



**Emergency Operations Plan
2025 Edition**



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Letter of Promulgation

To all Recipients:

This is the Emergency Operations Plan for Springville City, Utah. This plan supersedes any previous plans. It provides a framework within which the city can plan and perform its emergency functions during a disaster or national emergency.

This Emergency Operations Plan is a component of the City's comprehensive approach to emergency management that ensures that the city is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the city.

Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the city will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of City agencies and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the Incident Command System and the National Incident Management System.

This plan has been approved and adopted by the Springville City Council at the recommendation of the Springville City Emergency Manager. All recipients are requested to advise the Springville City Emergency Manager of any changes that might result in its improvement or increase its usefulness.

A handwritten signature in blue ink, appearing to read "Matt Packard", is written over a horizontal line.

Matt Packard
Springville City Mayor

A handwritten date "08/05/2025" in blue ink is written over a horizontal line.

Date



Approval and Implementation

The Springville City Emergency Operations Plan (EOP) provides a framework for emergency responders, City departments, and supporting agencies to effectively coordinate and collaborate, before, during, and after a disaster, in order to provide a comprehensive response to all emergencies.

The Mayor and City Council authorize the Emergency Manager, as directed by the City Administrator, to make changes and updates to this plan that do not materially affect the overall planning approach and do not radically change responsibilities of senior city officials or city departments. Changes will be recorded in the record of changes.

This plan is published in support of the National Response Framework, State of Utah's Emergency Operations Plan, Utah County's Emergency Management Plan, and is written in compliance with Utah State code (52-2a, Emergency Management Act). This plan supersedes all previously published copies of the Springville City Emergency Operations Plan.

A handwritten signature in blue ink, appearing to read "Matt Packard", is written over a horizontal line.

Matt Packard
Springville City Mayor

08/05/2025
Date



Record of Distribution

Date	Agency	Name and Title	Format	Copies
	Springville City	Matt Packard, Mayor		1
	Springville City	Troy Fitzgerald, City Administrator		1
	Springville City	John Penrod, Assistant City Administrator, City Attorney		1
	Springville City	Bruce Riddle, Assistant City Administrator, Finance Director		1
	Springville City	Patrick Monney, Director of Administrator		1
	Springville City	Kim Crane, City Recorder		1
	Springville City	Lance Haight, Public Safety Director, Chief of Police		3
	Springville City	Henry Clinton, Assistant Public Safety Director, Fire Chief		2
	Springville City	JoAnna Larsen, Emergency Management Coordinator		1
	Springville City	Bradley Stapley, Public Works Director		1
	Springville City	Jason Miller, Power Department Director		1
	Springville City	Stacey Child, Parks & Recreation Director		1
	Springville City	Scott Sensanbaugher, Internal Services Director		1
	Springville City	Josh Yost, Community Development Director		1
	Springville City	Dan Mickelson, Library Director		1
	Springville City	Emily Larsen, Museum of Art Director		1
	Springville City	Brenda Butterfield, Public Safety Dispatch Supervisor		1



	Utah County Emergency Management	Peter Quittner, Emergency Manager		1
Total Distributed				21



1. Introduction

1.1. Executive Summary

The Springville City Emergency Operations Plan (EOP) is always applicable from a Sunny Day to our Darkest Hour. It is directed by the Mayor, City Administrator, Public Safety Director, any Department Director and/or Incident Commander on any real-world incident or exercise. The EOP represents a framework to approach response and recovery operations. It assigns discretionary responsibilities in order to bring to bear every available resource needed to save lives, protect property and public health, maintain or restore city processes and productivity, and preserve citizens' confidence in their government. This plan is applicable to all city departments that may be tasked to perform activities during response or recovery. The tasks identified in this plan should not be considered specific, limiting, or mandatory. If these tasks cannot reasonably be performed by Springville City, responding to or recovering from an emergency, or disaster under this plan, EOC personnel and/or Incident Commanders should use their own discretion as to the most reasonable course of action that upholds the plan's priorities. (See section 3.1.1)

1.2. Purpose

This Emergency Operations Plan consists of a Base Plan, informational appendices and support annexes. It provides an overview of the management structure and the responsibilities assigned to various departments, non-governmental agencies and the private sector during major emergencies and disasters.

This plan covers natural, technological and human-caused disasters whether created accidentally or intentionally. The direction and guidance provided in this plan constitutes a directive to city departments and supporting agencies to prepare for and execute assigned emergency tasks to ensure the greatest possible survival of the population, protection of property, and continuity of government.

1.3. Scope

Springville City is responsible for city-owned assets and infrastructure and for the services it performs, as described in the state and city code as well as for providing for the safety and security of the city residents. This document provides an overview of the roles and responsibilities of city departments during an emergency, and how the city intends to work with other agencies, jurisdictions, volunteer organizations, and citizen groups that will need to coordinate their resources for effective incident management.

1.4. National Incident Management System (NIMS) Compliance

In compliance with Homeland Security Presidential Directive-5, the City follows county, state, and federal response organizations in utilizing NIMS. This EOP is written utilizing the Incident Command System (ICS) structured under NIMS. Response and recovery coordination structures in the Base Plan are also designed to reflect NIMS.

Core components of the [National Incident Management System, 2017](#) include:

- **Resource Management:** Standard mechanisms to systematically manage resources (e.g., personnel, equipment, supplies, terms, and facilities) both before and during incidents, to help organizations more effectively share resources when needed.
- **Command and Coordination:** Leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels, and an explanation of how these structures interact to manage incidents effectively and efficiently.
- **Communications and Information Management:** Systems and methods that help ensure incident personnel and other decision makers have the means and information they need to make and communicate decisions.

NIMS Training Overview

The effectiveness of NIMS hinges on how well incident personnel at all levels understand their roles and responsibilities. Training is critical to building a common understanding and ensuring that responders apply NIMS concepts. NIMS training is one piece of a comprehensive incident management program involving a continuous cycle of planning, organizing, equipping, exercising, evaluating, and taking corrective actions.

One aspect of NIMS is the use of the Incident Command System (ICS) which is a standard, all-hazard incident management system that allows users to adopt an integrated organizational structure to match the needs of an incident.

ICS Baseline Training

City staff who may participate in emergency response, recovery, preparedness, and mitigation should complete baseline ICS training as directed by Presidential Policy Directive 8. Many of these courses are available online for free through FEMA's Independent Study Program. Completing this training provides staff with an overview of ICS and important context needed to understand emergency management concepts and operate within the City's command and control structures. The baseline ICS courses include the following:

- [IS-700: An Introduction to the National Incident Management System](#)
- [IS-800: National Response Framework, An Introduction](#)
- [IS-100: Introduction to the Incident Command System, ICS 100](#)
- [IS-200: Basic Incident Command System for Initial Response, ICS 200](#)

Springville City NIMS Compliance Point of Contact Emergency Management Coordinator

1.5. Key Concepts

This section outlines the key concepts used by Springville City and described in this EOP. These key concepts include:

- The National Response Framework (NRF) provides the guiding principles that enable all responding departments and agencies to prepare for and provide a systematic, coordinated, all-hazards approach to incident response.



- All responding departments and agencies utilize the National Incident Management System (NIMS) and the Incident Command System (ICS).
- The scope of operations encompasses prevention, preparedness, mitigation, response and recovery activities as they are related to potential emergencies within Springville City.
- Proactive planning, mitigation and whole community education will ensure the success of all elements of this plan.
- The EOP provides the framework for the development of detailed Standard Operating Procedures (SOPs) and contingency planning for all hazards.
- The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) (<https://www.ada.gov/resources/disability-rights-guide/>) will be an important guideline in this Emergency Operations Plan (EOP). This plan is committed to the principle that it takes the full range of government, private, non-government, faith-based and volunteer groups to successfully meet the needs of the whole community during times of disaster. Persons with disabilities, access and functional needs will be included in local emergency planning, training, and exercise processes.
- The Pets Evacuation and Transportation Standards (PETS) Act of 2006 (<https://www.congress.gov/109/plaws/publ308/PLAW-109publ308.pdf>) requires that local and state government emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.



1.6. Plan Development and Maintenance

The EOP and its components are maintained by Emergency Management and updated regularly to ensure content is accurate, current, and operational. Emergency Management reviews and updates the EOP on an annual basis or as needed following training, exercises, and real-world incidents. Time-sensitive revisions to the plan are conducted and distributed to stakeholders. The following table describes plan maintenance actions and frequency.

Plan Review Action	Frequency
General review and update	Annually or as needed following trainings, exercises, or real-world incidents
Threat and Hazard Identification and Risk Assessment	Every three years
Hazard Mitigation Plan	Every five years
Validating EOP concepts and procedures through training and exercises	Regular basis, as determined by Emergency Management

Emergency Management is encouraged to share content and overarching concepts found in the EOP Base Plan, with county, state, and community stakeholders (e.g., community partners, Non-Governmental Organizations (NGOs)) through outreach.

1.7. Situation and Planning Assumptions

Springville City is vulnerable to the adverse effects of natural, technological, or human-caused disasters, which could result in loss of life, property damage, and social disruption. Disasters are often unpredictable, unprecedented, and unique in scope, and as such, Springville City reserves the right to change course and make decisions outside of the scope of this plan when it makes sense to do so. City residents are known to be civic and volunteer minded. It is the assumption of this plan that if/when volunteers are called for, there will be an abundant and possibly overwhelming response.

It is assumed that not all key personnel will be available immediately when a significant event occurs in Springville. Available resources will respond immediately either to an on-scene role in the Incident Command System or to the Emergency Operations Center in a support role for on-scene operations. Employees will be called in to support the Emergency Operations Center or Incident Command operations as they are needed based on their expertise, training and availability. Operational periods and assignments may not follow normal work conditions and will be determined based on the size, scope and severity of the incident. See the “Communications” section of the EOP for specific call out protocols.

Stage	Assumptions
Coordination	<ul style="list-style-type: none"> Springville City follows state and federal response organizations in utilizing NIMS

Stage	Assumptions
	<p>to respond to and recover from incidents.</p> <ul style="list-style-type: none"> ● Mutual Aid and other forms of assistance will be rendered when impacted jurisdictions exhaust or anticipate exhausting their resources under the Statewide Mutual Aid Act (Utah Code, 53-2a-301). ● Emergency management coordination and resource allocation in Springville starts at the lowest level and extends to county, state, and federal resources as availability and capabilities are exhausted. ● Local media, city use of social media, and the Everbridge emergency communication system, will perform essential roles in providing emergency instructions and current information to the whole community.
Preparedness	<ul style="list-style-type: none"> ● Effective preparedness requires ongoing public awareness and education programs to ensure citizens are prepared and understand their responsibilities in a major disaster or emergency. ● It is expected that residents of Springville maintain essential supplies in order to be self-sufficient for a minimum of 72 hours and up to two weeks following initial impacts of an emergency or disaster. ● Emergency plans should incorporate the needs of the whole community including provisions for unique populations including children, persons with special needs, and pets or service animals.
Activation	<ul style="list-style-type: none"> ● Communications and emergency notifications may be interrupted or unavailable as a result of infrastructure damage or overwhelmed communications systems. ● Damaged infrastructure impacts the speed at which municipal, special service district, County, State, and federal agencies can activate and deploy resources. ● Large-scale events may trigger activation of the Springville EOP and/or Springville Continuity of Operations Plan (COOP).
Response	<ul style="list-style-type: none"> ● An emergency could happen at any time, with or without warning, and may cause death, injury, damage, and/or necessitate protective orders. ● Springville City makes every reasonable effort to respond in the event of an emergency or disaster. ● Emergency response capabilities may be diminished due to damaged infrastructure and equipment or inaccessible locations. ● Factors such as the time of occurrence, severity of impact, weather conditions, and cascading events could have significant effects on casualties and damage. ● Damage to infrastructure is likely to result in physical damage, as well as the interruption of essential services including healthcare, economic disruption, and significant harm to the environment. ● Disaster relief from other political subdivisions or County or State agencies may take up to 72 hours or more to arrive. ● City response efforts should prioritize vulnerable populations as they are less likely to be self-sufficient following disaster.
Recovery	<ul style="list-style-type: none"> ● Federal reimbursements for recovery costs require preparation and strict compliance to federal regulations.

Stage	Assumptions
	<ul style="list-style-type: none"> ● Recovery operations may be complicated by economic and physical limitations, resulting in temporary or prolonged interruptions to some services.
Mitigation	<ul style="list-style-type: none"> ● Effective mitigation may reduce the impacts of certain hazards or prevent them from occurring .

1.8. Direction and Control

The Mayor, as Chief Executive of the city, will preside over the Executive Policy Group which is composed of the Mayor and Council Members with the City Administrator, City Attorney and Director of Public Safety as advisors. The Mayor, City Administrator, Emergency Manager (or their designees) have primary responsibility and authority to utilize the plan (or any part of the plan that is needed). The Mayor, City Administrator, Emergency Manager or Director of any Department has the authority to activate the Emergency Operations Center (EOC). Any activation of the EOC at any level shall trigger the notification of the Emergency Manager, City Administrator and the Mayor. Each department shall implement and maintain their own call-down lists and shall implement emergency checklists to ensure appropriate, efficient, sequential, and comprehensive responses. These checklists will be changed as needed and when deficiencies are recognized through use and exercising. The Everbridge system will be used for emergency notification in conjunction with the department call-down lists. Each department will maintain and update contacts in Everbridge as needed.

In the event of a large-scale incident or an incident that devolves so that resources become overwhelmed or are predicted to become overwhelmed, the city may request assistance through the following channels:

- Mutual Aid from neighboring cities and Utah County through existing Mutual Aid Act Agreements including the Statewide Mutual Aid Act (53-2a-301- 53-2a-310)
- Emergency Declaration- This is declared by local (or state) officials when an incident is anticipated to overwhelm resources. It allows government agencies to take immediate action and access official mutual aid to be done when resources are at risk of being overwhelmed. This can be requested in advance of an incident that could lead to a major disaster.
- Federal Disaster Declaration: Issued by the President, this happens after an incident causes widespread damage. It unlocks federal resources and financial aid for long-term recovery efforts, including rebuilding infrastructure and providing individual assistance to residents.

Declaring an emergency when resources are overwhelmed or anticipated to be overwhelmed begins the process to ensure a coordinated response from Utah County and State and Federal agencies when appropriate. When a large-scale incident occurs, the EOC Liaison shall inform Utah County Emergency Management (UCEM) of the emergency /event and shall, if applicable, inform UCEM of current or projected needs. This early notification allows the county to prepare and mobilize support. If additional resources are necessary, a formal declaration of emergency is signed by the Mayor. This declaration is then routed through Utah County Emergency Manager to the Utah County Sheriff. If resources are requested, a formal emergency declaration or declaration of disaster shall be signed by the Mayor and

sent to the Utah County Sheriff through the Utah County Emergency Manager. The overall responsibility for management and control will be retained by Springville City.

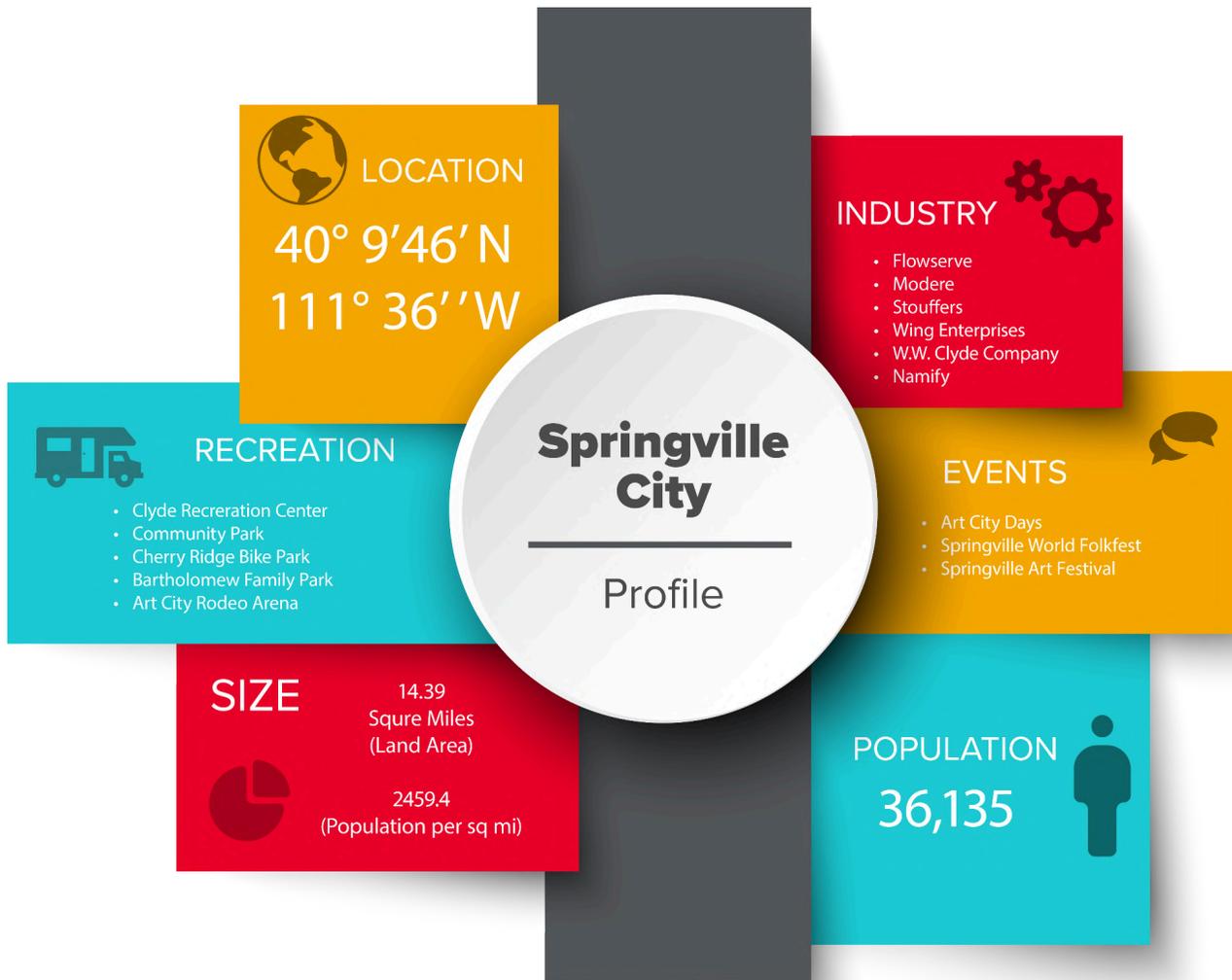
The Springville City Recorder is responsible for documentation.

2. Situation & Hazard Analysis

2.1. City Situation

Springville City, also known as The Art City, is located in Utah County, Utah as part of the Provo-Orem metropolitan area. The City is located between the shores of Utah Lake and the Wasatch Mountains. The graphic below provides a broad overview of the city, more information can be found in the [Figures & Maps](#) section of this Base Plan.

