

COTTONWOOD HEIGHTS

ORDINANCE 415

AN ORDINANCE ADOPTING A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

WHEREAS, the future occurrence of destructive disasters resulting from attack (such as a nuclear, conventional, biological or chemical warfare action against the United States of America), internal disturbance (such as a riot, prison break, disruptive terrorism or strike), natural phenomenon (such as an earthquake, tornado, storm, flood, landslide, avalanche, forest or range fire, drought or epidemic) or technological hazard (such as a hazardous materials accident, mine accident, trail derailment, truck wreck, air crash, radiation incident, pollution, structural fire or explosion) or similar occurrence (collectively, an “*emergency*”) could have a material, adverse effect on the health, safety and welfare of the residents of the city of Cottonwood Heights (the “*City*”); and

WHEREAS, prior adoption of, and familiarization with, an operations plan which is coordinated with other governmental entities in Salt Lake County, to take effect during the pendency of such an emergency, will enhance the City’s ability to timely and properly respond to an emergency, thereby better protecting public health, safety and welfare; and

WHEREAS, the City desires to protect the persons and property of City residents during any future emergency; and

WHEREAS, in furtherance thereof, City officers, in consultation with county, state and federal agencies, have developed a proposed “Comprehensive Emergency Management Plan” for the City (together with all emergency support functions and annexes, the “*Plan*”) to describe policies and procedures to be followed by City officers and employees in the event of a future emergency affecting the City; and

WHEREAS, the City’s municipal council (the “*Council*”) met on 16 April 2024 to consider, among other things, approving, adopting and implementing the Plan; and

WHEREAS, the Council has reviewed the Plan, a photocopy of which is attached to this this Ordinance; and

WHEREAS, after careful consideration, the Council has determined that it is in the best interests of the health, safety and welfare of the City’s residents to approve, adopt and implement the Plan as proposed, pending any future amendment to or revocation of the Plan;

WHEREAS, after careful consideration of the Plan and the recommendations of City staff, the Council has determined that it is in the best interest of the health, safety and welfare of the City’s residents to so approve, adopt and implement the Plan;

NOW, THEREFORE, BE IT ORDAINED by the city council of the city of Cottonwood Heights as follows:

Section 1. **Adoption of the Plan.** The Council hereby approves, adopts and implements the Plan as proposed, pending any future amendment to or revocation of the Plan.

Section 2. **Action of Officers.** All actions of the officers, agents and employees of the City that are in conformity with the purpose and intent of this ordinance (this “*Ordinance*”), whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 3. **Severability.** It is hereby declared that all parts of this Ordinance are severable, and if any section, paragraph, clause or provision of this Ordinance shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of any such section, paragraph, clause or provision shall not affect the remaining sections, paragraphs, clauses or provisions of this Ordinance.


Section 4. **Repealer.** All ordinances or parts thereof in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 5. **Effective Date.** This Ordinance, assigned no. 415, shall take immediate effect as soon as it shall be published or posted as required by law and deposited and recorded in the office of the City’s Recorder, or such later date as may be required by Utah statute.


PASSED AND APPROVED this 16th day of April 2024.

ATTEST:

