EMERGENCY SUPPORT FUNCTION #5

EMERGENCY MANAGEMENT

ESF Coordinator:

Tooele County Emergency Management

ESF Primary Agencies:

Tooele County Emergency Management
Tooele County Commission
Tooele County Sheriff

ESF Support Agencies:

Tooele County Attorney	Tooele County Clerk
Tooele County Health/Environmental Health	All County Departments, as assigned
Tooele County Fire Warden/Marshall	Appropriate Municipal Officials
Mountain West Medical Center	Tooele County Department of Aging
Tooele County School District	Municipal Fire Departments officials
Tooele County Engineering	Municipal Law Enforcement officials
Tooele County Roads Department	Public Utility Company liaisons
Tooele County Auditor	Appropriate business and industry liaisons

Primary Points of Coordination and Associated Actions

ESF #5 coordinates with all other ESFs. The activities listed below support all ESFs.

A. Alert and notify primary ESF team leaders required for EOC and field operations.

B. Develop initial analysis of situation and disseminate the analysis to state, affected local governments and ESF team leaders.

C. Provide protective action recommendations to the public and responders.

D. Conduct consolidated briefings; receive and disseminate information to all ESFs, state, JFO and JIC/JIS.

E. Provide core management and administrative functions in support of the EOC and field operations; activates the EOP and mutual aid agreements with other jurisdictions and the State.

F. Secure additional equipment and human resources to support field operations.

I. INTRODUCTION

A. Purpose

ESF #5 – Emergency Management is responsible for supporting activities of local government to efficiently and effectively manage domestic incidents for the purpose of saving lives, protecting property and the environment and restoring government services during emergency situations while coordinating with other jurisdictions, the State and Federal government.

B. Scope

ESF #5 serves as the coordination ESF for all county departments and agencies across the spectrum of domestic incident management from hazard mitigation and preparedness to response and recovery. ESF #5 will identify resources for alert and notification, activation and subsequent deployment for quick and effective response and for the development of immediate actions, short-term response plans and recovery strategies.

During the post-incident response phase, ESF #5 is responsible for the support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination. This includes alert and notification; staffing and deployment of Tooele County response teams, as well as response teams from other local departments and agencies, the State and Federal government; incident action planning; coordination of operations; logistics management; direction and control; information collection, analysis, and management; facilitation of requests for Federal assistance; resource acquisition and management; local worker safety and health; facilities management; financial management; and other support as required.

C. Policies

Emergency Management functions may be long-term in nature, changing significantly as the situation moves from response to recovery. They may be initiated immediately upon the onset of an incident, such as for earthquake or a chemical stockpile incident, or develop gradually as the situation deteriorates, such as in a widespread flood or wildland fire.

Emergency Management functions will be conducted utilizing the National Incident Management System (NIMS) through two types of incident command structures: A "decentralized" or "on-scene" command structure for field operations at the hazard site(s) utilizing the EOC staff as resource and logistics support; and/or a "centralized" command structure using the EOC as a management center to facilitate policy making, coordination, and overall direction of responding forces. This is used most often when multiple field locations are involved. (This is explained more fully in the concept of operations.)
When utilizing a combination of both command structures, the on-scene Incident Commanders (ICs) at various field locations report to the EOC.

II. SITUATION

ESF #5 is responsible for coordinating emergency response plans, facilitates pre-incident information flow, and promotes and coordinates intergovernmental planning, training and exercise in order to prepare assets for emergency response.

Tooele County has no authority, however, to force/enforce the development of agency specific action plans or emergency response checklists.

ESF #5 is responsible for developing procedures to establish a State and Federal support infrastructure.

ESF #5 is responsible for identifying and resolving resource allocation issues identified in the EOC. When the total requirement for a specific resource is greater than the amount available, the decision regarding allocation to each requesting agency may have to be prioritized and an emergency declaration sent to the State, enabling the State to allocate state resources for support.   Similarly if the State's need is greater than its available resources, a presidential declaration may have to be issued enabling a full complement of federal resources to become available for deployment.

Every Tooele County Official has designated up to three alternates to act in their place should they be out of town, or unavailable, at the time of an emergency. These designations can be found attached to Tooele County Ordinance No. 92-6 that provides for emergency interim succession procedures.

The Emergency Operations Center located at 15 E. 100 S., Tooele, will be activated by the Emergency Management Director or designee based on the level of the emergency. The EOC activation levels are shown in the table below:

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

Hazards vary markedly in predictability and speed of onset. The time available for the Tooele County Policy Group to warn the public and implement protective action decisions may vary from ample to none.

When an emergency occurs that overwhelms the response efforts of the community where it occurs, or if multiple communities or response agencies are involved, the Emergency Operations Center may be activated to warn the public, implement protective action decisions and coordinate response activities. When this occurs the Emergency Management Director will ensure notification of appropriate EOC staff, key responders and the public

Notification of the emergency and EOC activation will be made to appropriate response personnel utilizing the automated call down system as required. If inoperable, pagers, phones and radios will be utilized by the Sheriff's Dispatch Center and EOC staff to manually complete the call down.

Making and implementing "Protective Action Decisions" (PADs) encompass many complex actions which are largely dependent on human performance; therefore, activation of the alert and notification system (ANS), has been almost completely automated, and is designed to be simple and fast.

If 24 hour staffing is required, Tooele County officials will adjust county staffing and request supplementation from other counties, the State, DHS/FEMA, military, and/or other federal agencies per established protocols and procedures.

III. CONCEPT OF OPERATIONS

A. Preparedness

FEMA develops and provides strategic planning guidance and direction to the State, local and tribal governments.

Tooele County Emergency Management participates in regularly scheduled coordination meetings with the State, FEMA, and other local jurisdictions, businesses and agencies.

Tooele County Emergency Management works with the State and federal governments and other local jurisdictions, businesses and agencies to develop coordinated plans.

Tooele County Emergency Management coordinates with the State and FEMA to ensure adequate training is provided to local emergency responders.

Tooele County Emergency Management makes agencies aware of ongoing training, available public education materials and public education
opportunities and provides tailored exercise opportunities to the community and schools.

