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## EMERGENCY OPERATIONS PLAN

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**ORIGINAL PLAN**

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## **How to use this Emergency Responders Manual**

This booklet is to assist City staff during times of emergencies and disasters. Each section is a reminder of major activities that may need to be completed depending on the type and size of the emergency or disaster. Other assignments may be given to staff not outlined in this booklet.

Each department or person identified in this booklet should be familiar with applicable sections of this plan. Everyone in each department should be familiar with their role before, during and after a disaster.

Appendixes for functions which are not typical duties for the person assigned may be added to that function or duties which require great detail and would not logically fit within the body of the manual. Each appendix should have its own plan to be activated at appropriate times during an emergency.

Near the end of the booklet are three lists. The first, city organization functions and the person or department assigned to that function. The second list is a directory organized by function, group or jurisdiction and is to be used like the Yellow Pages. The third list is a directory arranged by the last name of the person, followed by their agency with their telephone number last.

### **National Incident Management System (NIMS)**

Riverdale City responds to emergencies in accordance with the principles of the National Incident Management System (NIMS). The Mayor/City Council (Policy Group) will provide overall direction to responding staff and to support responding staff in the field.

### **Administration and Logistics**

During a disaster response, it is clear that some administrative procedures should be suspended, relaxed, or made optional under threat of disaster. Such action should, however, be carefully considered, and the consequences should be projected. Detail to transactions involving purchasing and contracting must be maintained either electronically or on paper.

### **Emergency Operation Center**

The function of an Emergency Operation Center (E.O.C.) is to be the center for communication, information and coordination. The primary Emergency Operations Center is located at the Riverdale City Fire Station. The back-up Emergency Operations Center is located at The Riverdale Civic Center.

### **Message Format**

Any message used during an emergency situation shall contain, but not be limited to, the following information: Receiving party (TO:), Sending party (FROM:), Date, Time, How message was sent (Via:), Priority, the Message, Resources requested, and Action taken (if any). All messages or at least copies of messages should be saved.

## How Riverdale City Will Respond to Emergency Situations

The levels outlined below will be used to determine the appropriate response to each given emergency situation as designated by the Incident Commander.

### Level 1.

- A. Definition of a Level 1 situation – Any unexpected occurrence that can be met with a single department's normally available resources. Normally available resources may include the response of other City departments in a routine capacity.
  - B. Responsibility – The department that would normally handle the situation is responsible for the decision making to properly resolve the incident.
  - C. Actions – The responsible department shall set up an on-site command post if it so desires. No Citywide action is required.
  - D. Notifications – None required for this level.
  - E. Press Relations – Press relations will be assumed by a designated, trained Public Information Officer. Needed logistical support, additional personnel, or other resources will be the additional responsibility of the responsible department.
- If there is a large scale evacuation notice, the level is automatically changed from a Level 1 to a Level 2 response and the **Emergency Operations Center must be activated.**

### Level 2.

- A. Definition of a Level 2 situation – Any unexpected occurrence that requires response by two or more City departments above a routine capacity, or where multiple outside agencies or jurisdictions have responded to render such assistance. Such emergencies require a cooperative effort and a commitment of personnel, equipment or resources that would be expected to upset the normal working routine of either or all responding departments. The Emergency Command Center (EOC) will be activated.
- B. Responsibility – The primary decision making responsibility rests with the department that would normally handle the situation. However, there may be a cooperative effort with departments that are responding to the situation when support is required.
- C. Notifications – Appropriate Supervisory Personnel of the Department most involved in the emergency. Emergency Manager Department Heads, the City Administrator, and the Emergency Manager Assistant may be notified.
- D. Actions – The senior representative of the responsible department shall set up an on-site command post and notify all responding departments of the location.
- E. Press Relations – Press relations will be assumed by a designated, trained Public Information Officer.

F. Location – Those not responding on scene will report to Incident Command (IC)

### **Level 3.**

- A. Definition of a Level 3 situation – Any extraordinary occurrence of such magnitude that all City departments and resources must be utilized or where combinations of City departments and outside agencies have been mobilized to handle the situation.
- B. Responsibility – The primary responsibility for policy making rests with the City Administrator and the Mayor/City Council (Policy Group). On-site commanders shall make those decisions necessary to protect life and property and to stabilize the situation. Typically this level of emergency results in a “Local Declaration of Emergency” by the Mayor and/or his/her designee.
- C. Notifications – The initial department to respond shall be responsible for notifying the appropriate Department Heads, City Administrator, and Emergency Manager Assistant of the situation.
- D. Actions – The senior representative of the responsible department should set up an on-site command post and notify all responding departments of the location. The Incident Commander will determine which staff members and what kind of help will be required to effectively handle the situation. The Emergency Manager Assistant will then call the staff members needed and require that they report to the Emergency Operations Center or another designated site.
- E. Press Relations – Press relations will be assumed by a designated, trained Public Information Officer.
- F. Location – Those not responding on scene will report to Incident Command.

### **Prior to Response Checklist**

To reduce redundancy, the following checklist should be followed by all City staff in the event of a large scale emergency or disaster.

Upon notification of an emergency/disaster:

- ◇ Make arrangements for family/household needs. If a member of your household is injured or your house/apartment is severely damaged, take care of those matters first. Come into work as soon as possible. Please note that the community services staff will be checking the status of the families/household during an emergency and relaying information between the E.O.C. and responders.
- ◇ Take personal supplies for 72 hour needs, i.e. toothbrush, deodorant, personal medication, a change of work clothes if possible.
- ◇ Get background information from the person who notified you of the emergency.
  - Location

- Incident size and type
  - Type of damage
  - Response up to now
- ◇ Report to the E.O.C. or if you are in the Public Works department, report to Public Works unless asked to report elsewhere.
  - ◇ The Primary Emergency Operation Center is located at the Riverdale Fire Department. The Secondary Emergency Operation Center is located in the City Council Chambers.

**Chief Executive Officer (CEO) / Mayor**

- ◇ Report to the E.O.C. if it is activated.
- ◇ Maintain authority before, during, and after an emergency declaration.
- ◇ Issue Proclamation of Local Emergency in Riverdale, Utah.
- ◇ Issue and approve public proclamations during the declared emergency.
- ◇ Answer questions from the general public about the declared emergency.
- ◇ Coordinate press releases with a designated, trained Public Information Officer (PIO).
- ◇ Appoint assistants and specialists during an emergency.
- ◇ Rescind Proclamation of Local Emergency when appropriate.