COTTONWOOD HEIGHTS CITY COUNCIL

By: 
Paula Melgar, Recorder



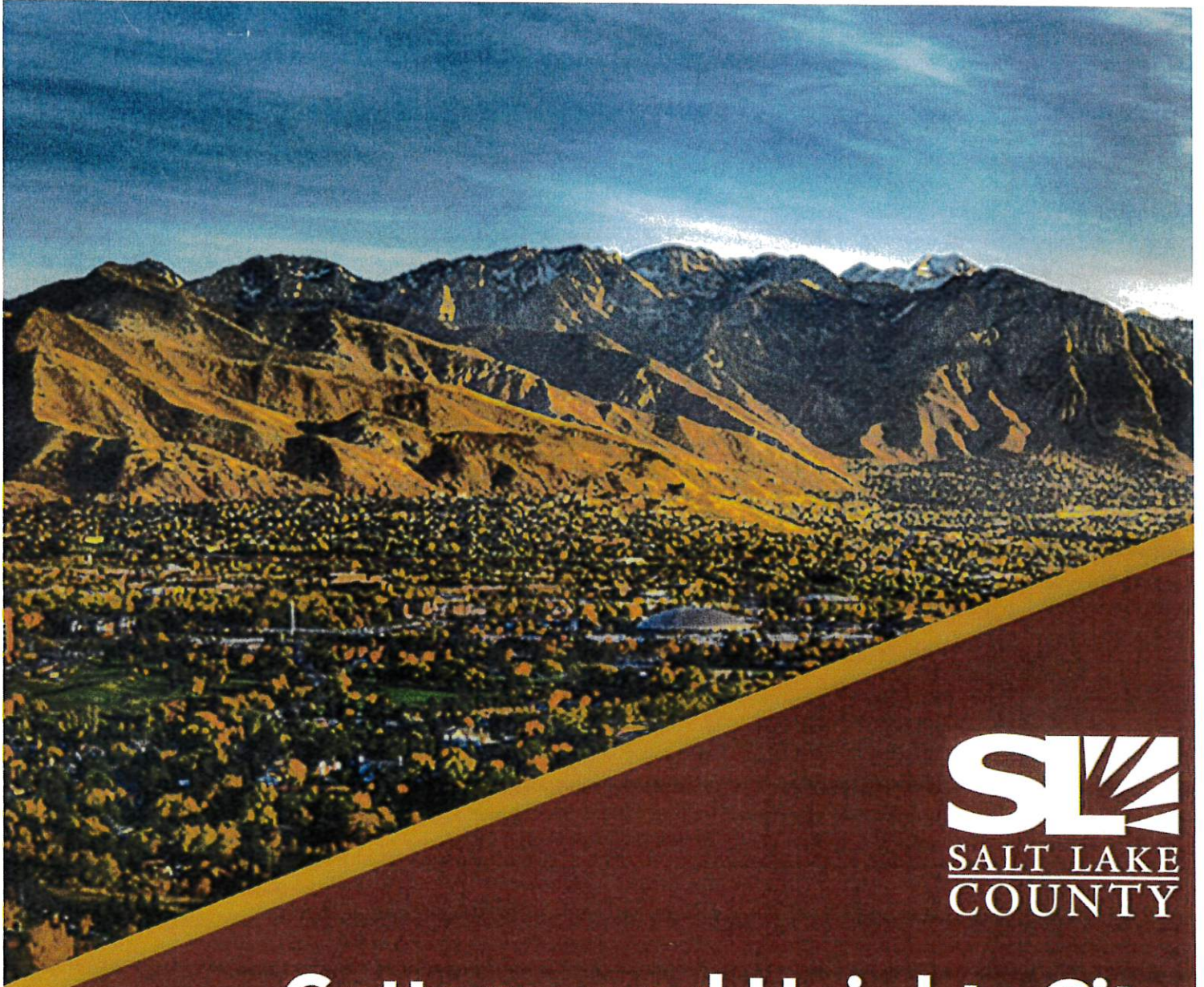
By: 
Michael T. Weichers, Mayor

VOTING:

Michael T. Weichers	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Matt Holton	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Suzanne Hyland	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Shawn E. Newell	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Ellen Birrell	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

DEPOSITED in the office of the City Recorder this 16th day of April 2024.

RECORDED this 17 day of April 2024.



Cottonwood Heights City Comprehensive Emergency Management Plan

Base Plan | January 2024



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1. EXECUTIVE SUMMARY

The Cottonwood Heights City Comprehensive Emergency Management Plan (CEMP) establishes the framework through which Cottonwood Heights City will respond to, recover from, prepare for, and mitigate against all hazards that threaten the city of Cottonwood Heights. Local government has the primary responsibility of emergency management activities. When the emergency exceeds the local government's capabilities to respond, assistance will be requested from Salt Lake County, and then the State of Utah. The Federal Government will aid the State when appropriate. This plan is based upon the concept that the emergency functions for municipal departments, functions or groups will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Along with the Hazard Analysis, this plan is intended to be used as a guiding document when executing response or recovery operations during a disaster or emergency and to guide preparedness and mitigation operations.

Municipalities are encouraged, but not required, to mirror the Salt Lake County CEMP to standardize documents that set forth the Municipality's role in organizing.