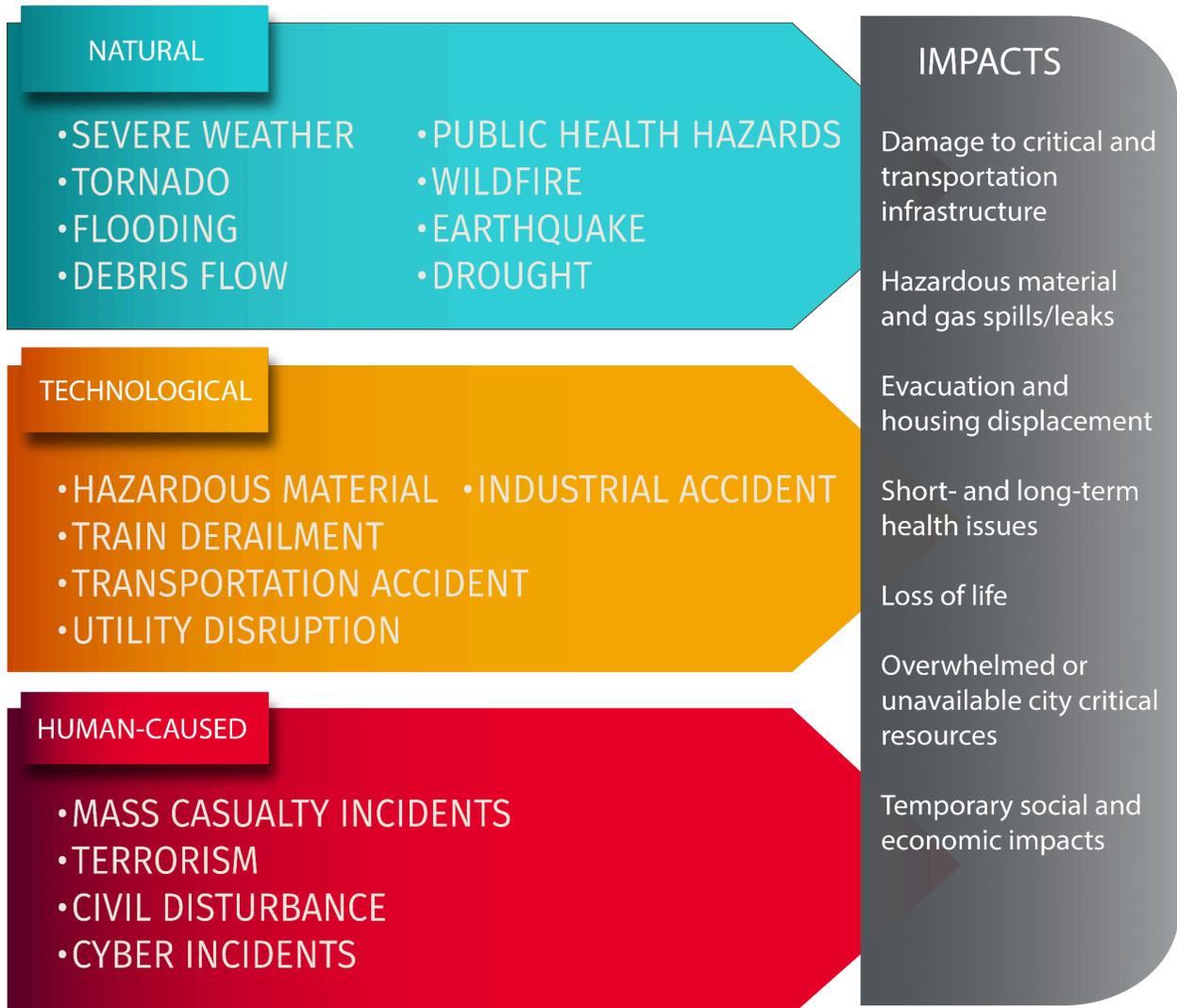
Figure 1: City Profile



2.2. Hazard Analysis Summary

The City has adopted by resolution (resolution number 2022-13) the [Mountainland Association of Governments \(MAG\) 2022 Pre-Disaster Mitigation Plan](#). This mitigation plan identifies and documents the City’s hazard vulnerabilities. A section is included regarding the City’s mitigation strategies. The following figure examines some of the hazards the City may face.

Figure 2: Hazard Overview



2.2.1. Identifying Hazard Vulnerabilities

Decision-makers should consider social vulnerabilities, physical vulnerabilities, and community conditions when assessing the impacts or potential impacts of disaster or emergency incidents.

Figure 3: Types of Vulnerabilities



2.3. Community Lifelines

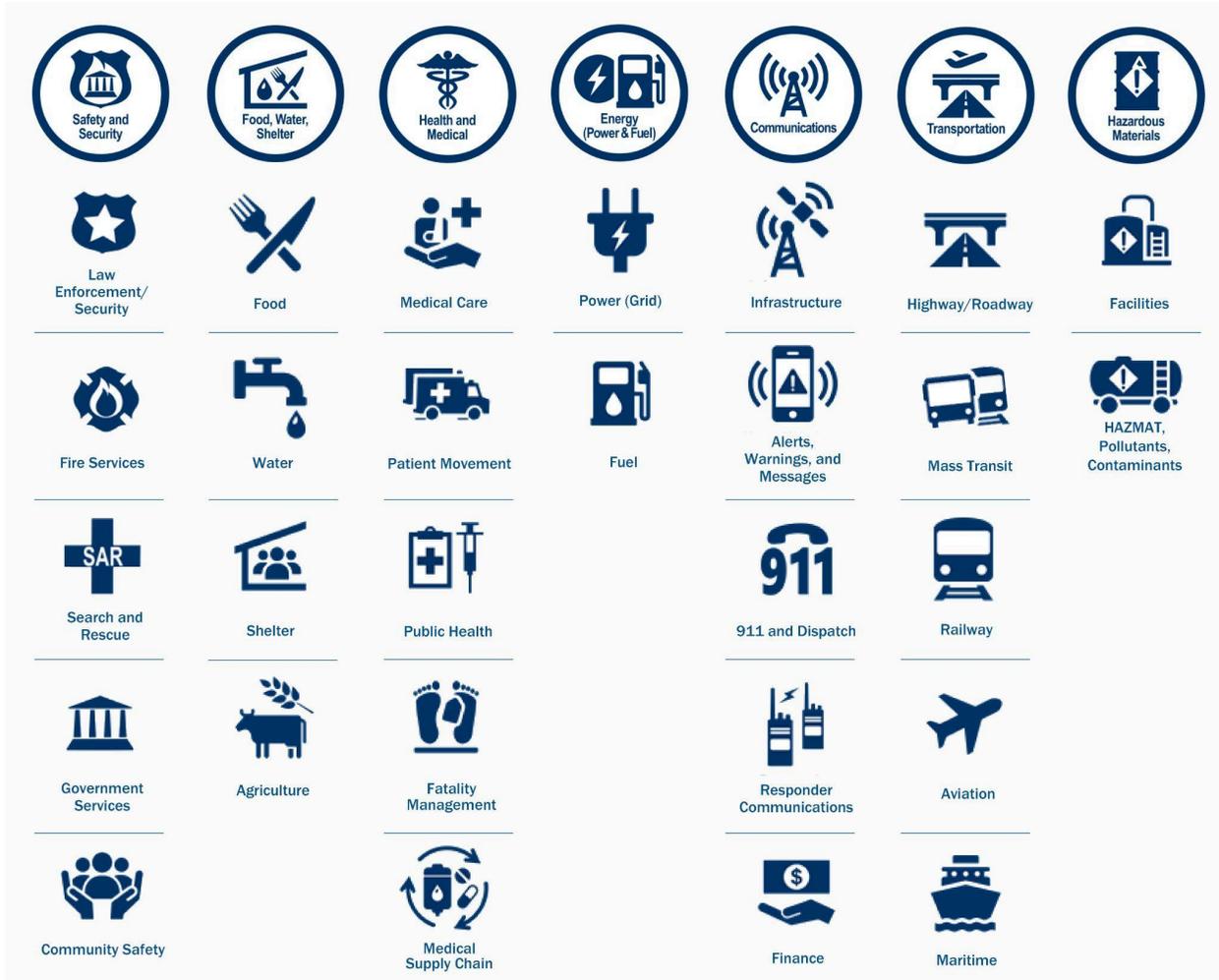
Federal Emergency Management Agency’s (FEMA) Community Lifeline Concept

FEMA created Community Lifelines to reframe incident information, understand and communicate incident impacts using plain language, and promote unity of effort across the whole community to prioritize efforts to stabilize the lifelines during incident response. A lifeline enables the continuous operation of critical business and government functions and is essential to human health and safety or economic security. Stabilization occurs when basic lifeline services or capabilities are provided to survivors (may be temporary solutions requiring sustainment).-

<https://www.fema.gov/emergency-managers/practitioners/lifelines-toolkit>

- 2.3.1. Community Lifelines are used to graphically indicate the status of the city in the EOC and in situation reports.

Figure 4: Community Lifelines



While lifelines were developed to support response planning and operations, the concept can be applied across the entire preparedness cycle. Efforts to protect lifelines, prevent and mitigate potential impacts to them, and building back stronger and smarter during recovery will drive overall resilience of the community.

Color	Lifeline Status	Necessary Actions
Grey	Extent of disruption and impacts are unknown.	Perform assessments to determine lifeline status
Red	Services disrupted; no solution identified	Develop and implement plans for stabilization
Yellow	Services disrupted; solution in progress	Prioritize lifeline stabilization
Green	Services are stable and available	No action necessary; continue to monitor



2.3.2. Community Lifelines Status Reporting:

The Planning Section, in coordination with the Operations Section, is responsible for assessing and reporting the status of Springville’s Community Lifelines during an emergency. Lifeline status will be gathered from field reports, sector leaders, Incident Command, windshield assessments, agency liaisons, social media and intelligence sources and will be updated regularly maintaining a Common Operating Picture (COP). The status will be indicated using the color-coded system (green, yellow, red) and displayed on situation status boards, Incident Action Plans (IAPs), during EOC briefings, beginning with the first operational period and updated as needed.

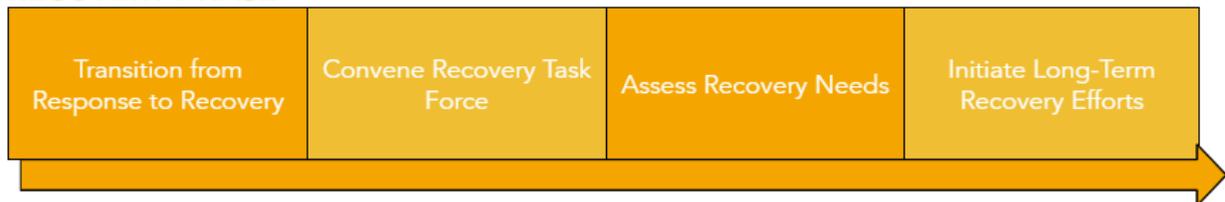
Concept of Operations

The concept of operations describes command and control structures, operations, and mechanisms utilized by the City to respond to, recover from, prepare for, and mitigate against all hazards. The following figure illustrates the general sequence of events during emergencies and disasters which are expanded upon in the concept of operations.

RESPONSE PHASE (steps to be repeated as many times as necessary)



RECOVERY PHASE



MITIGATION PHASE



PREPAREDNESS PHASE



2.4. Direction and Control

The Mayor is responsible, by law, for directing and controlling disaster operations. The City Administrator is responsible for providing support to the Mayor as well as leading the city's response. Department Directors are responsible for emergency functions as specified in this plan. The Public Safety Director is responsible for all first responder (police, fire, medical, dispatch) operations. The scope of operations encompasses awareness, prevention, preparedness, response and recovery actions. The Springville Emergency Operations Center (EOC) (whether in the permanently assigned or temporary location) will be activated at the discretion of the Mayor, City Administrator, Public Safety Director, any Department



Directors or an Incident Commander on-scene when an emergency reaches such proportions that it requires a closely coordinated effort on the part of the city.

When the size and complexity of an emergency overextends the local capabilities, mutual aid agreements may be utilized to support emergency operations during an emergency, large-scale emergency or disaster. The City Attorney will resolve all legal questions or issues that result from preparedness, response, or recovery actions.

2.4.1. Priorities

The following priorities are listed in order of importance: (may or may not include the actions listed under each priority)

Save Lives (People):

- Save or rescue lives
- Provide immediate citizen medical care
- Warn the whole community to avoid further casualties
- Evacuate the whole community from the effects of the emergency
- Search for lives
- Shelter and care for those evacuated

Protect Public Health (People):

- Distribute prophylaxis as required
- Provide mass care, housing and unmet needs services for those affected by the emergency, making sure to consider the needs of the whole community
- Provide sanitation services

Protect Property (Property):

- Save property from destruction
- Take action to prevent property damage
- Provide security for property (e.g., evacuated or destroyed areas)

Restore the city's critical processes (Processes):

- Restore essential community lifelines (e.g., utilities, communications)
- Restore community infrastructure (e.g., roads, transportation)
- Help restore economic stasis within the community
- Restore the city's environmental resources

Recover city's productivity engines (Productivity)

- Restore full-functioning of essential utility services
- Ensure Building/Utility/Staff replacement processes
- Plan recovery of city programs
- Plan and coordinate economic recovery (Restarting the city's economic engine)

- Plan and coordinate community recovery

3. Response

Response efforts begin immediately after an incident is identified or occurs. Response starts at the city level and can expand up through county, state and federal support once the needs exceed capabilities. In compliance with Homeland Security Presidential Directive 5, all responding entities involved utilize the NIMS structure to coordinate and facilitate command and control during the operation.

An effective response depends on proper incident evaluation, efficient utilization of available resources and rapid interagency coordination, as needed. Immediate actions save lives and prevent further property damage. It is the responsibility of the city to execute those actions which limit the impacts of the incident on the affected community. It is the responsibility of the county, and state agencies to provide assistance and resources in the event that Springville becomes overwhelmed in any emergency response.

All emergency and disaster incidents are unique; they require the ability to be flexible in order to expand and contract as the situation changes. Therefore, operations are guided by the scope of impacts, capabilities, and available resources. The following figure illustrates the general sequence of events during emergencies and disasters which are expanded upon in the concept of operation.

Figure 5: Response Phase Overview

RESPONSE PHASE (steps to be repeated as many times as necessary)



Key Activities:

- Upon response to an emergency that requires use of this EOP, first responders perform immediate life-saving and protective actions.
- First responders and the Emergency Manager will assess potential or actual emergencies and coordinate with the Mayor and key personnel to determine whether the EOC should be activated, what facilities will be used for response and recovery operations, which organizational structures and personnel are needed to support activation of facilities.
- Notification to personnel will be done by the Emergency Manager and/or an emergency alert notification system upon request, depending on the situation.
- Incident Command directs operations in order to coordinate the actions of first responders, supporting agencies.
- The EOC coordinates information sharing to establish a common operating picture and maintain situational awareness throughout the response.
- The EOC organizes the assessment and stabilization of Community Lifelines, with support from the Executive Policy Group.

- Various notification platforms may be used to provide warnings and status updates to the affected community from the Emergency Manager, first responders, or a Joint Information Center (JIC).
- EOC staff members coordinate rapid damage assessments (RDA) and provide initial damage estimates to assist in determining the immediate needed response and begin estimates of monetary damages.
- The EOC identifies needed resources, requests those resources, and coordinates distribution.
- If the disaster or emergency incident overwhelms the City's capabilities, the City may communicate their needs to neighboring cities to request Mutual Aid.
- If the disaster or event occurs within the City and additional resources from neighboring municipalities are not available or have become exhausted, then the City may declare an emergency and request further assistance through Utah County.
- Collection of incident-related documentation is done through the EOC.

Additional details on these operations can be found in the subsequent sections.

Field Response and Tactical Operations

First responders are often first on the scene of an imminent or actual emergency or disaster incident. Their response will be to protect life, safety, and property based on their own internal Standard Operating Procedures (SOP's).

Staff will take guidance from this document as well as Standard Operating Procedures (SOP), individual appendices, and facility site plans to support field response by identifying additional resources, coordinating mass care operations and disseminating public information. EOC coordination with field response units will be done through the EOC Operations Section and first responder agency liaisons.

3.1. Immediate Action Checklist

Use the following Immediate Action Checklist to initiate Springville City's response to and support of an emergency incident.

Figure 6: Immediate Action Checklist

Immediate Action Checklist

- Receive alert of incident
- Determine need to implement the Emergency Operations Plan (EOP)
- Notify key personnel and response partners
- Establish communications with on-scene Incident Commander(s)
- Identify key incident needs, in coordination with the on-scene Incident Commander
- Declare a State of Emergency, as appropriate

3.1.1. Receive alert of incident

- Alerts may be received through 9-1-1 dispatch, responding agencies, on-scene Incident Commander, or the public.
- Alert the Emergency Manager. If the Emergency Manager is unavailable, alert alternate based on line of succession

3.1.2. Determine need to implement the Emergency Operations Plan (EOP)

Determined by the Emergency Manager, in coordination with the on-scene Incident Commander, what level of support is needed from the City for the incident. This may range from the Emergency Manager being on stand-by to full activation of the EOC.

Utilize Incident Command System (ICS) in managing the EOC.

Primary EOC: The multi-use room (Civic Center) 110 S Main St. Springville Utah 84663

Alternate Locations

Alternate 1: Training room Fire Station 41, 75 W. Center St. Springville Utah, 84663

Alternate 2: The meeting room at the library located at 45 S. Main Street, or other designated locations

- Implement City Continuity of Government (COG) procedures, as appropriate



- Identify the key personnel needed to support emergency operations

3.1.3. Notify key personnel and response partners

See Emergency Contact List Maintained by Emergency Manager) based on incident needs.

- Notify appropriate emergency response personnel using calling trees, roster, Everbridge system, 800 Mhz channels and 800 Mhz to pagers. Initial notification requests will be made by the Incident Commander through City Dispatch as the primary 9-1-1 entry point, and requests for support will be forwarded to the Emergency Manager to determine the incident's jurisdiction.
- Contact Utah County Emergency Management- 801.851.4138
- If there is an oil or chemical spill to report, or radioactive materials are involved, responsible parties should call the Utah Office of Environmental Quality, Duty Officer of the Division of Environmental Response and Remediation: 801.536.412.
- the Utah State Emergency Response Commission (SERC) at 801.851.4138

3.1.4. Establish communications with the on-scene Incident Commander

- Identify primary and back-up means to maintain contact with the on-scene Incident Commander

3.1.5. Identify key incident needs, in coordination with the on-scene Incident Commander

Consider coordination of the following, as required by the incident:

- Protective action measures, including evacuation and shelter-in-place
- Shelter and housing needs for displaced citizens
- Emergency public information and coordination with the media
- Provisions for Access and Functional Needs Populations, including unaccompanied children
- Provisions for animals in disaster
- Provisions for family reunification

3.1.6. Declare a State of Emergency, as appropriate

(See Section 6 for information on the disaster proclamation process. See page 4, or Appendix A for a sample disaster proclamation form.)

- If the incident exceeds or will exceed the City's resources to respond, the City should declare a State of Emergency
- A proclamation (or declaration) shall be made by the Mayor
- The proclamation should be submitted to Utah County Office of Emergency Management

3.2. EOP Activation

Effective and timely life-saving and property preserving operations depend on prompt identification of the emergency or disaster and the activation of resources thereafter. This section provides an overview of operations that occur after the identification of an occurring or imminent emergency or disaster incident.

3.2.1. Assessing the Emergency

Initial emergency response is often carried out by first responders; these first responders are responsible to identify imminent or potential emergencies and disasters. Notification of an imminent or occurring disaster may be relayed to the city through various means including Dispatch (Public Safety Answering Point (PSAP) Center), local authorities' observations, or citizens. The Emergency Manager is responsible for monitoring potential and developing incidents and follow up on situations as needed. 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

Once an initial assessment has been made by first responders, responding agencies must determine the next steps including activation of resources, plans, communication, scaling up of operations, and coordination as needed.

Public Safety Answering Point (PSAP) Centers

The **Springville Dispatch Center** is used to dispatch law enforcement, fire, and EMS for Springville and Mapleton. The **Utah Highway Patrol** PSAP dispatches Troopers on all State designated roadways that run through the City.