**Policy Group (City Council Members)**

- ◇ Report to the E.O.C. if it is activated.
- ◇ Work with the CEO and the CAO for Policy support during and after the Incident.

**Chief Administrative Officer  
(City Administrator)**

- ◇ Consult with the Emergency Manager to determine whether or not to activate the E.O.C.
- ◇ Report to the E.O.C. if activated.
- ◇ Notify the Mayor and Policy Group if needed
- ◇ **Direction and Control** – Assemble the Policy Group and/or Department Directors involved with the emergency. Determine the objectives for the situation and ensure that the departments are communicating with each other and getting needed resources.

- ◇ **The City Administrator's Office is responsible for the overall control of available resources.** Each individual Department Director is responsible for the allocation of available resources in their respective control.
- ◇ If the person assigned to a particular function cannot respond, make a temporary assignment until some is available.
- ◇ If needed, designate a Resource Coordinator (the City's accounts payable clerk) for your department who will work with the E.O.C. Resource Coordinator.
- ◇ Have the executive administrative assistant assist with errands and all clerical duties, such as: maintain the log of events, decisions, communications, significant events which can be referred to during a debriefing.

**When an E.O.C. is activated**

- ◇ Continue to log events, actions, decisions, communications, reasons for decisions, etc. Save all logs for records and references. **Make sure that all Coordinators under your control are doing the same.**
- ◇ Damage assessments are started so you know what has happened in the City and what type of response is needed (several departments are responsible for this directed by the Infrastructure Damage Assessment Coordinator, Building Damage Assessment Coordinator and Fire Department). The County and State will not corroborate the Mayor's declaration of disaster without a hard copy of the preliminary damage assessment report (prepared by the Chief Administrative Officer and Emergency Manager Assistant).
- ◇ Assign people to fill any vacancies in E.O.C. or to special duties. *See Organization Chart for teams and their general duties.*
- ◇ Hold regular briefing meetings with the Policy Group for updates on response activities and actions on the established priorities.
- ◇ Ensure that departments are keeping records of the event and their activities. Additional clerical help is paramount to keep accurate status of events.
- ◇ Meet with the Public Information Officer (P.I.O. – Department of Public Safety) to prepare press releases, instructions, information, etc and set a time schedule for subsequent releases.
- ◇ Provide the legal path if an evacuation is needed. (Police Department, Public Information Officer) (Refer to the Evacuation Annex.)
- ◇ If needed, prepare a Disaster Declaration (City Attorney).
- ◇ Guarantee purchasing needs are being met so each department can get the resources it needs to appropriately respond to the emergency (Finance Manager)

- ◇ See that utilities are being restored to damaged areas and temporary shelters.
- ◇ Manage all coordination and internal activities within the E.O.C.

### **City Attorney**

- ◇ Begin a log of events, decisions, communications, and significant events. Make sure that all Coordinators under your control are doing the same.
- ◇ Get an assistant to help you with documenting decisions, faxing reports, etc.
- ◇ Assure that the City's Emergency Operation Plans conform to appropriate laws and ordinances.
- ◇ Assist in preparation of emergency related ordinances, Disaster Declaration and process with other government agencies.
- ◇ Assist Purchasing with contract preparation and administration.
- ◇ Assist with Mutual Aid Agreements between neighboring jurisdictions to increase efficiency of emergency response efforts. Such agreements also assure that costs are proper and compensation is made as required. This requires coordination with the City Administrator and Finance Manager.
- ◇ Recommend actions regarding curfews, forced evacuations, authority and need of immediate demolition of unsafe structures on private property or other matters.
- ◇ Determine the best possible wording to warn the general and at-risk populations. Coordinate with the Emergency Manager, Police Chief and Public Information Officer (Police and Fire Departments).

### **City Attorney Designee**

- ◇ Report to the E.O.C. or other designated area.
- ◇ Begin and maintain a log of events, decisions, communications and significant events. These records must be submitted to the City Recorder after the emergency has subsided.
- ◇ Assist the City Attorney with producing emergency policies and disaster declaration.
- ◇ If needed, tour the inundated areas, take notes and photos, make an assessment of the situation and recommend priorities to the Policy Group or City Attorney.

### **Personnel (Office Manager)**

- ◇ Upon notification, report to your own office unless asked to report elsewhere.
- ◇ Get at least two assistants to help you with your emergency responsibilities.

- ◇ Begin a log of the information you receive, decisions you make and hours you work.
- ◇ Assist the Community Services Coordinator with obtaining home telephone numbers of those involved with response efforts. Each responder's home will be called to give and receive information on the emergency and expected duration.
- ◇ Assist the Finance Manager in accounting for each responder's hours logged involved in the emergency.
- ◇ Note who is exempt and who is not. It is possible that FEMA will pay 75 percent of all workforce expenses.
- ◇ Remind all parties involved that each person, including non-exempt staff, needs to have an accurate account of their hours spent responding to the emergency.
- ◇ Collect from each department and/or group after each shift or day records on the following:
  - Personnel – who, where, when, activity and time worked.
- ◇ Begin accumulating, or have an assistant retrieve the shift time logs from the E.O.C., Policy Group and eventually the on-scene responders.
- ◇ Assist the Policy Group in continuous operations and shift changes for relief personnel for an emergency that lasts 12 hours or longer.

### **Risk Management (Fire Chief or Designee)**

- ◇ Begin a log of events, decisions, communications, significant events. Save all logs.
- ◇ Make sure that all agencies involved in responding are taking measures to maintain their own safety (Safety Officer, CAO)
- ◇ As soon as is reasonable, tour the disaster site and take photos for records.
- ◇ Also tour the established shelters and assist the Shelter Manager with correcting any hazards and preventing any injuries inside of the shelter.
- ◇ After your tour, advise the Policy Group of issues dealing directly with Risk Management and responder safety.
- ◇ If applicable, assist the Incident Commander and City Attorney in investigation and documentation for potential liability issues.
- ◇ If necessary, recommend that the Policy Group request a Critical Incident Stress Debriefing team for the emergency responders on scene and in the E.O.C. Coordinate this with Incident Command and the Emergency Manager.
- ◇ Ensure that departments are keeping records of the event and their activities. This information can be used as documentation for potential liability issues.