The intended audience for the CEMP includes:

- Town, City, and Municipal leadership
- Cottonwood Heights City Division of Emergency Management (EM) staff
- Cottonwood Heights City staff expected to support response, recovery, preparedness, and mitigation operations
- Cottonwood Heights City County, State, federal, private-sector, and non-governmental organizations (NGO) that may support response, recovery, preparedness, and recovery operations

Navigating the Comprehensive Emergency Management Plan

The following sections in the CEMP provide direction on emergency or disaster activation, response, recovery, preparedness, and mitigation procedures.

Activation occurs after identifying an occurring or imminent emergency or disaster incident. Operations in this section include:

- Assessing the scope and potential impacts of the emergency
- Convening the Policy Group and senior leadership to determine response priorities and next steps
- Activating the CEMP to facilitate response and recovery operations
- Determining which Cottonwood Heights City facilities are activated to support response and recovery operations

- Staffing the Emergency Operations Center (EOC) to facilitate and support response and recovery operations

Response includes immediate operations following the identification of an occurring or imminent emergency or disaster to save lives and prevent further property damage.

Operations in this section include:

- Forming a common operating picture to ensure situational awareness among responding entities
- Developing and documenting incident priorities through the Incident Action Plan (IAP)
- Issuing and/or coordinating with the County for timely and accurate public warning and guidance to the community
- Implementing protective actions, such as evacuations and sheltering, to save lives and property
- Coordinating with non-Cottonwood Heights partners such as other municipalities, the County, and the State to support emergency or disaster response
- Documenting response operations to support audits, documentation policies, and transition to recovery operations

Recovery operations support returning the community to pre-emergency or disaster conditions. Operations in this section include:

- Transitioning from response to recovery operations
- Assessing recovery needs of the community to execute targeted recovery operations
- Initiating long-term recovery efforts to support the community returning to normal

Preparedness operations prepare for and mitigate the impacts of all hazards.

Operations in this section include:

- Developing planning documentation to formalize capabilities and procedures that prepare for and mitigate the impacts of emergencies and disasters
- Conducting mitigation planning to build resilience and identify mitigation actions to lessen the impacts of specific hazards
- Training and exercising on plans and procedures to support execution of response and recovery operations
- Involving the public in emergency management through outreach to increase community preparedness

2. PROMULGATION

Transmitted herewith is the Cottonwood Heights City Comprehensive Emergency Management Plan (CEMP). The CEMP was developed through the collaborative efforts of Cottonwood Heights City Emergency Management (EM) and stakeholders from Cottonwood Heights City departments, municipalities, Salt Lake County Emergency Management, and the Utah Division of Emergency Management (DEM).

EM appreciates the cooperation and support from all stakeholders that contributed to the development of the CEMP. EM, Cottonwood Heights City departments, and supporting municipal, County and State organizations listed in this plan will review the CEMP for accuracy on a periodic basis.

The CEMP and its supporting documents supersede any previous Emergency Management plan and have been approved for implementation by:

Name

Position

Date

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1. BASE PLAN INTRODUCTION

The Comprehensive Emergency Management Plan (CEMP) establishes the framework through which Cottonwood Heights City will respond to, recover from, prepare for, and mitigate against all hazards that threaten Cottonwood Heights City. It describes the comprehensive integration and coordination of all levels of municipal, County, State, and federal government, volunteer organizations, non-profit agencies, and the private sector.

1.1 Purpose

The base plan provides a comprehensive overview of scalable command and control structures and operational procedures across all levels of government to respond to, recover from, prepare for, and mitigate against all hazards. The CEMP for Cottonwood Heights City establishes a framework for an effective system of comprehensive emergency operations and management for the purpose of:

- Reducing the loss of life, injury, property damage and loss from natural or man-made emergencies.
- Preparing for prompt and efficient response activities to protect lives and property impacted by emergencies.
- Responding to emergencies with the effective use of all relevant plans and appropriate resources.
- Providing for the rapid and orderly implementation of recovery operations.
- Assisting in awareness, education, prevention, and mitigation of emergencies.

1.2 Hazard Overview

The Salt Lake County Hazard Mitigation Plan identifies the hazards that pose a risk to Cottonwood Heights City and details their potential impacts. Figure 1 provides an overview of those hazards.

