CITY OF TAYLORSVILLE EMERGENCY MANAGEMENT
EMERGENCY OPERATIONS PLAN

THE CITY OF TAYLORSVILLE, UTAH

Version: 2022, Draft

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PROMULGATION

This document, the City of Taylorsville Emergency Operations Plan, provides the guidelines and protocols that are to be followed to coordinate and support an interdepartmental response to human-caused, natural, and technological emergencies and disasters within the limits of the City of Taylorsville, and is thus designed to comply with all City codes and policies.

City departments, contracted agencies/service providers, and organizations mentioned herein take the responsibility to maintain their own standard operating procedures and participate in training and exercises designed to validate this Plan.

While the City Emergency Manager is responsible to revise and update this Plan, all recipients are requested to submit any recommendations to improve it or ways to increase its usefulness.

Accordingly, this Plan is thus promulgated as the City of Taylorsville Emergency Operations Plan.

_____   November 20, 2022_____
Signature   Date

John H. Taylor_____   City Administrator, City of Taylorsville_____
Name   Title

An Emergency Operations Plan is a strategy that defines the scope of preparedness and emergency management activities necessary for a jurisdiction. This document, the City of Taylorsville Emergency Operations Plan, will be utilized to guide activities when an interdepartmental/agency response to an emergency or disaster situation is required under the following circumstances:

- A large-scale incident either is imminent or has occurred
- A state of emergency is declared by the Mayor or interim Chief Executive Officer of the City.
- As directed by the City's Emergency Manager, or designee

This Emergency Operations Plan is designed to comply with all City codes and policies and is to be followed by all City departments, contracted agencies/service providers, and organizations mentioned herein in response to human-caused, natural, and technological emergencies and disasters in compliance with the National Response Framework and the National Incident Management System.

As the most current version of the Plan, this copy supersedes any previous Emergency Operations Plan promulgated by the City.

Revisions and modifications to this Plan may be made by City of Taylorsville Emergency Management without the signature of the Mayor or interim Chief Executive Officer of the City.

I acknowledge that I have reviewed this Plan and agree to the tasks and responsibilities assigned herein.

_____ November 20, 2022_____
Signature   Date

John H. Taylor_____ City Administrator, City of Taylorsville_____
Name   Title

RECORD OF CHANGES

The City of Taylorsville Emergency Operations Plan is a living document and will be improved as it is tested during exercises and utilized during incidents. City of Taylorsville Emergency Management will revise and refine it as needed and on a regular basis.

Each revision to this Plan will be documented. As new versions are created, they will be distributed and will supersede all previous versions.

The table below will be kept as a record of revisions made after the final draft is published.

Date of Change	Section Title	Summary
	Initial release	Initial release of the Emergency Operations Plan
October 12, 2022		Based on a review of the 2016 EOP, minor modifications were made to include: formatting, amendments to, and addition of graphs, reflection of TVPD from UPD, inclusion of requisite ESF roles to be filled in the event of an ECC activation, and the addition of a glossy for acronyms and definitions.

RECORD OF DISTRIBUTION

As previously stated, updated versions of this Plan are to be distributed to all City departments, contracted agencies/service providers, and organizations mentioned herein.

Distributed copies of previous versions are to be properly destroyed to avoid potential confusion.

Name	Title	Agency/Department	Date Received	Number of Copies

1.1. PURPOSE

The purpose of this Emergency Operations Plan is to provide direction for planning, managing, and coordinating the preparedness, response, and recovery activities of the City of Taylorsville government before, during, and after major emergency and disaster events. It details the roles and responsibilities of City departments, contracted agencies/service providers, and volunteer organizations who are anticipated to participate in the protection of citizens and property.

This Plan was prepared under the Comprehensive Emergency Management Concept as developed by the Federal Emergency Management Agency to integrate the response of all available resources and increase the level of emergency preparedness in the City of Taylorsville.

1.2. SCOPE

This Emergency Operations Plan:
- Is applicable to all City departments, contracted agencies/service providers (as pertains to response within City of Taylorsville limits), local community organizations, businesses, and residents within Taylorsville.
- Establishes guidance, strategies, and assumptions for disaster response within the city.
- Establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
- Defines coordination mechanisms to facilitate delivery of incident coordination.

1.3. SITUATION OVERVIEW

The City of Taylorsville is in the center of the Salt Lake Valley, just west of the Jordan River. The city has nearly 18,000 households with a population of just under 60,000 as reported in the 2020 census, fitting into 10.8 square miles – making it the most densely populated city in the State of Utah. These residents represent a large variety of backgrounds and cultures.

The climate of this region is classified as desert, with cold winters and hot summers. The physical features of this area present potential hazards and threats to life and property.

The city is divided into two sections by Interstate-215, and most of the eastern border runs along the Jordan River. The city has a gradual decrease in elevation towards the Jordan River.

Most of the community is fully developed for residential or business use, leaving very few areas without infrastructure and resources, thus reducing the likelihood of open area hazards – such as interface wildland fires.

The Salt Lake Valley is home to segments of the Wasatch Fault, an active fault line with a 6.5 or larger earthquake occurring, on average, every 350 years. The last known significant movement along the Salt Lake Segment of the Wasatch Fault is estimated to have occurred approximately 1,300 years ago. In March of 2020, the Salt Lake Valley experienced a 5.7 magnitude earthquake, with little to no damage reported within Taylorsville. Portions of the West Valley Fault Line run through the northern areas of Taylorsville. Movement along this fault could result in a significant incident – to include loss of life and property damage.