- ◇ Communicate with the Food Services Coordinator (Community Services) to ensure that proper food handling procedures are being met.
- ◇ Communicate with the Transportation Coordinator (Public Safety) to ensure that all safety measures are being taken in consideration of the population with special needs, i.e. non-ambulatory, elderly, etc.
- ◇ Communicate with the Shelter Coordinator (Community Services) to ensure safety at all established temporary shelters. If possible, have a trained medical responder treat small wounds at the shelter rather than transporting them to hospitals.

**Emergency Management Assistant – (Fire Chiefs Administrative Assistant)**

- ◇ Notify the Weber County Emergency Management Director and State C.E.M.
- ◇ Make all E.O.C. telephone numbers available to the P.I.O. and all City staff.
- ◇ Establish communication links with Weber County.
- ◇ Get an assistant to update the status board in the E.O.C., be a runner and take notes.
- ◇ Through resource manager (City Recorder), notify or alert voluntary agencies with the following information:
  - 1) Type of disaster; 2) Time of disaster; 3) Actions already taken; 4) Areas/number of person involved; 5) Estimate of damage / loss of life; 6) Type / amount of assistance needed.
- ◇ Update information on conditions of disaster with the following information:
  - 1) Status of public services; 2) Status of water and sewer systems; 3) Release of hazardous materials; 4) Rumor control; 5) Status of weather.
- ◇ Be sure accurate logs and records of activities are being kept by all Departments with the following information:
  - 1) Service activities; 2) Estimates of damage; 3) Manpower and equipment utilized; 4) Mutual aid or extra-jurisdictional assistance requested or provided; 5) Financial expenditures; 6) Federal and State reports.
- ◇ Maintain contact with the National Weather Service.
- ◇ Work with the Building Damage Assessment Coordinator (Building Official) in filling out and faxing the Preliminary Building Damage Assessment Surveys to the County and State.
- ◇ Work with the P.I.O. and the County in activating the Emergency Alert System.
- ◇ Recommend a professional Critical Incident Stress Debriefing (CISD) team.

### **Fire Chief/Emergency Manager**

- ◇ Contact County Emergency Manager
- ◇ Depending on the emergency level notify Emergency Managers Assistant and the appropriate department directors to meet at the E.O.C.
- ◇ Report to the E.O.C. if activated.
- ◇ Each individual Department Director is responsible for all allocation of available resources in their respective control. These decisions are made by a request of the Incident Commander
- ◇ Brief the City Administrator and Policy Group on current events and response activities
- ◇ Work with the Police Chief and supervisors and Personnel Office Manager to plan for an extended need of Emergency services staff.
- ◇ If you feel that it is warranted, work with the City Attorney on the need for curfew and how to enforce it.
- ◇ Although not present in all disasters, address the possibility of looting.
- ◇ If needed, will the population with special needs, i.e., non-ambulatory, elderly, etc., be transported to another facility? Work with the Transportation Coordinator.

### **Police Chief / Public Information Officer**

- ◇ **Warning Phase of an Emergency** If you feel that it is warranted, work with the City Attorney on the need for curfew and how to enforce it.
- ◇ If you feel that it is warranted, work with the City Attorney on the need for curfew and how to enforce it.
- ◇ Although not present in all disasters, address the possibility of looting.
- ◇ Coordinate with departments on what information needs to be released before an action takes place, i.e. evacuation, in-place sheltering, anticipated weather information, etc.
- ◇ Prepare printed material (if applicable) for media and quick distribution to public and monitor media reports.

### **After the Emergency has begun**

- ◇ Get an assistant to assist you with clerical duties.
- ◇ **Establish a direct line of communication with the Mayor and / or CAO. The P.I.O. will have information regarding response efforts on scene and the status of the incident. The P.I.O. will have auxiliary information such as: shelter**

**location, volunteer information, special citywide instructions, as well as anticipated response activities.**

- ◇ Log activities, decisions, communications, major events, etc.
- ◇ Report to the E.O.C. and get an update on the emergency.
- ◇ Set up the Joint Information Center in the City Council chambers or at a location designated by the E.O.C. See J.I.C. set up for instructions.
- ◇ Handle inquires from the media. Schedule regular press conferences. Let them know where and when information will be released (Joint Information Center). The media center must be removed from the E.O.C.
- ◇ Coordinate visitor control at the E.O.C.
- ◇ Coordinate all rumor control activities. You may need assistants to help you. Request help from your own office first. If they are not available, find help from other departments.
- ◇ Determine the value of the information received.
- ◇ Release the names of injured residents or employees **only after the next of kin have been notified.** (Coordinate with the Victim Accountability Coordinator)
- ◇ Coordinate with all departments to have a "single voice" when information is released. Fire Department will track the deaths and injuries.
- ◇ Keep records of what you did and why.
- ◇ Meet with the City Administrator and /or Mayor. Prepare information to be released to the public either by the City Administrator, Mayor or yourself.
- ◇ **Emergency Alert System**
- ◇ If the desired action is to activate the emergency alert system, contact the Weber County Sheriff's Office (see Directory). Give them the brief necessary information to be broadcast. **This information should answer who, what, where, when, why and how.**
- ◇ Call back the Weber County Sheriff's Office to update or cancel the E.A.S.

**People Need Information About:**

- Damage to community.
- What services are / are not available.
- What the City is doing to restore lost services.
- Estimates of how long services will be out
- What the public should do and plan for.
- **Where medical, shelter, and food services may be obtained.**

- ◇ Attend Policy Group briefings and report information to the Emergency Manager. Coordinate and recommend response priorities during briefings.
- ◇ Each individual Department Director is responsible for the allocation of available resources in their respective control. These decisions are made by a request of the Incident Commander on scene.

If needed, designate a Resource Coordinator who will work with the City Resource Coordinator (Accounts Payable Clerk).

### **Public Safety Response**

- ◇ The Fire and Police Departments will respond to emergencies and disaster using the National Incident Management System (NIMS)
- ◇ The Incident Commander or Integrated Incident Commanders have overall direction and control of on-scene Public Safety response.

### **Law and Order**

- ◇ Be aware of the need to provide security at shelter or mass care sites. Communicate with the Shelter Coordinator (Community Services).

### **Fire Services / EMS (Fire Chief or Designee)**

- ◇ A representative from Fire Services / EMS will report to the E.O.C. to assist in response coordination should the E.O.C. be activated.
- ◇ If needed, the activation of mutual aid agreements involving fire fighting and/or emergency medical services will be coordinated by the Fire Service.
- ◇ **All other plans for Fire Service will be according to internal plans and protocol.**

### **Patrol Division (Patrol Lieutenant)**

- ◇ The Patrol Division will provide law and order as needed on scene and throughout the City.
- ◇ Off duty officers will be called back as needed.
- ◇ If needed, mutual aid agreements will be activated.
- ◇ **The Patrol Division will respond to an incident as planned within the Patrol Division's standard operating procedures and protocol.**
- ◇ The Patrol Division will be responsible for emergency communications: radio, telephone, 911, etc.

