The

Emigration Canyon Metro Township

Emergency Communications Plan



2022

# EMERGENCY COMMUNICATIONS BASIC PLAN

**PROMULGATION STATEMENT**

The **Emigration Canyon Metro Township**’s mission is to ensure its communications are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the **Emigration Canyon Metro Township Emergency Communications Plan** to ensure the organization is capable of conducting its daily operations under all threats and conditions.

At the time of an emergency that threatens the **Emigration Canyon Metro Township,** and the Emergency Communications Plan is activated, the Mayor and the Communications Liaison Officer (CLO), will work with the Communications Manager of the Greater Salt Lake Municipal Services District (GSLMSD), the Public Information Officer (PIO) of the Salt Lake County Emergency Management Division or the Joint Information Center (JIC), if one is established. The **Emigration Canyon Metro Township** CLO or their designee will check in with the PIO for Salt Lake County Emergency Management Division and the Communications Manager of the GSLMSD at the time of this plans activation.

This Plan has been developed in accordance with guidance in Executive Order 12656, *Assignment of Emergency Preparedness Responsibilities*; National Security Presidential Directive 51/Homeland Security Presidential Directive 20, *National Continuity Policy*; Homeland Security Council, *National Continuity Policy Implementation Plan*. Federal; Continuity Directive 1, *Federal Executive Branch National Continuity Program and Requirements*, October 2012;

Promulgated this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_2022

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Name Title

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**STATEMENT OF PURPOSE**

The purpose of the Emigration Canyon Metro Township Emergency Communications Plan is to provide a guide for the elected officials of Emigration Canyon Metro Township to quickly prepare and respond with timely and accurate communications to internal and external partners during a major emergency or disaster.

Emergencies and disaster situations include, but are not limited to wildfire, flood, storm, earthquake, epidemic, chemical spill, technological hazards created as a byproduct of our modern society, or other calamities threatening life or property.

# **CONTEXT AND APPROACH**

* Most emergencies occur with limited notification or warning and can present an immediate threat to the community.
* Through social media, information and speculation can spread within minutes of the event.
* In consideration of the above, timely and accurate communication is critical for the safety and wellbeing of the community.

It is critical that Emigration Canyon Metro Township maintains communications with the Greater Salt Lake Municipal Services District (MSD) and the Salt Lake County Emergency Coordination Center (ECC) at the time of a disaster or major emergency.

* During an emergency, whether it is local or countywide, all communications with the public and media shall be handled in conjunction with the Salt Lake County Emergency Management Public Information Officer (EM PIO).

**SECTION 1- Roles and Responsibilities**

When a major emergency or disaster strikes, the first 12 to 24 hours are vitally important. The purpose of this Emergency Communications Plan is to guide the Emigration Canyon Metro Township Mayor and/or councilmembers.

**Prior to an Emergency – Preparedness**

Planning, Preparedness, and Training are three of the Goals for the Emergency Communications Plan. This plan recommends the Emigration Canyon Metro Township Mayor, councilmembers, and their designated Communications Liaison Officer (CLO) do the following prior to the emergency:

* Emigration Canyon Metro Township will designate one of the elected officials to act as the Township Communications Liaison Officer (CLO). The CLO can be the Mayor, one of the Emigration Canyon Metro Township members, someone appointed by the council, or the MSD Communications Manager.
* The CLO will work with the Mayor, the Township Council, the Emergency Manager, the MSD Communication Manager, the EM PIO and the Joint Information Center (JIC) if established.
* The Emigration Canyon Metro Township Council will identify a secondary person for the CLO, who will assume the position mentioned above, if the primary is unable to respond due to illness, injury, vacations, or personal reasons.
* The Emigration Canyon Metro Township CLO, working with the MSD Communications Manager, shall be the spokesperson for the Emigration Canyon Metro Township to the media and the public.
* All messages to the media and the public from the Emigration Canyon Metro Township CLO can or may be reviewed and cleared with the MSD Communications Manager. If the incident becomes large scale and spans multiple jurisdictions, then messages will be coming from the JIC.