3.2.2. Notification to the Executive Policy Group

The Executive Policy Group consists of the Mayor, Emergency Manager, City Administrator, City Attorney, and the City Council. Notification is given to members of the Executive Policy Group through established communication channels, starting with the Emergency Manager and following the line of authority up through the Mayor. The Emergency Manager may choose to notify the entire Executive Policy Group or individual members, depending on which actions and decisions need to be made. The Executive Policy Group's responsibilities include but are not limited to:

- Promulgating local emergency plans in order to preserve lives and property
- Understanding and advocating for laws and regulations that support emergency management programs and response activities
- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector



- Establishing financial directives and spending parameters, including the authorization of emergency projects exceeding current funding levels
- Authorizing large expenditures, atypical spending activity, and assisting the redirection of resources
- Approving the waiver of standard policies and procedures to facilitate response and recovery (bid processes, HR changes, and other requirements)
- Providing command and control to ensure the continuance of efficient emergency response and recovery as appropriate
- Supporting on-scene Incident Command as needed
- Ensuring adequate staff and resources to meet the needs of response and recovery actions

3.2.3. Determine Wether Plan Activation is Required

Upon identification of an emergency, disaster, event, or other incident, the following have the authority to activate the EOP:

- Mayor
- City Administrator or Designee
- Public Safety Director or Designee
- Emergency Manager or Designee
- Department Directors

Initial assessments obtained from first responders help inform the decision on whether the EOP and subsequent operations should be activated. Upon activation, relevant city departments, and stakeholders are notified and begin implementation of the plan.

3.2.4. Warn the Community of Imminent Threats

Once a threat is identified, Emergency Management, in coordination with first responders on scene, implements measures to proactively notify the public and those affected through emergency alerts. Additional information on public information, notifications, and warnings can be found in (See Section 5 of this EOP).

3.3. Emergency Operations Center Activation

3.3.1. Purpose of an Emergency Operations Center

The purpose of an Emergency Operations Center (EOC) is to provide a centralized, coordinated hub for managing and directing response efforts during emergencies and disasters, with a primary focus on supporting Incident Command. The EOC serves as the main support system for Incident Command by facilitating the integration of response activities, ensuring effective communication, and coordinating resources across various agencies and departments. It enables the collection and analysis of critical information, supports strategic planning, and aids in the overall management of incident response, thereby enhancing the efficiency and effectiveness of both immediate and long-term recovery operations.



3.3.2. Determine Which Emergency Facilities or Sites to Use

Upon activation of the EOP, the Emergency Manager, along with strategic individuals, will discuss which operational areas and/or facilities should be utilized. The following table describes emergency management coordination facilities and operational areas, their roles in response and recovery, and the positions with authority to activate them.

Facility	Activation Authority	Description
Coordination		
Primary or Backup Emergency Operations Center (EOC)	<ul style="list-style-type: none"> Emergency Manager Mayor City Administrator Department Directors 	<ul style="list-style-type: none"> Serves as the coordination center for all disaster response operations Upon activation, it is staffed with personnel May relocate to an alternate EOC or location if a disaster or emergency prevents the use of the primary EOC
Department Operations Centers (DOCs)	<ul style="list-style-type: none"> Department Directors 	<ul style="list-style-type: none"> Conducts department-specific operations related to disaster or emergency response and recovery Provides updated status reports to the EOC to help facilitate situational awareness
Joint Information Center (JIC)	<ul style="list-style-type: none"> Public Information Officers (PIOs) Emergency Management 	<ul style="list-style-type: none"> Coordinates with appropriate municipal, special service district, county, state, and federal jurisdictions, as well as media representatives to ensure timely and accurate information is provided to the community Provides public messaging to the community through channels such as press conferences, social media, and emergency alerts
Operational Area Response		
Incident Command Post (ICP)	<ul style="list-style-type: none"> Incident Commander Unified Command Area Command 	<ul style="list-style-type: none"> Serves as the on-scene location where first responders are responsible for executing incident response operations. Locates as close to the scene of an incident as safely possible Coordinates operations through an Incident Command System (ICS) structure as appropriate for scale of incident Coordinates and communicates with the EOC Operations Section to provide situational awareness of on-scene operations and identify resource needs
Staging Sites	<ul style="list-style-type: none"> Incident Commander Jurisdictional Authority 	<ul style="list-style-type: none"> Houses personnel, supplies, equipment, and other resources prior to operational assignment

Facility	Activation Authority	Description
Logistics Center	<ul style="list-style-type: none"> Incident Commander EOC Logistics Section Chief 	<ul style="list-style-type: none"> Coordinates the distribution of goods to supporting agencies and organizations as well as the public

3.3.3. Emergency Operations Center (EOC) and Alternate Locations

The primary EOC is located in the multi-use room at the Civic Center located at **110 S. Main Street**. It is equipped with the capability to receive relevant information on the emergency and provide coordination, direction, and control of emergency operations. The EOC has auxiliary power and can be secured against intrusion. Though the primary and alternate EOC locations have been established, an EOC can be established in any space that can accommodate the number of people required to support Incident Command, including a virtual EOC.

Coordination and control of emergency operations will take place from the EOC as long as environmental and incident conditions allow. Should it be necessary to relocate, the designated alternate locations may include: the training room at the Fire Station located 75 W Center St., the meeting room at the Library located at 45 S. Main Street, or another designated location.

3.3.4. EOC Activation

The EOC provides a central location for the management of an incident which allows for situational awareness and face-to-face communication among the staff and all decision makers.

Upon activation, the EOC becomes the primary location of coordination and retains administrative control of personnel and equipment when tasked to support other agencies, or local jurisdictions. Critical Incident Information Management Systems (CIIMS) may be utilized through various tools such as WebEOC.

WebEOC Overview

WebEOC is a web-based data information and management tool that is integral in helping to form a common operating picture among municipal, county, and state agencies. This tool allows users from all agencies to:

- Provide situation status updates
- Share significant events
- Input and share damage assessment information
- Track missions and tasks
- Monitor sheltering status

WebEOC automatically documents incident communications and information which is needed for State auditing purposes as well as reviews and After-Action Reports (AAR).

*Note: WebEOC is a tool that is maintained by the Utah Division of Emergency Management. An updated version of WebEOC was purchased in 2024. Springville employees with a need to use WebEOC will be trained on the new system.



Once the potential need to activate is identified, the Emergency Manager is responsible for:

- Notification of EOC activation through the proper chain of command
- Notification by the Emergency Manager to the Policy Group
- Activate the EOC at the proper level based upon the size and scope of the emergency or disaster
- Notify relevant stakeholders and response partners of activation
- Adjust the EOC activation level in accordance with the emergency or disaster situation

The following positions may request to the Emergency Manager to activate the EOC or increase or decrease the level of activation:

- Mayor
- City Administrator
- Department Directors

3.3.5. EOC Levels of Support

The EOC may be activated in response to an emergency or disaster at one of five levels, depending upon severity. Utilizing activation levels allows for scalability to provide centralized response, with operational plans and activities focused on efficiency and quality. The Incident Commander can determine the initial level of activation.

The levels of activation, potential conditions for activation, and staffing guidelines are described in the table below.

Table 6: EOC Status Levels

Status Level	Conditions	Staffing Guidelines	Activities
Level 5 Steady State (Blue Sky)	No event or incident is anticipated. Springville City maintains normal daily operations, the EOC is not activated.	<ul style="list-style-type: none"> • City Staff perform normal city staffing. No assigned EOC personnel 	<ul style="list-style-type: none"> • Normal city functions • Emergency Management: planning, training, exercises

<p>Level 4 Enhanced Watch</p>	<p>An event or incident is imminent, forecasted or occurring that would alter staffing needs or require coordination between departments.</p> <p>The EOC can be activated, partially activated or not activated. Under these conditions, regardless of EOC activation level, scheduled briefings may occur.</p> <p>Individual departments may be operational if interventions are needed.</p> <p>Operations and tracking begin in anticipation of possible escalation, local declaration of emergency and Presidentially declared (Stafford Act) disaster.</p>	<ul style="list-style-type: none"> • The City maintains normal operations & staffing in all unaffected departments • Affected departments may plan for alternate staffing patterns, overtime shifts, defined operational periods that are different from standard business hours • Incident Leads EOC staff identified • Plan for staffing established in anticipation of escalation of emergency • Overtime staffing if needed • Liaison connections on call/informed 	<ul style="list-style-type: none"> • The City anticipates rendering assistance and/or responding immediately to an incident disaster • Information gathering begins • Incident Leads identified, just in time training started and situational awareness maintained • IAP* started • Processes identified for establishing common operating picture • Process for resource tracking discussed • As needed briefing schedule established • PIO functions, emergency warning & communication as needed
<p>Level 3 - Partial Activation</p>	<p>The incident requires direct assistance/intervention. May include large events and exercises, as well as multi-agency responses with the potential for increased risk. The EOC is activated.</p>	<ul style="list-style-type: none"> • EOC staffing activated according to situational needs • Relevant EOC sections, branches, and positions staffed • EOC may be virtual or in-person 	<ul style="list-style-type: none"> • Operations taking place • Overtime/extra staffing filling operations positions as needed • IAP* produced every operational period • Operational periods established outside of normal staffing hours, as needed • Incident briefings established at regular intervals • Resource tracking established • Common Operating Picture processes in motion • PIO, communications & coordination with citizens paramount • Response to incident and resources needed become focus of city operations

<p>Level 2 - Full Activation</p>	<p>The incident requires a high amount of direct assistance/response to respond to and recover from a credible threat, emergency, disaster, or other evolving incident. The EOC is activated.</p>	<ul style="list-style-type: none"> • EOC staffing activated according to situational needs. • Relevant EOC sections, branches, and positions staffed • Needed liaisons staffed 	<ul style="list-style-type: none"> • IAP* produced every operational period • Multiple incident briefings scheduled per operational shift, as needed • All actions, resources tracked • PIO, communication & coordination continue • Response to incident and resources needed remain focus of city operations • Volunteer & donations management established, as needed
<p>Level 1 - Full Activation; Declared Emergency</p>	<p>The incident requires a high level of direct assistance for response and recovery efforts. The EOC is activated.</p>	<ul style="list-style-type: none"> • EOC staffing activated according to situational needs. • Relevant EOC Sections, branches, positions • Needed liaisons activated • Expansion of EOC to include mutual aid, *IMT, State & Federal resources, as needed 	<ul style="list-style-type: none"> • All activities in Level 2-Full Activation continue • Processes established for integration of outside resources in the EOC structure

*IAP- Incident Action Plan

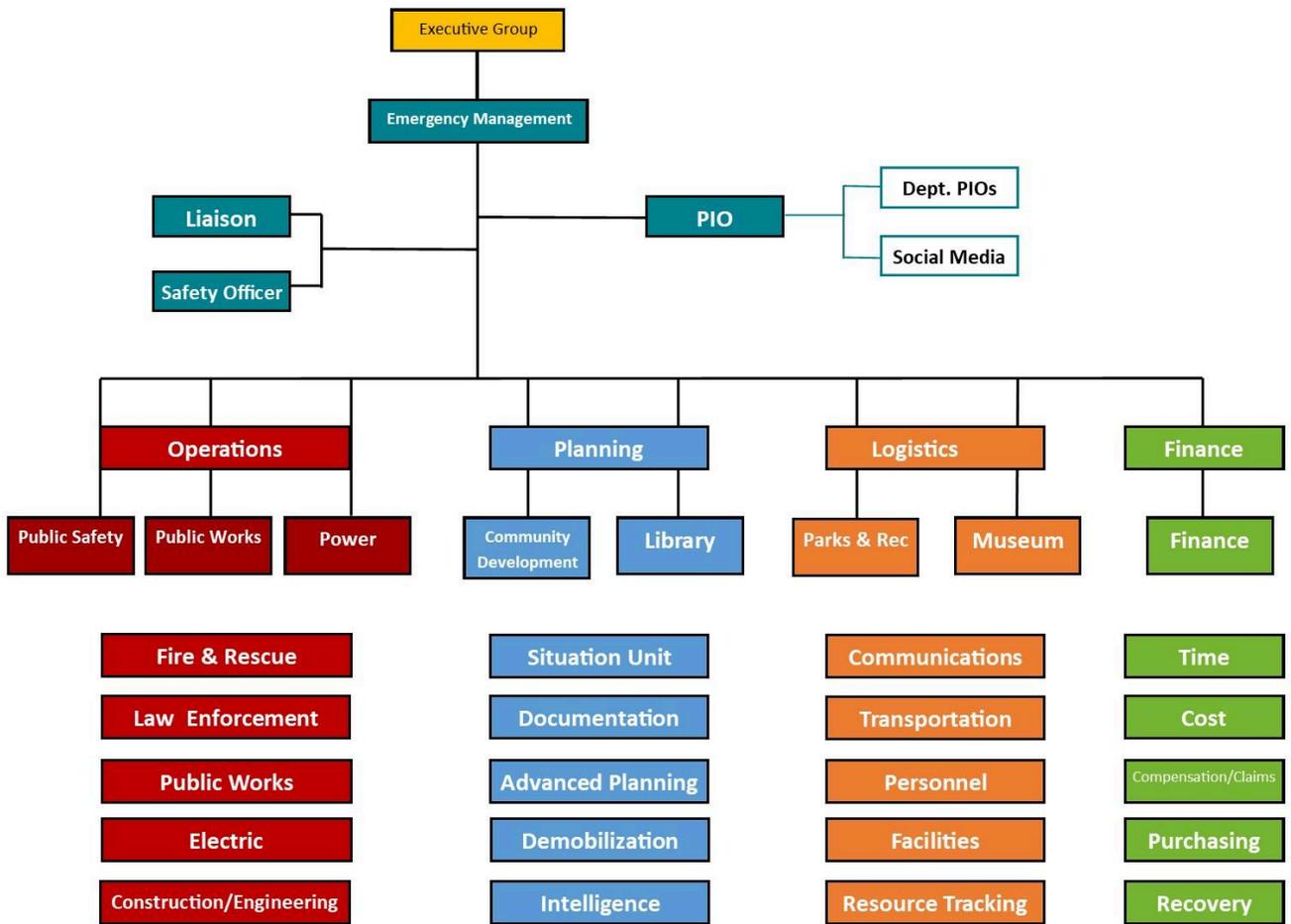
*Incident Management Team

3.3.6. EOC Staff

The EOC uses a Department Structure which allows for the Emergency Manager/EOC Manager to coordinate efforts among departments and agencies. The Emergency Manager determines which EOC departments positions are activated or deactivated depending on the emergency or disaster's scope and size. Large incidents may require additional staffing and outside assistance.

The following figure provides an overview of the command and general staff organization within the EOC.

Figure 6: EOC Organization Chart



3.3.7. EOC Command Staff

Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions are assigned by the EOC Manager and are listed in the following table.

Table 7: Comand Staff

Position	EOC Section	Description
EOC Manager/Emergency Management	Command Staff	The EOC Manager (Emergency Manager or designee) has overall responsibility and authority for the operation of the EOC, as well as assuring that it is staffed and operated at a level commensurate with the emergency.

Position	EOC Section	Description
Public Information Officer (PIO)	Command Staff	Develop accurate, accessible, and timely information and disseminate that information appropriately through various media platforms.
Liaison Officer	Command Staff	Provide a point of communication and coordination for supporting municipalities, agencies, and organizations that may not have a presence in the EOC.
Safety Officer	Command Staff	Monitors and assesses for safety hazards or unsafe situations, develops measures to ensure personnel safety in the EOC.
Executive Policy Group		In addition to the Command Staff, a separate Executive Policy Group may be made up of the Mayor, City Administrator, City Attorney, and the Director of Public Safety. The Executive Policy Group is activated or partially activated, depending on the situation surrounding the event. The Mayor may call on the Council to join the Executive Policy Group, when needed. The Executive Policy group is essential in providing decision-making and overall direction and objectives that help guide the response and recovery efforts. This group also has legal and fiduciary authority and can help expedite purchasing processes.

3.3.8. EOC Sections

EOC Sections classify the overarching operations of the EOC by functions. These sections fall under the EOC’s General staff and are listed in the following table.

Table 8: EOC Sections

EOC Sections	Description
Operations	Provides coordination and communication with on-scene emergency responders as well as tactical operations and direction of resources.
Planning	Receives, evaluates, and analyzes all emergency or disaster information and provides updated status reports to the EOC to facilitate situational awareness. In addition, the EOC Planning Section maintains the proper documentation.
Logistics	Procures supplies, personnel, and material support needed to conduct emergency response and recovery operations.
Finance/Administration	Coordinates cost accountability, purchase authorizations, documentation, and human resource needs.

Emergency Operations Position Standard Operating Procedures

Additional detail on key EOC positions including their roles, responsibilities, and checklists can be found in the

3.3.9. EOC Operations Cycle

Initial Response: The Initial Response phase involves the immediate activation of the EOC to assess the situation, deploy resources, and begin managing the incident. This phase focuses on addressing urgent needs and establishing command and control structures.

Sustained Operations: During Sustained Operations, the EOC continues to support the ongoing incident with a focus on maintaining stability and effectiveness over an extended period. This includes refining response strategies, coordinating resource allocation, and ensuring continued communication with all involved parties.

Emergency Proclamation: An Emergency Proclamation is a formal declaration by local or state officials that an emergency exists, authorizing the mobilization of additional resources and enabling access to emergency funding and support. It elevates the response to a higher level of authority and coordination.

Recovery Transition: Recovery Transition marks the shift from emergency response to long-term recovery efforts, focusing on restoring normalcy and addressing the broader impacts of the incident. The EOC adjusts its operations to support recovery planning, resource allocation, and community rebuilding.

EOC Deactivation: EOC Deactivation involves the systematic closure of the Emergency Operations Center as the incident is resolved. This includes winding down operations, transitioning responsibilities back to normal operations, and conducting a final assessment of the response efforts.

Incident Closeout: Incident Closeout is the final phase of the incident management process, involving a comprehensive review of the response and recovery efforts. This includes documenting lessons learned, evaluating performance, and finalizing reports to improve future response plans and procedures.

3.3.10. Other Municipalities in the EOC

Depending on the scope and size of the disaster, surrounding municipalities may be integrated into the EOC to assist with communication, coordination, and resource sharing. Surrounding municipalities and assisting agencies may choose to open their own EOC/ECC in an emergency or disaster situation.

3.3.11. Liaisons in the EOC

Outside liaisons invited into an EOC are typically representatives from key external agencies and organizations that play a critical role in the response effort. Depending on the situation, this might include personnel from the Federal Emergency Management Agency (FEMA) for federal support and coordination, representatives from the Red Cross for disaster relief services, utility companies for infrastructure repair and management, and local health departments for medical and public health support. These liaisons provide vital information, resources, and expertise, ensuring that the EOC's operations are well-integrated with broader response efforts and that all relevant external support is effectively coordinated.

3.3.12. Notification of EOC Activation

Once activation of the EOC is determined necessary, Emergency Management notifies relevant personnel. Notifications are sent through a variety of channels, including:

- Emails
- Text alerts
- Phone Calls
- Radio Channels
- Emergency Alert System (Everbridge) Notifications

3.4. Damage Assessment

The City conducts damage assessments during the response to identify incident impacts, prioritize response and restoration activities, and initiate the cost recovery process. The objectives of damage assessments include:

- Determine immediate life safety issues (e.g.,trapped or missing individuals)
- Prioritize response operations
- Identify the scope of damages
- Determine the status of infrastructure
- Document damages
- Estimate dollar amount of damage to justify the need for additional assistance
- Assess economic impacts

New impacts, damages, or disruptions to infrastructure are incorporated into updated assessments and reported to relevant departments. The following table provides an overview of the damage assessments conducted during response operations, including who may conduct them and the types of information collected.

Establish a Common Operating Picture Early and Throughout Response

A common operating picture provides the foundation for accurate information sharing as well as timely response and recovery operations.

Failure to establish a common operating picture can be a primary factor in undermining response and recovery efforts.