1.3.1. Hazard Analysis Summary

Below is a matrix detailing the probability and severity of incidents if they were to occur within the City of Taylorsville. While the severity of an event may be high, its probability may be much lower. And conversely, while an event may be more likely to occur, its impact may be minimal. Accordingly, those events deemed the most probable and most severe will have the highest impact upon the city and will dictate much of the planning efforts.

		HAZARD RISK		
		Severe	**Moderate**	**Limited**
PROBABILITY	**High**	• Earthquake	• Technological System Failure • Drought	• Small HAZMAT Incident
	Moderate	• Large HAZMAT Incident • Pandemic Event	• Tornado • Storm Flooding • Water Supply Compromise	• Extreme Heat/Cold • Extreme Weather Storm • Urban Interface Fire
	Low	• Air Transportation Incident	• Canal Break • Civil Unrest • Sabotage/Terrorist Event	• Ground Transportation Incident • Mudslide/Landslide • Utility Failure

1.3.2. Capability Assessment

The City of Taylorsville considers its mitigation, preparedness, response, and recovery capabilities based on risk analysis:

- Mitigation: Codes, ordinances, mutual aid agreements, contracts, and inspections can all assist in addressing unique readiness issues.
- Preparedness, Response, and Recovery: Drills, training, and exercises will show the City's ability to respond to and recover from defined hazards.

Limitations of these efforts are based on:

- Training: time, funding, and effort
- Equipment: proper, maintained, and functioning
- Personnel: adequate manpower and readiness
- Mutual Aid: resource allocation and availability
- Funding sufficiency: mitigation projects and capital improvement projects

1.3.3. Mitigation Overview

The City of Taylorsville participates in a quinquennial mitigation planning process with all jurisdictions in Salt Lake County in which each jurisdiction will focus on the resources needed for a successful mitigation

planning process. Essential steps include identifying and organizing interested members of the community, as well as the technical expertise required during the planning process.

The City of Taylorsville identifies the characteristic and potential consequences of hazards. It is important to understand how much of the community can be affected by specific hazards and what the impacts would be on important community assets.

With an understanding of the risks posed by hazards, the City of Taylorsville determines what its priorities should be and identify possible ways to avoid or minimize the effects. The result is a hazard mitigation plan and strategy for implementation.

1.4. PLANNING ASSUMPTIONS

An unforeseen emergency or disaster may occur with little or no warning causing casualties, fatalities, and extensive damage to residences, businesses, facilities, and infrastructure. This Plan and all planning efforts are created under the assumption that all resources available to the City of Taylorsville and contracted agencies/service providers will quickly be overwhelmed in this type of event.

The immediate life-safety needs of injured residents and visitors to the community will require the timely response of all City of Taylorsville personnel and resources, contracted agencies/service providers and potentially neighboring jurisdictions' search and rescue personnel, medical personnel, and access to supplies and equipment to minimize death and injury.

The City of Taylorsville, contracted agencies/service providers and neighboring jurisdictions may need to respond on short notice to provide effective and timely assistance. This Plan designates pre-assigned missions for various departments, agencies, and organizations to expedite the provision of response assistance to save lives, alleviate suffering, and protect property and the environment.

SECTION 2 – CONCEPT OF OPERATIONS

The proper response to an incident is handled at the lowest level possible. However, as an incident progresses, additional resources may be available to responders, including the support from additional agencies and jurisdictions.

2.1. INCIDENT COMMAND REQUESTING RESPONSE AND/OR REPRESENTATION FROM THE CITY

Police, Fire and EMS personnel are often the first to respond to or identify an imminent or potential emergency or disaster. City agencies on-scene utilize coordination structures defined in NIMS (Incident Command) to respond to and assess the scope or potential impacts of the incident. Considerations when assessing the scope or potential impacts include:

- Potential for loss of life or injury
- Potential damage to property, roads, electricity, water, and other infrastructure
- Amount of time before incident impact
- Potential economic disruption

Following an initial assessment, first responders determine actions, including activation of resources, plans, communications, the scaling up of response operations, and coordination efforts with emergency management and/or Salt Lake County EM as needed.

When an incident grows or includes aspects of response outside the functions of responders, an established Incident Command may request a representation from the City, to include the City Emergency Manager, or designee. Upon arrival, the representative(s) will collaborate with the Incident Command and evaluate which additional assets are requested/needed and respond to the scene.

2.2. EMERGENCY OPERATIONS PLAN ACTIVATION

The City of Taylorsville Emergency Operations Plan will be utilized to guide activities when an interdepartmental/agency response to an emergency or disaster situation is required under the following circumstances:

- A large-scale incident either is imminent or has occurred
- A state of emergency or disaster is declared by the Mayor or interim Chief Executive Officer
- As directed by the City's Emergency Manager or designee

2.3. DECLARING A LOCAL EMERGENCY OR DISASTER

As an emergency grows in complexity, scale, and size beyond the capabilities of the City or contracted agencies/service providers, responders may require outside assistance to properly mitigate the hazard. As resources become strained or depleted and/or to maintain normal levels of service to unaffected areas during a large incident, the City may declare a state of emergency or disaster. This declaration permits the request for assistance from Salt Lake County, who would be authorized to deploy and/or request necessary assistance in the response.

After reviewing the incident and receiving consultation, the decision to declare a state of emergency or disaster ultimately lies with the Mayor or interim Chief Executive Officer.