**Declared Emergency - Local or Countywide Emergency**

* The Emigration Canyon Metro Township Mayor or CLO will call the Salt Lake County EM Duty Officer at 801-896-7526. Be prepared to answer questions found in Annex D.
* The Emigration Canyon Metro Township CLO will work directly with the Salt Lake County EM PIO, or JIC, if it is established, in the development and sending of all Integrated Public Alert and Warning System (IPAWS) messages during an emergency or a major disaster.
* The Emigration Canyon Metro Township CLO will work directly with the Salt Lake County EM PIO in the development and sending of all Wireless Emergency Alerts (WEA) for cell phones and emergency Alert System messages (EAS) for radio and television, at the time of an emergency or major disaster.
* The Emigration Canyon Metro Township CLO will use the Pre-Incident/Event or Emergency Response checklist (Annex A.)
* It is recommended that the Township Communications Liaison Officer have a Emergency Go Kit (Annex C)

**SECTION 2 – Communications – Internal**

The Emigration Canyon Metro Township CLO or their designee will:

* Determine if cell and landline phones are available. If available, contact all members of the Emigration Canyon Metro Township Council and advise them of the situation.
* Determine if internet capability is available. If available, contact the Salt Lake County Emergency Coordination Center (ECC) and the EM Public Information Officer (EM PIO) and advise them of their capability.
* Phones (landlines and cell phones) will be the primary means of communication between ECC and the Emigration Canyon Metro Township. Determine if text messaging is available. It is often the most resilient in a large-scale emergency.
* If unable to contact township mayor or council members, try your GETS number. This number will put you in a priority status above other calls.
* If township or town has radios, ensure they are operable.
* If there is a Ham radio available in your community, where is it located? It is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The HAM Frequency is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Make contact with the HAM operator.

**SECTION 3 - Communication Availability with the Emergency Coordination Center (ECC) – External**

At the time of a declared local or countywide emergency, the Emigration Canyon Metro Township CLO will:

* Make cell or landline phone contact with the ECC and the EM PIO or JIC. Contact numbers in Section 7 Resources.
* Work directly with the EM PIO or JIC, if established.
* When contacting the ECC, the EM PIO, or JIC, give your name, metro township name, and your callback number. Be prepared to give an assessment of the conditions in your township. Emergency Situation Assessment Checklist (Annex B).
* Ensure that this assessment coordinates with those making entries into WebEOC for Emigration Canyon Metro Township.

**SECTION 4 - Communication External – Media**

* If the emergency is local, the Emigration Canyon Metro Township CLO will contact the Salt Lake County EM PIO to coordinate with the media.
* If the emergency is large or countywide, media messages will be forwarded to the Emigration Canyon Metro Township CLO from the county EM PIO or JIC if it is established.
* The Emigration Canyon Metro Township CLO will use cell, landline, texting, or satellite phone (if available) to contact the SLCo EM PIO.

* The Emigration Canyon Metro Township CLO media releases, EAS and WEA alerts that are approved and coordinated, with Salt Lake County EM PIO or Joint Information Center (JIC) as necessary.

**SECTION 5 – Communications External - Public**

* The Emigration Canyon Metro Township CLO will use any messages, press releases, social media posts, etc. for the public that have been authorized by the Salt Lake County EM PIO or JIC. The Emigration Canyon Metro Township CLO will work with the EM PIO/JIC on messages to be given to the public.
* Text messaging, internet, and/or social media sites can be used to reach the public. If the internet is available, the Emigration Canyon Metro Township website, as well as any social media accounts, should be updated for the public regarding the disaster status. Check with the SLCo EM PIO or JIC that all texts, internet posts, or social media posts are approved.

