

HARRISVILLE CITY EMERGENCY OPERATIONS PLAN

Table of Contents

- 1. Introduction**
- 2. Assumptions**
- 3. Hazard Assessment**
- 4. City Response Levels**
- 5. Incident Command**
- 6. Emergency Operations Center**
- 7. Emergency Plan Management**
- 8. Security**
- 9. Damage Assessment**
- 10. Communications**
- 11. Citizens Emergency Response Teams (CERT)**
- 12. Mass Care/Shelter Operations**
- 13. Volunteer Management**

Appendix

- A. Forms**
- B. Rapid Assessment Checklist**
- C. Community Emergency Response Teams (CERT)**

Reference and Supporting Documents:

1. NIMS
2. Weber County Emergency Operations Plan
3. Weber County Pre-Disaster Mitigation Plan
4. Weber County Medical Incident Response Plan
5. Weber County Special Needs Plan
6. CERT Field Operating Guide
- 7.

1. INTRODUCTION

No matter how large or small an incident, its occurrence will have a significant impact on the need of the public to have access to information and resources. During a state of emergency, the demand to provide accurate public information and timely respond to the needs of the public will be overwhelming. It is the policy and intent of the City to provide information, command, and control in the preparedness, response to and recovery from any form of disaster. The City of Harrisville will follow the principals outlined in the National Incident Management System (NIMS) in its approach to disaster preparedness, response and recovery.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management. It is intended to be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity. It is intended to improve coordination and provide a common standard for overall incident management.

2. ASSUMPTIONS

In order for this Emergency Operations Plan to be effective in a disaster situation, the following assumption are made:

- This Plan is designed and intended to compliment the Weber County Emergency Operations Plan (EOP). Emergency preparedness should be based upon an understanding of what types of emergencies and disasters may occur in this area.
- The ability to improvise and adjust to varying circumstances assumes singular importance in a disaster situation. There can be no single plan that can address all of the possible hazards that may be experienced. Response to a given situation must be based on the specific hazards presented and the resources available.
- It is a mistake to assume that preparedness is complete merely because a written plan exists, plans must be practiced, updated, and continually evolve to address new situations and conditions.

3. CITY RESPONSE LEVELS

LEVEL I:

A level I response will be a routine emergency handled by the City's public safety providers. The Incident Command System approach will be utilized. Normal fire, police, and public works response indicated in the Level I response the EOC will not normally be activated.

LEVEL II:

A level II response will be a situation of serious consequence such as loss of life, great property damage or serious disruption of public services beyond the routine response of the City’s public safety providers. The Mayor will be notified by the incident commander and activate the City’s EOC to provide support to the Incident Command, depending upon the situation.

LEVEL III:

A level III response will be an event of city-wide or county-wide disaster, or an unexpected occurrence of such a magnitude that county, state and federal agencies have been mobilized to provide assistance the situation. Public safety providers may be overwhelmed in response to such a disaster, and the community may be without certain public safety services for a period of time. The Mayor will activate the City’s EOC and coordinate the efforts of response teams that will be organized as the situation dictates.

TELEPHONE NUMBERS:

Emergency: 911

EOC/City Office: 801-782-4100

Local Red Cross:801-627-0000

4. HAZARD ASSESSMENT

The hazards present that present a threat to the City vary with seasons and other factors and should be separated into two major categories, man made or natural. There is also a potential for one incident to spawn additional disasters as a result of their initial damage.

Possibly considered the most serious natural disaster faced by the Harrisville City and Weber County is an earthquake centered in the Weber Section of the Wasatch fault. While the City does not sit directly on the fault, damage from shaking and ground liquefaction present a real hazard to the City’s infrastructure as well as commercial and public buildings. Should the earthquake be combined with a severe storm the potential damage may be greatly magnified. Flooding may also result from a major earthquake as well as damage to roadways, railways, residential structures and public utilities.

Other hazards faced by the City include but are not limited to, Fire, Flooding, Severe Storms, Tornados, Major Power Outages, Hazardous Materials releases, Railroad, Automobile and Aircraft Accidents, Major Criminal activity, Hostage/Active Shooter and Terrorist Incidents.

The table below provides an overview of typical response responsibilities to potential hazards faced by Harrisville City.

Typical Response	
	City Police/Fire/EMS alone or with limited

City/County/Regional (all or part)	assistance
Flood	Fire
Earthquake	Criminal
Severe Storm	Accident (automobile, business, other)
Terrorist Incident	Aircraft Incident
Evacuation	Hazardous Materials
Tornado	Personal Security
Power Outage	Hostage/Active Shooter

5. EMERGENCY OPERATIONS CENTER (EOC)

Purpose:

The EOC serves as the central location for communication, information, and instruction in the event of an emergency. The EOC may manage the response to a city wide incident alone or function in support the efforts of a single incident command or multiple incident commands that are operating in different locations around the city.