### **Animal Services**

- ◇ The Animal Control Officer will be used for animal related problems.

- ◇ As shelters are established, have places for people to bring their animals outside of the shelter. Animals are not allowed inside a Red Cross established shelter with the exception of service animals.

### **Investigations (Detective Lieutenant)**

- ◇ The Investigations Divisions may assume command of the Patrol Division in the event of a declared emergency.
- ◇ In the event of a criminal catastrophe, the Investigations Division will assume the lead of all criminal investigations pertaining to these events.
- ◇ All officers within the Investigation Division will assume duties in Patrol or other duties as the emergency/disaster dictates.

### **Communications Coordinator (Patrol Assistant)**

- ◇ Report to E.O.C. FIRST
- ◇ Designate a runner to take and receive written messages and those messages, which cannot be transmitted by radio or telephone.
- ◇ Obtain information on status of each department's communication resources.
- ◇ See that redundant communication links are established between the E.O.C. and field personnel (Communications Coordinator, PS).
- ◇ Coordinate with telephone companies (land lines and wireless) to restore services for emergency response needs. *See Directory for contact names and numbers.*
- ◇ Is there sufficient communication equipment with emergency power supplies available? (Resource Coordinator)
- ◇ Is access to communication room restricted only to authorized personnel?
- ◇ Inform all parties involved in the response of the channels assigned to the different departments and how to contact other departments and groups.
- ◇ Coordinate with ARES to augment City needs. For example, setting up communications between shelters, field personnel and the E.O.C. and establish communications with other government agencies including Weber County. *See Directory for contact names and numbers.*

### **Health and Medical Coordinator (Fire Captain over EMS)**

- ◇ Report to the EOC
- ◇ Coordinate with medical facilities to inform people where to go for medical help (Shelter Coordinator, Community Services; Public Information Officer, and local hospital representatives).

- ◇ Contact the local hospitals to begin coordinating the available medical resources including the need for mental health workers. *See Directory for contact names and numbers.*
- ◇ Inform the Public Information Officer of the availability of medical resources.
- ◇ Establish a temporary morgue. Arrange for refrigerated trucks. Work with the Victim Accountability Coordinator.
- ◇ Is the emergency being surveyed for health and sanitation hazards?
- ◇ Have first-aid stations been established in accessible and safe areas?
- ◇ Is decontamination an issue? How will it be handled?
- ◇ Have helicopter landing zones with adequate ground support been established?
- ◇ Is water being tested for contamination (Public Works)?
- ◇ Should arrangements be made for bulk water supply (Resource Coordinator)?
- ◇ Are there adequate facilities for proper containment and disposal of medical wastes?
- ◇ Contact the Weber County Sheriff's office to alert them of the possibility of needing additional medical resources including mental health workers. *See Directory for contact names and numbers*
- ◇ **Victim Accountability Coordinator (Fire Captain over EMS)**
- ◇ Work with the Communications Coordinator as needed at hospitals, shelters or on scene.
- ◇ Notify the health department and have them monitor health and sanitation conditions and needs in designated shelters.
- ◇ Coordinate the establishment of emergency hospitals if required.
- ◇ Work with the Community Services Coordinator (Community Services) to make communication links with every established shelter.
- ◇ Contact the Shelter Coordinator (Community Services) and start collecting copies of shelter registration forms.
- ◇ Work with the Fire Chief and the Public Information Officer to determine when and under what conditions the release of victim information will be to the public.
- ◇ Coordinate victim information with local hospitals and the Health and Medical Coordinator. *See Directory for contact names and numbers.*
- ◇ The E.O.C. will be the victim inquiry center to exchange information as to the names of people and in which shelters they are.

- ◇ The Victim Accountability Coordinator and staff will operate as planned within standard operating procedures and protocol.

### **Transportation Coordinator (Police Chief Designee)**

The goals of the Transportation Coordinator are to: 1) Obtain information regarding the status of major roads; and 2) Coordinate the transportation of groups of people from point A to point B without congesting routes used by emergency vehicles and equipment.

- ◇ Obtain a current, full size street map.
- ◇ Maintain an inventory and call list of mass transit resources, such as school buses, Greyhound or UTA buses. *See Directory for contact names and numbers.*
- ◇ You will need at least one assistant to help you with calling people and recording information.
- ◇ Assist in the allocation of City vehicles and equipment. (**\*Note – Riverdale City has a Hazmat Truck assigned to Fire Service for decontamination**)
- ◇ Be prepared to assist in obtaining a large vehicle which may be used for decontamination of victims on scene or a temporary morgue. If the City uses a private vehicle for either of these reasons, the City will end up buying it.
- ◇ Work with all on scene teams and groups to keep information of open routes and inform the E.O.C. of roads needing to be cleared.
- ◇ When releasing information, remind the Public Information Officer to tell the general public to stay off the roads unless completely necessary and frequently update him/ her of roads closed.
- ◇ Coordinate transportation needs of displaced people to shelter sites. Work with the Shelter Coordinator (Community Services).
- ◇ Alert and mobilize mass transportation resources to assist in evacuation of a disaster area if required.
- ◇ If you are using commercial vehicles, the Purchasing Team (Business Administration Services) must be informed.
- ◇ Assist with the transportation of food and supplies to shelter areas. Work with the Food Services and Shelter Coordinators (Community Services).
- ◇ Provide appropriate transportation for the return of displaced people to their residences.
- ◇ Coordinate transportation needs with disabled residents at nursing homes, convalescent centers, etc.

- ◇ Provide and coordinate public transportation to emergency feeding sites, food distribution points, and clothing pick-up areas. Shelter Coordinator (Community Services).
- ◇ Document all activities and communications.

