinator will manage firefighting functions in coordination with various fire agencies throughout the County to execute effective response operations. Fire departments and agencies in Grand County Utah include:

   Castle Valley Fire Department (Annex C)
   Moab Valley Fire Protection District
   Moab Interagency Fire Center

   Auxiliary resources may also include personnel and equipment from the State Interagency Fire Center, the Bureau of Land Management, State Lands and Forestry.

3. **Resource Support** Resource Support assists Emergency Management with acquiring needed resources before, during and/or after incidents requiring a coordinated multi-agency or multi-jurisdictional response. Often this will be handled within response organizations or through mutual aid. In a major disaster this may be personnel from the Town of Castle Valley office.
4. **Hazardous Materials (HazMat) Response** The Fire Chief is responsible for managing Hazardous Materials. When appropriate, the HazMat Manager, or designee, will report to the EOC to serve as the EOC HazMat Coordinator in the Operations Group. Through Mutual Aid agreements, the HazMat Coordinator will coordinate with the designated Regional HazMat Team members from the Southeastern Utah to execute effective response operations. Regional HazMat Team members are drawn from various law enforcement, EMS, environmental health, and firefighting agencies. The Regional HazMat Response Plan will be implemented. In an extreme or prolonged incident, the HazMat team may request the Utah Army National Guard (UNG) Civil Support Team (CST) which has HazMat response capabilities. UNG resources are only activated by the Governor through a request to Utah DEM.
5. **Emergency Medical Services** During times of emergency or disaster, the County Emergency Medical Services Coordinator, supported by the Southeastern Utah Public Health Coordinator, are jointly responsible for executing Public Health and Medical Services (EMS) and specifically managing available medical personnel, facilities, and equipment. The designated Medical Coordinator will respond to the Command Post/EOC to coordinate with the Medical Officer and the EMS Director in executing effective emergency medical response functions. Support EMS personnel may also be requested through mutual aid from neighboring counties.
6. **Health Department/Environmental Health** During times of emergency or disaster, the Southeast Utah Public Health Coordinator is responsible for Public Health and Medical Services and a support agency for Mass Care, Housing and Human Services. Medical personnel will be required to staff any County activated reception centers; coordinate with Public Works agencies and the American Red Cross to ensure that reception centers and shelters are sanitary and equipped with appropriate health and medical supplies; and assume management of all health and medical resources during evacuation.
   A Public and Environmental Health Coordinator shall report to the EOC and be prepared to interface with the EOC Administrative Coordinator, the American Red Cross, Public Works and School Coordinators, as well as the State Departments of Public Health, Environmental Quality, Agriculture and Food, and other appropriate county, state and federal agencies. Southeast Utah District Health Department offices are located in Moab.
7. **Mass Care, Housing and Human Services** The Mountainlands Chapter of the ARC, working with the County Emergency Management, plans and provides training to local volunteers in the management of mass care facilities, i.e. shelters and/or reception centers. An ARC representative shall report to the EOC to coordinate with the Town of Castle Valley officials to provide emergency feeding and lodging accommodations and other human

services to evacuees or displaced persons, as well as school children and other special needs populations. The ARC ensures that shelters are opened, safe, sanitary, well-ventilated, and equipped with the appropriate personnel and supplies to meet evacuee needs.

The Town officials are responsible for assisting victims with special needs. A Human Needs Coordinator from County Area on Aging will report to the EOC to coordinate support and assistance for requirements such as:

a. Crisis counseling
b. Aging and Adult Services
c. Hearing impaired, blind, and handicapped services
d. Language interpretation
e. Clergy/religious support
f. Animal Control and Shelter
g. Special Populations' and other Transportation needs

The Human Needs Coordinator will report to the EOC and work in conjunction with local and State mental health providers, special needs groups, religious organizations, law enforcement and other volunteer or civic organizations to assist victims to the greatest extent possible with available resources.