Organization:

The mayor directs the affairs of the EOC and is assisted by the following:

1. Emergency Manager.
2. Emergency Coordinator.
3. Public Information Officer (PIO).
4. Communication Team Leader (CTL).
5. Volunteer Coordinator.
6. CERT Coordinator.
7. Records and Documentation Personnel
8. Financial management personnel
9. Others as needed.

City Council members shall advise the mayor and establish policy on effective EOC operation in conjunction with the mayor.

Emergency Operations Center (EOC). During the initial threat or occurrence of a disaster that may affect Harrisville City, the Emergency Operation Center (EOC) will be activated. The EOC

will be located at the City Office, unless an alternate location is better suited. The City EOC will coordinate with the Weber County EOC and the State EOC, as the case may be.

EOCs are the physical locations where multiagency coordination occurs. EOCs help form a **common operating picture** of the incident, relieve on-scene command of the burden of external coordination, and secure additional resources. The core functions of an EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination.

During an incident, the City emergency manager ensures the EOC is staffed to support the Incident Command/s and arranges needed resources. The Mayor provides policy direction and supports the Incident Commander/s and emergency manager, as needed. If the Incident Commander/s determines that additional resources or capabilities are needed, he or she will contact the EOC and relay requirements to the emergency manager.

The EOCs will encourage, solicit and accommodate private-sector participation. The private sector, in turn, can maintain parallel structures to respond to the needs of the EOC. This representation should complement, not replace, presence in the EOC granted currently to public utilities.

The City's EOC will be staffed by local officials and support personnel. Assignments will be made in accordance with this plan, unless otherwise changed by the Mayor depending upon the tactical situation. Also, in regard to the extent of a specific disaster, the Mayor may issue an official declaration of emergency or disaster area.

The EOC will exercise policy making responsibility calculated to respond to the challenges presented by a specific disaster. All public information will be released to the media exclusively via the Public Information Officer (PIO) as official spokesperson for Harrisville City.

All volunteer efforts will be coordinated and managed by the Volunteer Coordinator under the direction of the EOC. The volunteer coordinator will be the liaison officer with Non-Government Organizations (NGO's) in the event assistance is needed.

The Emergency Management Team will develop a response plan based on the situation and use Checklist's to assist in the emergency response and coordination to help meet any public needs in a timely manner.

Planning and Preparation:

1. The primary location of the EOC will be the Harrisville City Offices.
2. Those people involved with the EOC must be familiar with the emergency plans of the city.
3. Communication and instruction are to be relayed through the EOC to communication team members.

6. INCIDENT COMMAND

Purpose:

Incident Command provides effective and efficient management of an incident by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient incident management.

Organization:

The organization of the Incident Command System is outlined in the National Incident Management System (NIMS) Appendix B. It will be the practice of all Harrisville Public Safety and Public Works providers to follow the practices and procedures of the Incident Management System when responding to incidents within the City. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

The Incident Command System:

- Is a standardized management tool for meeting the demands of small or large emergency or non-emergency situations?
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS)
- Is a flexible and dynamic organization that will adjust size and compliment to fit the needs of the situation.

8. EMERGENCY MANAGEMENT TRAINING AND PLANNING REQUIREMENTS

Purpose:

Provide continuing education to the City’s emergency responders and the public on disaster preparedness, review and revise the existing EOP, conduct training exercises to improve skills.

Organization:

The City Emergency Management committee should meet at least annually to address issues relating to emergency management. The mayor, or his designee, will chair the committee. Committee will consist of the:

1. Mayor (Chair)
2. City Administrator
3. Department Heads
4. Emergency Manager
5. Volunteer Coordinator
6. CERT Coordinator

7. Communication Team Leader
8. City Recorder
9. Public Affairs Officer
10. County Emergency Management Representative
11. City Counsel Representative

Planning and Preparation:

The committee will engage in emergency planning and preparation as follows:

1. Annual EOP review.
2. Planning for tabletop and practical exercises.
3. Develop emergency management library.
4. Track emergency management personnel and volunteers.
5. Advise mayor on emergency management.
6. Monitor emergency responder training and education exercises.
7. Publish and distribute emergency management materials.

Training requirements:

Everyone involved as an emergency responder or EOC staff shall be trained and qualified based on their assignment. At a minimum all city employees will complete FIMA online classes IS100 related to their discipline and IS700a

8. SECURITY

Purpose: Establish law and order in the community during and after a disaster.

Organization:

It shall be the responsibility of the Chief of Police to establish and maintain law and order within the City during and after an incident in accordance with established law enforcement practices and department policy.