All ESF #5 agencies must ensure that a coordinator is designated and familiar with their duties in the EOC.

B. Response

1. General

ESF #5 ensures there is trained and experienced staff to fill appropriate positions in the EOC, IC JIC/JIS and JFO when activated and established. The EOC, staffed by ESF #5 and other ESFs as required, monitors potential or developing incidents and coordinates field and EOC operations and situational reporting to the State and JFO once operational.

ESF #5 ensures activation and deployment of emergency response teams. The forms of communication systems available to notify response personnel and coordinate response activities are as shown below:

Primary & Secondary Communication Equipment Utilized by Response Agencies For Alert & Notification														
P = Primary S = Secondary	Policy Group/Other EOCs	Emergency Management	Law Enforcement	Fire Departments	Hazardous Materials	Emergency Medical Services	Schools Coordination	Engineering/Public Works	Red Cross/Mass Care	Public Health	Environmental Health	Human Services	Business & Industry	Special Needs Populations	Public
Dedicated telephones/hotlines*	P	P													
Automated Call-down system	P	P	P	P	P	P		P	P	P	P	P			
Dispatch/E911			P	P	P	P	S	S							
High Band Radio Networks	S	S					P	P							
800 MHZ conventional radio system	S	S	P	P	P	P									
Conventional/Cellular Telephones	S	S				S	S	S	S	S	S	S	P	P	S
High Band Digital or Voice/Tone Pagers				P	P	P									
Amateur Radio Network	S	S								P					
Electronic Mail/LAN/WAN/fax*	S	S	S	S	S	S	S	S	S	S	S	S			
Sirens, Electronic Message Boards, Tone Alert Radios* (TARs), EAS															P

The public will receive emergency information utilizing the following systems*:*

ALERT & NOTIFICATION SYSTEMS (ANS)	ALERT & WARNING	PROTECTIVE ACTION DIRECTIVES	EMERGENCY STATUS REPORTS	PUBLIC SAFETY/HEALTH ADVISORIES
Emergency Alert System (EAS) Radio/TV	X	X	X	X
Joint Information Center/System Media Releases Radio/TV/Newspapers	-	X	X	X
NOAA Weather Radio/ Tone alert Radios	X	X	X	X
Siren System, Electronic Message Boards (where available)	X	X	-	-
Route Alerting	X	X	-	-
Word-of-Mouth	X	X	X	X

ESF #5 is organized in accordance with NIMS' principles of operation.

2. Command Structure and Types

Tooele County utilizes the following command structures and types:

3. Centralized Incident Management

When utilizing centralized control, the ultimate authority lies with one or all of the Tooele County Incident Management Group, hereafter referred to as the Policy Group, members, using the Emergency Operations Center (EOC) to facilitate policy making, protective action decision making, coordination, and overall direction of emergency response operations. See Attachment 1 and 2 for temporary diagrams of the EOC layout (Policy Room unusable at this time).

   a. The Tooele County Policy Group, includes the following officials:

       i.   Board of Commissioners;
       ii.   Sheriff;
       iii. Emergency Management Director;
       iv.   County Attorney;
       v.   Other available and appropriate Tooele County Officials and, other available and appropriate jurisdictional representatives.

   b. The Chairman of the Tooele County Commission (or authorized designee) is the chief elected official under whose authority a Local State of Emergency Declaration will be issued to the Governor of Utah when appropriate. If the emergency situation requires submittal to the Governor without attestation by the County Clerk or designee, the Declaration will be considered valid at the time of receipt and until a copy that is attested to be received. See Attachment 3 to this ESF for a sample declaration and Tab 1 to ESF #14 – Long Term Recovery for a more complete explanation of this process.
   c. The Operations Group is comprised of emergency support function coordinators and support staff. They serve as the "eyes and ears" as well as the operational arm of the Policy Group. Under the direction of the Policy Group, the Operations Group determines and dispatches appropriate field response personnel; manages supplies, equipment and/or other field resources; and provides coordination among various response agencies and jurisdictions participating in field operations.   Functional duties and responsibilities of the Operations Group also include: assisting the Policy Group by gathering and providing vital field information and status reports for hazard assessment; resource prioritization; and, other policy or decision-making actions.

d. Some emergencies may require representation from public utilities companies, banking institutions, private business and industry, public or private transportation companies, and others. The Communications Group is staffed by county and volunteer communication technicians whose responsibilities include:

    i.   Emergency Dispatch Operations;
    ii. Amateur Radio Communications;
    iii. Siren Activation;
    iv. Monitoring Automated Call down System ; and,
    v.   Phone and Radio Communications.

e. The EOC Support Group is a combination of Emergency Management staff and volunteers responsible for EOC setup, food services, and other EOC logistical support and administrative services such as documenting incident events, disseminating information, copying and distributing event logs, faxes, and messages; and answering phones, etc.

4. On-scene Incident Management

On scene control or event management will be executed using NIMS. NIMS has been adopted by Tooele County for use in response to all emergencies. NIMS incident management allows for expansion as appropriate, depending upon changing conditions of the incident. NIMS will be staffed and operated by qualified personnel from a variety of emergency response agencies.

The command function within NIMS utilizes Incident Command. Incident Command functions and operations are described in the County Standard Operating Procedures.

5. Transition of Incident Management Authority

In order to effectively perform the direction and control function, it is important to establish who is "in charge." In most emergencies, it is very clear who is in charge from the onset, due to established operational guidelines for specific emergency situations. Sometimes the authority is pre-determined because there is enough warning time to establish the authority structure before the incident becomes a disaster situation. In some instances both decentralized and centralized control are used. This is explained below.

a. From EOC to scene. For some emergencies the definition of the emergency "scene" cannot be established until certain initial response activities have taken place from the EOC, e.g. multiple forces are notified and deployed, the hazard has been assessed, protective actions have been determined, and people have been warned. As the damages become clearer, and the emergency scene becomes defined, or as the emergency transitions to recovery, command may be transferred to the IC/IMG(s). If authority is transferred, the EOC remains activated to the appropriate level to provide support to the IC/IMG.

b. <u>From multiple scenes to the EOC.</u> As emergencies escalate into large-scale disaster proportions, multiple field operations will be coordinated through the EOC. The Tooele County Policy Group will act as the IMG providing command and control of a widespread or highly damaging disaster, such as earthquake, flooding or chemical stockpile incident, involving multiple response locations.