### **Director of Public Works**

- ◇ Report to the E.O.C. if activated.
- ◇ Begin a log of activities, decisions, events, COMMUNICATIONS, etc.
- ◇ Designate an assistant to help with clerical duties such as message running, taking notes, or other errands.
- ◇ Keep records of what you did and why. Make sure that all coordinators under your control are doing the same.
- ◇ Public Works will establish a Command Center in the main conference rooms of the Public Works facility. However, for coordination purposes, a department representative will staff a Public Works radio and telephone in the City Center E.O.C.
- ◇ The Public Works Command Center will have at least one person assigned to dispatching crews in the field, performing clerical duties, and dealing with resource needs specific to Public Works.
- ◇ The Public Works Resource Coordinator(s) will work directly with the Resource Coordinator(s) at the City E.O.C
- ◇ Obtain information on status of department resources.
  - Personnel
  - Equipment, Buildings, Offices
  - Fleet Resources
  - Heavy Equipment
  - Communications
  - Materials

### **Infrastructure Damage Assessment Coordinator (Public Works Director Designee)**

- ◇ This function is coordinated by inspectors from the Public Works Department, but will include inspectors from the City's contract engineering firm. The Public Works Infrastructure Damage Assessment Coordinator will work with the Building Damage Assessment Coordinator (Community Development) at the E.O.C.
- ◇ Obtain information from field personnel regarding impacts of the disaster on the community.
  - Street conditions, including bridges.
  - Water distribution systems, including tanks, sewer lift stations, water treatment plant, wells, springs and dams.
  - Water availability to the public

- Available/unavailable utilities from other agencies (private / public).
  - Infrastructure.
- ◇ All Public Works damage assessment information must be submitted to the Damage Assessment Coordinator to allow him/her to fill out the Preliminary Damage Assessment Report which is the paramount requirement in declaring a disaster. A formal declaration cannot be made without the Preliminary Damage Assessment Report being submitted to the Policy Group and the County E.O.C.
  - ◇ Coordinate and recommend response priorities during Policy Group briefings. Standard priorities are 1) Route Clearance and 2) Utility restoration of critical buildings.
  - ◇ Assign a Utility Liaison to conduct communications with the public utility companies
  - ◇ **All other response functions and protocol performed by Public Works will follow previously established departmental plans.**

### **If Applicable**

- ◇ Assist with evacuation plans and traffic control resources such as barricades and emergency signs.
- ◇ Prepare a plan for debris removal including disabled vehicles which may be blocking access ways.
- ◇ Lead the discussion as to where debris should be taken. Is the location temporary or permanent?
- ◇ Coordinate with the Public Information Officer and the Transportation Coordinator to announce available travel routes.
- ◇ Provide water, sewer, and power services to mass care facilities.
- ◇ Make sure that all of the shelters have sufficient basic utilities. Communicate with the Shelter Coordinator (Community Services).
- ◇ Coordinate with the Public Information Officer about the release of information regarding water availability, safe water concerns, precautions, etc.
- ◇ Make sure that someone is keeping records on vehicle, manpower, and equipment use.
- ◇ Identify alternative fueling sites.
- ◇ Check with mutual aid cities and Weber County to see if they have any Public Works resources available.

## **Flooding**

- ◇ Identify flood areas and coordinate with Police and Public Information Officer for warnings, evacuations, and traffic control.
- ◇ Identify routes for storm water runoff to deter flooding damage.

## **Community Development Director**

### **Building Damage Assessment Coordinator (Community Development Director / Building Official)**

- ◇ Report to the E.O.C. if activated.
- ◇ Begin a log of activities, decisions, events, communications, etc.
- ◇ Be responsible for the assessment of the structural safety of the E.O.C. (Fire Station), Community Center and City Civic Center, Police Station and Public Works/Maintenance Building.
- ◇ Assign one of the office staff to be a dispatcher for the Building Damage Assessment Team. The Dispatcher should be able to immediately contact the Building Damage Assessment Team, the Building Damage Assessment Coordinator, and the Public Works Dispatcher.
- ◇ The Dispatcher must have the ability to record information given to and received from all parties contacted during the emergency.
- ◇ Report the number of injured and killed (those that you become aware of) to the E.O.C.
- ◇ Immediately gather information and fill out the **Preliminary Damage Assessment** report. Give one copy to the Policy Group, fax a copy to Weber County and the State Emergency Management Divisions and keep a copy.
- ◇ Attend Policy Group briefings and report damage assessment information to the City Administrator.
- ◇ Assemble the Damage Assessment Team consisting of one Building Inspector and one Public Works Inspector. The team is to update the Damage Assessment Coordinator after a completed inspection of each targeted area and / or building. Coordinate with the Public Works Director for the availability of the Public Works Inspector.
- ◇ Coordinate damage assessment activities of all the departments (Streets, Utilities, Building Inspectors, Public Works Inspectors and all trained volunteers).
- ◇ Each Damage Assessment Team shall have hand-held radios and /or cellular telephones to communicate with the E.O.C. and Department of Safety and Public Works Dispatchers.
- ◇ See that damage assessments are done on potential shelters and mass care facilities. Coordinate with the Weber School District. The Damage Assessment Team will post each building inspected as **Safe to Enter** or **Unsafe to Enter (ATC-20 Standards)**. The notice should also include the date and time of the inspection.

- ◇ The Damage Assessment Coordinator has the authority to Contact other jurisdictions and agencies in order to provide adequate inspectors for the emergency. The Risk Manager and Director of Business Administration Services must be notified.
- ◇ Collect information from other sources such as volunteers, other government agencies, religious groups, and engineers from engineering firms on information they may have about damage.
- ◇ The Damage Assessment Coordinator shall issue permits to require demolition or repair to buildings in the interest of public safety and to prevent continued damage to the subject building. All repairs must meet current Building Codes.
- ◇ Complete the Initial Damage Assessment Report and send a copy to the City Administrator, Weber County E.O.C., State E.O.C. and keep a copy.
- ◇ Keep records of what was completed and the reasons of such. Forward these records to the City Recorder for official keeping.
- ◇ Coordinate with Volunteer Coordinator to see if volunteers are a possibility and available.

## **Business Administrator**

### **I. Administration**

Obtain information on status of department resources.

- Personnel
  - Buildings and facilities (City Owned)
  - Computer and telephone equipment
  - Department communications.
- ◇ Report to the E.O.C. if activated.
  - ◇ All receipts and distribution of resources, including special services, incurred by Riverdale City during times of an emergency will be in accordance with protocol and policies of the Business Administration Services Department. Waiving such policies will be at the discretion of the Director of Business Administration Services or his / her designee.
  - ◇ Establish policy and give recommendations on any financial proposal or anticipated emergency expenditures.
  - ◇ Provide the necessary records and documentation to recoup expenses from the Federal Emergency Management Agency (F.E.M.A.) in the event of a declared disaster. Make sure that all Coordinators under your control are doing the same.
  - ◇ If needed, assemble the Resource/Donations and Finance Management Teams.