Figure 1: County Hazard Overview

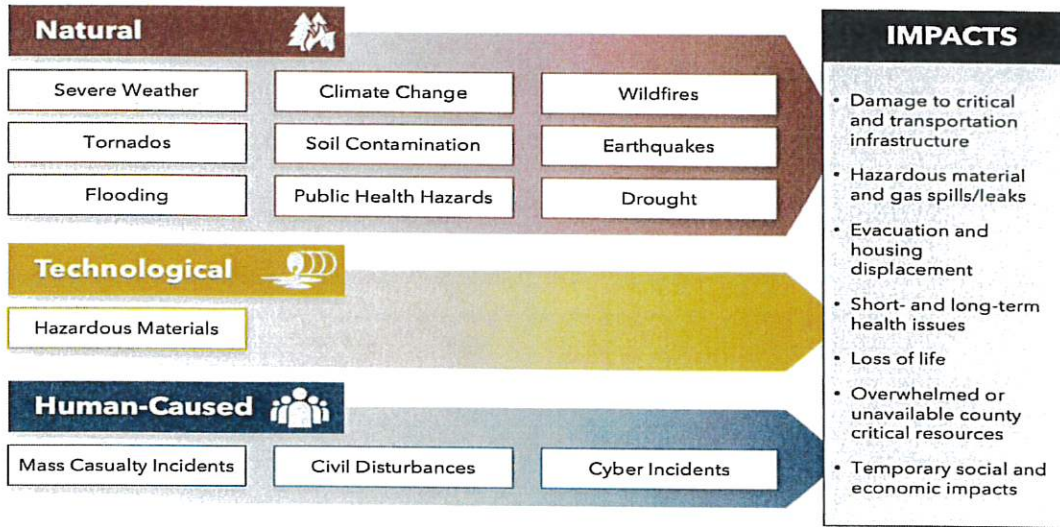
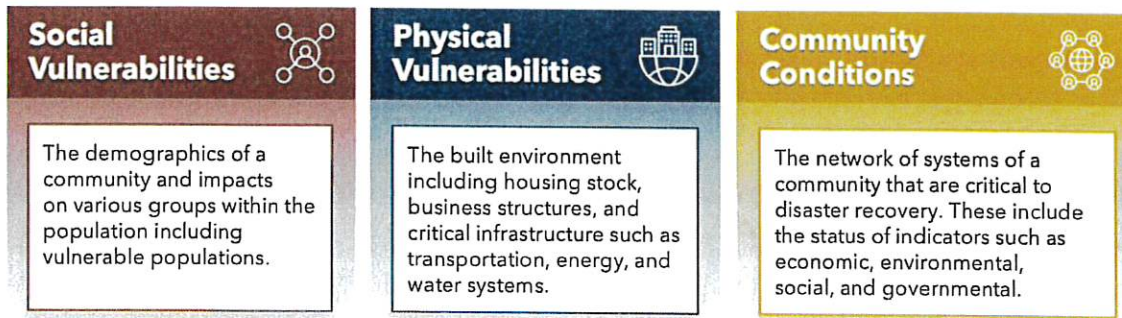


Figure 2: Types of Vulnerability



2. ASSUMPTIONS

The following planning assumptions in Table 1 were considered in the development and execution of the base plan.