Planning and Preparation:

The Chief of Police will be responsible for the management and assignment of resources to ensure public safety and security. He may also utilize trained citizen volunteers and CERT members for non law enforcement security related tasks.

9. DAMAGE ASSESSMENT

Damage assessment throughout the city is critical to the proper and timely response to and recovery from an incident. Damage assessment will be divided into three phases in order to provide appropriate response in an incident.

a. Rapid Situational Assessment

Rapid Situational Assessment includes all immediate operations following a disaster that are directly linked to initial damage assessment (intelligence gathering) in order to specifically determine lifesaving and life sustaining needs in the community. Rapid Assessment takes place immediately following an incident and focuses on determining the lifesaving needs, imminent hazards, and damages to critical infrastructure and lifelines in the community. This function has also been referred to as a “Windshield Survey.”

The ability of City government to perform a rapid assessment accurately and within the first few moments after an incident is critical to providing an adequate and appropriate response for life threatening situations and imminent hazards. Coordinated and timely assessments permit the City to prioritize response activities, allocate scarce resources, and request mutual aid quickly and accurately.

Rapid Assessment does not estimate the dollar value of the damage or the fine details. It is, rather, to assess the nature, magnitude and scope of the event so that policy decision makers can assign and utilize the appropriate resources to the response, based upon prioritized needs.

When Would We Use Rapid Situational Assessment?

Following a Moderate to Large Earthquake, Tornado/High Wind, or other disaster that potentially affects a large area of the community where damage information is critical to establishing the magnitude of the incident. This does not mean that assessment is not done at smaller incidents.

Rapid assessment is always accomplished at any incident. Rather, this question is in direct relationship to a city-wide or county-wide assessment process which is formally declared or directed.

Harrisville City, alone or along with Weber County, will implement the Rapid Assessment Plan immediately following:

- Moderate to Large Earthquake
- Tornado
- High Wind with power outage / several citizen damage reports
- Other incidents with a potential City wide impact.

This function can also be activated for a specific area of the City as requested by an On-Scene Commander (Police Supervisor, North View Fire Captain, City Public Works Director/ Supervisor, etc.)

In concert with City/County/State Emergency Management, an on-duty public safety supervisor, the Incident Commander or EOC will direct a Rapid Situation Assessment be conducted city wide or in designated areas by the Police Department, North View Fire District, or City Public Works Departments as rapidly as resources are available. The results of that survey will then be passed to the City EOC for assessment and dissemination to the Weber County and State EOC’s to allow for the proper allocation of emergency resources.

b. Neighborhood Needs/Damage Assessment Survey

After the initial rapid assessment has been assimilated and as soon as teams of responders can be organized, trained team's consisting of public safety providers, CERT and volunteers will be assigned by the Incident Command or EOC to survey a disaster area to gain knowledge of the extent of a disaster and basic its impact to individuals and infrastructure so that aid may be rendered in an expedient manner.

The Assessment Team will be broken into small survey groups that will be assigned an area within the city and will in effect go door to door in an effort to assess the needs of individual citizens. This team may be the first to contact people in need of medical aid or emergency services. These survey teams will provide guidance as to shelter and medical assistance locations.

In the event a person is injured, trapped, missing or in need of other assistance this team will assist in assessing the conditions, providing initial first aid, arrange for an additional response or provide directions as to shelter or medical aid locations depending on the situation.

The assessment team leader will report to the EOC to coordinate activities with other emergency services and to report conditions observed during the assessment.

c. **Damage Assessment**

The final phase of Damage Assessment is the detailed Damage Assessment that is conducted post disaster and is accomplished by trained and qualified City, County, State and FIMA personnel who determine the actual extent of the damage and make determination on what assistance is required and establish priorities on recovers efforts.

The Damage Assessment will be conducted in accordance with the protocol established in the Weber County EOP as follows.

Damage Assessment is divided into three elements:

- 1) Safety Evaluation
- 2) Preliminary Damage Assessment
- 3) Damage Survey

First, **safety evaluation** is that process where trained personnel inspect buildings, structures, and other such infrastructure (i.e. bridges, dams, etc.) for safety. These structures may have some damage but may still be safe for public or private use. Damage which might effect the safety of the structure may be structural or non-structural in nature. Safety evaluation of structures following a disaster results in a green, yellow (gold) or red colored tag being placed on the structure. These tags, or placards, are posted on structures to show that they have been inspected and that entry is allowed, limited, or not allowed. Training for safety evaluation is provided by the State of Utah, Division of Risk Management, and the Division of Emergency Management. This training is usually in the form of ATC-20 Post-Earthquake Safety Evaluation of Buildings. Additional training will be coordinated as necessary for field personnel on an as-needed basis.