While its use is not obligatory, the Taylorsville City Recorder, City Attorney, and Emergency Manager all retain hard copies of a fillable form entitled "Proclamation of Local Emergency" that can be used when declaring a state of emergency or disaster. When completed, the form is delivered to the City Recorder for retention.

Additionally, a copy is to be made and delivered to the Salt Lake County Emergency Manager when requesting their assistance.

2.4. EMERGENCY COORDINATION CENTER

One of the best resources the City can offer is a forum where responding agencies are able to coordinate their response. This may be done using the Emergency Coordination Center (ECC). This is where resource allocation, necessity prioritization, and policies may be established in response to one or multiple incidents occurring at the same time.

The designated Emergency Coordination Center for the City of Taylorsville is the Council Chambers (Room 140) at Taylorsville City Hall. If this facility is unavailable, the Taylorsville Senior Center will serve as the Secondary Emergency Coordination Center. As needs and limitations dictate, another location may be utilized.

2.4.1. Activating the Emergency Coordination Center

The Emergency Coordination Center may be activated by the City Emergency Manager or designee under the following circumstances:

- In preparation for an anticipated event, exercise, or incident
- At the request of Incident Command to provide a protected facility in which to coordinate their response
- Interdepartmental response and/or recovery efforts are required over extended operational periods
- As deemed necessary in consultation with City Administration

2.4.1.1. Activation Notification

Personnel whose response is requested for an ECC activation will be contacted through the most efficient and effective means possible. This may include:

- Landline telephone
- Cellular phone
- SMS text message
- Email
- Armature Radio (person to person)

If an activation of the ECC is anticipated for an event or expected incident, other means may be utilized, providing enough notice will be given as part of the planning process.

2.4.2. Levels of Activation

Events, exercises, and incidents requiring the activation of the Emergency Coordination Center are divided into three levels of activation to best meet the needs of operations:

- Level I – Full-scale activation
- Level II – Limited activation
- Level III – Incident monitoring or on-scene response

Levels of activation may vary during different periods of an incident. At the discretion of the Emergency Coordination Center Manager and activated staff in supervisory positions, subordinate positions may be activated or deactivated to meet the needs at that period of the incident.

2.4.2.1. Level I – Full-Scale Activation

A full-scale activation will occur when an incident has affected a large portion of the City and multiple operational periods will be required to respond to and recover from the event.

When affected by an incident requiring a full-scale activation of the Emergency Coordination Center, a high level of assistance from other jurisdictions may be required, including assistance from Salt Lake County, the State of Utah, and potentially from a federal level.

All positions in the Emergency Coordination Center will be activated and additional assistance from outside agencies may be utilized to facilitate the coordination efforts.

2.4.2.2. Level II – Limited Activation

In a Level II activation, only personnel essential to the assistance of Incident Command are required in the Emergency Coordination Center. All other personnel are notified of the activation and put on standby, ready to activate at the request of the Emergency Coordination Center.

At this level of activation, some level of assistance from neighboring jurisdictions may be required, especially to maintain regular operations in unaffected areas.

Activated personnel will most likely include Command and General Staff and others as needed.

2.4.2.3. Level III – Incident Monitoring or On-Scene Response

While events are regularly monitored by the City, the severity of an incident may demand the need for Emergency Coordination Center personnel to be put on standby and monitor the event, ready to assist Incident Command as needed. This may be done remotely or on-scene. The Emergency Coordination Center staff may be acting in an advisory capacity or as a liaison to other agencies and/or services in coordination efforts.

The capabilities of responding agencies should be sufficient to meet the needs of the event or emergency.