**SECTION 6 – Plan Maintenance**

1. The Emigration Canyon Metro Township Mayor, Township Council, the CLO, and MSD Communications Manager will review these guidelines yearly.
2. This guide shall be reviewed after every emergency or exercise.

**SECTION 7 – Resources**

The following is a list of resources located in Salt Lake County with emergency contact numbers.

**Salt Lake County Emergency Management**- contact for help with issuing a disaster declaration, UFA Wildland Fire Crew status, FEMA, S.A.F.E. Neighborhoods program, Utah Department of Emergency Management.

**Red Cross DAT-** (Red Cross Disaster Action Team), Blood, Psychological First Aid (for PTSD and other emotional support programs), disaster agency referrals

**MARC (Multi-Agency Resource Center)-**provides on-site community meeting opportunities with lawyers, medical and home insurance, cleaning companies, construction repairs, etc.

**VOAD (Voluntary Organizations Active in Disasters)-**Connects with specialized church services such as The Church of Jesus Christ Latter-Day Saints (food, clothing), Southern Baptist Disaster Relief (house cleaning), Salvation Army (housing, food), and agencies like Habitat for Humanity (builders)

**Amateur Radio**- provides personnel and equipment to operate Ham radios.

**Team Rubicon-** Military veterans who provide personnel and chainsaws to help with tree and structure failure. In addition, medical personnel may be available.

**Salt Lake County Health Department-** serves to protect the health and safety of residents in any emergency and provides guidance with flood mitigation, sewage contamination, food protection, housing, and infectious disease.

**Salt Lake County Public Works-** provides sandbags, issues with downed trees, critical infrastructure, equipment to repair roads and infrastructure.

**Salt Lake County Aging and Adult Services-** provides resources for housing, transportation, in-home personal care and health insurance.

**Salt Lake County Medical Reserve Corps-** provides health care volunteers to help with floods, sewage contamination.

**Emergency Contacts**

**Fire/Police/Paramedics** 911

##  **MEDICAL**

Poison Control Center 800.222.1222

## **Hospitals**

Alta View Hospital 801.501.2600

U of U Emergency Room 801.581.2291

Primary Children’s Hosp. 801.662.1000

LDS Hospital 801.408.1100

St. Marks Hospital 801.268.7111

IHC Hospital-Murray 801.507.7000

Care Now 801.943.3300

After Hours Medical 801.509.9425

After Hours Medical-Sandy 801.609.9864

**PUBLIC SAFETY**

Sheriff Dispatch 801-743.7000

UFA Station #119 (Local) 801.743.7200

SLCo Public Works 924x7) 385.468.6101

Sanitation (Trash) 385.468.6325

Watershed 801.483.6884

Forest Service 801.236.3400

Public Lands Info 801.466.6411

Sewer District 801.558.9891

Road Conditions 511

Flood Control 385.468.6600

Trees on Power Lines 888.221.7070

**SALT LAKE COUNTY**

Emergency Manager – Clint Mecham

801-330-8491 (mobile) - 801-743-7103 (office)

cmecham@unifiedfire.org

Salt Lake County Health Department

385-468-4124

HealthEMB@slco.org

Salt Lake County Aging and Adult Services

385-468-3200

slcoagingservices@slco.org

**Emergency Contacts Cont.**

**NON-GOVERNMENT ORGANIZATIONS – NGO’S**

Red Cross Disaster Action Team - Toni Wise

801-440-8757 (mobile) 801-323-7002 (office) Toni.wise@redcross.org

MARC Multi-Agency Resource Center

Toni Wise (see above) or Lisa Bagley (see below)

VOAD Voluntary Organizations Active in Disasters

Lisa Bagley lisabagley@gmail.com

Amateur Radios

Kelly Weldon hcleeyweldon@msn.com

Team Rubicon Noelle.Skilton@teamrubiconusa.org

Or Robert.Toth@teamrubicon.us.org

**ANNEX A**

**EMERGENCY COMMUNICATIONS CHECK LIST**

**Pre-Notice of or Eminent Emergency (Events included)**

The Mayor and/or Mayor Pro Tem will work with the Emigration Canyon Metro Township CLO and the MSD Communications Manager to help direct information and notifications to the media and the public.