Table 3: Base Plan Assumptions

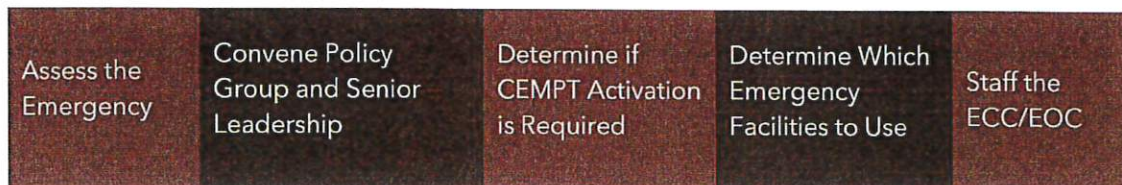
Coordination Structures	<ul style="list-style-type: none"> • Municipal, County, State, and federal response organizations adopt NIMS as the integrated system to respond to and recover from incidents. • Emergency management coordination and resource allocation starts at the municipal level and extends to County, State, and federal resources as availability and capabilities are exhausted. • The Cottonwood Heights Emergency Operations Center (EOC) is staffed with representatives from municipal agencies and private organizations grouped under the ISM structure during response and the Recovery Support Function (RSF) structure during recovery.
Activation	<ul style="list-style-type: none"> • Some activation notifications and communications depend on availability of communications and energy infrastructure. • Damaged infrastructure impacts the speed at which municipal, special service district, County, State, and federal agencies can activate and deploy resources.
Response	<ul style="list-style-type: none"> • Cottonwood Heights City makes every reasonable effort to respond in the event of an emergency or disaster. • Time of occurrence, severity of impact, weather conditions, population density, building construction, and cascading events are significant factors that affect casualties and damage. • Emergency response capabilities are diminished due to damaged infrastructure and equipment or inaccessible locales. • Damages to infrastructure are likely to manifest in direct physical and economic damages to facilities and systems. • Disaster relief from agencies outside Cottonwood Heights City may take 96 hours or more to arrive.
Recovery	<ul style="list-style-type: none"> • Recovery of losses or reimbursements of costs from federal assistance requires preparation and compliance with federal statutes and regulations. • The economic and physical limitations of recovery operations may result in temporary or protracted interruptions to services.
Preparedness and Mitigation	<ul style="list-style-type: none"> • Effective preparedness requires ongoing public community awareness and education programs so that citizens are prepared and understand their responsibilities should a major disaster or emergency occur. • Residents living within Cottonwood Heights City boundaries are expected to maintain essential supplies to be self-sufficient for a minimum of 96 hours and up to two weeks following the initial impacts of an emergency or disaster. • Effective mitigation may prevent certain hazards or incidents from occurring. For hazards or incidents that cannot be prevented, effective mitigation may reduce their impacts.

2.1 Activation

Effective and timely life and property saving operations often depend on prompt identification and activation of resources during a disaster or emergency. This section provides an overview of operations that occur after identifying an occurring or imminent emergency or disaster incident.

Figure 3: Activation Phase Overview

ACTIVATION PHASE



Key Activities

- EM and first responders assess potential or actual emergencies to determine whether the CEMP should be activated, in coordination with the Policy Group.
- EM, first responders, the Policy Group, and the City Manager determine which emergency management facilities should be used to support response.
- EM determines which organizational structures and staff need to be mobilized to support activated facilities.
- EM notifies personnel they have been activated to support response.

2.1.1 Assess the Emergency

Municipal first responders are often the first agency to identify an imminent or potential emergency or disaster. Responding agencies on-scene utilize coordination structures defined in NIMS to respond to and assess the scope or potential impacts of the incident. Considerations when assessing the scope or potential impacts include:

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

Following an initial assessment, responding jurisdictions or first responders determine actions, including activation of resources, plans, communication, scaling up response operations, and coordinating with municipal emergency management and Salt Lake County EM as needed.

2.1.2 Convene Policy Group and Senior Leadership

Responding agencies use established communications channels to notify senior decision-makers, such as the Cottonwood Heights City Emergency Manager, the Cottonwood Heights City Manager, and the Policy Group, of imminent or occurring emergencies or disasters. These channels include:

- Emergency dispatch
- Field observation
- EOC Planning and Intelligence Section
- Alerts from neighboring jurisdictions

2.1.3 Determine Whether Comprehensive Emergency Management Plan Activation is Required

Upon identification or warning of an incident, the following senior decision-makers have the authority to activate the CEMP:

- Cottonwood Heights City Emergency Manager or designee
- Cottonwood Heights City Manager or designee

Senior leadership considers the initial assessment from first responders to determine if the CEMP and operations within should be activated. Once the CEMP has been activated, relevant municipal and County agencies and partners are notified to implement the subsequent sections of this plan.

Warn the Community About Imminent Threats

If an emergency or disaster poses an immediate risk to the community, first responder agencies, in coordination with local Public Information Officers (PIO's) and EM's provide alert and warnings to the community and implement protective actions as rapidly as possible. If needed, local jurisdictions should coordinate with SLCo EM PIO for iPAWS messaging.

2.1.3.1 Determine Which Emergency Facilities to Use

Decide Which Facilities are Necessary to Support Response

Following the activation of the CEMP, the Cottonwood Heights City Emergency Manager coordinates with the Cottonwood Heights City Manager and the Policy Group, first responding agencies, and other Cottonwood Heights City leadership. Together, they determine which emergency management facilities to activate.

2.1.3.2 Staff the Municipal Emergency Operations Center (EOC)

When an event requires EOC activation, the Cottonwood Heights City Emergency Manager determines which EOC sections, branches, positions, and ISM are activated or deactivated depending on the emergency or disaster's scope and size.