This level of activation is typically limited to minimal personnel, including but not necessarily limited to, the City Emergency Manager, City Administrator, Assistant City Administrator, and/or Public Information Officer.
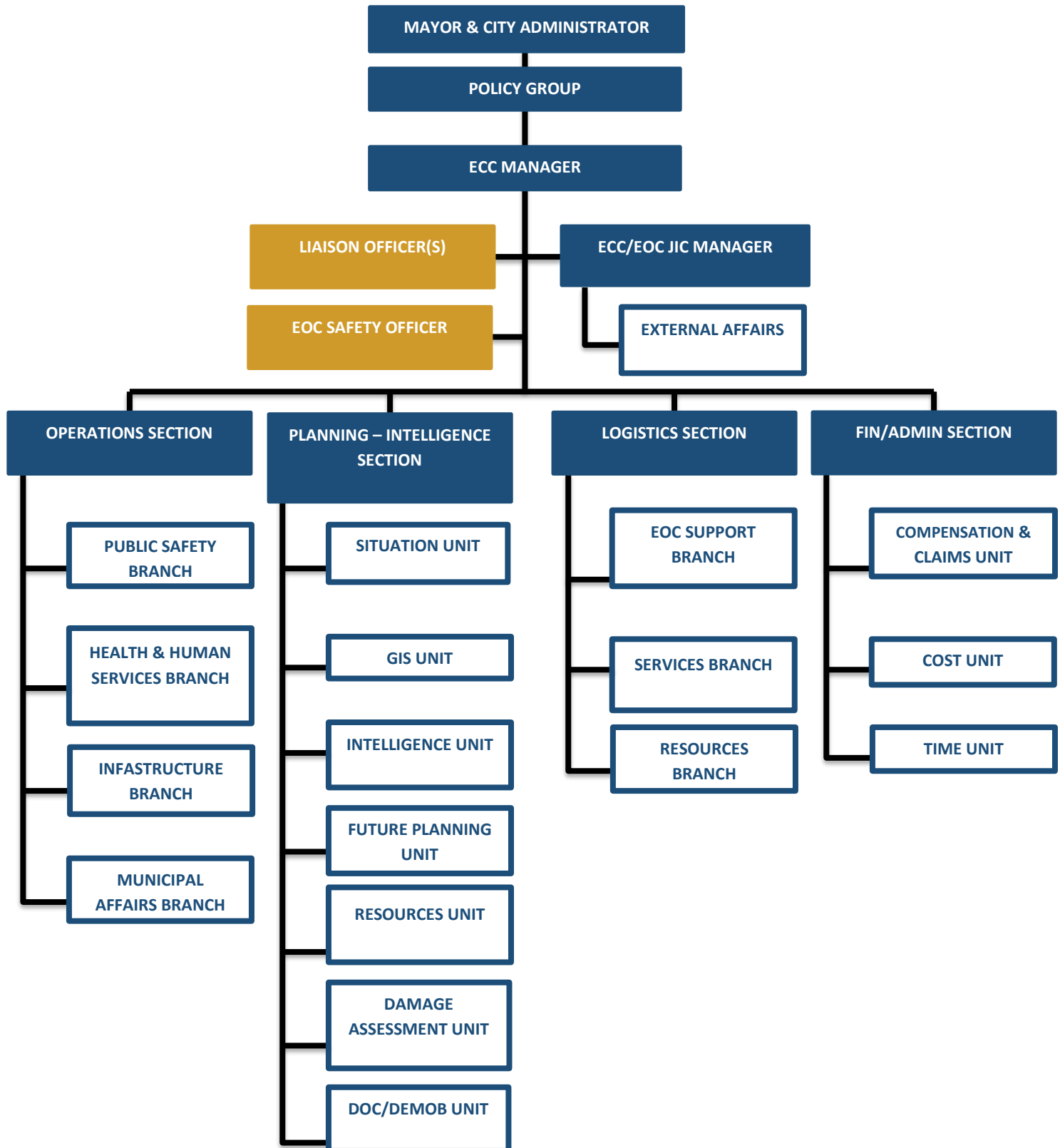
2.4.3. Organization

Considering the business model and staffing limitations of the City of Taylorsville, the most effective organizational structure outlined by the Federal Emergency Management Agency as it applied to the City is a modified version of the Major Management Activities model. The principle departures from traditional Incident Command System and Emergency Support Function organizational structures for Emergency Operations Centers are as follows:

- The Operations Section, primarily staffed by large, contracted public safety service providers, and the Logistics Section have been combined to form the Operations and Resource Section. Accordingly, the Operations Branches will be responsible to assign and procure additional resources necessary to adequately respond to the incident.

- The Planning and Finance/Administration Sections have been combined with Public Information under the Coordination Section to help expedite the flow of information.
- The ECC Support Group is responsible to provide facilities and resources needed only by Emergency Coordination Center personnel.

The functions within the Taylorsville Emergency Coordination Center (ECC) may be patterned as described below. Complexity, size, scale of the incident and availability of staffing may necessitate deviation from this model.

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                      MAYOR & CITY ADMINISTRATOR
                              |
                         POLICY GROUP
                              |
                          ECC MANAGER
                              |
         ┌────────────────────┼────────────────────┐
   LIAISON OFFICER(S)                    ECC/EOC JIC MANAGER
                                                    |
   EOC SAFETY OFFICER                         EXTERNAL AFFAIRS
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OPERATIONS SECTION	PLANNING – INTELLIGENCE SECTION	LOGISTICS SECTION	FIN/ADMIN SECTION
PUBLIC SAFETY BRANCH	SITUATION UNIT	EOC SUPPORT BRANCH	COMPENSATION & CLAIMS UNIT
HEALTH & HUMAN SERVICES BRANCH	GIS UNIT	SERVICES BRANCH	COST UNIT
INFASTRUCTURE BRANCH	INTELLIGENCE UNIT	RESOURCES BRANCH	TIME UNIT
MUNICIPAL AFFAIRS BRANCH	FUTURE PLANNING UNIT		
	RESOURCES UNIT		
	DAMAGE ASSESSMENT UNIT		
	DOC/DEMOB UNIT		

SECTION 3 – ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

All City departments, contracted agencies, and other service providers share the responsibility to reduce the damages and losses from emergencies and disasters. Involvement includes activities in all levels of emergency management including mitigation, preparation, response, and recovery.

As each department, agency, and organization provides unique capabilities, and generally functions in emergencies and disasters based on their primary responsibilities and duties, as noted within this section. However, the duties listed may not necessarily be comprehensive, and other duties may be assigned as needed in addition to normal functions.

In coordination with Emergency Management, each department and organization is responsible to create, maintain, and exercise its own Standard Operating Guidelines. These guidelines are to address their assigned responsibilities as dictated by this Emergency Operations Plan.