In such a case, each "on-scene" commander will report to the Incident Management Group in the EOC for setting priorities for the allocation of scarce resources.

6. <u>Inter-jurisdictional Relationships</u>

To the maximum extent possible, initial emergency response operations will be performed by Tooele County responders. However, in major disasters, assistance may be required and obtained through established guidelines, mutual aid agreements, or simply by request to appropriate agencies or jurisdictions.

Assistance to take care of other unmet needs may be requested through the State utilizing established protocols and guidelines.

C. <u>Operations</u>

During the initial threat or occurrence of a major emergency within Tooele County, the following concept of operations may apply:

1. The Emergency Management Director (EMD) is notified of the developing situation.
2. The EMD begins activation of the EOC to the appropriate level by initiating notification procedures.
3. The Policy Group/IMG conducts an immediate evaluation of the situation to determine the scope of the emergency, including giving consideration to the following:

PUBLIC NEEDS	VICTIM NEEDS
Communications	Evacuation/Protective Actions
Power Restoration	Rescue
area isolation/security	reception/mass care
debris clearance	clothing
equipment requisition	medical assistance
drinking water supply	victim decontamination
Sewer/sanitation restoration	victim identification
fire fighting	transportation
flood fighting/dike building,	Food/water
sandbagging, pumps, etc.	Recovery /
other	other

4. For emergencies confined to a limited area, required protective actions may be implemented by the Incident Commander at the scene of the hazard. Support may be requested from the Emergency Management staff at the EOC.

5. In the event the capabilities of affected local jurisdictions are not sufficient to provide the necessary emergency relief actions, the Tooele County Board of Commissioners will fully activate this Emergency Operations Plan (EOP) and staff the EOC to provide such supplemental disaster assistance as may be required and within its capabilities.

6. The Tooele County Commission and other designated officials of the local jurisdictions will form a Tooele County Policy Group /IMG which shall direct and control emergency operations from the Tooele County EOC and provide appropriate protective action direction.

7. If it is determined that essential emergency relief actions are within the capabilities of the affected local jurisdiction(s), local officials will assume overall direction and control of the local jurisdiction's disaster operations and, one of the following **protective actions may be issued**:

    a. "**Standby**" recommendation may be issued to bring people and responders to an enhanced state of readiness at the onset of a potential community emergency when little information about the incident is known.

    b. "**Travel advisories**" may be issued to populations outside the hazard area or in areas where evacuation would require them to travel toward the hazard site.

    c. "P**recautionary evacuation**" may be recommended, if there is time to warn and evacuate risk areas prior to the projected arrival time of the hazard.

    d. "**Evacuation"** will be ordered only when necessary, i.e. when the risk associated with the evacuation is less than the risk associated with sheltering-in-place until the hazard has passed.

8. Protective action decisions for people at risk for emergency situations will be implemented based on the specific hazard situation occurring at the time. Protective action decisions in this situation may be made by the Incident Commander, at the scene of the emergency situation, with support from the EOC.

9. Most evacuations will be a small-scale movement of people living within a few blocks of the affected area. However, in a major emergency an entire community may need to be relocated.

10. No matter what size area must be evacuated, evacuees will be provided instructions as to what direction to travel, what roads **not** to use, and where a reception center or shelter will be opened, if needed.

11. Private vehicles will be the primary mode of evacuation transportation for the general population.

12. Emergency transportation requirements during an evacuation will be coordinated through the Tooele County EOC, as resources are available. Available resources will be prioritized as necessary for the most efficient and effective use in providing evacuation assistance and support for those with special needs or in precarious circumstances. The Human Needs Coordinator will work in conjunction with the School District Coordinator to manage transportation resources through the Tooele County EOC.

    a. The Tooele County Sheriff is responsible to develop a plan for relocation of the Jail Facility occupants; however, while resources will be prioritized in a community-wide disaster, the needs of the jail will be met, if transportation resources are available.

    b. If evacuation of a certified care facility, such as a nursing home or assisted living facility is required, the (Public) Health Coordinator will contact the State Northern Region Office of the Bureau of Medicare/Medicaid Certification at 801-538-6599, or Utah State Health Department's Bureau of Licensing at (801) 538-6320. They will find other facilities to take evacuees. This request can also be made and coordinated through the State EOC at (801) 538-3400, if necessary.

    c. If there are home health care "homebound" clients or other medically dependent special needs populations who need evacuation assistance, they should plan to ask a neighbor or nearby relative for evacuation assistance. If there is no one who can provide assistance, they should contact the Department of Aging Services in Tooele at 882-2870 to develop a plan for transportation assistance in an emergency. If no plans have been made prior to an emergency, people needing transportation assistance should contact the Tooele County EOC Human Needs Coordinator at 882-3632, or, Aging and Adult Services at 882-2870 in Tooele, or 884-3446 in Grantsville, for assistance.

    d. *Plans are under development with the American Red Cross and the local health department for the provision of assistance to special needs populations and medically dependent individuals at an existing shelter or at a "special needs" center.*

13. **"Sheltering-In-Place"** will be recommended by emergency officials if the time required to warn and evacuate people far exceeds the arrival time of the hazard; or when emergency conditions require such a recommendation for maximum protection. Sheltering-in-place is also the County's secondary recommendation for people who will not or cannot evacuate when evacuation is the County's primary recommended protective action.

    a. If sheltering-in-Place (SIP)is recommended it is important to act immediately to take shelter. It is equally important to end shelter-in-place immediately when directed to do so by emergency officials.

    b. Citizens will be instructed how to end shelter-in-place based on information about the specific event. Options for how to end SIP are:

c. <u>Resume normal activities with no restrictions.</u> This would be an appropriate action for persons who were never in danger, but who were sheltered as a precaution. This option is the usual interpretation of "All Clear."