\_\_\_\_\_\_ Ensure all your family members are safe and accounted for

\_\_\_\_\_\_ Gather all essential information on the emergency (if possible)

\_\_\_\_\_\_ Determine map boundaries of the emergency (if possible)

\_\_\_\_\_\_ Check local weather conditions – rain, snow, high winds, heat

\_\_\_\_\_\_ Check on status of Township communications-cell phones, landlines, radios

\_\_\_\_\_\_ Determine Status of utilities-gas, electricity, and water

\_\_\_\_\_\_ Determine status of Township roads-any roadways that will or may be blocked

\_\_\_\_\_\_ Ensure status of all Emigration Canyon Metro Township Council members and personnel

\_\_\_\_\_\_ Advise all Emigration Canyon Metro Township Council members of possible emergency

\_\_\_\_\_\_ Contact Salt Lake County Emergency Manager or the ECC at the 24-hour County Emergency Hot Line for any critical information

\_\_\_\_\_\_ Contact Greater Salt Lake MSD Manager and MSD Communications Manager advising them of the possible or eminent emergency

\_\_\_\_\_\_ Identify location of Incident Command Post in your area and send Emigration Canyon Metro Township representative

**Annex A cont.**

**Emergency or Disaster Strikes – Emergency Declaration**

The Mayor and/or Mayor Pro Tem will work with the Emigration Canyon Metro Township CLO and the EM PIO or JIC if established to help direct information and notifications to the media and the public.

\_\_\_\_\_\_ Ensure all your family members are safe and accounted for

\_\_\_\_\_\_ Gather and update all essential information (if possible)

\_\_\_\_\_\_ Determine map boundaries of the emergency (if possible)

\_\_\_\_\_\_ Check local weather conditions – rain, snow, high winds, heat

\_\_\_\_\_\_ Check status of Township communications-check phone and internet capability

\_\_\_\_\_\_ Determine status of utilities-gas, water, electricity

\_\_\_\_\_\_ Determine roadways that are blocked

\_\_\_\_\_\_ Check Emergency Situation Assessment Sheet (Annex B)

\_\_\_\_\_\_ Identify any hazardous conditions-lines down, hazardous materials

\_\_\_\_\_\_ Determine access points into and out of the disaster area

\_\_\_\_\_\_ Decide if an Emergency Declaration for the Emigration Canyon Metro Township is needed

\_\_\_\_\_\_ **Declare a Formal Emergency** if needed using the appropriate form

\_\_\_\_\_\_ Contact Salt Lake County Emergency Manager or the Emergency Coordination Center 24-hour County Emergency and advise them of Emergency Declaration

\_\_\_\_\_\_ Contact all Emigration Canyon Metro Township Council Members and advise them of the declared emergency

\_\_\_\_\_\_ Contact the Greater Salt Lake MSD Manager and the MSD Communications Manager or designee and advise them of the Emergency Declaration

\_\_\_\_\_\_ Determine if you need to activate your Continuity of Operations Plan (COOP). If so, activate your COOP and follow the COOP guideline

\_\_\_\_\_\_ Identify all evacuation routes and relocation sites available within the Emigration Canyon Metro Township