3.1. CITY OF TAYLORSVILLE

- Oversee and coordinate reasonable efforts in mitigation of, preparation for, response to, and recovery from potential emergency and disaster situations within the City of Taylorsville
- Maintain relationships with contracted services providers such as fire, police, public works, water, and other services
- Request assistance from Salt Lake County government in the following circumstances:
    - All local resources are committed to an incident and additional assistance is required
    - Maintain routine services to unaffected areas of the City
    - Unique capabilities are required but unavailable to local resources

3.1.1. Mayor or Interim Chief Executive Officer

- Declare a local disaster or emergency
- Suspend a City ordinance when strict compliance prevents or delays response to an emergency
- Issue a partial or total evacuation order
- Enact a curfew
- Invoke provisions of mutual aid agreements and contracts entered by the City

3.1.2. City Council

- Support and enact resolutions and/or ordinances in support of mitigation, preparedness, response, and recovery activities
- Coordinate with the Mayor and City Administration in an advisory capacity
- Ratify a declaration of local disaster or emergency when response and/or recovery activities exceed thirty days

3.1.3. City Administrator & Assistant City Administrator

- Coordinate with the Mayor and City Council in an advisory capacity
- Reassign functions and duties of City departments and/or their personnel to meet the needs of the incident
- Assign City resources to assist with response to and recovery from emergencies

3.1.4. Emergency Manager

- Oversee the development and implementation of plans related to mitigation, preparedness, response, and recovery efforts within the City of Taylorsville
- Assist in the creation and implementation of departmental and agency Emergency Operations Plans as needed and/or requested
- Coordinate the development of mutual aid agreements and memoranda of understanding for emergency assistance
- Activate the EOP when necessary to assist response and recovery efforts
- Coordinate the activities of City departments and contracted agencies in disaster situations
- Activate, establish, and direct the Emergency Coordination Center

3.1.5. Police Department

- Provide law enforcement services
- Provide for evacuations
- Provide traffic control
- Assist in search and rescue efforts as needed
- Assist in recovery of victims as needed

3.1.6. Public Information Officer

- Provide information to the public regarding incident status and statements by the City and its officials
- Activate a Joint Information Center (JIC) to meet the needs of relaying information to the public

3.1.7. City Recorder

- Receive and retain declaration of disaster after processed by Mayor or interim Chief Executive Officer
- Retain documentation for review and processing

3.1.8. Global Information System (GIS) Coordinator

- Provide GIS support to manage data, produce maps, and provide analysis as needed

3.1.9. Finance and Administration

- Coordinate City human resources
- Provide accounting and financial services for receipt and disbursement of funds
- Provide procurement services of supplies and equipment
- Coordinate and support the acquisition of request for equipment and supplies
- Provide technical support of computers, networks data management, and other technological needs
- Protect the City's computer systems, networks, and data files
- Augment Emergency Coordination Center operations

3.1.10. Building Department

- Provide damage assessment within the City
- Provide inspections on structures within the City and condemnation, as needed
- Coordinate assessment and repair of City-owned structures

3.1.11. Facilities Department

- Provide access to and maintenance of all City-owned facilities and resources
- Coordinate the use and provide maintenance of City fleet vehicles
- Set up, maintain, and take down Emergency Coordination Center as needed
- Assist in shelter operations as needed

3.1.12. Community Development Department

- Act as lead agency in recovery efforts following an emergency

3.1.13. Economic Development Department

- Coordinate response and recovery with local businesses

3.2. CONTRACTED AND SERVICE PROVIDING AGENCIES

3.2.1. Cowdell, PC

- Provide legal counsel to the Mayor, City Council, City Administrator, and others as required
- Assist the City Council when drafting and passing resolutions and ordinances in support of mitigation, preparedness, response, and recovery activities
- Observe activities to ensure compliance to laws and ordinances

3.2.2. Dominion Energy

- Provide repair and/or restoration services to natural gas system

3.2.3. Rocky Mountain Power

- Provide repair and/or restoration services to electrical power system

3.2.4. Salt Lake County Public Works

- Provide debris removal and clearing rights of way
- Provide heavy equipment
- Provide flood control mitigation
- Assist in search and rescue as needed
- Assist in rapid needs and damage assessments as needed
- Assist in fire department operations as needed
- Assist in traffic control as needed

3.2.5. Taylorsville-Bennion Improvement District

- Provide repair and/or restoration to water and sewer services

3.2.6. Unified Fire Authority

- Provide fire protection services
- Provide emergency medical services
- Provide search and rescue operations
- Provide recovery of victims
- Provide hazardous materials protection and mitigation
- Assist in evacuations as needed

3.2.7. Wasatch Front Waste and Recycle District

- Assist in debris removal and clearing rights of way as needed

3.2.8. West Valley Animal Services

- Provide animal control services

3.3. LOCAL VOLUNTEER ORGANIZATIONS

3.3.1. Amateur Radio Club

- Provide emergency communication services as needed and directed

3.3.2. Community Emergency Response Teams (CERT) and CERT-Comms

- Assist in fire protection services as needed and directed
- Assist in emergency medical services as needed and directed
- Assist in search and rescue operations as needed and directed
- Assist in recovery of victims as needed and directed
- Assist in evacuations as needed and directed
- Assist in traffic control as needed and directed
- Provide coordination of spontaneous volunteers as needed and directed
- Provide coordination of donated materials as needed and directed

3.3.3. Spontaneous Volunteers

- Provide services as needed and directed by the City
- In cooperation with the various community and church organizations, communicate resource capabilities (equipment, etc.) and coordinate activities as directed by the City

SECTION 4 – DIRECTION, CONTROL, AND COORDINATION

Utilization of the Emergency Coordination Center will allow for a coordination forum to responding agencies and services during emergencies and disasters. This will facilitate coordination of efforts and promote a joint response.