Immediately following an event, declarations of emergency will be written and forwarded to higher governmental levels. Once FEMA is alerted to the declarations, a team will be sent to the disaster to assess the damage to see if a Federal Declaration is in order. This is referred to as the **Preliminary Damage Assessment** process or **PDA**. The PDA is essentially a fact gathering mission to see if the damage warrants a Presidential Declaration. Causes of the damage, dollar amounts of damage, and types of assistance needed are the main objectives of this assessment team from FEMA. Estimates of what the disaster will cost will be a primary focus of this preliminary damage assessment process. Preliminary information will need to be gathered and presented to the preliminary damage assessment team from FEMA. Forms used are the PDA and PDA Summary forms.

Once a disaster is declared, **Damage Survey** teams comprised of representatives from FEMA, the State, and the local government will jointly inspect structures that are damaged and will identify repairs. This process will match damages observed with costs of recovery (repair). This is a critical process and is much more in-depth than previous inspections. These inspections are focused on public structures. Teams will create Project Worksheets for use in conducting the recovery efforts. The worksheets will become part of the project file for each separate structure. Coordination of this function (damage assessment) is critical to the ultimate recovery of local government.

10. COMMUNICATIONS

Purpose:

Gather and disseminate information about disaster conditions and emergency service needs. Deliver accurate and detailed information to the EOC in a timely manner so that coordination for emergency services can be rendered in a timely manner.

Organization:

Communications will consist of a team who will receive and relay information about the disaster and emergency services. The communications team leader will be assigned to the EOC and will coordinate the efforts of all of the team members that are assigned to the EOC, Incident Command and various work teams the city.

The team leader will report to the EOC and will be pivotal in the development of a communications plan based on available resources and the extent of a disaster and the damage.

Team Leader and Alternates:

1. Prepare a list of communication resources of people who have radios, CBs, and Ham radios.
2. Oversee team members and utilize communication resources.
3. Relay information between team members and the EOC.

Preparation and Planning:

1. Establish a team to contact persons in a disaster, receive communications from damage assessment, and relay information to the team leader at the EOC.
2. Develop a phone-tree to assist in gathering information and relaying instructions.
3. Train using runners and radios for communication purposes.

11. COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)

Purpose: The Community Emergency Response Team (CERT) serves under the direction of local emergency responders and provide critical support by giving immediate assistance to victims, providing damage assessment information, organizing other volunteers at a disaster site. Trained CERT volunteers provide a potential workforce for performing duties such as shelter operations, crowd control, light search and rescue, basic first aid, assist in the operations of medical treatment areas evacuation and traffic control.

Organization: The CERT commander is appointed by the Mayor and is responsible to establish, train and organize the Harrisville CERT program.

In the event of a disaster the CERT commander will report to the EOC and under the direction of the City Emergency Manager provide trained resources where directed.

The Harrisville CERT field operating guide, organizational charts, training plans, contact and call out information, and equipment/resource inventory lists are located in Appendix C of this EOP.

12. MASS CARE/SHELTER/MEDICAL CASULTY COLLECTION CENTERS

Purpose: Create a positive and healthy condition in order for people to receive medical treatment, food services and shelter after a disaster for people who are in need of assistance or who have been displaced from their homes in a disaster or emergency.

Organization:

Mass Care/Shelter/Medical Causality Collection Center will be staffed by a team of CERT trained volunteers who will cooperate under the direction of the American Red Cross, Qualified EMS Providers and/or the EOC to establish a facility to serve people displaced from their homes in a disaster or emergency. Mass Care and Shelter operations may be tasked to provide:

1. First-aid
2. Food services.
3. Sanitation services.
4. Shelter Services

Medical Casualty Collection Stations will be established in accordance with the Weber County Medical Incident Response plan.

The team leader will report to the EOC on the conditions at a shelter site, conditions generally, and on the performance of the team members rendering services. The team leader will coordinate with EMS and Red Cross, Churches and other non government organizations to ensure efficient delivery of services.

13. VOLUNTEER MANAGEMENT

The organization and coordination of volunteers in a disaster is critical to the effective utilization of resources and energy. The volunteer coordinator will establish a list of and liaison with organizations and groups within the area that may be available to provide volunteer services and manpower to the City when needed.

The Volunteer Coordinator will establish a means of tracking volunteer assignments and work efforts to prevent duplication of efforts and ensure the most critical needs are address first.

A Volunteer check-in and staging areas should be established and staffed by team members and CERT personnel. This provides a central location for volunteers to report and receive work assignments as well as a central location for providing materials, equipment and services to those volunteers.

The proper tracking and documentation of volunteer efforts is also critical to receiving recovery aid and resources.