d. <u>Ventilate the building but remain indoors</u>.   In exceptional situations, the best action to end SIP might be to remain indoors but ventilate the building by opening doors and windows, removing tape and plastic installed during expedient sheltering, and turning on ventilation equipment. This option might be the only for persons who lack the mobility to exit the facility.
This option also might apply when the weather is so dangerous that going outside the building is not an option, or when there is believed to be some other life-threatening hazard outdoors to be avoided.

e. <u>Exit the building and remain nearby</u>. To decrease the overall exposure, it might be appropriate to instruct the public not to take the time to open windows, remove tape, and turn on ventilation equipment, among other tasks, before leaving the building. Rather they should simply go outside and let the building ventilate itself gradually. The potential for aerosol deposition should be a minor consideration because it is such a remote possibility and not likely to be a safety factor at great distances from the source, even if an hazardous chemical/agent aerosol is generated by the event. This option might also be the best option for persons who lack transportation to relocate.

f. <u>Relocate to a designated facility.</u> Local officials may direct that upon ending SIP, sheltered populations should relocate to -designated facilities to be accounted for and medically screened for agent exposure symptoms. This would be most appropriate if the area where SIP was directed was within the footprint of the highest concentrations of the hazardous chemical vapor plume, and SIP was not predicted to reduce potential exposure, to the sheltered population in this area, below a known threshold. In this case, the instructions would be to exit from shelters and proceed immediately to a place where follow-up can occur if transportation is available.

g. Instructions should identify the routes to take to avoid re-encountering the plume and to avoid traffic bottlenecks. Designated routes and facilities for relocation might not be the same as those for an initial evacuation.

h. In dire circumstances, such as if the duration of the release is longer than originally expected and SIP is no longer a good choice, sheltered persons might be asked to relocate immediately to a safer location.

14. As the operation progresses from the pre-incident phase through response and recovery, the Planning Section, which consists of ESF Coordinators or designees and the Policy Group, provides the initial incident action plan based on objectives established by the Policy Group, and current, and future coordinated planning functions.

15. The EMD or designee will notify the State Coordinating Officer, Department of Public Safety, Division of Emergency Management, (Director of DEM), at 1-801-538-3400 or Radio frequency 155.025 MHZ, providing the information prescribed by OES Form 1, Local Government Initial Disaster Report (see Attachment 4 to this Annex). In a CSEPP incident, however, the Utah Hotline and the Chemical Notification Form will be utilized for this notification and/or updates.

16. If it is determined that essential emergency response operations are beyond the capability of the County, a local "State of Emergency" declaration will be issued and forwarded to DHLS along with the (Local Government) Initial Disaster Report per established guidelines. (See Attachments 2 and 3 of this ESF to see a sample of the declaration. For additional guidance see ESF #14 – Long Term Recovery.)

17. The Tooele County Policy Group may initiate a request to the American Red Cross, the Salvation Army, and/or other voluntary organizations for additional emergency response assistance, and from bordering jurisdictions in accordance with existing mutual aid agreements.

18. If, based upon the information contained in the Local Government Initial Disaster Report it is determined that essential emergency response actions are beyond the capabilities of both the affected local jurisdiction and the County and assistance from State government is required, the State Disaster Coordinating Officer will so advise the Governor. The Governor may issue a "State of Emergency" declaration (see Attachment 5) and direct that State government assistance be provided to Tooele County.

19. If still more assistance is required, the Governor of the State of Utah may request a "Presidential Declaration" to allow supplemental federal financial and technical assistance to be provided.

20. Protective action advisories and information will be provided to populations at risk, via sirens, tone alert weather radios, Emergency Alert System (EAS) messages, press releases, route alerting and/or door to-door notification (if prudent). These advisories may be issued from the EOC, located at 15 East 100 South, Tooele, Utah.

21. During all emergency response operations, Tooele County departments/agencies will collect, record and maintain all cost data for the disaster operations in accordance with the provisions of ESF #14 – Long Term Recovery

22. The Tooele County Policy Group, in coordination with other State and Federal response forces, may establish a Disaster Application Center (DAC), if appropriate and funding is available.

23. The Tooele County Policy Group, in coordination with other State and Federal response forces, will determine when the emergency/disaster situation is under control, and response force deactivation can occur.

IV. RESPONSIBILITIES

A. ESF Coordinator/Primary Agency: Emergency Management

1. The Emergency Management Director

- Establish an Emergency Operations Center (EOC) and be prepared to activate it at any time. This will include 24 hour operations.

- Coordinate with county-wide departments and agencies in their development of agency emergency operation plans and protocols, and assist with periodic updates and revisions.

- Conduct training and exercises for EOC personnel to acquaint them with standard operating guidelines (SOG's) for emergency response.

- Appoint and train mass care coordinator(s).

- Notify the Board of Commissioners and Sheriff of significant emergency situations that could affect County jurisdictions.

- Activate EOC when the situation warrants; ensure notification of all tasked organizations. Inform them of the situation and direct them to take the actions appropriate for the situation in accordance with their organization's SOGs. See Attachment 6 - Notification Fan Out Chart.

- Manage EOC resources and direct EOC operations to include:

- Briefing Policy Group and other EOC personnel and support staff;
- Making recommendations to the Policy Group regarding protective action determinations;
- Coordinating logistical support for response personnel and disaster victims;
- Relocating staff to an alternate EOC, when directed, or when situation warrants such action;
- Directing the scheduling of financial and operational reporting; and,
- Terminating operations and closing down the EOC.

- Coordinate communications capability and supplement where necessary (see ESF #2 - Communications).

- Establish policies for the use of emergency funds and resources.

- Coordinate with the Tooele County Engineer to ensure the Damage Assessment procedures detailed in the Tooele County EOP, ESF #14 – Long Term Recovery, TAB 2-Damage Assessment/Survey, are followed.

- Establish damage assessment teams in coordination with the Tooele County Engineer.