All responding agencies within the City of Taylorsville are anticipated to participate in coordination efforts centralized at the Emergency Coordination Center to address the needs of the specific circumstances within the City.

Each agency representative present in the Emergency Coordination Center must have the authority from their organization and knowledge base to assign resources in response and recovery efforts. Each organization is to follow their respective policies and practices when allocating resources according to the priorities detailed in their Standard Operating Procedures.

As conflicts between priorities arise due to more than one incident requiring the same resources, the Branch Manager is to coordinate with the Operations and Resource Section Chief and the Emergency Coordination Center Manager.

A large-scale emergency or disaster may impact several different areas of Salt Lake County concurrently. In those instances, multi-jurisdictional response operations will be required. When multiple jurisdictions are functioning under a declaration of local emergency, Emergency Coordination Center staff will be required to coordinate with the Salt Lake County Emergency Coordination Center to address the allocation of resources to support the various operations simultaneously.

SECTION 5 – INFORMATION COLLECTION, ANALYSIS, AND NOTIFICATION

Situational awareness of an incident may be gathered through many methods which may include:

- Dispatch and call centers
- Windshield surveys by professional responders
- Reports from volunteer responders
- Monitoring public news outlets and social media

Once collected, this information is to be delivered to, filtered, processed, prioritized, and distributed by the Situation and Resource Unit at the Emergency Coordination Center. If the Situation and Resource Unit position is not activated, these responsibilities defer to the Planning Group Leader, Coordination Section Chief, or the Emergency Coordination Center Manager as appropriate. The prioritization of this information should always be as follows:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Informational

Dissemination of this information should be done in the most appropriate method possible based on the urgency, sensitivity, and formality of the circumstances. This may be delivered in person, electronically, by phone, or hard copy.

5.1. COMMUNITY NOTIFICATION

If an emergency or disaster poses an immediate or additional risks to the community, first responders, in coordination with the Public Information Officer(s) and Emergency Manager, will provide alerts and warnings to the community and implement protective actions as rapidly as possible. If needed, the City will coordinate with the Salt Lake County Emergency Management Public Information Officer to initiate/implement the Integrated Public Alert and Warning System (iPAWS) messaging.

The City PIO serves as the JIC manager and is responsible for establishing the JIC to facilitate the collection and dissemination of accurate and timely information. The JIC is staffed by qualified City, County, or Private Sector personnel. Public information responsibilities within the City may include the following:

- Coordinating with appropriate neighboring jurisdictions, special service district, County, State, federal entities, and all media representatives to ensure timely and accurate information is provided to the community
- Pushing public messaging to the community through various channels (e.g., press conferences, social media, emergency alerts)
- If needed, activating the JIC and support team to better facilitate:
    1. Information collection
    2. Information dissemination
    3. Interaction and coordination with the media
    4. Unified messaging
    5. Information deconfliction

Additional communications methods are incorporated into warning, notification, and status updates to increase the accessibility of information and reach the whole community, including individuals with access and functional needs. Examples of accessible communications include:

- Adding open and closed captioning on television broadcasts.
- Including an American Sign Language (ASL) interpreter during media briefings.
- Translating and providing print, news, and social media emergency public information in English, Spanish, and other languages commonly spoken within the City.

SECTION 6 – ESF ROLES, DOCUMENTATION, AND COMMUNICATION

6.1. EMERGENCY SUPPORT FUNCTIONS (ESF)

The City of Taylorsville has the responsibility to provide emergency services and ensure timely response to emergencies, events, and incidents. If the scope is such that additional resources will be requested beyond the capabilities of first responders, the Emergency Coordination Center may be activated. As such, personnel working within the City may be called upon to fill various Emergency Support Functions. Below is an overview of the roles, training, and responsibilities to be exercised and fulfilled.

Personnel	Oversights
Emergency Management Office	• **Support ESF #15 by providing updates on incident status to the community through public information and outreach.** • **Support ESFs #1, #5, #7 and #15 by coordinating response efforts and communications.** • Respond to and recover from emergencies and disasters based on municipal resources and capabilities. • Through liaisons, maintain communications with neighboring municipalities and the County regarding additional resource and capability needs. • Provide personnel and resources to neighboring municipalities and the County through formal requests. • Declare a local emergency, per authority stated in local ordinance, if municipal resources and capabilities are tasked beyond the scope and size of emergency/disaster. • Identify deficiencies and enhance protective measures to lessen the impact on vulnerable populations and minimize damage to local facilities. • Provide 24/7 personnel with an on-call supervisor and Duty Officer (DO). • Establish the ECC activation level. • Coordinate response and recovery operations out of the ECC. • Establish the coordination structures through which local staff respond to and recover from emergencies and disasters. • Identify, train, and exercise Taylorsville staff to enable effective implementation of existing response plans, procedures, and policies. • Facilitate coordination with the City, County, State, private-sector, and federal entities to support emergency or disaster response, recovery, preparedness, and mitigation. • Conduct public information operations out of the JIC to ensure the community receives timely and accurate information. • Coordinate with municipal departments and divisions to maintain COOP plans.
Mayor's Office	• **Support ESF #7 through the ECC Finance/Administration Section and ECC Operations Section.** • Enhance protective policies to lessen the impact on vulnerable populations and minimize damage to critical facilities. • Provide overall direction to the ECC for emergency and disaster response and recovery operations. • Support development and dissemination of public information out of the JIC. • Establish emergency declaration if Taylorsville's capabilities and resources are insufficient to meet needs of incident.