The following types of information should be established and shared for the purpose of establishing a common operating picture:

- Operational priorities
- Response metrics including: # of injured, dead, evacuees, & estimated damage
- Status of resources ordered, received, and deployed
- Financial expenditures

- Scheduled meetings

Establishing a common operating picture allows the city to properly scale response resources and staff to meet the needs of the incident.

3.4.1. Common Operating Picture (COP)

Effective decision making relies on a comprehensive understanding of the strategic environment in critical situations. Maintaining situational awareness over real time events is essential to present a common operating picture. Providing a comprehensive, shared understanding of the current situation among all stakeholders including first responders, EOC Command and General Staff, members of the Executive Policy Group ensures that leadership across all entities can make effective and consistent decisions. Having a correct, up-to-date common operating picture allows for the wise use of scarce resources, doing the most good and eliminating issues with redundancy or inadequately addressing pressing issues.

Building an accurate and real-time COP depends on multiple information sources which should be integrated into a COP strategy. One key strategy is leveraging partners and relationships in the community including CERT and Neighborhood and Sector leadership for on-the-ground information, reporting damage, needs and emerging issues. This grassroots approach ensures localized, accurate data collection and enhances community involvement and resilience.

In addition to community-based reporting, real-time information from news reports and social media posts should be actively monitored and incorporated into the COP. News outlets often provide up-to-date coverage on the broader scope of the disaster, while social media can offer immediate, crowd-sourced updates from affected individuals. These platforms can help identify areas of concern, track the spread of misinformation, and provide insights into public sentiment and immediate needs. Additionally, “windshield assessments” performed by personnel driving/working throughout the city can provide visual assessments of damage and hazards in affected areas, contributing to a more precise and dynamic understanding of the situation on the ground.

Table 9: “Windshield Assessment”

Assessments	Rapid Damage Assessment or “Windshield Assessment”
Time Conducted	As soon as possible, within hours after initial incident impact
Purpose	Determine immediate incident impacts and hazards to direct response operations and priorities.
Overview	<ul style="list-style-type: none"> • Incident size up • Determine lifesaving needs • Identify immediate hazards

	<ul style="list-style-type: none"> • Determine critical infrastructure status • Number of casualties
Conducted By	<ul style="list-style-type: none"> • First responding agencies • Field units
Information Collected	<ul style="list-style-type: none"> • Structure safety and damages • Environmental hazards • Response follow-up actions
Priority Facilities	<ul style="list-style-type: none"> • Hospitals • Schools • Churches • Government facilities • Critical infrastructures

3.4.2. Utilization and Dissemination of the Common Operating Picture

Once COP is established, its effective utilization and dissemination among EOC personnel are paramount for a coordinated response. The COP will serve as the central reference point for situational awareness, decision-making, and resource allocation. EOC personnel will use the COP to monitor evolving conditions, identify priority areas, and coordinate responses among departments and with outside organizations, jurisdictions and partners.

To ensure that all EOC personnel are informed of the COP and current situations, a structured briefing system will be implemented. Regular briefings will be conducted at predetermined intervals, and any significant updates will be communicated immediately through both digital and in-person channels. Digital platforms include digital maps, computer displays and digital communications and records. Additionally, EOC personnel and personnel in the field will be kept in the loop with in-person briefings conducted by designated EOC leaders. The building and sharing of the COP will also be accomplished with facilitated discussions among team members.

The COP will be shared across multiple channels to ensure comprehensive access. Key elements of the COP, including maps, status reports, resource requests, and resource allocation summaries will be displayed on monitors, whiteboards and smartboards within the EOC and updated regularly. The Emergency Manager determines which procedures and integrated systems will be utilized in sharing a common operating picture. They include but are not limited to:

- Updates through phone, text, email
- Recurring scheduled meetings providing status updates
- Development and dissemination of Situation Reports (SitReps)
- Information and data management tools

3.5. Preliminary Damage Assessment (PDA)

A PDA is developed from the Common Operating Picture that is built through multiple channels. PDA results are used by the state to illustrate that the needed response and recovery efforts exceed state



capabilities and to support the request for a presidential emergency declaration. PDA information may include data such as:

- Cost of response efforts (e.g., emergency personnel overtime, equipment, etc.)
- Community damage
- Number of citizens affected

The following table provides an overview of the Preliminary Damage Assessment, who may conduct it, and the type of information to be collected.

Table 10: Preliminary Damage Assessment

Preliminary Damage Assessment	
Time Conducted	<ul style="list-style-type: none"> • Days to weeks after initial incident impacts • Conducted after initial Damage Estimate
Assessment Overview	<ul style="list-style-type: none"> • Quantify damage • Assist with disaster declarations • Determine impacts to critical facilities
Conducted By:	<ul style="list-style-type: none"> • Qualified municipal and county engineering personnel • Emergency Management • Approved assessors
Information Collected	<ul style="list-style-type: none"> • Location of damage (include GPS coordinates) • Detailed description of damage • Impacts to normal city functions • Estimated cost of damage • Work completed and work to be completed to return to pre-disaster conditions • Type of damage (e.g., Roads, Public Buildings, Public Utilities, Parks, etc.) • Pictures of damage from multiple angles/views • Insurance status
Priority Facilities	<ul style="list-style-type: none"> • Government facilities • Water infrastructure • Parks and recreation facilities

3.5.1. Non-Declared Disaster Events

The City may decide not to request further assistance through an official disaster declaration. In a non-declared disaster event, the City may not have access to county, state, or federal assistance or response resources listed in the above sections.

3.5.2. Unmet Needs

Unmet needs can be defined as the gap between disaster-caused damages and the disaster aid available to repair those damages. As such, unmet needs can persist after recovery resources, such as insurance



and state and federal assistance, have been exhausted. Identifying unmet needs in the community is critical to inclusive and equitable recovery planning.

3.6. Incident Action Plan

The EOC Manager coordinates with the departments within the EOC to develop an Incident Action Plan (IAP). An IAP is a key part of managing incidents and ensuring that operations support incident objectives. An IAP for an EOC activation documents the incident's goals, operational period objectives, staffing, resources and the response strategy. It includes general tactics for achieving these goals and objectives. IAPs are developed for each operational period and fulfill some of the documentation required for potential Presidentially declared events. IAPs are scalable; containing the forms that are required based on the emergency. Elements of the IAP may include:

- Overall incident response priorities and goals
- Resources needed
- Resources allocation
- Safety protocols
- Organizational charts
- Situation status updates
- Communications lists and radio plans
- Maps, charts, and other key information
- Operational periods
- Assigned responsibilities and clearly defined roles

Each department in the EOC is responsible to assist with developing the IAP. EOC branches and groups may be responsible for completing additional forms as needed.

Situational Reports (SitReps) are also produced by the EOC Manager to provide a condensed summary of critical information more frequently (e.g., every 12 hours, every 24 hours) based on the speed and pace of response operations.

ICS Forms

ICS forms are intended for use as tools for the creation of IAPs and for supporting documentation of ICS activities and other incident management activities. Fillable forms and their descriptions are available online at the ICS Resource center, <https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

3.7. Protective Actions

Protective actions, such as evacuation or sheltering, may be required in some emergency or disaster situations. Incident Command, in coordination with the EOC Manager, decides whether to implement protective actions based upon the size, scope, and impacts of the incident as well as information from responding agencies and organizations.



The implementation of protective actions is achieved through coordination among multiple departments and supporting agencies. The following table provides an overview of protective actions and expected operations.

Protective Action	Responsible Department(s)	Operations
Evacuation	<ul style="list-style-type: none"> · Public Safety <ul style="list-style-type: none"> ○ Police ○ Fire ○ Emergency Management · Public Works · Administration · Other Departments as needed	<ul style="list-style-type: none"> · Ensure residents are aware of evacuation orders · Assist residents unable to evacuate · Procure transportation resources for response · Activate and operate reception centers for temporary collection and accountability · Coordinate public messaging · Plan for evacuation of vulnerable populations including, but not limited to: those without private transportation, with visual or hearing impairments, living in group homes or care facilities, and other functional and access issues.

Sheltering	<ul style="list-style-type: none"> · Public Safety <ul style="list-style-type: none"> ○ Emergency Management · Parks & Recreation · Administration · American Red Cross · Utah County Health Department · Utah County Emergency Management · Springville CERT 	<ul style="list-style-type: none"> · Coordinate with the American Red Cross to identify shelter locations · Assist the American Red Cross with shelter operations and staffing · Support mass care · Identify considerations for sheltering people with pets · Follow ADA guidelines for sheltering people with access and functional needs
Transportation	<ul style="list-style-type: none"> · Public Safety <ul style="list-style-type: none"> ○ Emergency Management · Public Works 	<ul style="list-style-type: none"> · Coordinate transportation resources to support evacuations (public transportation) · Coordinate with supporting agencies for additional resources (e.g., UDOT, Nebo School District, etc.)
Reunification	<ul style="list-style-type: none"> · Public Safety <ul style="list-style-type: none"> ○ Emergency Management · Parks & Recreation · Administration 	<ul style="list-style-type: none"> · Support reunification of displaced victims with friends or family · Operate hotlines and facilities in support of reunification · Notify the public of the reunification process

3.7.1. Request Resources Necessary to Support Response

The EOC Manager is the primary conduit for coordinating agency requests for additional resources. When a request is received, the EOC staff identifies the most economical and appropriate means of meeting the request.

Examples of resources that may be requested or distributed during emergency and disaster response and recovery include, but are not limited to:

- Food and water



- Fuel
- Transportation
- Heavy equipment
- Office space and equipment

The EOC staff maintains current resource information on supplies, equipment, facilities, and skilled personnel for emergency response and recovery operations. For additional information on resource procurement procedures, see Section 10, Financial Management.

Request Mutual Aid

When the City has exhausted or anticipates exhausting resources, Mutual Aid Agreements may be utilized. These agreements expedite the process of sharing resources and can be pre-established (preferred) at the onset of response operations. Mutual aid agreements often include:

- Proper identification of resources
- Reasonable assurance that resources are available when needed
- Terms for compensation

Additional information on the memoranda and agreements can be found in the Authorities section (Section 12).

3.7.2. Coordinate with Partners

To effectively implement preparedness, activation, response, recovery, and mitigation actions, the City coordinates with county, state, federal, and private-sector partners. The following table describes the major responsibilities related to coordination during emergency and disaster response and recovery operations.

Entity	Coordination Roles and Responsibilities
Springville City	<ul style="list-style-type: none"> • Respond to the incident based on available resources and capabilities. • Notify local emergency management and other supporting agencies of operations, initial assessment, and need for further support (if required). • As appropriate, activate EOC to provide timely, accurate, and regular assessments and coordination. • Declare a local emergency if warranted.
Utah County	<ul style="list-style-type: none"> • Notify county departments, divisions, and bureaus as appropriate, to support incident response and recovery operations. • Activate the EOC to coordinate and support response and recovery. • Notify DEM of the incident and request support as needed. • Write a county disaster declaration as needed. • Request federal assistance as needed through the State DEM. • Coordinate resources from local municipalities, county entities, organizations, and other partners to support response and recovery efforts. • Assess and document the incident status and impacts on a regular basis. • Develop timely and accurate messaging to provide updates on status and protective actions for the community.
State of Utah	<ul style="list-style-type: none"> • Provide a liaison to support communication and coordination between the



	<p>Springville City EOC, Utah County and DEM EOC and DEM.</p> <ul style="list-style-type: none"> • Coordinate support from state agencies, counties, and inter-state mutual aid through the Emergency Management Assistance Compact (EMAC). • Support county and state disaster declarations as needed. • Coordinate federal assistance.
Federal Government	<ul style="list-style-type: none"> • Provide resources and response support if state capabilities are insufficient for the incident. • Provide federal assistance to aid in the recovery of the emergency or disaster.
Private Sector	<ul style="list-style-type: none"> • Through Memorandums of Understanding (MOU) and Mutual Aid Agreements, obtain resources to support requests for municipal and county governments. • Provide situational assessment and ensure situational awareness of disaster or emergency, if applicable.

4. Communications

The following procedures are conducted by the City during emergency and disaster situations. These operations are repeated and sustained as necessary until the transition to recovery takes place.

4.1. Communicate with the Community

As defined in Utah State Code 53-2a-807 The City has the ability to send emergency notifications to citizens who opt-in to the Everbridge Emergency Alert System. The EOC Manager, through the PIO, utilizes various media platforms and alert systems to disseminate information to the community regarding protective actions and incident status.

4.1.1. Emergency Notification System

The City currently utilizes a multi-nodal emergency notification system to send alerts to those who have opted-in to receive them or who have been uploaded into the system through publicly available records. This Everbridge Emergency Alert System can be activated immediately to inform citizens via phone, text, and/or email. The following individuals are authorized to send out Emergency Alerts for the City:

- Dispatch Center personnel
- Designated Account Administrators
- Designated “dispatchers” in any department

The following individuals (and/or their designees) have the authority to order Emergency Alerts for Springville City:

- Mayor
- City Administrator
- Assistant City Administrators
- Director of Administration



- Public Safety Director
- Fire Chief
- Public Works Director
- Power Department Director

4.1.2. Wireless Emergency Alerts (WEA)

Utah County has an Integrated Public Alert & Warning System (IPAWS) certificate which authorizes Utah County to send out Wireless Emergency Alerts in circumstances where life safety is threatened. If it is deemed that a WEA should be sent, the EOC Manager should contact UCEM. UCEM is the only authorized agency in the county to send WEA.

4.1.3. Timely Notification

As timely dissemination of information is crucial to a successful response and recovery effort, the Emergency Manager provides notification of an emergency or disaster as soon as practical and/or with as much advance notice as possible. All communications outgoing to the public will be disseminated through Emergency Management, in coordination with a designated PIO. The following table describes some of the mediums utilized to provide warning, notification, and status updates.

Warning/Notification Platform	Audience	Description	Responsible Agency
<i>Integrated Public Alerting and Warning System (IPAWS)</i>	<i>General Population</i>	<i>IPAWS is a federal portal through which Wireless Emergency Alerts (WEAs) and broadcast alerts can be sent via radio, TV, satellite, and wireless/wireline systems.</i>	<i>Utah County</i>
<i>Everbridge Emergency Alert System</i>	<i>Citizens of Springville City</i>	<i>The City utilizes a multi-nodal emergency notification system which has the capability to send out messages to citizens.</i>	<i>Springville City</i>
<i>Everbridge Internal Notification System</i>	<i>City Personnel</i>	<i>Through the alert system, personnel and volunteers may be notified to respond in an emergency, or given</i>	<i>Springville City</i>



		<i>specific instruction pertaining to an incident.</i>	
<i>Social Media Platforms</i>	<i>General Population & City Personnel</i>	<i>Use of City Administered Social Media Platforms to disseminate and monitor information.</i>	<i>Springville City</i>
<i>Press Release</i>	<i>Media Outlets & General Population</i>	<i>Formally written release of information</i>	<i>Springville City</i>

4.1.4. Joint Information Center

The EOC Manager, in conjunction with the City Public Information Officer (PIO), is responsible for the dissemination of accurate and timely information. The size and complexity of the incident, or the number of entities involved, may necessitate the opening of a Joint Information Center (JIC). The JIC is staffed by qualified city, county and private-sector personnel, elected officials, and their respective PIOs. Activating the JIC provides the resources to facilitate the collection, deconfliction, and dissemination of information while presenting a unified message when interacting and coordinating with the media and public.

The designated and trained Public Information Officer (PIO) will coordinate communication efforts on behalf of the city. The PIO gathers accurate information from our emergency management team and disseminates it through multiple channels. These include emergency notifications (via an opt-in system), official social media channels, the city website, coordination with community partners, and collaboration with local media outlets.

Our plan emphasizes the use of predefined message templates to swiftly communicate critical details such as the nature of the emergency, affected areas, safety instructions, evacuation routes (if applicable), and contact information for inquiries. Regular updates and briefings ensure the public stays informed and reassured, while monitoring feedback allows us to adjust communication strategies promptly. This structured approach helps maintain clarity and consistency in information delivery during emergencies, fostering community safety and resilience.

Communicating With the Whole Community

When providing critical information to the whole community, the accessibility of information must be increased to include individuals with access and functional needs. Efforts will be made, according to best practices, to make information accessible to all members of the community.

4.1.5. External Communication Channels

- Everbridge Emergency Alert System (see Emergency Alerts section below for details)
- All residents that are registered through our Everbridge system
- Select emergency contacts including:
 - Community Leaders
 - Nebo School District Administration
 - Community Emergency Response Team (CERT) members
 - Springville City Website
 - Social Media
 - Liaisons
- Voluntary Organizations Active in Disasters (VOAD)

4.2. Internal Communications and Information Management

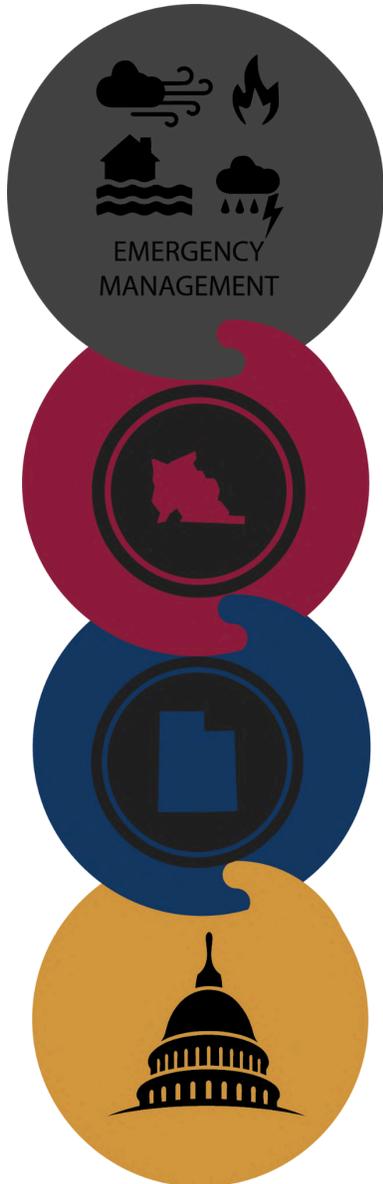
Emergency management and incident response activities rely on communications and information systems that provide a common operating picture to all command and coordination sites. The NIMS requirements for communication and information management is based on the concepts of interoperability, reliability, scalability, and portability, as well as the resiliency and redundancy of communications and information systems.

4.2.1. Internal Communications Channels

- Radios
 - 800 MHz
- Cell Phones
- Everbridge
- Email
- Spillman
 - Instant Messaging
- Microsoft Teams
- Texting

5. Disaster Declaration

County, state and federal support can be accessed through the disaster declaration process. As an incident evolves, expands, or affects certain sectors, various agencies may become involved to support response and recovery operations. The following figure provides an overview of how emergency declarations are escalated to the county, state, and federal government.



SPRINGVILLE CITY

- The City responds with available resources and capabilities.
- Assessments are conducted to determine the scope of damages.
- As incidents grow in scope and size, Emergency Management supports response and coordination.
- The Mayor may utilize mutual aid agreements and enforce necessary regulations following city codes and ordinances (curfews, business closures).
- The Mayor may proclaim a local emergency and forward the proclamation to the Utah County Emergency Management.

UTAH COUNTY

- Utah County Emergency Management receives emergency proclamation from the City.
- Emergency Management supports response by providing coordination, personnel, or equipment as needed.
- Damage assessments to support the declaration are developed through coordination done between Emergency Management and Public Works, Engineering, Facilities Management, and Planning and Development.
- If a County Emergency declaration is warranted the County Emergency Manager forwards the declaration to DEM Region II liaison to obtain state assistance.