### **Neighborhood, Church, School, and Business Liaison (Office Manager)**

- ◇ Get at least two assistants to assist you in documenting information given and receive, making phone calls and assignments.
- ◇ Make your telephone numbers readily available to the Policy Group, E.O.C., press and public.
- ◇ Report to the E.O.C. unless instructed otherwise.
- ◇ Begin a log of decisions, communications and significant events.
- ◇ Have four logs with you at all times. 1) Requests from the public about the status of a neighborhood; 2) The status of a neighborhood; 3) Requests from parents about the status of their child at a particular school; 4) The status of students at a particular school.
- ◇ Activate your school call down list.
  - Call the Weber School District office and Christian Heritage School and talk either with the Superintendent or the Emergency Preparedness Coordinator to relay information about the emergency.
  - If the School offices are not aware of the status of the schools in the Riverdale City area, begin calling the schools and speaking with the principal or somebody in the administration.
  - Make sure that all of the information you receive is confirmed and that you get the name of the person giving the information.
  - Necessary information: Names of students, names of school employees, confirmed condition of students, condition of school,
  - How parents can reach or contact their student if possible, and anticipated duration of emergency.
  - Request that the school obtain a list of students who are absent from school that day. We don't want to waste time looking for a student who isn't there.
- ◇ Activate your business call down list
  - Notify the Chamber of Commerce
  - Call businesses to share information
- ◇ If you receive information about injured or deceased, confirm it. Once it is confirmed, relay the information to the E.O.C. and dispatch.

If you are asked about someone who is injured or deceased, you must forward the call to the Victim Accountability Coordinator.

### **Finance Management (Office Manager)**

This involves making it possible for departments and employees to quickly get resources needed without purchase orders, contracts, etc.

- ◇ All receipt and distribution of resources, including special services, incurred by Riverdale City during times of an emergency will be in accordance with protocol and policies of the Business Administration Department. Waiving such policies will be at the discretion of the department head or his / her designee.
- ◇ Establish contact with suppliers whom the City has **pre-negotiated** agreements with for supplies.
- ◇ Work with Weber County, the State, and the Federal Government for access to their financial resources. A disaster declaration precedes the request.

Collect from each department and / or group after each shift of day records on the following:

- Supplies used and purchased
- Contracts entered into
- Force account expenses
- Cash purchases
- Receipts

### **Data Processing/Technical Support (Business Administrator)**

This function is to assist all responders involved in an emergency / disaster and provide, maintain or repair computers, hardware or software necessary to complete their duties.

- ◇ The Network Administrator will provide or coordinate support for areas of critical information, such as the Dispatcher's office, the E.O.C., Public Works, Fire Station, and Patrol Cars as needed.
- ◇ The Network Administrator will be responsible to make computers operable and maintain them for the City Departments.

The Network Administrator will assist other agencies and jurisdictions in obtaining City records within the City's computer system during an emergency with the approval of the department head.

## **II. Community Services**

### **Community Services Coordinator**

- ◇ Organize the Community Service's Staff.
- ◇ Assign one person to obtain, from the Office Manager, the personal telephone numbers of the people responding to the emergency or disaster.
- ◇ Gather as much confirmed information about the emergency / disaster as possible and brief all Community Service Staff.

Each staff member should document information going to the responder's homes regarding the emergency and information regarding the status of the responder's home and family/roommate(s).

- ◇ As the Community Service Staff calls the homes of the responders, they are only to relay confirmed information. Speculated information can cause unnecessary panic.
- ◇ The Community Services Coordinator will determine the time intervals when the information will be relayed to the responders.
- ◇ If there is news of death, injury or property damage to the responder's home, the Community Service's staff will inform nobody but the affected responder's department head. The department head will then inform the responder.
- ◇ If an emergency shelter has been established, the Community Services Coordinator will assign a staffer the task of providing children's books, games and treats to the shelters to aid in the emotional well being of the children there. That same staff member is responsible for reclaiming items which need to be returned.

### **Volunteer Coordinator (Community Services Coordinator Designee)**

- ◇ Report to your office unless told otherwise.
- ◇ Begin a log of events, decisions, communications, and significant events.
- ◇ Make a list of areas where volunteers are needed and coordinate with all responders and the E.O.C. staff where the best use of volunteers would be found. (Make sure that the Risk Manager [Fire Service] is aware of all volunteer activities.)
- ◇ Be the main contact point for all volunteer groups.
- ◇ Get several assistants as necessary.
- ◇ Volunteers are very useful; but if they are not needed, they can be more of a problem than help.
- ◇ Contact and coordinate with Volunteer Coordinators from various pools, i.e. CERT, Church, Civic Clubs, and Red Cross. *See Directory for contact names and numbers.*
- ◇ Let volunteer leaders know when and where volunteers are allowed. Make sure that volunteers do not just show up on-scene. We cannot stop people from doing this spontaneously, but we cannot support it.
- ◇ Before requesting or allowing volunteers to help, make sure they have personal protective equipment, i.e. gloves, work boots, skills. If they don't have the equipment or knowledge, use them in harmless tasks, i.e. serving food at the shelters, setting up table and chairs etc.
- ◇ Periodically update the volunteers of the status of the emergency.
- ◇ Designate areas where volunteers are to report.
- ◇ If volunteers need to be transported to an area in need, coordinate efforts with the Transportation Coordinator so we don't have unnecessary cars on the road.

- ◇ Communicate with the E.O.C. staff as to the availability and special skills of volunteers.
- ◇ Keep track of how long volunteers work. No volunteer should work longer than eight hours at a time.
- ◇ Document all activities, communications and time worked by volunteers. **NOTE** - Very Specific information is required for the volunteer log to receive reimbursement from FEMA.
- ◇ As the emergency winds down, work with the Recovery Coordinator (CAO) in getting volunteer registration log for recognition and awards. This will ensure that volunteers will be willing to help the next time.

### **Food Services Coordinator (Community Services Coordinator Designee)**

The goals of the Food Services Coordinator are to make sure the following groups are fed; victims and displaced people, first responders on scene, responding staff not on scene, and volunteers, in that order.