Public Works	• **Support ESFs #1, #3, #10, #11, and #12 with appropriate vehicles and equipment, as well as personnel expertise.** • Work with government departments and industry partners to assess damage to transportation infrastructure and operations. • Ensure public works and engineering-related functions are protected prior to an incident. • Identify and acquire secondary buildings for operations to utilize during a response, should critical facilities be damaged, to maintain continuity of operations.
Police Department	• **Support ESFs #9 and #13 through coordination efforts.** • Execute tactical response operations to protect life and property. • Aid with evacuation operations. • Provide security for incident perimeter and other operations. • Regularly coordinate with the ECC and other responding entities to form common operating picture.
UFA	• **Support ESFs #2, #4, #9, and #10 through appropriate equipment and personnel expertise.** • Execute tactical response and emergency medical services operations to protect life and property. • Coordinate with Contracts and Procurement, UFA Logistics, and others to jointly secure and manage supply chains. • Coordinate with the ECC and other responding entities to form common operating picture.

6.2. DOCUMENTATION

All reasonable efforts should be made to document communications relevant to incident response coordination and recovery using forms approved by City of Taylorsville Emergency Manager. These forms include all FEMA ICS Forms and adaptations of them customized to fit the needs and circumstances of the City of Taylorsville. Following are examples of these forms:

- ICS 201 – Incident Briefing
- ICS 202 – Incident Objectives
- ICS 203 – Organization Assignment List
- ICS 204 – Assignment List
- ICS 205 – Incident Radio Communications Plan
- ICS 205A – Communications List
- ICS 206 – Medical Plan
- ICS 207 – Incident Organizational Chart
- ICS 208 – Safety Message/Plan
- ICS 209 – Incident Status Summary
- ICS 210 – Resource Status Change
- ICS 211 – Incident Check-In List
- ICS 213 – General Message
- ICS 214 – Activity Log
- ICS 215 – Operational Planning Worksheet
- ICS 215A – Incident Action Plan Safety Analysis

- ICS 219 – Resource Status Cards
- ICS 221 – Demobilization Check-Out

6.3. MEANS OF COMMUNICATION

Means of communication for incident response, coordination, and recovery may vary to fit the circumstances and available infrastructure. These means may include, but are not necessarily limited to, the following:

- Landline telephones
- Cellular telephones
- Satellite telephones (if available)
- 800 MHz radios
- Amateur radios (by properly licensed users)
- Electronic mail
- SMS or MMS messaging
- Delivered hardcopy messages
- Displays
- In-person communications

Communications with and requesting resources from Salt Lake County and State of Utah Emergency Management officials may also occur through internet-based services such as WebEOC.

SECTION 7 – ADMINISTRATION, FINANCE, AND LOGISTICS

When a local state of emergency has been declared, the Mayor or interim Chief Executive Officer will govern and has the authority to impose all necessary regulations and staffing to preserve peace and order within the affected area. It is the responsibility of the Emergency Coordination Center staff to provide coordination and support services to mitigate, respond to, and recovery from the incident. The different Sections and their supporting units/staff will be activated, depending on the needs of the Emergency Coordination Center.

If the emergency requires more resources than available to service providers and contracted agencies responding to the incident, mutual aid may be requested under the Emergency Mutual Aid Inter-local Cooperation Agreement, Statewide Mutual Aid Act, the Emergency Management Assistance Compact, or other applicable agreements and Memorandums of Understanding (MOU's).

The business model of City organization brings outside agencies to provide necessary response services. These agencies bring with them the ability and authority to assign, deploy, track, request, and acquire resources necessary for mitigation, preparedness, response, and recovery efforts. During an emergency or disaster, these agencies retain this responsibility.

The City of Taylorsville Facilities Department will be responsible to assign, deploy, and track exclusively the resources and/or properties that are owned by the City of Taylorsville.

If the response agencies are unavailable or do not have the ability to provide the resources required for an effective response, they are to coordinate with the City to ensure the most effective and appropriate resources are provided to mitigate the need.

SECTION 8 – PLAN DEVELOPMENT AND MAINTENANCE

8.1. DEVELOPMENT

The development and maintenance of this EOP is to be a collaborative effort with the Mayor, City Administrator, and Chief of Police, led by the Emergency Manager, and with input from policy makers, department heads, technical experts, and contracted agencies or service providers listed herein.

8.1.1. Annexation

Annexes to this Plan are to be developed by the groups responsible for specific functions necessitating clarifications. All annexation efforts are to be done in coordination with Taylorsville Emergency Management.

8.2. MAINTENANCE

This Emergency Operations Plan is to be evaluated on an annual basis by City officials and the Emergency Manager to determine if revisions or updates are required.

With approval, the City's Emergency Manager will conduct periodic exercises of portions of the Plan to validate effective and complete planning efforts for response to an emergency or disaster and compliance with national emergency response standards. Individual components are to be reviewed and evaluated as needed and/or after activation and implementation of the Plan during exercises and real-world incidents.

8.2.1. Redistribution

After an updated version of this Plan has been created, copies are to be distributed to all City departments, contracted agencies/service providers, and organizations mentioned herein. Distributed copies of previous versions are to be properly destroyed to avoid potential confusion.