STATE OF UTAH

- DEM receives the appropriate county emergency declaration.
- DEM verifies that the county has met the threshold for the appropriate declaration.
- The DEM Director advises the Governor of the situation and, if warranted, the Governor proclaims a State of Emergency or Disaster.
- The DEM Director initiates State response by activating agencies and relevant ESFs to take necessary action per the Utah Emergency Operations Plan and the standard operating procedures of the affected agencies to support the response.

FEDERAL

- FEMA and other federal agencies are dispatched to identify support needs and verify damages.
- If needed, federal agencies provide response support resources.
- Federal agencies provide disaster assistance programs to support recovery.
- Federal agencies coordinate with the state and Utah County to monitor the application of federal assistance funding.

5.1. Documentation for Disaster Declaration

In order to acquire additional aid and recovery funding at a county, state, or federal level, proper documentation including a disaster declaration at the City level, is required. The EOC Manager, working with the EOC Finance/Administration Unit, in coordination with the EOC Planning Section, collects and submits documentation verifying that the impacts to the City meet the threshold for a disaster declaration. Documentation needed to verify a disaster declaration includes:

5.1.1. Preliminary Damage Assessment Documentation

Preliminary Damage Assessment documentation of estimated cost of damages to infrastructure and facilities, including:



- Description of damages
- Pictures of damages
- Insurance information
- Location of damages, preferably latitude and longitude

5.1.2. Documents and Materials for Reimbursement

Documents and materials for reimbursement and assistance identified in the FEMA Public Assistance Program and Policy Guide. These materials include, but are not limited to:

- Documentation supporting the necessity of unique services or extraordinary level of effort
- Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed (e.g., news stories or supply chain vendor reports)
- Documentation such as timesheets, invoices, proof of payment, and signed contracts

5.1.3. Document Response Actions

Thorough documentation is required to support federal reimbursements, audits, and provides situational awareness. The Emergency Manager is responsible for logging and maintaining incident documentation. Documentation and records which should be produced and maintained throughout the incident include, but are not limited to:

- Timesheets and time tracking
- Activity logs
- Damage assessments
- SitReps
- Incident Action Plans (IAPs)
- Purchasing cost tracking, receipts, and procurement approvals in line with requirements for Title 44 and 200 of the Federal Code of Regulations and NIMS
- Volunteers (track names, identification, hours worked)
- Donations (receipt for items, value, and/or amounts)

Additional information on how documentation is maintained for financial management can be found in Section 10, Financial Management.

5.1.4. State or Federal Assistance

To qualify for state or federal financial assistance, preliminary damage assessments are conducted by city representatives and collected/compiled by Utah County Emergency Management. These assessments identify and determine monetary values for damages and assist in determining the need for additional resources.

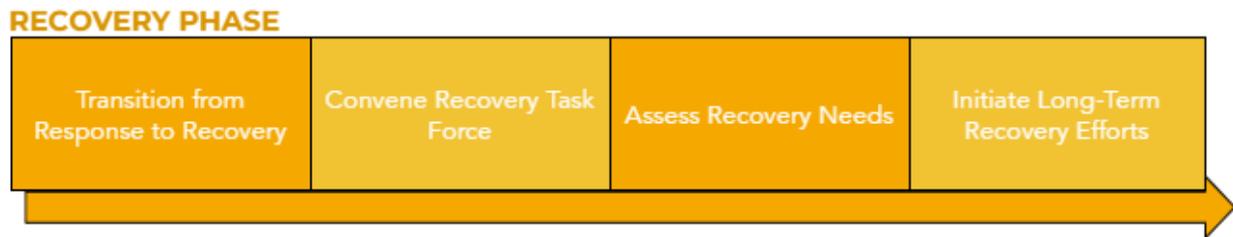
5.1.5. Sample Disaster Declaration

See Appendix 3 for sample disaster declaration.

6. Recovery

This section provides an overview of the City's recovery operations to return the community to pre-disaster conditions. After initial lifesaving and protection response operations have concluded, the City shifts to recovery operations. Depending on the size, scope, and needs of the community, recovery may occur simultaneously with response and can extend for months or even years after a disaster.

Figure 11: Recovery Phase Overview



6.1. Key Activities

- The Emergency Manager, in coordination with the Executive Policy Group, determines whether to deactivate response resources.
- Emergency Management initiates recovery and the mobilization of recovery resources and operations.
- The Recovery Task Force (RTF) manages, facilitates, and leads recovery operations.
- Preliminary Damage Assessments (PDA) to determine the scope of impacts and monetary damages are conducted to help facilitate a disaster declaration.
- Community recovery may be further facilitated through federal government programs and grants.

6.2. Recovery Operations Center

Depending upon the scope of the emergency or disaster, the City may activate a Recovery Operations Center (ROC) in order to coordinate recovery operations. The ROC is managed by the Recovery Task Force with representatives from each department, as needed. The Recovery Operations Center may be co-located within the EOC or in an alternate location.

6.3. Transition from Response to Recovery

The transition from response to recovery is a gradual process, the pace and timing of which will depend upon the scope of needs and the capacity within the City. The Emergency Manager in coordination with the Executive Policy Group, makes the determination of when to mobilize recovery resources during or



following response operations. The following events or triggers can help facilitate the gradual transition to recovery operations:

- The hazard has subsided or been contained
- Initial response efforts have plateaued or stabilized
- Protective actions have been implemented if required
- Injured persons have received medical services and fatalities have been accounted for
- Initial damage assessments have been completed
- Disaster impacts on the community are understood
- Community Lifelines are stabilized

Transition Considerations

The transition from response to recovery may not be clearly understood. As operations begin to shift, the following should be taken into consideration:

- Different areas of the City may transition at different rates. Some areas may be functioning normally while others still lack essential services.
- At times, EOC staff may be needed to support both response and recovery operations. It is important to delineate responsibilities within functions to ensure recovery is not forgotten during early response operations.

6.3.1. Demobilize Response Resources

As the City begins the transition to recovery, the EOC may start to demobilize through various response operations. The Emergency Manager, in coordination with the Executive Policy Group, determines when response resources can be demobilized. Once demobilized EOC personnel go through the following demobilization process:

- Determine if any additional documentation is needed
- Return all equipment and resources provided back to their owners
- Gather and correlate forms, activity logs, or any other documentation and provide those to the EOC Planning Section Chief
- Participate in after-action meetings or follow-up discussions to identify strengths, weaknesses, and areas of improvement during response and recovery operations.
- Clean the EOC workspace

6.4. Convene Recovery Task Force

The Emergency Manager, in coordination with the Executive Policy Group, determines to activate a Recovery Task Force (RTF) to manage, facilitate, and lead recovery operations. The RTF is composed of City employees, along with agency partners who support recovery operations in addition to their regular work. The task force may have one or two key staff reassigned to support recovery full-time.

The makeup of the task force may change, and additional positions may be added as recovery progresses and different areas of focus are needed. Responsibilities of the RTF include:

- Developing a long-term recovery plan that identifies short, mid, and long-term goals to guide recovery operations
- Providing space for FEMA and assisting with Coordination of public assistance to affected communities
- Working with PIOs and the JIC to provide consistent public messaging to the community

6.5. Assess Recovery Needs

The City may perform various assessments to determine recovery needs. Results from these assessments support requests for federal assistance and are used in developing a long-term recovery plan to rebuild and increase the resilience of the City.

6.6. Initiate Long-Term Recovery Efforts

Long-term recovery efforts should restore communities to pre-disaster conditions while building resilience for the future. A long-term recovery plan is created and used to guide recovery. If pre-disaster conditions cannot be achieved, a “new normal” will be the building/restoring goal.

6.6.1. Develop a Long-Term Recovery Plan

The development of a Long-Term Recovery Plan allows leaders and community stakeholders to make complex, community-wide decisions to rebuild and increase resilience. Plan development and implementation is managed by the Executive Policy Group and the Emergency Manager. The Long-Term Recovery Plan is developed and implemented through the following steps:

- Convene an inclusive community planning team
- Develop a unified approach and shared community vision
- Build on existing community planning and best practices
- Complete initial damage and needs assessments
- Identify realistic and achievable recovery actions and goals
- Coordinate planning efforts with stakeholders, municipalities, and the State
- Implement the Long-Term Recovery Plan, monitor initial outcomes, and continually update as needed

Recovery Plan Development Considerations

- Invite diverse organizations across the entire community to engage in recovery plan development to encourage shared community responsibility.
- Engage stakeholders early in the planning process to ensure buy-in and comprehensive planning.
- Incorporate existing planning into recovery planning efforts to provide a wide range of goals for the community and represent shared priorities of community members.

7. Mitigation

This section provides an overview of Mitigation efforts executed by the City and partnering agencies to reduce loss of life and property by lessening the impact of all hazards. Mitigation actions may be conducted prior to a disaster but are often identified and carried out as a result of an event. However,

this section also deals with mitigation efforts which take place during the recovery period and are necessary due to the emergency or disaster that took place.

Mitigation can be described as the action taken to avoid or reduce risk of threats or hazards. By reducing the impact of disasters, mitigation supports protection and prevention activities, eases response, and speeds recovery to create better prepared and more resilient communities. Springville City participates in and utilizes the Mountainland Association of Governments’ (MAG) Pre-Disaster Mitigation Plan (see Annex C- MAG Pre-Disaster Mitigation Plan).

Figure 12: Mitigation Phase



Key Activities

- The Emergency Manager gathers situational awareness and assesses the need for further mitigation.
- Coordinate hazard mitigation efforts and identify projects to lessen impacts.
- Facilitate broad engagement and ongoing dialogue within the community.
- Collaborate with stakeholders and subject matter experts to assist in the reduction of risk through the completion of mitigation projects.

7.1.1. Conduct Hazard Mitigation Planning

Hazard mitigation planning helps improve the preparedness and resilience of the City by lessening the impacts of emergencies and disasters through the identification of risk, hazard-specific impacts, and mitigation actions. Identification and implementation of mitigation actions can occur following an emergency or disaster (See Annex C MAG Pre-Disaster Mitigation Plan) to lessen impacts, or during preparedness planning.

The hazard mitigation planning process occurs on a five-year cycle, in which MAG will conduct a comprehensive update of the plan, accounting for development, changes in vulnerability, and new mitigation capabilities. This satisfies federal, state, and local hazard mitigation planning mandates.

Local Mitigation Planning Guidelines

Springville City, in conjunction with Mountainland Association of Governments, will adhere to the Local Mitigation Planning Policy Guide (FP 206-21-0002, released April 19, 2022) in future planning, in order to fulfill federal, state, and local hazard mitigation planning responsibilities. This guide outlines regulatory requirements for all local mitigation plans which include the following elements:

- **Planning Process** documents how the plan was developed, who was involved, and what data was used to build the plan.
- **Hazard Identification and Risk Assessment** identifies the hazards that can affect the jurisdictions participating in the plan.
- **Mitigation Strategy** serves as a long-term blueprint for reducing the potential losses identified in the

risk assessment.

- **Plan Maintenance** will occur continuously as new information becomes available as this plan is a living document.
- **Plan Update** is an opportunity to assess previous goals and action plans, evaluate progress in implementing hazard mitigation actions, and adjust its actions to address the current realities.
- **Plan Adoption** demonstrates the commitment to hazard mitigation and it legitimizes the plan, as well as gives proper authority. Without adoption, the jurisdiction will not be eligible for certain FEMA assistance for mitigation actions (such as HMA- Harard Mitigation Assistance Grants).

7.1.2. Overview of Mitigation Actions

One of the key outputs of the hazard mitigation planning process is the identification of mitigation actions that build overall resilience and lessen the impacts from specific hazards. Pre-disaster mitigation planning should take place in the preparedness phase, although further mitigation actions may be identified during the event or the post-disaster recovery period. Mitigation efforts are ongoing, and projects often take years to complete. The following table provides an overview of the types of mitigation actions and examples from the Summit, Utah, and Wasatch Pre-Disaster Mitigation Plan.

Action Type	Hazard Mitigation Plan Example
Local Planning and Regulations	<ul style="list-style-type: none"> • Create a seismic safety committee to recommend changes in standards.
Structure and Infrastructure Projects	<ul style="list-style-type: none"> • Use flexible piping to extend water, sewer, or natural gas service. • Install shutoff valves where water mains cross fault lines.
Protect Critical Facilities	<ul style="list-style-type: none"> • Retrofit critical public facilities including the bracing of generators, elevators, and other equipment.
Education and Awareness Programs	<ul style="list-style-type: none"> • Develop outreach encouraging homeowners to secure furniture and install latches on cabinets and drawers.

All mitigation actions are evaluated based on parameters that allow planners to identify the time, benefit, cost, and priority of all the different actions being planned.

7.2. Identify Threats and Hazards

Effective mitigation begins with a comprehensive understanding of risk based on vulnerabilities to threats and hazards. Sound assessment requires risk information—based on credible science, technology, and intelligence—validated by experience.

Understanding the risks makes it possible to develop strategies and plans to manage them. Accepting, avoiding, reducing or transferring those risks helps reduce the long-term vulnerability of a community and builds resilience.

7.3. Coordinate Mitigation Efforts

Mitigation projects require coordination and collaboration from a number of partners and entities. Coordinating structures are composed of representatives from multiple departments or agencies, public and/or private sector organizations, or a combination thereof, such as:

- Local and regional economic development organizations
- Public Works agencies
- Private development enterprises
- Planning commissions
- Public and private schools
- Local mitigation committees
- Advocacy agencies for those with access or functional needs

These individuals are able to facilitate and deliver various capabilities which provide guidance, support, and integration to aid the community and build resilience locally. Local governments often join together and take a regional approach to mitigation, such as across watershed operations.

Once hazards have been identified, coordinating structures come together to form strategies which include the development of specific hazard mitigation goals, actions, projects, and their prioritization. A critical step in the development of actions and projects is assessing existing authorities, policies, programs, and resources.

Guiding Principles

The following guiding principles should be considered in advance of developing mitigation actions, projects, and goals.

- **Plan and invest for the future** by considering long term impacts and changes in development.
- **Collaborate and engage early** to provide additional resources and equitable outcomes.
- **Integrate community planning** to minimize conflicting initiatives around land use, economic development, housing, infrastructure, and natural resources.

At times it may become necessary to facilitate the contracting of specially trained professionals such as: hydrologists, soil scientists, engineers, biologists, vegetation specialists, and archeologists to address these emergency situations through key goals of protecting life, property, and critical natural and cultural resources.

7.4. Perform Mitigation Actions

Once threats and hazards have been identified, and coordination between key players and the affected community has occurred, mitigation projects begin. Incorporating mitigation efforts into everyday activities, as well as response and recovery efforts following disasters, requires operational coordination. Some threats, hazards, or disasters require highly disciplined and uniform operational coordination. This is particularly true during initial response and recovery activities where Incident Command and control structures are in place to ensure the safety of responders and provide continuity and accountability for survivors. All mitigation actions are evaluated based on parameters that allow planners to identify the time, benefit, cost, and priority of all the different actions being planned.

Critical Tasks for Operational Coordination

- Emphasize mitigation technique integration into Incident Command System (ICS) planning cycles by Command and General staff representatives and educate whole community partners.
- Be transparent and explicit about mitigation efforts in order to increase and sustain whole community involvement, reduce duplication of effort, and encourage complementary efforts by partners.
- Capitalize on opportunities during the recovery building process to further reduce vulnerability, including pausing to evaluate and update current codes, policies, and approaches to redevelopment.

7.5. Hazard Descriptions

More detail on the hazard analysis can be found in the [MAG Pre-Hazard Mitigation Plan](#).

7.5.1. Natural Hazards

Hazard Description	Potential Impacts
<p>Severe Weather includes multiple weather events that can occur simultaneously or independently within Springville City.</p> <ul style="list-style-type: none"> • Extreme Cold is defined as a period that sustains lower than average temperatures. • Extreme Heat is defined as “summertime weather that is substantially hotter or more humid than average for a location at that time of year.” This can result in heat cramps, heat exhaustion, or heat stroke. Vulnerable and homeless populations are particularly susceptible to the impacts of extreme heat. • Fog is formed by temperature inversions that trap cold, moist air on the Wasatch Front valley floor. The fog can cause visibility restrictions and icy surfaces. • Hailstorms are formed by freezing water in thunderstorm clouds accumulating in layers around an icy core and falling to the earth. • Heavy Rain is a large amount of precipitation that can result in flash-flood events. • High, Strong, and Thunderstorm Winds can occur with or without the presence of a storm and are unpredictable regarding time and place. Canyon winds can bring wind gusts greater than 100 mph through the canyon mouths into the Wasatch Front’s populated areas. • Lightning is electricity discharged from a thunderstorm that can severely injure or kill an individual and cause damage to structures. • Thunderstorms are formed when rising air currents bring moist surface air into the upper atmosphere and condense, forming heavy rains, hail, strong winds, and/or lightning. While thunderstorms can occur anytime within Springville City, they often occur during the spring and summer. • Winter Storms can cause extreme cold, traffic from icy roads, damage to agriculture and electrical and telephone infrastructure, and economic impacts from snow removal. • Tornados are a mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath 	<ul style="list-style-type: none"> • Loss of life from exposure to severe temperatures • Damage to property • Traffic accidents • Damage to transportation infrastructure • Damage to agriculture

<p>a large storm system.</p>	
<p>Flooding is when normally dry land is submerged with a large amount of water. In Springville City, there are multiple types of flooding events, including the following:</p> <ul style="list-style-type: none"> • Snowmelt Floods are caused by rapid spring snowmelt of mountain snowpack. In addition, intense spring rainfall increases the flood magnitude, causing further rapid river rises. • Flash-Flooding results from powerful thunderstorms and subsequent intense rainfall. Rain may accumulate in low-lying areas with no outlet or where storm drains have become overwhelmed. • Post-Fire Debris Flow Flooding are enhanced runoff conditions from a fire-damaged watershed, which can result in debris flow flooding. <p>Floods in Springville City occur in various ways; localized areas of runoff from rivers or Utah Lake, spring runoff from the canyon areas, and urban areas where development has diminished areas of soil that can absorb the excessive amount of rainfall.</p>	<ul style="list-style-type: none"> • Damage and destruction to property from water and debris flow • Contaminated water • Damage to or inaccessible transportation infrastructure • Displaced residents • Raw sewage/health risks • Electrical fire • Gas spills • Loss of life
<p>Drought is a period of unusually dry weather that persists long enough to cause serious problems such as crop damage and/or water supply shortages. The severity of the drought depends upon the degree of moisture deficiency, the duration, and the size of the affected area (National Weather Service).</p>	<ul style="list-style-type: none"> • Socioeconomic impacts to agricultural community • Water conservation mandates • Wildfires • Dust storms • Reduced air quality
<p>Wildfires are particularly concerning in the wildland-urban interface (WUI) – the line, area, or Neighborhood where structures or other human development meet or intermingle with undeveloped wildland or vegetative fuel.</p> <p>The portions of Springville City that could experience the most significant amount of destruction due to a wildland fire are located along the Wildland Urban Interface (WUI). These WUI areas are threatened most because of the number of forested lands, vegetation types, and the increasing population growth spreading into wildland areas.</p> <p>The City areas which have a high potential for damages include the canyon areas and benches.</p>	<ul style="list-style-type: none"> • Damage to structures • Damage or destruction of critical facilities and infrastructure • Evacuation • Housing displacement • Loss of life
<p>Earthquakes are defined as the abrupt, rapid shaking of the earth caused by sudden breakage of rocks that can no longer withstand the stresses that build up deep beneath the earth’s surface.¹</p>	<ul style="list-style-type: none"> • Damage to facilities and critical infrastructure • Loss of life • Hazardous materials spill

¹ Utah Geological Survey

<p>There is a 57% probability that the Wasatch Front region will experience at least one magnitude 6.0 or greater earthquake and a 43% probability of at least one magnitude 6.75 or greater earthquake in the next 50 years.²</p>	<ul style="list-style-type: none"> • Disruption of major transportation routes • Soil liquefaction • Landslides and avalanches • Destructive waves on Utah Lake
<p>Public Health Hazards are chemical, physical, or biological factors in the environment that can have negative impacts on a population’s short- or long-term health.</p> <ul style="list-style-type: none"> • An epidemic is a localized disease or virus outbreak that spreads rapidly and affects many people or animals in a community. • A pandemic is an epidemic that occurs worldwide or over a vast area and affects many people or animals. 	<ul style="list-style-type: none"> • Overwhelmed public health resources • Loss of life • Temporary social and economic impacts

² earthquakes.utah.gov

7.5.2. Technological Hazards

Hazard Description	Potential Impacts
<p>Hazardous Materials incidents occur when chemical, biological, or radioactive materials are released, posing a risk to individuals, the natural environment, and property in the area.</p> <ul style="list-style-type: none"> • Transportation incidents can occur on any road, rail line, or pipeline where hazardous materials are transported. • Fixed Site incidents can occur at facilities where hazardous materials are stored. 	<ul style="list-style-type: none"> • Evacuation • Environmental damage • Loss of life or injury • Drinking water contamination • Agriculture contamination

7.5.3. Intentional Hazards

Hazard Description	Potential Impacts
<p>Mass Casualty Incidents are events where resources and personnel become overwhelmed by the number of casualties and may not be able to respond efficiently.</p> <p>Active Shooter events are characterized by the use of firearms, the potential for large numbers of fatalities, and the need for responding organizations and resources to resolve the incident.</p> <p>Terrorism is the unlawful use of violence and intimidation, especially against civilians and property, to pursue political aims and violate criminal laws of the United States. The purpose is to intimidate, coerce, or get ransom.</p> <ul style="list-style-type: none"> • Domestic terrorism originates from within the country and directs its attention to the government or population without foreign direction. • International terrorism activities are foreign-based or directed by countries or groups outside the United States or whose activities transcend national boundaries. 	<ul style="list-style-type: none"> • Building or infrastructure collapse • Mass transportation accidents and disruptions • Mass casualties • Disruption or destruction of critical infrastructure • Federal investigation • Resources and personnel become overwhelmed
<p>Civil Disturbances may come in the form of looting and rioting. Many are a reaction to a specific event, a response to extreme change, or hazards.</p>	<ul style="list-style-type: none"> • Damage to facilities and structures • Law enforcement response
<p>Cyber Incidents and Cyber Terrorism are breaches and attacks on electronic systems that can affect their availability or integrity. Attacks on networks or breaching of data can happen to individuals, organizations, or government agencies.</p>	<ul style="list-style-type: none"> • Breach or leak of confidential information • Unavailability of critical systems



7.6. Promote Community Resilience

Community resilience is the ability of a community to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. The City and its citizens should strive to improve resiliency by integrating mitigation policies into the recovery phase to ensure opportunities are not lost for risk reduction during rebuilding. Mitigation and recovery planning works hand-in-hand to operationalize mitigation through the recovery phase.