8. **Agriculture and Natural Resources** This ESF includes 3 primary functions: responding to animal and plant diseases and pests; protecting NCH resources; and, providing for the safety and well-being of household pets. At the local level this will most likely be handled by the Utah State Extension Office working closely with the Health Department and local veterinarians. State assistance will be likely during a major disaster.
9. **Public Works Road Department** Responsible for keeping roads open during disaster and emergency events.
10. **Energy/Utilities** The term energy includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components.
    All energy systems are considered critical infrastructure and in that light a coordinator(s) will report to the EOC to act as liaison to the utility companies whose field representatives may be stationed at the Incident Command Post (ICP). The EOC shall develop and maintain an energy emergency 24-Hour Points-of-Contact lists with information unique to the City. If information is inadequate, the liaison may contact the State EOC for assistance in making contact with an energy supplier, or related entity.
11. **Hazard Assessment** During times of emergency or disaster, Emergency Management will designate a Hazard Analyst who report to the EOC to study the incident and provide the Policy Group with information on the geographic area potentially threatened by the hazard, and any special City activities or road work effecting potential evacuation routes.
12. **Information Coordination.** During times of emergency or disaster, a designated Information Coordinator will report to the EOC and make all designated notifications, provide situation

reports and updates to the State EOC, neighboring counties, and verify staff positions have been filled and EOC activation tasks are performed. The Information Coordinator also directs telephone and e-mail traffic to appropriate parties in the EOC.

13. **Finance Coordination** During times of emergency or disaster the Finance Coordinator will report to the EOC and ensure that all documentation and paperwork requirements are being satisfied on a daily basis to assist with any claims processing or cost accounting required for federal assistance funds. The Finance Coordinator will provide additional forms and assistance to all response agencies and the public as needed.
14. **Communications** Communications will be managed by representatives from the Sheriff's office. They will report to the Command Post/EOC are responsible for the overall management and maintenance of the emergency communications systems. Communications is responsible for ensuring that established emergency communications operational protocols and guidelines are followed throughout response and recovery operations. In multi-jurisdictional response operations, Communications may manage communications functions in conjunction with appropriate local, county, state, and federal jurisdictions, and volunteer organizations.
15. **Public Information** The Public Information Officer (Emergency Management Director, Town Clerk or Mayor) will report to the EOC and perform all required public information services according to established guidelines. If necessary, and depending on the scope of the emergency, the Public Information Officer will activate a support team and move the public information operations to the Joint Information Center as needed.
    In multi-jurisdictional operations, the Public Information Officer will coordinate with appropriate local, county, state, and federal jurisdictions and all media representatives.

B. Administration and Logistics

Plan Development and Maintenance

The plan will be reviewed annually and updated/changes documented by the Emergency Management Director. Bi-annually, plan updates will be published and distributed to all documented holders of plans. All tasked organizations will assign an individual to work with emergency management staff to maintain this plan. It is the responsibility of all tasked organizations to develop and maintain standard operating guidelines for response activities documented in this plan.

1. Financial Management

During an emergency, detailed records must be kept for tracking and reporting purposes. Pictures are extremely important to document all types of loss and/or damages and areas needing repair or reconstruction. Documentation, to include the aforementioned pictures, is required on the utilization of all personnel and equipment for financial reporting and

reimbursement requests. Copies of reporting forms will be provided to the appropriate agencies in the EOC, and are listed below: Maintain and update all status reports* for emergency operations

a. Supply status reports to the Policy Group and Recovery Planning Group as requested.
b. Force Account (Labor) Record*
c. Force Account Equipment Record*
d. Materials Record*
e. Contract Equipment Record*
f. Contract Services Record*

*These forms are required by DEM/FEMA to request financial reimbursement and will be provided to the accounting workstation at the requested time.

Other administrative responsibilities include but are not limited to:

a. Maintain current internal personnel notification rosters and standard operating guidelines to perform assigned tasks.
b. Negotiate, coordinate, and prepare mutual aid agreements, as appropriate, to ensure sustained operations when necessary.
c. Provide for continuity of operations.
d. Ensure lines of succession for management positions.
e. Protect records, facilities, and equipment essential for sustained emergency operations.
f. Ensure protection of response personnel by providing appropriate protective equipment, training, and security at response facilities.