B. Coordinate with the Local Emergency Planning Committee (LEPC) consisting of members of the Coordination/Operations Group and other appropriate local agenciesSUPPORT AGENCIES

1. Tooele County Board of Commissioners

- Direct department heads and coordinators in the emergency organization to become familiar with this plan and be prepared to implement it;

- Direct tasked organizations to ensure response personnel report to appropriate locations in accordance with this plan and standard operating guidelines for emergency response;

- When appropriate, coordinate with the EMD in initiating EOC activation and other appropriate policy or decision-making activities;

- When notified of an emergency, report to the EOC;

- When appropriate, provide overall direction of emergency response activities;

- Approve the dissemination of information to the public, when necessary;

- Make and approve protective action decisions and ensure their implementation; and,

- Terminate response operations and release personnel, when appropriate.

2. Tooele County Sheriff

- If an emergency occurs outside the limits of any jurisdiction, the County Sheriff will assume responsibility for all county law enforcement activities as detailed in ESF #13 – Public Safety;

- Assume responsibility for all multi-jurisdictional fire department activities as detailed in ESF #4 Firefighting;

- Assume responsibility for all hazardous materials response activities as detailed in ESF #10 – Hazardous Materials Response;

- Report to the EOC, when notified, to assist other members of the Policy Group in the support of incident management functions of emergency response activities;

- Utilize the EOC, when activated, to request the necessary assistance from outside agencies or jurisdictions, in accordance with existing or emergency negotiated mutual aid agreements and understandings;

- Notify the EMD (at EOC) of the disaster/ emergency if the original notification did not come from the Tooele County EOC;

- Ensure that there is security at all reception centers and shelters, if opened;

- Notify the local field office of the Federal Bureau of Investigation (FBI) of any terrorist threats or activities; and,

- Ensure all financial and operational reporting requirements are adhered to by your staff.

3. **Tooele County Attorney**:

- Function as the legal advisor to the Policy Group;

- Become familiar with all laws governing emergency powers in a emergency situation;

- Become familiar with all Federal and State laws governing Hazardous Waste Operations and Emergency Response;
- Coordinate with Coordination/Operations Group to provide legal counsel in reference to all mutual aid agreements;
  Sit on the Recovery Policy Group acting as advisor to the Commission regarding legal issues that may arise;

- Ensure legal representation whenever a public needs infrastructure is activated (claims center, help lines, temporary or extended health care, etc.);

- Ensure legal assistance to and coordination with Tooele County jurisdictions and/or agencies and other jurisdictions and/or their agencies involved in the emergency;

V. OTHER SUPPORT AGENCIES

- Support agencies' responsibilities and capabilities are outlined in the ESF Annexes.

- Support agencies provide expert personnel to the multiagency coordination centers (MACs): in Tooele County that would be the EOC and other centers that may be established by requesting State or Federal assistance, i.e. JFO, JOC, RRCC , as requested, to assist with the delivery of resources and provide reports to the respective Planning Section.

- All agencies, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency. Support capabilities of other organizations may be used as required and available.

- All local departments and agencies should maintain comprehensive and current plans and procedures identifying how they will execute the support functions for which they are responsible and provide support, as required.

A. All tasked agencies should:

1. Know the Tooele County EOP and your agency's responsibilities during emergencies.
2. Maintain existing communication capability and follow established procedures for inter- and intra-agency and IC communications for daily and emergency field operations;
3. Plan and Schedule training and exercise.
4. Establish a procedure to identify damage to organizational resources and facilities and cost accounting of damages, for reporting to the EOC Finance Coordinators.
5. Ensure that organizational staff members in the EOC have authority to commit resources and set policies, or know the appropriate procedures for doing so.
6. If appropriate, establish a protocol for interfacing with State/Federal responders and coordinating centers.
7. Activate a control center to support and facilitate the organization/department's response activities.
8. Ensure 24 hour staffing in the EOC and control center, when requested by the EMD;
9. Maintain communication with appropriate Branch or Section Chiefs;
10. Keep appropriate ESF Coordinators in the EOC and JFO informed of status of operations at all times;
11. Maintain daily staff and equipment usage records and expense reports and provide to the financial officer in the field and/or EOC as appropriate. Request forms if not readily available; and,
12. Clean, repair and perform maintenance on all equipment, as required for daily use, and before returning to normal operations or to storage.

S*AMPLE* **"TOOELE COUNTY STATE OF EMERGENCY DECLARATION"**

WHEREAS, *beginning on or about* _____, *201_,* _____ has/have occurred in Tooele County, Utah; and

WHEREAS, as a result of _____ there exists the following conditions: _____ (i.e. numerous deaths, dozens of injuries, major property damage, downed power lines, disrupted communications and utilities, road damage and transportation disruption, widespread debris and wreckage, with threats to the environment from overturned trucks and cargo); and

WHEREAS, agencies providing services to the elderly, disabled and emergency services have limited service capability due to the above conditions; and

WHEREAS, search and rescue and emergency responder operations are continuing throughout the county and are severely straining all responding agencies and the emergency operations plan is in effect; and

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

NOW THEREFORE, it is declared that a "State of Emergency" exists due to the aforesaid in Tooele County and such area is declared to be a disaster requiring aid, assistance and relief available pursuant to the provisions of local and state statutes.

DATED this __ day of _____, 201_.

_____
Tooele County Commissioner

ATTEST:

_____
Clerk or Recorder

STATE OF UTAH

SAMPLE **INITIAL DISASTER REPORT**

In case of a threat or occurrence of a natural disaster, the reporting jurisdiction will transmit the following information to the Utah Division of Emergency Management (DEM), 801-538-3400 or any other rapid communications system.