- ◇ Get at least three assistants and assign them to 1) victims, 2) on scene responders, and 3) E.O.C. staff respectively. Make sure you are detailed and specific.
- ◇ **Contact the Red Cross.** Brief your Red Cross contact as to the food needs on scene, at shelters, and at the E.O.C. **The Red Cross is the lead agency for feeding victims and displaced people at shelters.** You will need to be in close contact with them. *See Directory for contact names and numbers.*
- ◇ The person assigned to on scene responders will get the food needs from the Incident Commander (Public Safety) as well as where the food should be taken.
- ◇ The person assigned to victims will get the food needs from the Shelter Coordinator (Community Services) and work very closely with the Red Cross.
- ◇ The person assigned to the E.O.C. staff will get the food needs from the E.O.C. Manager Assistant.
- ◇ If needed, get assistance from the Volunteer Coordinator to get people to assist in the assembling and distribution of meals. If volunteers are going to be used, do not let them drive to their destination unless necessary. Inform the Transportation Coordinator of your needs and see if he / she can arrange the transportation. We need to keep all roads clear.
- ◇ Food and water resources should be identified, along with people who can help distribute meals for a large mass of displaced people (Red Cross). *See Directory for contract names and numbers.*
- ◇ Periodically brief the Community Services Coordinator of the status of food needs.
- ◇ **Document all activities and communications**

### **Shelter Coordinator (Community Services Coordinator Designee)**

The goal of the Shelter Coordinator is to **work closely with the Red Cross in establishing temporary emergency shelters for displaced people.**

- ◇ Begin a log of activities, decisions, events, communications, etc.
- ◇ Check in with the Community Services Coordinator. Document all activities and communications.

#### **Before a shelter site is opened to the public;**

- ◇ Contact the Building Damage Assessment Coordinator (Community Development) and request a Damage Assessment Team to inspect the designated shelter. The Damage Assessment Team will make the Damage Assessment Coordinator aware of the damage to shelters and their safety for temporary occupancy.
- ◇ Contact the Red Cross. Brief your contact of the situation and the need for sheltering. Coordinate all actions with the Incident Commander and Public Information Officer. The Red Cross is trained to set and manage a temporary shelter and will provide a Shelter Manager. **The Red Cross will arrange the opening of doors and usage of the school cafeteria and restroom facilities with the Principal of the chosen school. See Directory for contact name and number.**
- ◇ Get a telephone number from the Red Cross by which you can contact the Shelter Manager. If normal means of communication, landline and mobile telephone, are inoperable, contact the Communications Coordinator and send an ARES (HAM radio) member to the anticipated shelter to be the communication link between the shelter and the EOC.
- ◇ The temporary emergency shelter should be opened and closed as soon as possible.
- ◇ Coordinate with the Incident Commander in the field to determine if in-place sheltering would be more reasonable given the specific situation.

#### **• Once a shelter site is established;**

- ◇ Make the Public Information Officer aware of the addresses of the available shelter sites.
- ◇ You are the lead contact for all sheltering concerns and questions from the County and State organizations.
- ◇ Communicate with Volunteer and Transportation Coordinators as to the locations of the shelters. Gather information from the Incident Commander as to how many people are anticipated to go to shelter site then notify the Shelter Managers.
- ◇ Make sure the Shelter Manager keeps record of every person who enters and leaves the shelter.
- ◇ Communicate with the Building Damage Assessment Coordinator as to the number of people registered in shelters. He/she needs this information to complete the Preliminary Damage Assessment report which is the paramount requirement for declaring a disaster.

- ◇ Find out from the Shelter Managers what special resources are needed for special needs people.

### **If needed**

- ◇ Contact the Weber County E.O.C. and coordinate efforts with the County's Shelter System Officer.

### **Resource/Donations Management Team (Accounts Payable Clerk)**

- ◇ This activity involves assisting departments with their needs when they must have additional resources to carry out their duties as well as accepting and distributing donations of money, equipment and goods.
- ◇ People assigned to this team should be the only contact for donations. If donations are accepted by another person and the items are not needed, the City will be responsible for destroying or moving the items. *For example, truckloads of clothing, not requested, were sent to Miami hurricane victims. The clothing was not needed and not used and had to be burned and moved by dump trucks to the city limits.*
- ◇ All receipt and distribution of resources, including special services, incurred by Riverdale City during times of an emergency will be in accordance with protocol and policies of the Business Administration Department. Waiving such policies will be at the discretion of the Policy Group.
- ◇ Contact the Public Works Resource Coordinator at the Public Works facility E.O.C. to coordinate heavy equipment needs, etc.
- ◇ If needed, coordinate with the Volunteer Coordinator (Community Services) to find out if volunteers can provide any financially related help.
- ◇ Remind other coordinators that everything needs to be documented (what, where, when, who, how, why) and how you want the documentation completed.

### **Miscellaneous**

#### **American Red Cross**

- ◇ Upon notification, the Red Cross Emergency Services Director, Disaster Services Chairman, or designee, will determine the type and quantity of resources needed to make an effective response.
- ◇ If Chapter agency and resources are overwhelmed or inadequate, the Chapter will notify the ARC State Lead Unit.
- ◇ If the initial or subsequent information indicates a large scale local disaster, the Disaster Coordination Center will be activated.

- ◇ A Disaster Action Team (DAT) will be assembled and dispatched to the disaster scene by the Red Cross Emergency Services Director or designee and DAT's will be rotated as seen necessary by their Director or designee.
- ◇ A DAT consists of: a team leader; assistant team leader; damage assessor; family services case worker; first aid responder; and a mental health worker.

### **Unique and Catastrophic Events**

A unique and/or catastrophic event such as a major airline crash or large hazardous materials incident will require task oriented planning teams to be assembled to address the unique issues involved with each area of the event.

The City Response Plan will still be in effect and will be carried out as far as it is applicable, but due to the unusual circumstances, necessary atypical resources and unforeseen events, deviating from the Response Plan is allowed under the direction of the Executive Staff or their designees.

### **Recovery Plan**

#### **Recovery Coordinator (City Administrator)**

The goal of the Recovery Coordinator, or his or her designee, is to restore or support the restoration efforts of the City, its citizens and working conditions to the state they were in prior to the emergency.