2. Logistics Management

All tasked organizations will make available the services and equipment normally utilized to perform emergency operations. All equipment will be maintained in good working order.

If equipment is stored within the hazard area, this equipment may have to be relocated to sustain response operations. Since communication is vital to effective response operations, organizations must:

a. Maintain communications resources assigned.
b. Work with the Communications Group to ensure equipment and procedures are compatible.
b. Clear information with the incident commander and city PIO before releasing any information to the media.
c. Coordinate emergency response actions with Elected Officials from the County and from adjoining jurisdictions.
e. If Mayor is not available another individual will be designated as per continuity of government resolution.

X. ASSIGNMENT OF INDIVIDUAL RESPONSIBILITIES

1. Mayor

a. Mayor and City Council or their designee may declare a State of Emergency for the Municipality.

b. Mayors may designate the Town Clerk or his/her designee to carry out the functions listed below:

- Utilize and commit municipal personnel, facilities and equipment resources in support of Emergency/Disaster Response operations.
- Perform assigned duties according to Utah Code and local ordinances.
- Coordinate with the County Emergency Management Director.
- Carry out appropriate provisions of the Utah Code, in addition to local ordinances relating to emergencies.
- Execute the EOP in harmony with Town Emergency Operations Plan.
- Implement other measures as necessary to provide for the protection of life and property.
- See that succession of authority is available if needed.

2. Town Council Members

a. Serves as lead and primary point-of-contact for the Policy Group.
b. Implements the Town Emergency Plan by the authority of the Mayor or Designee.
c. Adopt or change policies.
d. Make policy decisions.
e. Keeps government functioning throughout the emergency. Develop and implement plans to provide governmental services throughout the emergency.
f. In cooperation with the City Attorney, manage contract control as needed to carry out emergency operations.
g. In coordination with the Mayor or successor, initiate Declaration of State Emergency and supporting documents.
h. Serve as Liaison with the County and other local municipalities to ensure continuity and coordination throughout the incident.
i. Direct county Agencies and encourage allied agencies to develop and continually update emergency plans and standard operating procedure (SOPs) relating to emergency response.
j. Support the County and the Utah Department of Public Safety –Division of Emergency Management (DEM) in the development of periodic exercises and test of the emergency systems.
k. Function as the official spokesperson and Public Information Officer or assure that a qualified trained PIO is in place.
l. Clear information with the incident commander and county PIO before releasing any

information to the media.

m. Coordinate emergency response actions with County Officials and from adjoining jurisdictions.
n. Implement direction and policy making functions as necessary to provide for optimum protection of public health and safety within the Town.
o. Authorize requests for state and federal aid.
p. Appoint designee for Air Operations conducted during emergency/disaster situations.
q. Provide personnel to support EOC operations in accordance with EOC Plan and SOP.

3. Town Emergency Management Director or Designee

a. Develop and carry out plans and standard operating procedures for emergency management operations during emergency and disaster situations.
b. Perform assigned duties according to Utah Code and local ordinances.
c. Develop and carry out plans in accordance with Federal and State procedure.
d. Evaluate incident(s) and determine if the EOC should be activated and at what level.
e. Notify personnel to support EOC operations in accordance with EOC Plan and SOP.
f. Develop and maintain a current notification list of emergency operations personnel. This constantly updated list should also be distributed to the County Dispatch Center, and allied agencies.
g. Provide for delivery of programs to properly train the emergency management organizations.
h. Maintain a current list of available resources.
i. Coordinate the procurement of resources requested within the Town and direct aid to areas where needed.
j. Contract with private resource providers in those cases where county resources cannot meet resource or recovery requirements.
k. Request additional resources from the County in those cases where county resources cannot meet resource or recovery requirements.
l. Coordinate exercises and test of the emergency systems within the Town.
m. Alert and activate, as necessary, the Town Emergency Management Organization when informed of an emergency within the Town.
n. Submit necessary emergency information and report to the proper agencies during emergency and disaster events.
o. Assume the role of the EOC Director.
p. Maintain liaison with municipal, counties, State and Federal agencies as necessary to support operations.
q. Serve as the Community Emergency Coordinator as defined by SARA Title III.
r. Coordinate emergency response actions with Emergency Management Coordinators in adjoining jurisdictions and the County.
s. Serve as advisor for emergency operations during emergency/disaster.
t. Maintain operational readiness of the Town Emergency Operations Center.
u. Perform hazard analysis to determine potential evacuation areas and evacuation routes.