1.   Type of incident: _____

2.   Time and date of incident: _____

3.   Location (city/town): _____ County: _____

4.   Damage (total $ estimate): _____

5.   Impact on Individuals:

   # Deaths: _____   # Injuries: _____
   # Receiving Health Care_____   # Hospitalized: _____
   # Evacuated: _____   # Businesses closed: _____
   # Damaged Homes/Farms: _____   # Evacuated Homes/Farms: _____

6.   Impact on Public Facilities: (please provide narrative answers on a separate page)

   Debris: _____   Roads: _____
   Water & Sewer: _____   Utilities: _____
   Buildings: _____   Other: _____

7.   Response:

   Local resources mobilized: _____
   _____
   _____

   State resources mobilized: _____
   _____

   Federal resources mobilized: _____
   _____

STATE OF UTAH

SAMPLE INITIAL DISASTER REPORT

8.　If reporting jurisdiction is a city or town, what county assistance is being provided:

_____
_____
_____
_____

9.　Has "Local State of Emergency" been officially declared? _____
If so, by whom? _____

10.　Voluntary organization and/or other State/Federal assistance now being provided:

_____
_____
_____
_____

11.　Is additional State/Federal assistance required? _____
If so, what kind? _____
_____
_____
_____

12.　Remarks/comments:　(Indicate Response Condition) _____
_____
_____
_____
_____

Signature:_____

Title:_____

Date:_____

GOVERNOR'S "STATE OF EMERGENCY" or "MAJOR DISASTER" DECLARATION

E X E C U T I V E   O R D E R

PROCLAMATION

WHEREAS, on _____, _____ occurred, resulting
                (Date)   (Disaster)

in _____ to , _____ ; and,
         (Type of damages)   (Location)

WHEREAS, at least _____ known fatalities and _____ injuries have
              (Number)   (Number)

been reported and extensive damage has resulted to private and public property; and,

WHEREAS, immediate attention is required to protect the health of, and to provide emergency assistance for, many of the inhabitants of the area affected; and

WHEREAS, these conditions do create a State of Emergency or Major Disaster within the intent of Title 63, Chapter 5 of the Utah Code Annotated 1953, as amended;

NOW THEREFORE, it is found, determined, and declared that a "State of Emergency or Major Disaster" exists due to the aforesaid storms and such area is declared to be a Disaster Area requiring aid, assistance, and relief available pursuant to the provisions of State Statutes, and the State of Utah Emergency Operations Plan, Volume II, Natural Disaster, which is hereby activated;
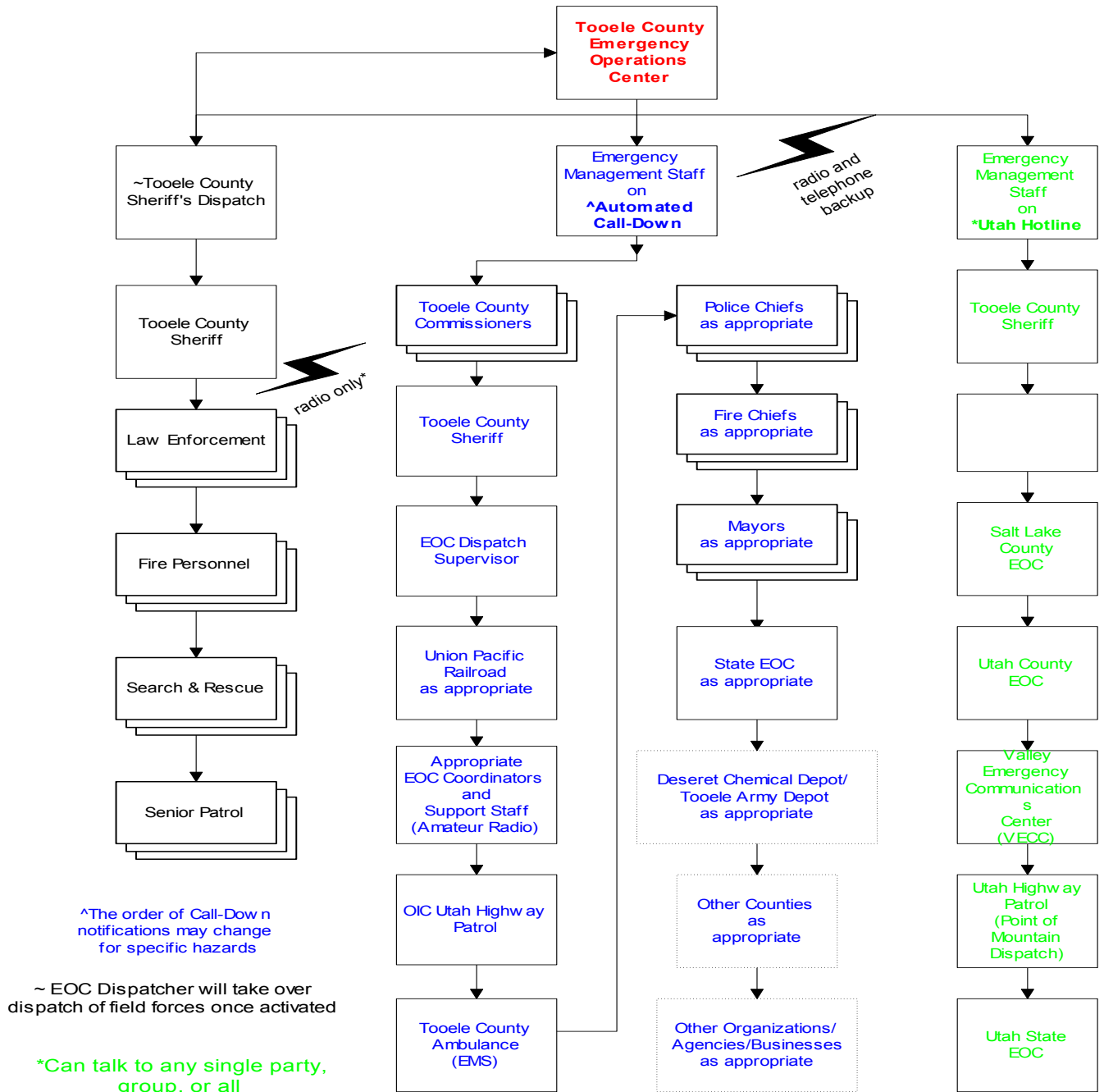
IN WITNESS WHEREOF, I have hereunto set my hand and caused the Executive Seal of the State of Utah to be hereunto affixed at Salt Lake City, Utah this _____.
                                    (Date)

_____
Governor, State of Utah

ATTEST:

_____
Lieutenant Governor/ Secretary of State

TOOELE COUNTY NOTIFICATION "FAN OUT" CHART

Tooele County Emergency Operations Center

~Tooele County Sheriff's Dispatch

Emergency Management Staff on ^Automated Call-Down

radio and telephone backup

Emergency Management Staff on *Utah Hotline

Tooele County Sheriff

*radio only**

Law Enforcement

Fire Personnel

Search & Rescue

Senior Patrol

Tooele County Commissioners

Tooele County Sheriff

EOC Dispatch Supervisor

Union Pacific Railroad as appropriate

Appropriate EOC Coordinators and Support Staff (Amateur Radio)