Creating an environment that capitalizes on shared interests and addresses differences is crucial to accomplishing resilience. Empowering individuals and collaborating within the community provides valuable information, resources, knowledge, and skills which support planning and facilitate actions to adapt, rebuild, and recover from an emergency or disaster.

Many of the activities within the Mitigation mission area require a cross-section of stakeholders in order to achieve success. While not intended to be exhaustive, the following table provides an outline of such.

Stakeholders	
Individual Families and Households	Citizens of Springville City
Non-Governmental Organizations	Faith-based Organizations Community Emergency Response Teams (CERT) Volunteer Organizations and Service Groups
Public Sector Entities	Schools
Local Government Agencies	Utah County Emergency Management Utah County Sheriff's Office Utah County Health Department Environmental Health Departments Unified Fire Authority
State, Tribal, and Territorial Area Governments	Utah Division of Emergency Management Utah Division of Wildlife Resources Utah Department of Agriculture and Food
Federal Government	Bureau of Land Management

8. Preparedness

This section provides an overview of preparedness actions executed by the City and partnering agencies to prepare for the impacts of all hazards. Preparedness actions occur prior to and after emergencies and disasters and include planning, training, and exercises.

Figure 13: Preparedness Phase Overview



Key Activities

- Each department develops their own internal plans to support emergency or disaster preparedness
- The Emergency Manager coordinates pre-disaster hazard mitigation planning
- Emergency Management plans, hosts, and attends training and exercises in conjunction with local or State emergency planners
- Emergency Management, in conjunction with the City’s Public Information Officers (PIOs), strategize and implement community outreach programs to inform, engage, and educate the citizens of Springville City on emergency preparedness measures

8.1. Plan for Future Emergencies

8.1.1. Develop and Maintain Plans that Support Response and Recovery

Relevant departments, agencies, and organizations maintain operational plans and documents described in the following table to better facilitate disaster and emergency response.

Planning Documentation	Description
Emergency Operations Plan (EOP)	Establishes the framework for the City to respond to, recover from, prepare for, and mitigate against all hazards that pose a threat to the City.
Continuity of Operations (COOP) Plans	Outlines necessary staff, equipment, facilities, policies, and procedures at the City to ensure essential services and functions are sustained during a disruption.
Hazard Mitigation Plan	Identifies hazards and vulnerabilities specific to the City. The plan also includes mitigation solutions to minimize emergency or disaster impacts and reduce the threat to life and property.

8.1.2. Update Plans Regularly

The Emergency Manager has the overall responsibility for ensuring the plans, annexes, operations guides, and associated checklists are current. The Emergency Manager or designee assigns personnel to be accountable for the upkeep of specific planning documentation. All other departments that have emergency response or recovery assignments are responsible for developing and maintaining their own plans and procedures.

8.1.3. Evaluate Plans through Training and Exercises

Procedures described in the EOP and other associated plans are evaluated and trained on through the process of planning and carrying out exercises, often in conjunction with community, municipal, and state partners. This process plays an integral role in the training and evaluation of the effectiveness of plans; it informs critical gaps and subsequent improvements prior to an emergency or disaster.

8.1.4. Create Opportunities for Training

The Emergency Manager maintains training and exercise programs that support familiarity with emergency management concepts and procedures for the various departments within the City. Training should incorporate the National Qualification System (NQS) which provides guidance on the components of a qualification and certification system and the process of credentialing personnel. The NQS allows entities to build, maintain, and share a list of deployable workforce consisting of qualified, certified, and credentialed personnel to support incidents of all types and sizes. Areas for training may include:

- Incident Command System (ICS)
- National Incident Management System (NIMS) compliance
- Executive Policy Group roles and responsibilities
- Emergency and Recovery Support Function operations
- EOC operations training
- Additional programs or trainings needed to meet National Qualification Systems compliance

Each City department is responsible for ensuring that essential staff are identified and trained at levels that enable effective implementation of their existing response plans, procedures, and policies.

8.1.5. Conduct Exercises

The Emergency Manager is responsible for facilitating exercises for emergency response partners. Exercises will be developed consistent with the Homeland Security Exercise Evaluation Program (HSEEP) methodology. HSEEP is a capabilities and performance-based exercise program that provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. Exercises may be either discussion-based or operations-based:

- **Discussion-based exercises** familiarize players with plans, policies, procedures, and agreements. These focus on strategic, policy-oriented issues, led by a facilitator to keep the discussion progressing toward objectives. These exercises include seminars, workshops, tabletop exercises, and games.
- **Operations-based exercises** validate plans, policies, procedures, and agreements; clarify roles and responsibilities; and identify resource gaps. These exercises include real-time response



utilizing communications and mobilizing resources and personnel. These exercises include drills, functional exercises, and full-scale exercises.

Following exercises or real-world incidents, the Emergency Manager is responsible for leading an after-action process with responders and participants to identify strengths, gaps, and improvement strategies. The outcome of this process is captured in an After-Action Report, and any relevant findings are incorporated into updates to the EOP and other planning documentation.

After-Action Reports (AARs)

Emergency Management is responsible for implementing an AAR following both exercises and real-world events. AARs identify corrective actions, specific steps, and goals which are further documented in an Improvement Plan (IP). Key features of an AAR include:

- **Strengths:** Effective and efficient actions taken during operations.
- **Areas of Improvement:** Gaps in capabilities, safety, or other areas where improvement could be made.
- **Recommendations:** Specific strategies to build capacity for future events and address areas of improvement.
- **Improvement Plan (IP):** Plan to make corrective actions that strengthen capabilities.

8.2. Community Outreach and Public Engagement

Ongoing community outreach and education effectively prepares the community to understand and carry out their responsibilities should a major emergency or disaster occur.

8.2.1. Improve Public Safety through Education and Outreach

The Emergency Manager is responsible for developing and disseminating public messaging campaigns regarding preparedness to the community. There may be the desire or necessity to involve elected officials and PIOs. Examples of these campaigns include:

- Encouraging enrollment for emergency alerts
- Informing the public of available applications
- Encouraging the development of personal preparedness plans
- Informing the community on safety information (e.g., flood Neighborhoods, evacuation routes)

8.2.2. Leverage Community Programs to Support Engagement

Strong partnerships with citizen groups and organizations support emergency and disaster response, recovery, preparedness, and mitigation operations. The following table provides an overview of programs that promote a culture of preparedness and resiliency throughout the City.

Program	Description
Community Emergency Response Teams (CERT)	CERT provides standardized training that equips citizens with the skills necessary to prepare and respond during a disaster until help arrives. Examples of response skills include first aid, triage, and light search and rescue.
School Programs	School Resource Officers (SROs) provide additional support through

	community-oriented policing, neighborhood watch, and public safety fairs.
American Red Cross	Provides mass care support to the City through their network of volunteers. Functions include staffing and operating shelters.
Salvation Army	Provides human services support during emergency and disaster incidents, including food, water, and mental health services.
Faith Based Organizations	Emphasize preparedness among congregations, provide a possible volunteer base to support emergencies or disasters, offer support to vulnerable populations prior to, during, and after emergencies and disasters.

9. Financial Management

Financial management occurs across every phase of emergency management. This section provides an overview of how the City sets financial policy, documents spending, and manages all other financial activities during response and recovery operations.

Be Audit Ready

Adhering to proper financial protocol is essential for the City to maintain proper documentation and records that are necessary for reimbursement or audit processes.

The following figure provides a general overview of financial management operations during activation, response, recovery, mitigation, and preparedness.

Figure 11: Disaster Management Financial Operations

DISASTER MANAGEMENT

f i n a n c i a l
o p e r a t i o n s



Designated staff member in the EOC acts as the finance authority.

Approve and facilitate resource procurements.

Amend financial policies and procedures.

Maintain financial documentation and monitor expenses.

Collect and Prepare documentation to support disaster deceleration.

Coordinate with UCEM to facilitate and monitor recovery funding from the State.

Collect information and documentation to validate monetary damages.

Help facilitate the funding for grant matching.

Conduct training and exercises with staff to prepare for disaster financial management operations.



9.1. Coordinating Departments

The EOC Manager will coordinate with the City’s Finance Office to ensure proper documentation and recordkeeping for an incident. The following table shows coordinating structures for conducting financial management operations during emergency and disaster response and recovery operations.

Function	Primary Coordinating Departments	Responsibilities and Actions
Response		
EOC Finance/ Administration	<ul style="list-style-type: none"> Finance Mayor/City Council City Administrator 	<ul style="list-style-type: none"> Setting up, amending, or suspending City policies and procedures for emergency use Approval of funding sources Budgeting and tracking expenditures Obtain copies of financial agreements, receipts, other documentation as needed Assist with grant management and recovery funding
EOC Logistics	<ul style="list-style-type: none"> EOC Resource Function Finance 	<ul style="list-style-type: none"> Locating, procuring, and issuing resources for use in emergency operations Providing vendor payments and financial budget verification for products and services
Recovery		
Community Planning and Capacity Building	<ul style="list-style-type: none"> Community Development 	<ul style="list-style-type: none"> Monitoring effective use of recovery funding

9.2. Financial Response

9.2.1. Emergency Procurement and Payment

Information about the City’s emergency procurement and payment is outlined in Springville City ordinance 2-10-211(f).

9.2.2. Setting or Amending Financial Policy

The EOC Finance/Administration Unit Leader, in coordination with Incident Command, the Executive Policy Group, City Attorney, City Administrator, and the City’s Finance Office may amend financial policy and procedures during incident response and recovery to streamline operations. Examples of financial policy that can be implemented in a disaster or emergency include:

- Pre-approving expenses under a certain amount
- Amending the requesting and approval process
- Assigning credit cards to select staff for purchasing, as well as increasing credit card purchase limits



9.2.3. Financial Documentation

A critical element of the emergency response and recovery operations is maintaining an accurate account of all documentation, especially those relating to purchases or other financial obligations. Accurate documentation is essential for:

- Validating expenditures
- Verifying damages
- Tracking spending
- Preserving records for audits

Departments working in the EOC should forward all relevant documentation to the EOC Finance/Administration Section. The following table provides an overview of the documentation that should be preserved and archived during emergency response operations.

Operations	Types of Documents
Force Account Labor	<ul style="list-style-type: none"> • Sign-in sheets • ICS 214 forms • Timesheets and timekeeping
Resource Procurement	<ul style="list-style-type: none"> • Correspondence between EOC staff, vendors, and the finance team • Approved ICS 213 forms • Receipts

9.2.4. Monitoring Expenses

Responsibility for tracking and documenting incident-related costs including labor, procurement, and damages falls to the EOC Finance/Administration Unit. The EOC Finance/Administration Unit monitors response-related expenses through:

- Maintaining situational awareness of costs incurred through labor, resource procurement, and disaster or emergency damages.
- Regularly updating total costs incurred and providing updates to command staff as requested.
- Projecting future spending trends.
- Budgeting based on projected spending and existing department budgets.
- Communicating messaging to limit or increase spending.

9.3. Financial Recovery

9.3.1. Collecting Documentation for Disaster Declaration

In order to acquire additional recovery funding at a county, state, or federal level, proper documentation including a disaster declaration at the City level, is required. The EOC Manager, working with the EOC Finance/Administration Unit, in coordination with the EOC Logistics, Operations and Planning Sections, collects and submits documentation verifying that the impacts to the City meet the threshold for a disaster declaration. Documentation needed to verify a disaster declaration includes:

- Preliminary Damage Assessment documentation of estimated cost of damages to infrastructure and facilities, including:



- Description of damages
- Pictures of damages
- Insurance information
- Location of damages, including street address and latitude and longitude
- Documents and materials for reimbursement and assistance identified in the FEMA Public Assistance Program and Policy Guide. These materials include, but are not limited to:
 - Documentation supporting the necessity of unique services or extraordinary level of effort.
 - Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed (e.g., news stories or supply chain vendor reports).
 - Documentation such as timesheets, invoices, proof of payment, and signed contracts.

9.3.2. Grants Manager

Applications and updates regarding Public Assistance funding from FEMA are facilitated through FEMA's Grants Manager program and the Grants Portal. An appropriate, qualified fiscal manager is assigned to use the Grants Portal to:

- Submit the request for Public Assistance
- Upload required documentation
- Approve workflow items for concurrence and acknowledgement
- Update essential elements of information for requests

9.4. Financial Preparedness

Springville City Department Directors, in coordination with the Finance Director, are responsible for guiding their departments to prepare for emergency disaster financial management operations. These departments prepare to support financial operations through the following actions:

- Developing and maintaining documentation regarding financial management procedures and policy.
- Maintaining internal financial management processes through training and exercises with department staff and supporting agencies.
- Conducting cross-functional training and exercises to evaluate coordination of financial management operations during a disaster or emergency.
- Coordinating the City Attorney to approve and maintain fiscal agreements between the City and businesses that support response and recovery operations.
- Developing agreements with supporting agencies that identify reimbursement for personnel services rendered, equipment costs, and expenditures of materials

10. Roles & Responsibilities

This section outlines general roles and responsibilities for municipal, county, state, and federal entities related to response, recovery, preparedness, and mitigation operations.

10.1. Functional Responsibilities

The following tables provide an overview of emergency response functions and the **primary (P)** and **secondary (S)** entities that are responsible for executing those functions.

Functions	Public Safety	City Administrator	Administrative Services Director Liaison & PIO	Mayor & Council	Public Works	Internal Services	Power	Parks & Rec	Library	Museum	Legal	Community Development	Finance	Emergency Management	VOAD	Private Sector	Special Services District & Other Govt Agencies
Admin		P															
Agricultural & Natural Resources																	DNR
Alerts, Notifications, & Warning (Public)	P		S														
Communications (internal)	S	P	S			S											
Communications																	UCA
Critical Infrastructure & Restoration					P		P	S								S	
Donations Management									S						P		
Damage Assessments	P				P	P	P	P				P					

Functions	Public Safety	City Administrator	Administrative Services Director Liaison & PIO	Mayor & Council	Public Works	Internal Services	Power	Parks & Rec	Library	Museum	Legal	Community Development	Finance	Emergency Management	VOAD	Private Sector	Special Services District & Other Gov't Agencies
Debris Management	P	S			P			S									
Detection & Monitoring	P								S		S						
Direction, Control, & Coordination		P		P													
EOC setup & support			P			P											
Energy & Utility Services					P		P									S	
Evacuation & Shelter in Place	P		S	S											S		Animal Shelter
Facilities Management						P											
Fatality Management	S													P		S	County Health Dept Medical Examiner
Firefighting / Fire Protection	P				S		S									S	
Food, Water, & Commodities Distribution								P	S	S					P		

Functions	Public Safety	City Administrator	Administrative Services Director Liaison & PIO	Mayor & Council	Public Works	Internal Services	Power	Parks & Rec	Library	Museum	Legal	Community Development	Finance	Emergency Management	VOAD	Private Sector	Special Services District & Other Gov't Agencies
Hazardous Material	P				S											S	Solid Waste District
Information Collection, Analyzation, & Dissemination					S	P			S					S			
Law Enforcement	P																
Liaison	p	S	S		S		S							P			
Mass Care & Sheltering			S					S	S	S				P	P		
Mutual Aid Coordination		P	S	S													
Private Sector Coordination		P	P	S										S		S	
Public Health & Medical Services																S	Utah County Health Dept.
Public Works & Engineering					P			S				S				S	
Resource Management & Logistics			P		S	S								P			
Search & Rescue	P														S		Utah County SAR

Special Services District & Other Gov't Agencies	Nebro School District	
Private Sector	S	
VOAD		S
Emergency Management		p
Finance		
Community Development		
Legal		
Museum		
Library		
Parks & Rec		S
Power		
Internal Services		
Public Works		
Mayor & Council		
Administrative Services Director Liaison & PIO		P
City Administrator		
Public Safety		
Functions	Transportation Systems & Resources	Volunteer Management



10.2. General Roles and Responsibilities

10.2.1. Springville City

Springville City serves as the primary provider of emergency services within its jurisdiction to ensure timely response to incidents.

Entity	Roles and Responsibilities
Springville City	<ul style="list-style-type: none"> Respond to and recover from emergencies and disasters based on resources and capabilities. Maintain communications with neighboring municipalities and the County regarding additional resource and capability needs. In the circumstance that a Disaster Declaration is necessary, coordinate with Utah County Emergency Management. Obtain damage assessments and share damage information with Utah County and the State Division of Emergency Management (DEM). Coordinate communications with the public through the designated PIO or JIC to ensure timely and accurate information is disseminated. Identify and enhance protective measures to assist with impacts on vulnerable populations. Maintain proper emergency response documentation. Assist with the training and exercising of city personnel to enable effective implementation of response plans, procedures, and policies.
Emergency Management	<ul style="list-style-type: none"> Analyze emergency and disaster information. Facilitate situational awareness. Fulfill assigned necessary function in the EOC. Maintain proper emergency response documentation.
Fire and Rescue	<ul style="list-style-type: none"> Respond to emergencies/disasters according to department SOPs. Aid with evacuation operations. Execute tactical response to protect life and property. Coordinate with the EOC and other responding entities to form a common operating picture.
Fire Chief	<ul style="list-style-type: none"> Oversee hazardous materials operations through response and recovery efforts.