v. Identify and arrange for suitable shelter locations.
w. Authorize the release of any information to the media.
x. Responsible for the Direction and Control section of the Emergency Operations Plan.
y. Use NIMS and coordinate with Incident Command.

4. City Attorney with direction from the Mayor and Town Council

a. Prepares proclamations, emergency ordinances and other legal documents.
b. Advises the EOC Director and Policy Group on legality and/or legal implications of contemplated emergency actions and/or policies.
c. Develops rules and regulations and ordinances required for acquisition and/or control of critical resources.
d. Develops rules and regulations to provide legal basis for evacuation and/or population control.
e. Commences civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
f. Maintains a liaison with state and municipal legal officials.
g. Establishes areas of legal responsibility and/or potential liability.
h. Assist in the preparation of agreements/contracts with municipalities and other agencies to ensure compliance with state and local ordinances.

5. Town Planning Department- Mayor, Council and staff

a. Provide personnel to support EOC operations in accordance with EOC Plan and SOG.
b. Attend Periodic briefings and set planning priorities and objectives in cooperation with the other EOC groups.
c. Support the development of the Incident Action Plan for each operational period.
d. Develop Situation Reports as needed.
e. Provide statistical data, demographics and projections for populations at risk.
f. Collect and process all information and intelligence.
g. Review intelligence information, determine its credibility and predict its influence on the situation.
h. Assemble information on alternate strategies.
i. Initiate planning for recovery in the disaster area(s).
j. Maintain an Activity Log and ensure documentation of personnel and equipment used during the emergency.
k. Determine weather conditions and keep the EOC updated.
l. In cooperation with the Town Clerk, keep accurate and detailed records of regular and overtime hours spent responding to and recovering from the emergency.

6. County Sheriff

a. Develop and maintain standard operating procedures for law enforcement operations during emergency and disaster situations.
b. Provide personnel to support EOC operations in cooperation with EOC Plans and SOG.
c. Provide direction and control for law enforcement operations.
d. Plan for, coordinate, and provide personnel for search and rescue operations for stranded, missing, or lost persons.
e. Coordinate/provide security for the EOC, damaged areas, vital facilities and equipment, staging areas and shelter operations as needed.
f. Assist Communications with the Warning and Notifications process for the affected population of any existing or impending emergency/disaster.
g. Coordinate traffic control and other law enforcement activities throughout the County during operations.
h. Direct the evacuation of citizens, and serve as the evacuation manager.
i. Function as or designate the official Public Information Officer for law enforcement operations.
j. Using the Animal Protection Plan (Annex P) assist with animal control issues.
k. Request State Emergency status and establish-curfews as necessary.

7. County Communications Director (Central Dispatch)

a. Establish and maintain the communications network for two-way communications between the EOC and the field emergency response resources.
b. Provide for the dissemination of warning information to emergency response personnel.
c. Coordinate the Warning and Notification process for the affected population of any existing or impending emergency/disaster.
d. Develop and maintain standard operating procedures for communications center operations during emergency events.
e. Identify radio repair capabilities and maintenance operations for emergency repairs.