OIC Utah Highway Patrol

Tooele County Ambulance (EMS)

Police Chiefs as appropriate

Fire Chiefs as appropriate

Mayors as appropriate

State EOC as appropriate

Deseret Chemical Depot/ Tooele Army Depot as appropriate

Other Counties as appropriate

Other Organizations/ Agencies/Businesses as appropriate

Tooele County Sheriff

Salt Lake County EOC

Utah County EOC

Valley Emergency Communications Center (VECC)

Utah Highway Patrol (Point of Mountain Dispatch)

Utah State EOC

^The order of Call-Down notifications may change for specific hazards

~ EOC Dispatcher will take over dispatch of field forces once activated

*Can talk to any single party, group, or all

Tooele County Emergency Management
w:\wpfiles\marianne\drawings\countynot
December, 2000

Tooele County Emergency Operations Plan
2000 Revision

Salt Lake County EOP Example

Emergency Support Function #5 – Emergency Management Annex

ESF Coordinator:	*Marlon Jones*	*Support Agencies:*	
		*See Below	

Primary Agencies: *Salt Lake County Emergency Management*

County Liaison: *Cathy Bodily*

INTRODUCTION

Purpose

Establish, coordinate, and maintain County-wide Emergency Management activities and intergovernmental, private, and volunteer partnerships in order to establish sustainable communities and support responses to and recovery from emergencies, as well as collect and disseminate critical information.

Scope

Coordination and collaboration of all emergency support functions to ensure primary and support agencies partnerships are maintained as defined in their respective emergency support function plans.

Policies

All agencies, both support and primary, operating within each ESF will act in accordance with the Salt Lake County Emergency Operations Plan, the emergency plans of each individual agency, and applicable State and Federal guidelines.

Planning Assumptions

1. To respond to an emergency or disaster situation there is a need for coordination of information taking place in the EOC, a point where information can be collected and collaboration can occur in response to the event.

2. Damage assessment and severity will impact EOC operations, which will be delayed due to minimal staffing.

3. Jurisdictions impacted the most will be given priority for assistance and support as requested, needed and available.

4. During the early stages of the event little information will be available and the information may be vague or inaccurate, verification may take time and delay response to inquiries.

5. Reporting of information may be delayed due to the damaged of the infrastructure and communication systems.

ACTIVITIES TO SUPPORT PREPAREDNESS

1. Appropriate NIMS training and credentialing standards are met.
2. Training and exercises activities may include:
   a. Orientation
   b. Tabletop
   c. Functional
   d. Drill
   e. Full-scale
3. Annual review of EOP and updated as appropriate.
4. Participate in and support regional, state and federal preparedness efforts.

CONCEPT OF OPERATIONS

1. Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the County.
2. The County Emergency Manager or designee is responsible for the management of the EOC. The EOC is on 24/7 manning with an on-call supervisor and duty officer. The decision to elevate the activation level will be determined by the on-call officers when notified and the Emergency Operations Center will become operational based on the magnitude of the situation.
3. The organizational structure of the Emergency Operations Center will be arranged according to the type of incident, agencies and / or jurisdictions involved, objectives and strategies selected to resolve the situation, and the demands of the emergency or disaster.
4. The Emergency Manager will be notified by the on-call staff and will be requested to report to the EOC to direct and control emergency operations.
5. The Emergency Operations Center will be managed in accordance with the County EOC Operating Guidelines.
6. Emergency Management staff will be notified to report to the EOC, where they will be assigned to functional areas within the EOC.