**Annex B**

**Emergency Situation Assessment**

1. **What is the area affected?**
* What are the major crossroads or geographic reference point?
* Residential or commercial area?
	+ Residential (single family, condominium/ apartments, trailer, multiplex)?
	+ Commercial (types of businesses)?
	+ Industrial (types of activities)?
* Hospital or Medical facilities?
* Universities, high schools, middle schools, elementary schools, or private schools?
1. **Are people injured?**
* How many are injured? Deaths?
* Are additional medical transport assets needed (Public Transit, Para-Transit)?
* Does an Alternate Care Site need to be established?
* Does the hospital require evacuation?
1. **Are people displaced?**
* How many (population estimate)?
* Vulnerable Populations?
	+ Assisted-living homes?
	+ Disaster Registry residents?
	+ Day care facilities?
	+ Senior housing?
* Are temporary reception centers necessary (busses, facilities)?
* Can we expect pets?
* Can we expect unaccompanied minors?
1. **Are critical infrastructure or are major transportation hubs threatened?**
* Energy (power / natural gas facilities or distribution systems)?
* Telecommunications systems?
* Water / waste-water systems?
* Major fuel storage?
* Port / Airports / Rail?
* Major transportation corridors?
* Hospitals / medical clinics?
* Government buildings (local, state, federal)?
* Schools & shelter facilities?
1. **Is commerce disrupted?**
* Types of vendors (retail stores, restaurants, warehouse / distribution centers, industrial sites)?
* Disruption of supply chain (roads/airport)?

**Annex C**

**Emergency Go Kit for Emigration Canyon Metro Townships Officials and CLO**

* Vest
* Emigration Canyon Metro Township ID with lanyard
* Driver’s License (Personal ID)
* Flashlight
* Clip board with paper and writing utensils
* Several bottle of waters (not full, may freeze)
* Dried food snacks
* Coat and comfortable boots or shoes
* Any medicines

**Annex D**

**Public Contacts for Emigration Canyon Metro Township**

Emigration Canyon Metro Township website: https://www.

Emigration Canyon Metro Township does not have its own Facebook or Twitter account.

These are private accounts that are useful for sending out information to Emigration Canyon Metro Township community members:

 Emigration Canyon Metro Township xx.xx members

 Emigration Canyon Metro Township Supporters xx.xx members

 Emigration Canyon Metro Township Residents xx.xx members

 Emigration Canyon Metro Township Chamber of Commerce xx.xx members

MSD Communications Manager Contact: Maridene Alexander C. 801.831.7224

 Office number: 385.468-6733

 Website: <https://msd.utah.gov/>

 Facebook: <https://www.facebook.com/GSLMSD/>

 Twitter: <https://twitter.com/GreaterSLMSD>

**Annex E**

**Sample Press Release from Municipal Services District**

Press Release Template:

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NEWS RELEASE

Date

**SALT LAKE CITY, UT.** The Greater Salt Lake Municipal Services District (MSD) has been providing services to homeowners and businesses that have reported damage from the 5.7 earthquake we experienced on March 18, 2020.

Salt Lake County Public Works Operations crews and the MSD building inspectors have been carefully inspecting homes, buildings and infrastructure for any earthquake damage.

The MSD is asking community members to conduct a visual assessment of their home or business. Look for cracks in the foundation or damage to exterior or interior walls. Take a photo of any damage.

If you have damage, complete the online form or call one of the numbers listed below.

**Complete the online form at** **https://arcg.is/1uGXee**  **or**

**on the MSD website main page** **msd.utah.gov**

 **During business hours (8 a.m. to 5 p.m.) call** **(385) 468-6723**

 **After hours call (385) 468-6690 and leave a message**

 ###

*Maridene Alexander, Communications Manager, 801.831.7224*

**GSLMSD  2001 S State Street, #N3-600  Salt Lake City  UT  84190  **[**msd.utah.gov**](https://msd.utah.gov/)

**ANNEX F**

**Questions by the EM Duty Officer**

At the time of an emergency, when the Mayor or the Emigration Canyon Metro Township CLO call the ECC 24-hour number, the Duty Officer may ask the following questions:

* What happened?
* When did it happen?
* Where did it happen?
* What was the cause? (if you know the cause)
* What population is affected?
* How is the population affected?
* What is the extent of the damage?
* What is the current impact on the Metro Township?
* How did you learn of the incident?
* Are there any emergency PIO requirements?