8. Law Enforcement- County Sheriff's office

a. Develop standard operating procedures for disaster operations in support of the Town Emergency Operations Plan.
b. Be aware of local traffic control points for regional evacuations affecting the municipality.
c. Identify local emergency evacuation routes from high hazard areas.
d. Anticipate resources needed to support local law enforcement activity during emergencies, and plan for timely resource requests.
e. Assist in notifications and warning of the general public, primarily in their respective jurisdiction.
f. Provide security of shelters, care facilities, businesses and property damaged areas as possible.

g. Assist with initial impact assessment.
h. Assist with re-entry of evacuees into damaged areas.
i. Manages law enforcement resources and directs traffic control and law enforcement operations.

9. Town Public Information Officer (Mayor or designee)

a. Activate the Joint Information Center if necessary.
b. Develop and maintain standard procedures for public information operations during emergency and disaster operations.
c. Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.
d. Coordinate all County/Town media releases with appropriate agencies or jurisdictions during an emergency situation.
e. Coordinate media releases with SEUDHD during an emergency situation.
f. Coordinate with all Public Relations/Public Information Officers of private emergency related businesses (hospitals, EMS, etc.) for media releases during an emergency situation.
g. Provide for rumor control and emergency instructions and direct information for the public at the time of the disaster or emergency.
h. Develop media advisories for the public.
i. Function as the official spokesperson for the Town during emergencies.
j. Clear information with the Incident Commander or Chief Executive before releasing any information to the media.
k. Ensure that all sources of information being received are authenticated and verified for accuracy.
l. Advises the Emergency Manager and CEO on matters of emergency public information.
m. Establishes and maintains a working relationship with local media.
n. Prepares a call down list for disseminating emergency public information to groups that do not have access to normal media.
o. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.
p. Coordinates with the animal care and control agency to obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for companion and farm animals, and wildlife during disaster situations.

10. Fire Department

a. Assist law enforcement with Warning and Notification of the affected population of an existing or impending emergency.
b. Provide personnel to support EOC operations in cooperation with EOC Plans and SOG.
c. Plan for coordination of firefighting activities throughout the District during disasters.

e. Assist in Search Rescue operations.
f. Provide direction and control during hazardous materials incidents.
g. Assist public works department with emergency debris removal ("cut & shove") to allow for emergency vehicle response.
h. Assist public works with lighting for night operations.
i. Manages fire department resources and directs fire department operations.

11. Ambulance Coordinator- EMR Manager

a. Provide personnel to support functions in the EOC in accordance with the EOC Plan and SOP.
b. Develop and maintain standard operating procedures for emergency medical service activities during emergency and disaster situations.
c. Coordinate county-wide EMS operations.
d. Provide reconnaissance of emergency scene(s).
e. Ensure medical rescue operations are coordinated.
f. Plan for, and coordinate triage medical attention and transportation of injured victims with local health care and EMS providers.
g. Serve as Liaison to emergency personnel at area hospitals.
h. Establish access and egress traffic patterns for ambulances, and other authorized vehicles.
i. Activate and manage the Mass Casualty Plan as necessary.
j. Coordinate with area hospitals concerning receipt of patients during emergency and disaster events. Including mass casualties and/or Haz-Mat contaminated patients.
k. Coordinate with the Public Health Director and Human Services Director to determine emergency transportation needs for special needs populations.

12. Town Clerk-Recorder, Treasurer

a. Develop and maintain standard operating procedures for Town emergency financial record keeping during emergency situations.
b. Assist the Town Building Inspection Department with documentation of disaster damage to Town-owned facilities.
c. Provide Town budget information in support of the Governor's request for a Presidential Declaration of Disaster.
d. Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses in the establishment and management of post-disaster donated funds.

13. Public Health Director (SEUDHD)

a. Develop and maintain standard operating procedures for emergency public health

operations during emergency/disaster situations.

b. Coordinate health care for emergency shelter, including mass care facilities.
c. Coordinate health care with private health care facilities.
d. Coordinate with State water supply authorities to expedite emergency public water supply.
e. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable diseases.
f. Coordinate environmental health activities for waste disposal, refuse, water control and vector/vermin control and sanitation.
g. Coordinate with the Human Services Director in identification of special needs populations.
h. Provide for inspections of mass care facilities to assure proper sanitation practices are followed.
i. Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.
j. Coordinate public health nursing requirements at all Disaster Assistance Centers.
k. Work under the direction of the Sheriff's Office to supply equipment, vehicles, and personnel as available.
l. Coordinate media releases with the Public Information Officer during an emergency situation.