ORGANIZATION

See chart on next page
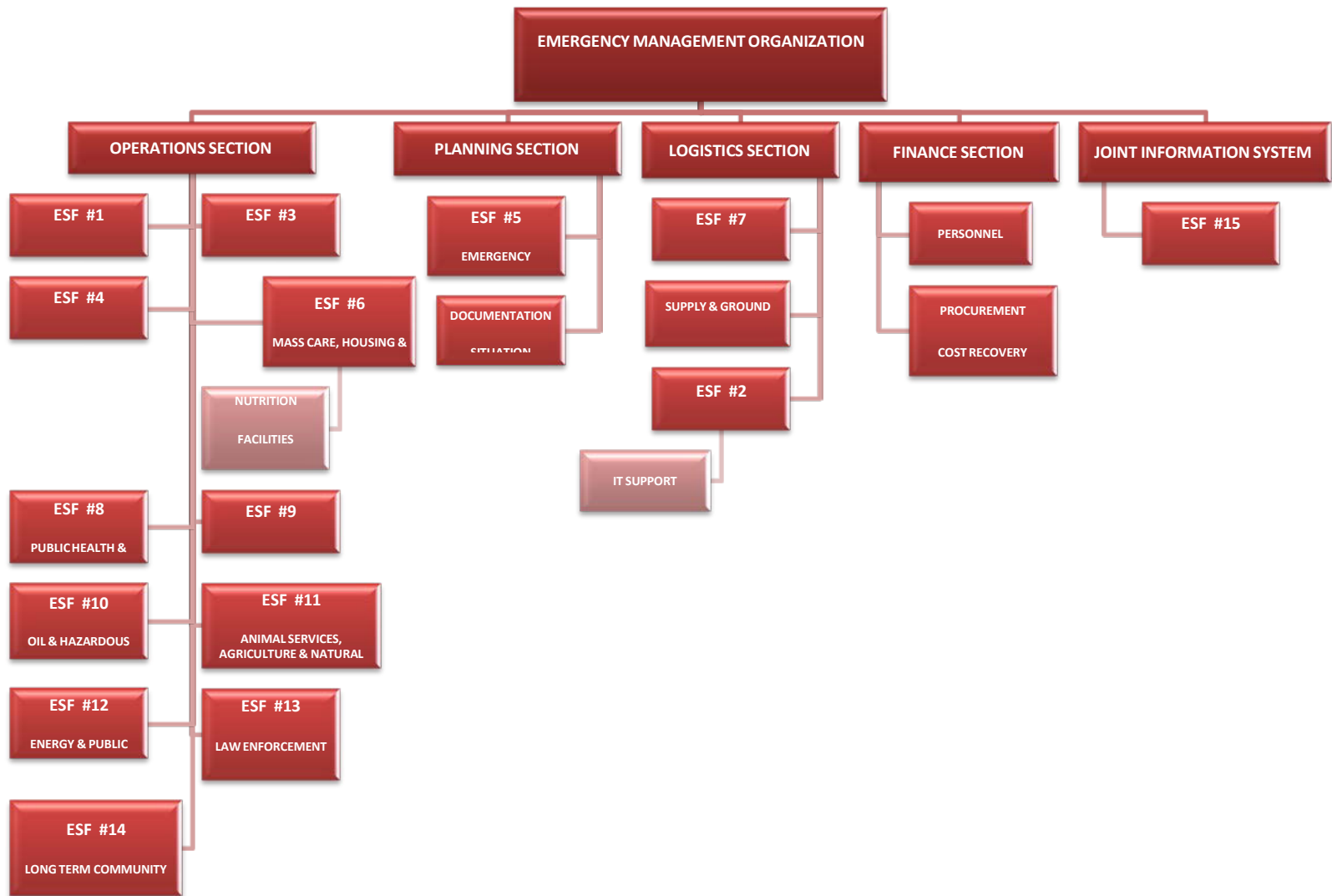
Notification

Notifications will be handled utilizing Salt Lake County Emergency Management's incident management software "E-Sponder Express" we have the ability to send two-way dynamic messaging to thousands of individuals within minutes. The alert system supports text, rich text, SMS, and voice alerts to a cell phone or landline.

In the event of activation Salt Lake County Emergency Management will send out an alert to all Emergency Management staff informing level of activation, and any immediate need to respond. Notifications will also go out to Unified Fire Authority command staff to inform them of situation status.

ACTIONS

Incident

1. Initial Response Actions
   a. Verify pre-defined strategies for initial response actions to include the mobilization of resources and personnel.
   b. Assess need for ESF response to EOC.
   c. Notification of appropriate ESF lead agencies to respond to EOC. Implement predetermined cost accounting measures for tracking overall ESF #5 personnel, equipment, materials, and other costs incurred during emergency response actions.
   d. Establish a duty roster and review phone lists, set up status boards and establish message flow and tracking, and set up or procure data processing computers and software for ESF #5 personnel.
   e. Establish contact with county and state liaison.
   f. Anticipate the types of response information that the SLC ESF responding agencies will likely require.
2. Continued Response Actions

   a. Coordinate with the response personnel in the field.
   b. Continue to staff the EOC on a 24-hour-a-day basis.

     c.   Manage message flow in the EOC and log all protective actions taken.
     d.   Provide information in support of responding ESF agencies.
     e.   Review action plans.
     f.   Create and publish situation reports.
     g.   Share information processing capabilities with the state.
     h.   Draft recommendations for after-action reports and other reports as appropriate.

Post-Incident

1. Recovery Actions
    Recovery planning begins at the onset of the event, and ESF #5 will address the following in relation to potential impacts:

    a. Damage assessment requirements and priorities
    b. Emergency and temporary housing issues
    c. Business impacts
    d. Debris management
    e. Route clearance
    f. Utilities restoration
    g. Human needs
    h. Other issues affecting people, property or livelihood

RESPONSIBILITIES

Primary Agency:

Salt Lake County Emergency Management

Coordinate EOC efforts in ESF response and support of potential or actual emergencies that could affect Salt Lake County and its cities.

SUPPORT AGENCIES

ESF #1 – Transportation
Transportation Safety

Restoration/recovery of transportation infrastructure
Movement restrictions

Damage and impact assessment
ESF #2 – Communications

Coordination with telecommunications and information technology industries
Restoration and repair of telecommunications infrastructure

Protection, restoration, and sustainment of County cyber and information technology resources Oversight of communications within the County incident management and response structures ESF #3 – Public Works and Engineering

Infrastructure protection and emergency repair
Infrastructure restoration

Engineering services and construction management

Emergency contracting support for life-saving and life-sustaining
services ESF #4 – Firefighting

Coordination of County firefighting activities

Support to wild-land, rural, and urban firefighting
operations ESF #5 – Emergency Management

Coordination of incident management and response efforts

ESF #6 – Mass Care, Emergency Assistance, Housing, Human Services
Mass care

Emergency
assistance Disaster
housing Human
services

ESF #7 – Logistics Management and Resource Support

Comprehensive County incident logistics planning, management, and sustainment capability
Resource support (facility space, office equipment and supplies, contracting services, nutrition assistance etc.)

ESF #8 – Public Health and Medical Services
Public Health

Food Safety and Security
Medical

Mental health services
Mass fatality
management

ESF #9 – Search and
Rescue Life-saving
assistance Search and
rescue operations

ESF #10 – Oil and Hazardous Materials Response

Oil and hazardous materials (chemical, biological, radiological, etc.) response
Environmental short- and long-term cleanup

ESF #11 – Agriculture and Natural Resources
Animal and plant disease and pest response

Safety and well-being of household pets and livestock
Natural Resources

ESF #12 – Energy

Energy infrastructure assessment, repair, and restoration
Energy industry utilities coordination

Energy forecast

ESF #13 – Public Safety and Security
Facility and resource security

Security planning and technical resource
assistance Public safety and security support

Support to access, traffic, and crowd control
ESF #14 – Long-Term Community
Recovery

Social and economic community impact assessment

Long-term community recovery assistance to local governments, and the private
sector Analysis and review of mitigation program implementation

Historic properties protection and restoration
Cultural Resources

ESF #15 – External Affairs

Emergency public information and protective action guidance
Media and community relations

REFERENCES

- Agency Emergency Operations Manuals
- Agency Phone Trees
- Agency Organization Charts
- Evacuation Plans
- Maps
- Memorandums of Understanding (MOU)
- Resource Lists
- Check Lists
- Phone Trees