- ◇ Report to E.O.C.
- ◇ In the first few hours of an emergency, your main responsibility will be to give your opinions and assist in the development of emergency policies.
- ◇ Begin gathering information about the incident. This information will help you estimate when the emergency will be over. The Emergency Manager will be the most solid contact with the on-scene Incident Commander. The I.C. will be the most reliable source of information.
- ◇ Begin a log of activities, decisions, events, communications, etc.
- ◇ Keep records of what you did and why. Forward these records to the City Recorder for official keeping. Make sure that all Coordinators and assistants under your control are doing the same.
- ◇ Each individual Department Director is responsible for the allocation of available resources in their respective control with assistance from the City's Business Administrator or his/her designee.
- ◇ Contact each Coordinator and find out what they need to restore their function to the pre-emergency conditions. Ask the question "What would it take to..."

- Close the emergency shelter?
  - Inform the public that it is clear to return to their homes?
  - Send volunteers home?
  - End the service of contracted equipment and workers?
  - Restore utilities?
  - Repair Damaged public buildings?
  - Get essential businesses up and running? i.e. grocery stores, gas stations, hardware stores, etc.
  - Arrange for people who have been evacuated, to be transported home
- ◇ Begin planning for recovery activities.
    - The people and resources which are being used from another city must be deactivated and sent home first.
    - Get an assistant to start collecting the time logs, communications and resource logs. These will be used in reimbursements, debriefings, and possible evidence for litigation. The City Recorder and Business Administrator will be doing the same. Coordinate efforts with them.
    - Make sure that all responders involved in the emergency are notified when the emergency is over.
  - ◇ When applicable, assist State and Federal staff in setting up their public and personal financial aid stations. They will need a room away from the E.O.C., and that is accessible by the public. They will need chairs, tables, telephones and access to or be provided food (Food Coordinator).
  - ◇ Coordinate with the Emergency Manager Assistant to start calling the families of emergency responders to inform them when the emergency is over and people are in the process of being sent home.
  - ◇ With a personal assistant, begin making a list of individuals, companies, and volunteer organizations who assisted Riverdale City in responding to the emergency. After the emergency has been completely resolved, obtain money from the City Administrator or Mayor for plaques or certificates of appreciation to those on your list.
  - ◇ If there are too many volunteers to give plaques to all who participated, arrange a thank you letter and post it in all of the local newspapers. This creates community cohesiveness.
  - ◇ Obtain information on status of department resources from the Resource Coordinator and relay that information to the Policy Group.
  - ◇ Attend Policy Group briefings. Coordinate and recommend recovery priorities during briefings.



## **APPENDIX A**

**Water Department Emergency Response Plan  
(On file with the Public Works Department)**

**Mutual Aid Agreements  
(Have on File)**

**City Organizational Chart  
(Have one on file)**

**Directory organized by function, group or jurisdiction**

**Employee Directory  
(Have one on file)**

**Pre-negotiated Agreements (Supplies)  
(We are working on this – trying to get with other Cities  
for examples)**

**School Call Down List  
(We need to finish working with Weber County and  
Christian Heritage School to finish this list)**

**ETC.**

## ACRONYMS KEY

ARES	Amateur Radio Emergency Services
CAO	Chief Administrative Officer
CEO	Chief Executive Officer
CERT	Community Emergency Response Team
CISD	Critical Incident Stress Debriefing
COE	Corps of Engineers
DFIRM	Digital Flood Insurance Rate Map
DRC	Disaster Recovery Center
DRO	Disaster Recovery Operations
EAS	Emergency Alert System
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
FRP	Federal Response Plan
GIS	Geographic Information System
HMA	Hazardous Materials Accidents
IC	Incident Command
IEMS	Integrated Emergency Management System
JIC	Joint Information Center
JIS	Joint Information System
NAWAS	National Warning System
NIMS	National Incident Management System
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Public Officials Conference
SCO	State Coordinating Officer
SLE	State and Local Exercise
SOP	Standard Operating Procedures
TD	Technical Document
UCS	Unified Command System

## APPENDIX B

### Locations of possible shelters within Riverdale City

Riverdale Community Building	4360 S Parker Drive
Riverdale Senior Center	4433 S 900 W
Riverdale Elementary School	4400 S 1050 W
LDS Ward Building	4400 S 1000 W
LDS Ward Building	4000 S Parker Drive
LDS Ward Building	1175 W 5500 S
Christian Heritage School	5120 S 1050 W
Alpine Church	5050 S 1275 W

All Shelter locations will be opened as needed and run by the Red Cross with local assistance from the Community Services Coordinator.

# APPENDIX C

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## **Rapid Situational Assessment**

### **Definition:**

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

### **Purpose:**

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

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

### **When Would We Use Rapid Situational Assessment?**

Following a Moderate to Large Earthquake, Tornado/High Wind, or other disaster that potentially affects a large area of the community where damage information is critical to establishing the magnitude of the incident. This does not mean that assessment is done in smaller incidents. Rapid assessment is always accomplished at any incident. Rather, this question is in direct relationship to a City wide assessment process which is formally declared or directed.

Riverdale City, will automatically implement the Rapid Assessment Plan immediately following:

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

This function can be activated for a specific area of the Riverdale City as requested by an On-scene Commander (Police Sergeant, Fire Captain, and Department of Public Works Supervisor)

**Procedures for implementing this function are:**

Mayor and City Council:

In concert with the Riverdale Emergency Manager, City Administrator, Police Chief, Public Works Director, request to dispatch to implement Rapid Situation Assessment Protocol for Riverdale City.

On Scene Commander:

Request dispatch to implement Rapid Situational Assessment Protocol for Riverdale City and Notify appropriate department and agency heads.

***Rapid Situational Assessment Checklist:***

The following checklists are to be used by field personnel and EOC Coordinators to document those facilities that are assessed following an emergency, and their condition.

You will also note that specific assessment instructions are associated with some of the facilities outlined herein.



**Transportation Routes:**

**Major surface streets**

- Riverdale Road
- 4400 S
- 700 W
- Parker Drive

**Bridges:**

- I-15 @ Riverdale Road
- I-84 @ Riverdale Road
- I-84 @ 1050 W
- I-84 @ 4400 S
- I-15 @ 4400 S
- Weber River @ Riverdale Road
- Weber River @ Parker Drive
- North Gate 1050 W

**Unique Hazards:**

- Union Pacific Rail Yards Riverdale Road @ Weber River
- Weber Riverdale City
- America First Credit Union                      1344 W 4675 S
- Hill Air Force Museum                                5600 S Freeway Park Drive
- Stone Brook Assisted Living Center              4390 S 700 W
- Riverdale Senior Center                              4433 S 900 W
- Gas Stations
- Questar Main High Pressure Line                  Under Freeway Park Drive

***Report all damage to on Scene Commander or EOC.***