14. Mental Health Director -Coordinate with County

a. Develop and maintain standard operating procedures for mental health operations during emergency situations.
b. Coordinate with the Director of Human Services to provide crisis counseling when necessary during emergency situations.
c. Coordinate with and assist local health care providers to provide crisis counseling when necessary during emergency situations.
d. Provide crisis counselors for Disaster Application Centers operated following a Presidential Declaration of Disaster.
e. Provide for a 24-hour crisis line during periods of emergency.
f. Maintain and provide information pertaining to mental health resources that may be utilized during emergency/disaster situations.
g. Plan for and shelter Special Needs populations within the scope of their expertise.
h. Provide personnel to support EOC operations in accordance with EOC Plan and SOP.

15. Damage Assessment (Assessor/Building Department)

a. Develop and maintain standard operating procedures for county tax operations and records protection during disaster situations.
b. Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.

c. Collect data, prepare damage assessment reports, and forward reports to the EOC.
d. Provide property tax information assistance for applicants at Disaster Application Center.
e. Assist the Emergency Management Coordinator and other County or municipal agency representatives who are conducting recovery operations in prioritizing and restoration of affected facilities.
f. Provide personnel to support EOC operations in accordance with EOC Plan and SOP.

16. Town Facilities Manager or Designee

a. Develop and maintain standard operating procedures for records protection during disaster situations.
b. Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.
c. Collect data, prepare damage assessment reports, and forward reports to the EOC.
d. Provide statistical data, blueprints, etc. as needed.
e. Assist the Emergency Management Coordinator and other County or municipal agency representatives who are conducting recovery operations in prioritizing and restoration of affected facilities.
f. Provide personnel to support EOC operations in accordance with EOC Plan and SOP.

17. Town Management Information System Director, Town Clerk

a. Develop and maintain standard operating procedures for the management of the Town data processing during emergency/disaster situations.
b. Provide support personnel for technical assistance with computer equipment, telephone and Information Systems during emergency/disaster activation.
c. Provide for the protection of computerized vital records during emergency/disaster events.
d. Provide personnel to support EOC operations in accordance with EOC Plan and SOP.

18. Town Road Department

a. Coordinate with County and Municipal agencies for restoration of public road ways.
b. Advise Policy/Administration Group regarding debris clearance and burning, waiver of permits, etc.
c. Clear and remove debris from roadway.
d. Provide personnel to support EOC operations in accordance with EOC Plan and SOP.

19. County Medical Examiner

a. Medical Examiners and Coroners are responsible for the dead. Develop and maintain standard procedures for the handling of mass fatality incidents.
b. In the event of a Mass Fatalities Incident, operations will be coordinated by the Medical

c. Examiner working in cooperation with the Emergency Management Coordinator and, where designated, the Utah Medical Examiner's Office Response Team's Coordinator.

d. The local funeral directors will serve as an assist group to the Medical Examiner, by supplying, equipment, vehicles and personnel as available.

e. Will coordinate the establishment of temporary morgue sites as needed. Identified sites are San Juan Hospital, Blue Mountain Hospital, Fairgrounds Building or the National Guard Armory in Blanding.

20. Animal Control Officer-None on contract currently

a. Develop and maintain standard operating procedures for animal control activities during emergency and disaster situations.

b. During shelter operations provide for the use of animal control resources to assist persons evacuating with domestic animals.

c. Provide for continuation of animal and rabies control during emergency and disaster situations.

d. Coordinate for the needs of stray pets during disaster situations.

e. Coordinate for the needs of livestock during disaster situations.

21. Public Library

a. Plan and provide educational and entertainment activities for long term shelters, EOC personnel and others as appropriate.