Police	<ul style="list-style-type: none"> • Respond to emergencies/disasters according to department SOPs. • Provide security for incident perimeter and other operations. • Regularly coordinate with EOC and other responding entities to form a common operating picture. • Execute tactical response operations to protect life and property.
Mayor/City Council	<ul style="list-style-type: none"> • Enhance protective policies to lessen the impact on vulnerable populations and minimize damage to critical facilities. • Provide overall guidance to the EOC for disaster response and recovery operations. • Support development and dissemination of public information in conjunction with City PIOs. • Approve and sign emergency declarations if capabilities and resources are insufficient to meet the needs of an incident.
Finance	<ul style="list-style-type: none"> • Support fiduciary approvals for departments.. • Establish or amend emergency financial policy to expedite or document procurement and cost tracking. • Document the eligibility of financial activities and incurred costs through response and recovery efforts.
Public Works	<ul style="list-style-type: none"> • Respond to emergencies/disasters according to department SOPs. • Coordinate with government and industry partners to assess damage to transportation infrastructure and operations. • Conduct the Initial Damage Assessment (IDA), share damage information with State DEM, and participate in the joint Preliminary Damage Assessment (PDA) if applicable. • Identify and acquire secondary buildings for operations to utilize during response, should critical facilities be damaged, to maintain continuity of operations. • Aid in mobilization and demobilization of temporary facilities, points of distribution, and other alternate sites.
Power Department	<ul style="list-style-type: none"> • Respond to emergencies/disasters according to department SOPs. • Coordinate with government and industry partners to assess damage to power infrastructure and operations. • Conduct the Initial Damage Assessment (IDA), share damage information with the EOC.
Internal Services	<ul style="list-style-type: none"> • Ensure backup communications systems are secure and maintained. • Support the EOC in technological and communications needs during activation. <ul style="list-style-type: none"> • Keep the four main city backup generators fueled and operational. • Provide support for the EOC by keeping the facility clean and usable, including keeping the restrooms stocked and clean.
Museum	<ul style="list-style-type: none"> • Assist in identifying and procuring supplies, equipment, or personnel needed to support emergency response operations • Oversee tracking, distribution, and replenishment of logistical resources

	<p>within the EOC and field operations</p> <ul style="list-style-type: none"> • Facilitate the use of museum resources for public information centers, if required • Maintain detailed records of requests, acquisitions, and deployment of resources during the emergency response • Assist in food, water & commodities distribution
Library	<ul style="list-style-type: none"> • Support information collection and analysis from various sources to aid in the development of situation reports and action plans • Document Incident Actions and maintain accurate records of plans, objectives, and decisions made during EOC operations • Assist in predicting future resource and staffing requirements based on operational trends and incident progress • Facilitate information sharing to EOC staff and external partners • Assist in food, water & commodities distribution • Assist in detection and monitoring
Community Development	<ul style="list-style-type: none"> • Assess and monitor community impact; evaluate the effects of the incident on local housing, infrastructure, and businesses to inform planning efforts • Provide input on long-term recovery strategies, including rebuilding efforts and community redevelopment priorities • Coordinate land use and zoning information to guide incident planning and recovery operations • Identify and document areas of the community most at risk from the ongoing incident to assist in prioritizing response efforts • Support Public Works and Engineering initiatives when appropriate • Evaluate buildings for safety
Legal	<ul style="list-style-type: none"> • Provide legal counsel, advising the Executive group on legal implications of emergency declarations, response actions, and interagency/intergovernmental agreements • Ensure regulatory compliance with local, state, and federal laws and regulations • Draft and review emergency declarations, orders, and contracts to ensure they are legally sound and enforceable • Support contract and agreement oversight by reviewing contracts, mutual aid agreements, and vendor arrangements to ensure legal and procedural accuracy • Advise on actions and policies to reduce the city's liability exposure during emergency response and recovery operations
Director of Administration	<ul style="list-style-type: none"> • Assist in coordinating citywide emergency response efforts and ensuring the smooth operation of the EOC, including providing administrative and strategic support • Serve as the Public Information Officer (PIO)-direct, approve, and disseminate accurate and timely public information, coordinating with media outlets and managing public messaging platforms including social

	<p>media</p> <ul style="list-style-type: none"> ● Act as a liaison between the city and external agencies, including neighboring jurisdictions, county, state and federal entities and non-governmental organizations ● Coordinate community engagement by sharing critical information with key stakeholders and that feedback from the public and partner organizations is communicated to the EOC and city leadership
City Administrator	<ul style="list-style-type: none"> ● Provide strategic guidance; assist the Mayor in setting priorities and making critical decisions during emergencies to ensure effective response and recovery operations ● Coordinate the activities of all sections within the Emergency Operations Center to ensure alignment with the city’s strategic goals and objectives ● Advise on resource allocation; support the Mayor in determining resource priorities and authorizing emergency expenditures to address immediate and long-term needs ● Serve as key point of contact with state and federal agencies to secure resources, request assistance and comply with regulatory requirements ● Advise the Mayor on implementing temporary measures such as curfews, restrictions, or waivers of local statutes to maintain public safety and order during the emergency ● Oversee adjustments to the city budget, including reallocating funds or requesting additional appropriations, to meet the financial demands of emergency response and recovery
City Recorder	<ul style="list-style-type: none"> ● Maintain official records including Incident Action Plans (IAPs), operational logs and key decisions and stored securely for the appropriate number of years depending on the type of record ● Assist in compiling and organizing records required for federal reimbursement programs ● Work with Emergency Management to ensure documentation is in compliance with reporting guidelines ● Work with all EOC sections to ensure consistent and thorough documentation practices across emergency operations ● Ensure that all emergency-related records are preserved for legal, financial and historical reference
Risk Management	<ul style="list-style-type: none"> ● Act as a Safety Officer in the EOC ● Maintain safe conditions for responders and EOC personnel



10.2.2. Utah County

Utah County is responsible for coordinating to support response, recovery, preparedness, and mitigation operations for all hazards.

Entity	Roles and Responsibilities
Utah County	<ul style="list-style-type: none"> • If activated, provide staffing coverage for 24-hour operational periods. • Coordinate response and recovery operations out of the EOC. • Establish coordination structures through which county staff respond to and recover from emergencies and disasters. • Assist with the training and exercising of county personnel to enable effective implementation of response plans, procedures, and policies. • Establish the EOC activation level (Emergency Manager). • Facilitate coordination between municipal, private sector, county, state, and federal entities to support response, recovery, mitigation, and preparedness. • Coordinate communications with the public through the designated PIO to ensure timely and accurate information is disseminated. • Update and maintain required county disaster plans.
Utah County Health Department	<ul style="list-style-type: none"> • Respond to emergencies or disasters according to the agency's SOPs. • Support Mass Care, Public Health, HAZMAT, Agriculture, and Cross Sector Business & Infrastructure.

10.2.3. Utah State

- 10.2.3.1. The State of Utah, in accordance with Utah Code Annotated (U.C.A.) Section 53-2 entitled Emergency Management Act, is required to prepare for, respond to, and recover from emergencies or disasters with the primary objectives to save lives and protect public health and property. State agencies, when directed by the Governor, will take actions to mobilize and deploy resources to assist in life, safety, and property protections efforts.

The State of Utah coordinates support for resources to Utah County through mutual aid, as well as the escalation of requests and declarations to the federal level as necessary.

Entity	Roles and Responsibilities
Division of Emergency Management	<ul style="list-style-type: none"> • Initiate requests for assistance from the federal government, through FEMA, and from other states, through EMAC. • Manage the Preliminary Damage Assessment (PDA) planning process by coordinating with local authorities and the respective FEMA regional office to ensure mutual understanding and expectations. • Provide appropriate vehicles, transportation, and/or access to damage.

	<ul style="list-style-type: none"> • Review damages identified during the IDAs to decide whether to request a joint PDA from FEMA. • Participate in the joint PDA and determine whether to request a Presidential Disaster Declaration and to collect information to develop data-driven written requests for Presidential Disaster Declarations.
Other State Agencies	<ul style="list-style-type: none"> • Develop cooperative agreements and relationships with private organizations and associations that possess resources or capabilities for assistance. • Establish and maintain liaison with federal counterparts to ensure procedures and available resources are current. • Assign and train personnel to meet state agency response and recovery responsibilities prior to emergencies and disasters and appoint an emergency coordinator and representatives. • Coordinate disaster funding through alternate federal agencies.

10.2.4. Federal Government

- 10.2.4.1. The State of Utah Division of Emergency Management (DEM) may request resources from FEMA Region 8 response partners. In addition to Utah, FEMA Region 8 includes Colorado, Montana, North Dakota, South Dakota and Wyoming. The State of Utah can also deploy or request deployments of personnel and equipment through the intrastate mutual aid (EMAC). The State of Utah may also choose to request FEMA resources through a major disaster declaration by the Governor or via a major disaster or emergency declaration by the President of the United States. Disaster declarations may also help aid in recovery through FEMA Public Assistance (PA) grants.
- 10.2.4.2. Federal agencies are responsible for deploying additional aid to support local response and recovery activities, as requested.

Entity	Roles and Responsibilities
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> • Assess and fulfill requests for federal assistance in coordination with the State Coordinating Officer (SCO). • Coordinate activation and implementation of the Federal Response Plan, allowing states to access federal programs and support. • If a request is made to the FEMA Region from the state for a joint PDA, FEMA regional staff works closely with the state to ensure all necessary information is ready and available before joint PDAs are approved. Once approved, regional staff participate in the joint PDA and make recommendations based on declaration factors to FEMA headquarters on whether the state should receive a Presidential Disaster Declaration. Those joint PDA teams which consist of federal, state, territorial, tribal, and/or local government representatives conduct site visits to validate damages identified during IDAs. • Coordinate federal emergency grant programs to support recovery (e.g., HMGP, BRIC, CDBG, PA).

Federal Bureau of Investigation (FBI)	<ul style="list-style-type: none">• Lead and coordinate response efforts for emergencies and disasters with a national security or terrorism component.• Provide investigative assistance in the event of specific incidents (e.g., terrorist event, cyber-attack).
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10.2.5. Non-Governmental Organizations

Non-governmental organizations (NGOs) are generally responsible for providing additional volunteers and staff to support response and recovery operations.

Entity	Roles and Responsibilities
United Way	<ul style="list-style-type: none"> Provides critical services to connect low-income citizens with housing, healthcare, and mental health assistance. Provides short- and long-term solutions for transportation, reunification, and other such needs during emergency or disaster situations. Assist in locating and coordinating volunteers.
American Red Cross (ARC)	<ul style="list-style-type: none"> Coordinate training for critical shelter staff prior to responses and for shelter volunteers at the onset of incidents (e.g., just-in-time training) and develop emergency planning documentation for shelter operations. Assist in conducting rapid damage assessments (RDAs) to size up initial impacts of the incident, as necessary. Assist with evacuee and sheltering reporting, including recording daily shelter population counts, and providing other updates regarding sheltering activities. Assume responsibility for all direct, documented disaster relief-related costs associated with the operation of the shelter, including facility operating costs that are over and above the normal operating costs of the facility.
Salvation Army	<ul style="list-style-type: none"> Assist with feeding and mass care operations during incident recovery.
Faith-Based NGOs	<ul style="list-style-type: none"> Provide additional volunteers to support response and recovery needs as requested.
Volunteer Organizations Active in Disasters (VOAD)	<ul style="list-style-type: none"> The National Voluntary Organizations Active in Disaster is a coalition of the major national voluntary organizations in the United States that have made disaster-related work a priority. Coordinate voluntary organizations to assist unmet needs during and after a large-scale emergency or

10.2.6. Private Sector

The private sector provides additional resources, skills, and personnel to support response and recovery efforts as needed. Private-sector organizations coordinate with the EOC to assist in any incident response needs.

Entity	Roles and Responsibilities
Private Sector	<ul style="list-style-type: none"> Leverage special skills or resources during disaster to support response and recovery. (e.g., communications technology, heavy construction expertise, medical knowledge, or engineering). Support recovery and restoration of critical infrastructure, such as roads and energy.

	<ul style="list-style-type: none">• Participate in long-term recovery planning to support a return to normal and build a more resilient community.
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11. Authorities

11.1. Legal Authorities

Federal
<ul style="list-style-type: none"> • Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance • Code of Federal Regulations (CFR), Title 2. Grants and Agreements • Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities, November 18, 1988 • Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management Federal Civil Defense Act of 1950, Public Law (PL) 920 as amended • Homeland Security Presidential Directive (HSPD) 5: Establishment of National Incident Management Systems (NIMS) February 28, 2003 • Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL-100-707, November 23, 1988 • Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986, PL 99-499 as amended • Presidential Policy Directive (PPD) 8 National Preparedness • Disaster Recovery Reform Act (DRRA) of 2018, Whole Community and Community Preparedness • Immediate Response Authority (Department of Defense Directive 3025.18)
State of Utah
<ul style="list-style-type: none"> • Utah Code Title 53- Chapter 2a- Emergency Management Act • Governor’s Executive Order 2004-0012
Springville City
<ul style="list-style-type: none"> • Springville City Code 2-13-101 through 104 • Springville City Code 3-6-101 through 104 • Springville City Code 2-10-211

Appendix 1 Acronyms and Definitions

1. Acronyms

Titles	Description
AAR	After-Action Report
ARES	Amateur Radio Groups such as Amateur Radio Emergency Services
ASL	American Sign Language
BLM	Bureau of Land Management
BRIC	Building Resilient Infrastructure and Communities
CDBG	Community Development Block Grant
CERT	Community Emergency Response Teams
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIIMS	Critical Incident Information Management Systems
COOP	Continuity of Operations
CUWCD	Central Utah Water Conservancy District
DEM	Utah Division of Emergency Management
DOC	Department Operations Centers
DRC	Disaster Recovery Center
ECC	Emergency Coordination Center
ECS	Utah County Sheriff’s Emergency Communication and Support Team
EM	Emergency Manager
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
HHPD	High Hazard Potential Dams
HMA	Hazard Mitigation Assistance
HMGP	Hazard Mitigation Grant Program



HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plans
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
IP	Improvement Plan
IPAWS	Integrated Public Alert & Warning System
JIC	Joint Information Center
LTCF	Long-Term and Residential Health Care Facilities
MAC	Mutual Aid Coordination
MACC	Multi-Agency Command Center
MAG	Mountainland Association of Governments
MOU	Memorandums of Understanding
MRC	Medical Reserve Corps
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NQS	National Qualification System
NRF	National Response Framework
PA	Public Assistance
PDA	Preliminary Damage Assessments
PEMC	[Sample City] Emergency Management Committee
PIO	Public Information Officer
PL	Public Law
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RDA	Rapid Damage Assessments
RHCF	Residential Health Care Facilities
ROC	Recovery Operations Center
RSF	Recovery Support Function
RTF	Recovery Task Force
SAR	Search & Rescue
SARA	Superfund Amendments and Reauthorization Act



SCO	State Coordinating Officer
SitRep	Situation Report
SOP	Standard Operating Procedures
SR	State Route
SRO	School Resource Officers
UCA	Utah Communications Authority
UCEM	Utah County Emergency Management
UCHD	Utah County Health Department
UCSO	Utah County Sheriff’s Office
UDOT	Utah Department of Transportation
UHP	Utah Highway Patrol
UTA	Utah Transit Authority
WEA	Wireless Emergency Alerts
WUI	Wildland-Urban Interface

2. Definitions

Access and Functional Needs: Populations who may have additional needs before, during, and after an incident in functional areas including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency, or are non-English speaking, or are transportation disadvantaged. An individual with a disability as defined by the Americans with Disabilities Act (ADA) as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The use of “access and functional needs” in place of “special needs” is consistent with current trends nationally. Thus, be aware that these interchangeable terms mean the same thing.

After-Action Report: Detailed, written analysis of the strengths and weaknesses of city level emergency response and recovery activities based upon extensive research of the event and interviews with participating assessment, response, and recovery personnel.

Annex: A hazard specific or functional portion in an Emergency Operations Plan (EOP).

Area Command: Organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command



may be established at an emergency operations center facility or at some location other than an incident command post.

Assembly Point: Designated location for responders to meet, organize, and prepare equipment prior to moving into the emergency site.

Base Camp: Location in or near the site of the emergency that is equipped and staffed to provide sleeping facilities, food, water, and sanitary services to response personnel.

Biological Agents: Microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants or animals.

Cache: Predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Chemical Agents: Solids, liquids, or gases that have chemical properties that produce serious or lethal effects in plants or animals.

Chemical, Biological, Radiological, Nuclear, and High-yield Explosive Hazards (CBRNE): Emergency resulting from the deliberate or unintentional release of nuclear, biological, radiological, or toxic or poisonous chemical materials, or the detonation of a high-yield explosive, also referred to as CBRNE incident.

Chemical Transportation Emergency Center (CHEMTREC): A facility of the Chemical Manufacturer's Association (CMA) based in Washington, D.C., which provides information and assistance in dealing with transportation accidents, 24-hours a day.

Everbridge Mass Notification System: The communication system that allows for a large portion of the community to be contacted during times of crisis.

Critical Facilities: Facilities critical to government response and recovery activities (e.g., life safety and property and environmental protection). These facilities include 911 centers, emergency operations centers, police and fire stations, public works facilities, sewer and water facilities, hospitals and health clinics, bridges and roads, shelters, jails and prisons. Other facilities that, if damaged, could cause serious secondary impacts may also be considered "critical." A hazardous material facility is one example of this type of critical facility.

Critical Infrastructure and Key Resources (CIKR): Assets, systems, networks, and functions— physical or virtual—so vital to the United States that their incapacitation or destruction would have a debilitating impact on security, national economic security, public health or safety, or any combination of those matters. Key resources are publicly or privately controlled resources essential to minimal operation of the economy and the government.

Cyber Attack: Cyber-related incident may take many forms: an organized cyber-attack, an uncontrolled exploit such as a virus or worm, a natural disaster with significant cyber consequences, or other incidents capable of causing extensive damage to critical infrastructure or key assets.



Cyber-Terrorism: Criminal act perpetrated by the use of computers and telecommunications capabilities, resulting in violence, destruction and/or disruption of services to create fear by causing confusion and uncertainty within a given population, with the goal of influencing a government or population to conform to a particular political, social, or ideological agenda.

Damage Assessment: Appraisal or determination of the destructive effects of a hazard on lives and property within Springville City.

Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, or extreme peril to the safety of persons or property, resulting from natural or manmade causes, including but not limited to fire, flood, earthquake, wind, storm, drought, famine, infestation, air contamination, epidemic, explosion, riot or other acts of civil disobedience which endanger life or property or hostile military or paramilitary action.

Durable Medical Equipment (DME): Medical equipment (e.g. walkers, canes, wheelchairs, etc.) used by persons with functional access needs to maintain their usual level of independence.

Electromagnetic Pulse (EMP): Energy radiated by lightning or nuclear detonation which may affect or damage electronic components and equipment.

Emergency: The existence of a disaster within the city limits requiring immediate action by the emergency forces of the city.

Emergency Alert System (EAS): Consists of broadcast stations and inter-connecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency.

Emergency Management: Mitigation, preparedness, response, and recovery activities designed to minimize the effects on the population from an attack or peacetime disaster, to deal with the immediate emergency conditions that would be created

Emergency Operations Center (EOC): The physical location where the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Emergency Operations Plan (EOP): A document that identifies the available personnel, equipment, facilities, supplies, and other resources in the jurisdiction and the methods or scheme for coordinated actions to be taken by individuals and government services in the event of an emergency.