SECTION 9 – AUTHORITIES AND REFERENCES

9.1. FEDERAL

- 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 of 1986, (SARA), (PL 100-700)
- Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance October 1, 2008
- Title 44 CFR, Department of Homeland Security, Federal Emergency Management Agency Regulations, as amended
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, amendments to Public Law 93-288, as amended, 42 U.S.C.5121-5207
- Homeland Security Presidential Directive 5 (HSPD-5)

9.2. STATE OF UTAH

- State Emergency Management Act – Title 63 Chapter 3
- Utah Code 53-2a Emergency Management
- Utah Code 53-2a – Disaster Response Recovery Act

9.3. SALT LAKE COUNTY

- Salt Lake County Ordinance – Title 2 Chapter 86

TERMS AND DEFINITIONS

After-Action Report	A document intended to capture experiences, best practices, and lessons learned after an operation.
Authorities and References	A component of an emergency management plan that provides the legal basis for emergency operations and activities.
Chain of Command	The orderly line of authority within the ranks of the incident management organization.
Chief	An individual leading a specific section (e.g., Planning Section Chief)
Command Staff	The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions, as required. They may have an assistant or assistants, as needed.
Concept of Operations	A component of an emergency management plan that clarifies the overall approach to response (i.e., what should happen, and when, and at whose direction), and identifies specialized response teams and/or unique resources needed to respond to an incident.
County Coordinating Officer (CCO)	Assigned to coordinate municipal resource support activities and information sharing following a major municipal emergency event or disaster. The CCO is responsible for all ECC coordination of resources, programs, and ESF groups for affected jurisdictions, individual victims, and the private sector. The CCO is also responsible for overseeing the preparation of the IAP, which includes identifying operational periods and filling command and general staff positions as needed.
Emergency Support Function	ESFs are the grouping of certain sector capabilities into an organizational structure to provide support, resources, program implementation, and services.
Finance/Administration Section	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
General Staff	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
Incident Action Plan	A document outlining the goals, objectives, and strategy for responding to an incident during each operational period.

Incident Command System	ICS is a common organizational structure for the management of an incident.
Incident Commander	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for managing all incident operations at the incident site.
Incident Support Model	The ISM is a variation of the ICS structure that separates the information management/situational awareness function from the ICS Planning Section and combines the functions of the ICS Operations and Logistics Sections and comptroller/purchasing functions from the ICS Administration/Finance Section.
Joint Information Center	A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The Joint Information Center is the central point of contact for all news media. The PIO may activate the JIC to better manage external communication.
Logistics Section	The Incident Command System section responsible for providing facilities, services, and material support for the incident.
National Incident Management System	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, non-governmental 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 or property and harm to the environment.
Operations Section	The ICS section responsible for all tactical incident operations and implementation of the Incident Action Plan.
Planning Section	The ICS section responsible for collecting, evaluating, and disseminating operational information related to the incident and for preparing and documenting the Incident Action Plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
Public Information Officer	A member of the Command Staff who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

ACRONYMS

ARC	American Red Cross
CEMP	Comprehensive Emergency Management Plan
COOP	Continuity of Operations
DA	Damage Assessment
DEM	Utah Division of Emergency Management
DO	Duty Officer
DOC	Department Operations Center
DRC	Disaster Recovery Center
ECC	Emergency Coordination Center
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
ESF	Emergency Support Function
ISM	Incident Support Model
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IT	Information Technology
JIC	Joint Information Center
NGO	Non-Governmental Organization
NIMS	National Incident Management System
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
RDA	Rapid Damage Assessment
RSF	Recovery Support Function
SOP	Standard Operating Procedure
TVPD	Taylorsville Police Department

UFA	Unified Fire Authority of Greater Salt Lake
UPD	Unified Police Department of Greater Salt Lake

EMERGENCY SUPPORT FUNCTIONS (ESF) DEFINED

ESF #1 **Transportation**	Coordinate the opening of roads and manage aviation airspace for access to health and medical facilities or services.
ESF #2 **Communications**	Provide and enable contingency communications required at health and medical facilities.
ESF #3 **Public Works & Engineering**	Install generators and provide other temporary emergency power sources for health and medical facilities.
ESF #4 **Firefighting**	Coordinates federal firefighting activities and supports resource requests for public health and medical facilities and teams.
ESF #5 **Information & Planning**	Develop coordinated interagency crisis action plans addressing health and medical issues.
ESF #6 **Mass Care, Emergency Assistance, Temporary Housing, & Human Assistance**	Integrate voluntary agency and other partner support, including other federal agencies and the private sector, to resource health and medical services and supplies.
ESF #7 **Logistics**	Provide logistics support for moving meals, water, or other commodities.
ESF #8 **Public Health & Medical Services**	Provide health and medical support to communities, and coordinate across capabilities of partner agencies.
ESF #9 **Search & Rescue**	Conduct initial health and medical needs assessments.
ESF #10 **Oil & Hazardous Materials Response**	Monitor air quality near health and medical facilities close to the incident area.
ESF #11 **Agriculture & Natural Resources**	Coordinate with health and medical entities to address incidents of zoonotic disease.

ESF #12 **Energy**	Coordinate power restoration efforts for health and medical facilities or power-dependent medical populations.
ESF #13 **Public Safety & Security**	Provide public safety needs, security at health and medical facilities, or mobile teams delivering services.
ESF #14 **Cross-Sector Business and Infrastructure**	Be informed of and assess cascading impacts of health or medical infrastructure or service disruptions, and de-conflict or prioritize cross-sector requirements.
ESF #15 **External Affairs**	Conduct public messaging on the status of available health and medical services or public health risks.

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