22. Warning Coordinator-none designated currently

a. Determines warning resource requirements.

b. Identifies warning system resources in the jurisdiction that are available to warn the public.

c. Performs a survey to establish warning sites.

d. Identifies areas to be covered by fixed-site warning systems.

e. Develops procedures to warn areas not covered by existing warning systems.

f. In coordination with State Human Services – Division of Services for People with Disabilities develop special warning systems for those with hearing and sight disabilities.

g. In coordination with State Human Services – Division of Services for People with Disabilities develops means to give expedited warning to custodial institutions. (e.g., hospitals, nursing homes, schools, prisons)

h. Coordinates warning requirements with the local Emergency Alert System stations, and other radio/TV stations in the jurisdiction.

i. Develops a chart of various warning systems, applicability of each to various hazards, and procedures for activating each.

j. Coordinates planning requirements with the EOC Manager.

23. EOC Manager-County

a. Manages the EOC as a physical facility.
b. Oversees the planning and development of procedures to accomplish the emergency communications function during emergency operations.
c. Ensures a sufficient number of personnel are assigned to the communications and information processing sections in the EOC.
d. Review and update listings including phone numbers of emergency response personnel to be notified of emergency situations.
e. Designates one or more facilities to serve as the jurisdiction's alternate EOC.
f. Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate EOC.
g. Coordinates NIMS with IC.
h. Coordinates with State Liaison.

24. Evacuation Coordinator (May be assigned by Emergency Management Director)

a. Coordinates all evacuation planning activities with the Emergency Manager.
b. Identifies high-hazard areas and determines populations at risk; prepares time estimates for evacuation of the people located in the different risk area zones.
c. Identifies transportation resources (e.g., public transportation, school buses, etc.) likely to be available for evacuation operations; prepares an inventory of vehicle resources (public and private buses, public works trucks, commercial bus companies, trucking companies, ambulance services etc.)
d. Assists facilities that provide care for special needs populations to develop a facility evacuation plan.
e. Develops information for evacuees' use on the availability and location of mass care facilities away from the threat of further hazard-induced problems.
f. Assists, as appropriate, the animal care and control agency staff's coordination of the preparedness actions that are needed to prepare for the evacuation of animals during catastrophic emergencies.

25. All Tasked Organizations

a. Maintain current internal personnel notification rosters and SOP's to perform assigned tasks.
b. Negotiate, coordinate, and prepare mutual aid agreements, as All Tasked Organizations includes those identified above, and all other government, tribal, or private sector organizations that have been assigned tasking in the EOP to perform response functions.
c. Analyze need and determine specific communications resource requirements.
d. Work with EOC communications coordinator to ensure equipment and procedures are

compatible.

e. Identify potential sources of additional equipment and supplies.
f. Provide for continuity of operations by taking action to:
g. Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
h. Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
i. Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.
j. Alternate operating locations provide a means to continue organizational functions during emergency conditions.
k. Protect emergency response staff. This includes actions to:

- Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.
- Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices, and antidotes.
- Provide security at facilities.
- Rotate staff or schedule time off to prevent burnout.

XI. Conclusion Plan Maintenance

The Castle Valley Emergency Operation Plan will be reviewed annually or as needed to update changes documented by the Emergency Management Director and /or the Town Council. Plan updates will be published and distributed to all documented holders of plans. All tasked organizations will assign an individual to work with emergency management staff to maintain this plan. It is the responsibility of all tasked organizations to develop and maintain standard operating guidelines for response activities documented in this plan.
Special attention will be given to maintaining and updating the Emergency Support Function Annexes such changes will be considered administrative.

XII. EMERGENCY SUPPORT FUNCTIONS (ESF) ANNEXES

This EOP applies a functional approach that groups the capabilities of departments and agencies ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during emergencies.

A. Castle Valley- Personnel
B. Castle Valley -Resources
C. Castle Valley Fire Protection District Personnel and Resources
D. Evacuation Map/ Information
E. Memorandums of Understandings
F. Local Resident's Resource List
G. General Contacts List
H. Emergency Easements
I. FEMA Forms