Emergency Procurement: The need for the immediate purchase of materials, services, or construction that cannot be met through normal procurement methods, the lack of which seriously threatens public health or safety, the preservation of property, or the functioning of government.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the public.

Emergency Support Function (ESF): The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents. ESFs include: transportation, communications, public works and engineering, firefighting, emergency management, mass care, logistics, public health and medical services, search



and rescue, oil and hazardous materials, agriculture and natural resources, energy, public safety and security, and external affairs.

Essential Facilities: Facilities essential to the continued delivery of key government services and/or that may significantly impact the public's ability to recover from an emergency. These facilities may include city buildings, the city courthouse, and other public facilities such as schools.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exclusion Area: Area within a hazard Neighborhood, which, as determined by the Incident Commander or the EOC Manager, has or may have a high degree of danger or which must be heavily controlled for other reasons.

Facility: All buildings, structures and other stationary items which are located on a single site, or contiguous or adjacent sites, and which are owned or operated by the same person.

Federal Coordinating Officer (FCO): Senior federal official appointed to coordinate the overall response and recovery activities. The FCO represents the President for the purpose of coordinating administration of federal relief activities in a designated area.

Federal Emergency Management Agency (FEMA): The central point of contact within the federal government for a wide range of emergency management activities, both in peacetime and wartime for coordinating government activities, providing planning assistance, advising various agencies, and delivering training.

Field Operating Guides (FOGs): Guidelines or checklists that detail how the city emergency response and recovery functions will be addressed by those working on site and in the defined emergency operational area.

Flood Retarding Structure (FRS): A dam or similar structure constructed on a river, creek, stream, or wash that is normally dry and flows only after significant rainfall.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

Graduated Response Emergency System: Response approach in categorizing, responding to, and managing emergencies and disasters.

Hazard: An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Analysis: A systematic study of all hazards that could significantly affect life and property in a jurisdiction. Hazard identification typically prioritizes hazards according to the threat they pose and provide insight into the history and probability of occurrences. An analysis includes the history, vulnerability, and probability assessments related to the hazard.

Hazard Vulnerability Assessment: Evaluation of elements in the community that are subject to damage should a hazard occur; includes gathering information on the extent of the vulnerable Neighborhood,



conditions that influence the Neighborhood, size and type of the population within the Neighborhood, private and public property that might be damaged and the environment that might be affected.

Hazardous Material: Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified in this plan as chemical, biological, radiological, or explosive.

Chemical Incident: Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, mineral fibers (asbestos).

Radiological Incident: Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Biological Incident: Microorganisms or associated products which may cause disease in humans, animals or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.

Explosive Incident: Material capable of releasing energy with blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to the blast.

Homeland Security Exercise and Evaluation Program (HSEEP): Provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

Human-Made Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as nuclear, radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides, and disease agents; oil spills on land, coastal water or inland water systems; and debris from space.

Homeland Security Presidential Directive-5 (HSPD-5): Management of Domestic Incidents

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Commander (IC): Individual responsible for all incident activities, including the development of strategies and tactics. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.



Incident Command System (ICS): A nationally recognized system of managing small to large scale events through the systematic development of a complete, functional organization. The system uses common terminology; is modular in nature; and has a unified command structure, manageable span of control, consolidated action plans, comprehensive resource management, and integrated communications. It is designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

Incident Management System (IMS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Typing: A graduated approach system used to respond to emergencies and disasters. This five level system, Type 5 to 1, identifies the level needed by trigger points and moves from one level to the next as the situation expands providing a greater pool of resources to be used in response and recovery operations.

Individual Assistance (IA) Program: Supplementary federal assistance provided pursuant to a Presidential Declaration of emergency or major disaster under the Stafford Act to individuals and families adversely affected. Such assistance may be provided directly by the Federal Government or through state or local governments or disaster relief organizations. IA includes those services and programs that benefit individuals, households, businesses, and farmers. FEMA's Individual Assistance programs include "Assistance to Individuals and Households" (providing for housing assistance and other needs), crisis counseling, legal services, disaster unemployment assistance, and referrals to other appropriate forms of aid. Other Federal Agencies' Individual Assistance programs include tax refund assistance (Internal Revenue Service), disaster loans (the Small Business Administration and Farm Service Agency), veterans' assistance (Veterans Affairs), and health and social security recipients' assistance (Health and Human Services).

Joint Field Office (JFO): Federal activities at a local incident site will be integrated during domestic incidents to better facilitate coordination between federal, state, and local authorities. The JFO is expected to incorporate existing entities such as the Joint Operations Center, the Disaster Field Office, and other Federal offices and teams that provide support on scene

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.

Joint Terrorism Task Force: Task force coordinated to organize federal, state, and local law enforcement agencies in a coordinated manner for the purpose of detecting, preventing and responding to domestic and international terrorist organizations and/or individuals who may threaten or attack.

Lead Agency: The city organization that leads has primary responsibility for a specific functional area of the EOP (Also called Primary Agency).

Local emergency: The existence of a disaster within city limits and the situation is or is likely to be beyond the capability and resources of the city as determined by the mayor which requires the combined efforts of other political subdivisions.



Local Emergency Planning Committee (LEPC): A committee formed under provisions of Section 301, SARA, Title III to implement local government compliance with the Major Disaster Act.

Major Disaster Act: Any catastrophe in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused by the event.

Mitigation: Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mutual-Aid Agreements: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS): System mandated by HSPD-5 and PPD-8 that provides a consistent nationwide approach for federal, state, local, and tribal governments, the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology.

National Response Framework (NRF): Plan mandated by PPD-8 that presents guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The Framework establishes a comprehensive, national, all-hazards approach to domestic incident response.

National Weather Service (NWS): Agency responsible for providing weather, water, and climate data, as well as forecasts and warnings for the protection of life and property.

Non-governmental Organizations (NGOs): An entity with an association that is based on interests of its members, individuals, or institutions and is not created by a government, but may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Weapons: Weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

Operational Facilities: All facilities required to support response and recovery operations, such as the ICP, EOC, JFO, mobilization areas and staging areas.



Persons with Disabilities, Access and Functional Needs: People who may have additional needs before, during, and after an incident in functional areas including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional assistance include, but not limited to, those who have disabilities, live in institutionalized settings, elderly, children, from diverse cultures, have limited English proficiency, or non-English speaking, or are transportation disadvantaged. An individual with a disability is defined by the Americans with Disabilities Act (ADA) as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The use of “access and functional needs” in place of “special needs” is consistent with current trends nationally. Thus, be aware that these interchangeable terms mean the same thing.

Preparedness: Range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness involves the efforts of all levels of government, private sector, and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Presidential Policy Directive 8 / PPD-8: National Preparedness: Directive for the development of a national preparedness goal informed by the risk of specific threats and vulnerabilities in an effort to prepare the nation for threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attack, pandemic, and catastrophic national disasters.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Principal Federal Officer (PFO): Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary’s incident management responsibilities under HSPD-5 for Incidents of National Significance.

Public Assistance (PA): Supplementary federal assistance provided pursuant to a Presidential Declaration of emergency or major disaster under the Stafford Act to state and local governments or certain private, not-for-profit organizations other than assistance for the direct benefit of individuals and families. Under a major disaster declaration, PA may be approved to fund a variety of projects including: debris clearance, when in the public interest, on public or private lands or waters; emergency protective measures for the preservation of life and property; repair or replacement of public roads, streets, and bridges; repair or replacement of public water control facilities (dikes, levees, irrigation works, and drainage facilities); repair or replacement of public buildings, utilities, and related equipment, and repair or restoration of public recreational facilities and parks.

Public Information Officer (PIO): Member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Radiation: High-speed particles and electromagnetic radiation spontaneously emitted from the nucleus of unstable radioactive atoms.



Radioactive Material: Material which emits radiation (subatomic particles or pure energy) in the process of stabilization.

Radio Amateur Civil Emergency Services (RACES): Emergency service designated to make efficient use of the vast reservoir of skilled radio amateurs throughout the nation in accordance with approved civil defense communications plans.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs that provide housing and promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Release: Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers and other receptacles) of any hazardous chemical.

Rescue: Removal of victims from an area impacted by a hazard.

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. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Risk: A measure of the probability that damage to life, property, and/or the environment will occur if a hazard manifests itself, this measure includes the severity of anticipated consequences to people.

Service Animals: Service Animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities, access and functional needs. The work or task a Service Animal has been trained to provide must be directly related to the person's disability, access and functional need. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals within the guidance of the ADA.

SIAC-Statewide Information and Analysis Center: The Utah Statewide Information and Analysis Center (SIAC) is one of 80 fusion centers located throughout the U.S. that collaborates with local and federal public safety partners to create information-sharing networks. Contributors to the SIAC include a combination of federal, state, local, tribal, public & private agencies throughout Utah including, but not limited to: Homeland Security, FBI, Utah Department of Public Safety, Local Police Chief's and Sheriff's agencies, Public Works, etc. Some primary focus areas include: intelligence analysis, investigative case support, risk and threat assessment, organized crime and gang analysis, counter-narcotics/drug trafficking, counter-terrorism, homeland security risk mitigation, fraud/identity theft analysis, visual analytic presentation.



Shelter: A facility used to protect, house, and supply the essential needs of designated individuals during the period of an emergency. A shelter may or may not be specifically constructed for such use, depending on the type of emergency and the specific programmatic requirements.

Situation Report (SITREP): Provides an overview of emergency activities, developed in coordination with each organization represented in the incident command post and the EOC based on briefing information and meetings with department staff.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. Several staging areas may be designated depending upon the scope and intensity of the emergency.

Standard Operating Procedure (SOP): Checklist or guidance developed by each specific responding organization that detail responsibilities and delineate in detail specific organizational emergency activities.

State of Emergency: The duly proclaimed existence of a disaster within the state, except a disaster resulting in a state of war emergency, which is or is likely to be beyond the capabilities and resources of any single county, city or town, and requires the combined efforts of the state and the political subdivision.

Support Agency: A department or agency designated to assist a primary agency with available resources, capabilities, or expertise in support of response operations, under the coordination of the primary agency.

Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Emergency Planning and Community Right-to-Know (EPCRA): An act of the US Congress that requires the development of local plans for hazardous materials response and the development of programs to provide information to THE Public concerning hazards in the community.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Toxicity: The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness, or death when ingested, inhaled or absorbed through the skin.

Triage: Process of sorting casualties based on severity and survivability.

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies.

Unique Population: Temporary or permanent groups within a jurisdiction which could require specific attention during an emergency or disaster. Examples are schools, hospitals, managed care facilities,



group homes, RV parks and campgrounds, temporary youth camps like scouts or student groups, sporting events, incarceration facilities, etc.

Utah Statewide Mutual Aid Act (SMAA): The SMAA is an intrastate mutual aid agreement, which allows participating jurisdictions to assist each other in times of disaster. When any elected official declares a disaster or when a disaster is imminent, other jurisdictions may agree to provide assistance in response to requests from the impacted jurisdiction(s). The assistance from other jurisdictions may be in the form of personnel and/or other resources. The Division of Emergency Management (DEM) is the coordinating body for the SMAA and will assist the jurisdictions as needed.

Voluntary Organizations Active In Disasters (VOAD): Organizations representing the private and religious assistance organizations that provide services to disaster victims.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services as directed by the volunteer's lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Weapons of Mass Destruction (WMD): A device employing disease organisms, toxins, poison gas, explosives, incendiaries, radiation, radioactivity, or other destructive capabilities designed to destroy populations or environments.

Weather - Related Definitions Issued by the National Weather Service:

ALL CLEAR: "All Clear" bulletins are issued whenever a warning is canceled; however, a watch may remain in effect for the same area or an adjacent area, and special weather statements will continue to be issued accordingly.

DUST STORM WARNING: Gale-force winds and considerable blowing sand or dust reducing visibilities to 1/4 mile or less.

EXCESSIVE HEAT WATCH: Conditions are likely to result in a life threatening heat emergency within the next 24 to 48 hours.

EXCESSIVE HEAT WARNING: Heat index is expected to equal or exceed 115F for 3 hours or longer.

HEAT ADVISORY: Issued for expected daytime heat indices above 105F and nighttime heat indices above 80F for two or more consecutive nights.

HIGH WIND: Sustained wind speeds of 40 mph or greater lasting for 1 hour or longer, or winds of 58 mph or greater for any duration.

MICROBURST: A thunderstorm down rush of air with an affected outflow area of less than 2.5 miles and peak winds lasting less than 5 minutes. Intense microbursts may cause tornado-force winds, which can adversely affect aircraft performance and cause property damage.

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REDEFINING STATEMENT: Issued after a tornado/severe thunderstorm watch. Areas affected are expressed in terms of sections with whole counties, large cities, and wellknown landmarks included.

SEVERE WEATHER STATEMENT: Provides specific information on observed severe weather and to convey imminent danger, to cancel all or part of a short-term warning, or to extend a watch for an hour or two.

SPECIAL WEATHER STATEMENT: Only used to describe long-fused weather and hydrologic events, including an appropriate meteorological reasoning, and to clear counties from watches.

URBAN AND/OR SMALL STREAM FLOOD ADVISORY: Expected rainfall will cause ponding and/or significant but not life-threatening runoff conditions in low-lying, poorly drained areas such as roadways, washes, and/or small streams.



URBAN AND/OR SMALL STREAM FLOOD WARNING: Expected rainfall will cause life threatening runoff conditions in low-lying, poorly drained areas such as roadways, washes, and/or small streams.

WARNING: Threatening conditions (thunderstorm, high winds, tornado, flooding, dam or levee failure) are occurring or are imminent, and are expected to have a harmful effect and pose a threat to life and/or property to those in the area alerted. Persons within the area must take immediate steps to protect themselves.

WATCH: Conditions are such that a storm or flood of significant magnitude is likely to occur but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead-time so persons within the area alerted can take precautionary steps.

WIND ADVISORY: Sustained winds of 30 mph or greater are expected to last for 1 hour or more or for gusts of 45 to 57 mph for any duration.

WIND CHILL WARNING: Wind chill temperatures are expected to reach -10°F or colder, with a minimum wind speed of about 10 mph.



Appendix 2 – Succession and Continuity of Government

A major disaster, emergency, or attack could result in great loss of life and property, including the injury or death of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to the continued operation of government and industry. In the aftermath of an emergency, disaster, or attack, law and order must be preserved and government services must be maintained to the extent possible. This is an implicit responsibility of government. Therefore, it is essential that local units of government continue to function.

1. Succession

Emergency Interim Successor means a person designated to exercise the powers and discharge the duties of an office when the person legally exercising the powers and duties of the office is unavailable. As per Springville City Code, Title 2, Chapter 13, Section 2, the Mayor, each City Councilperson, City Attorney, City Administrator, City Recorder, City Personnel Director, City Treasurer, and the City's Public Safety Director shall, during the first meeting of the City Council, following the swearing in of new officers in January of each year, designate three emergency successors and specify their order of succession, and provide the list to the City Recorder.

If the legal officer is unavailable, a designated emergency interim successor shall exercise the powers and duties of the office according to the order of succession specified by the officer.

An emergency successor shall exercise the powers and duties only until:

- A. The vacancy is filled in accordance with statutory provision; or
- B. The officer, his/her deputy, or an emergency interim successor earlier in order of succession becomes available to exercise the powers and duties of the office.

At the time they are appointed as emergency interim successors, emergency interim successors shall sign prospectively whatever oath is required to exercise the power and duties of the office to which they are appointed.

Appointed employees and the Directors of all City departments will define succession as part of their checklists (call-down list) or as "position-specific" rather than "individual-specific", i.e., the Department Director shall be succeeded by the Assistant Director or Supervisor. Each Department shall maintain an accurate organizational chart, as well as an employee list specifying employees filling each position. Organizational charts and employee lists shall be included in the Emergency Successions List that is maintained by the City Recorder.

2. Continuity of Government

In the event of a major emergency or disaster, maintaining the continuity of government (COG) is crucial to sustain essential public services and ensure a coordinated recovery. The city's COG plan focuses on



preserving leadership, sustaining critical government functions, and restoring essential services as quickly as possible. Key services prioritized for restoration include:

1. **Public Safety and Emergency Response:** Police, fire, and emergency medical services must remain operational throughout the crisis. If these services are disrupted, immediate measures will be taken to restore them within hours, with the goal of resuming full functionality within 24-48 hours. Mutual Aid will be requested from neighboring jurisdictions during any down time.
2. **Utilities and Infrastructure:** The restoration of water, power, and sanitation systems is essential to public health and safety. These services should be stabilized within the first 72 hours, with contingency plans activated to provide temporary solutions if full restoration is delayed.
3. **Communication Systems:** Reliable communication channels, including emergency notification systems, public information lines, and internal coordination networks, are critical for both the government and the public. Redundant systems will be activated if primary networks fail, aiming for minimal downtime (within hours of disruption).
4. **Transportation and Access:** Clearing and repairing transportation routes are necessary to facilitate emergency response and supply delivery. High-priority routes will be restored within the first 48 hours, with ongoing efforts to fully reopen critical roads and access points.
5. **Government Administrative Functions:** Essential government functions like permitting, finance, and record-keeping will be maintained through backup systems and alternative facilities. Basic administrative operations should be restored within the first 72 hours, with full operations resuming within 1-2 weeks.

To achieve these goals, each department will create a plan to restore necessary functions including contingency plans and backup systems. Regular drills and updates ensure the city's preparedness to quickly restore these services, minimizing disruption to residents and enabling a rapid return to normalcy.



Appendix 3-Sample Emergency Proclamation

WHEREAS, on *<fill in date>*, *<fill in type of emergency>* impacted the City of Springville, Utah; and

WHEREAS, as a result of this *<fill in type of emergency>*, extensive damage was inflicted to both public and private property; and

WHEREAS, many citizens of Springville City have been *<enter impacts on citizens>*; and

WHEREAS, *<enter impact on public services>*; and

WHEREAS, the damage to public facilities and private residences and damage to, and interrupting of, public services have jeopardized, and continue to jeopardize, the health, safety and welfare of the citizens of Springville City; and

WHEREAS, pursuant to [Insert codes] and the Springville City Code of Ordinance [Insert], the Mayor of Springville City is authorized to, by proclamation, declare an emergency to exist; and

WHEREAS, pursuant to [Insert] and the Springville City Code of Ordinance [insert], the Mayor shall, during an emergency, govern the City by proclamation and impose all necessary regulations to preserve the peace and order of the City.

NOW, THEREFORE, I, *<enter name>*, Mayor of Springville City and by authority of Utah statutes and the Springville City Code of Ordinance, hereby proclaim:

- (1) Due to the extensive damage resulting to both public and private property from *<fill in type of disaster>* On *<fill in date>*, in Springville City, a state of emergency is hereby declared to exist.
- (2) For the duration of the emergency the following regulations and directions shall be in effect:
 - A. The City Administrator and staff are to take all reasonable and necessary action to protect and preserve the safety and welfare of the citizens of Springville City, and to restore local government with a minimum of interruption.



- B. The City Administrator shall request, to the extent necessary, the aid of Utah County Emergency Management in coordinating the provision of the services in the damaged areas of the City.
- C. The City Administrator and his/her staff are directed to pursue with the County, State and the Federal Government the availability of financial assistance to remedy the damage to both the private and public property caused by <fill in type of emergency> on <fill in date>.
- D. D. All citizens are called upon and directed to obey the law, to comply with all necessary emergency measures, and to cooperate with public officials and disaster service forces.
- E. <Enter other directions as necessary>.
- F.

In witness, hereof, I have hereunto set my hand this <fill in day> day of <fill in month>, <fill in year>.

MAYOR

Attest:

CITY CLERK



END