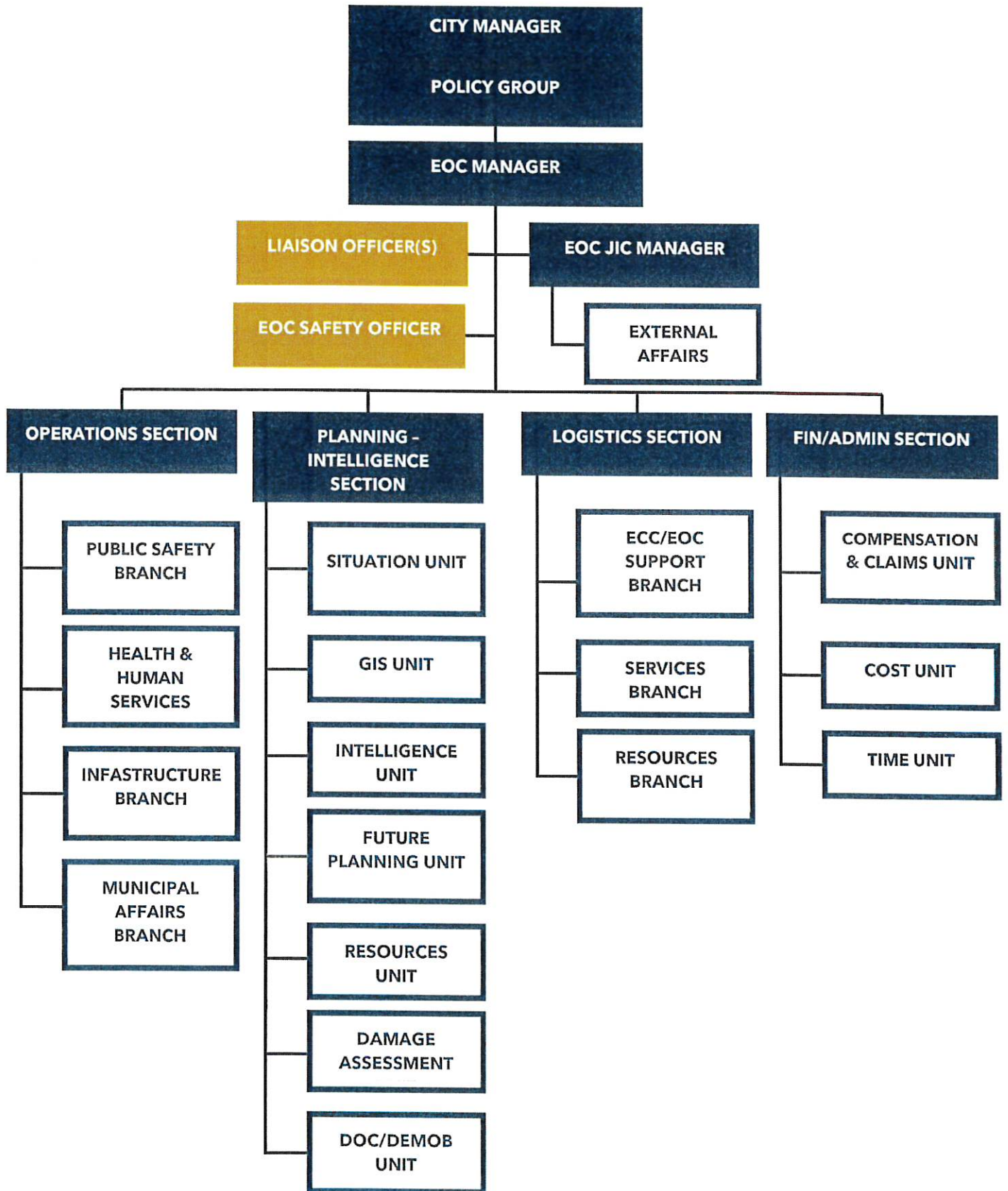
The EOC uses an *ICS/hybrid* structure to respond to incidents and is organized by:

- Sections that group the operations of the four core functions of the EOC
- Branches that organize section-specific operations and may have a combination of ESF and EOC positions

- ESF are groupings of similar organizations and agencies to support section and branch-specific operations.
- EOC positions that provide specific support for EOC sections and overall EOC operations, such as safety, communications support, and documentation

Figure 4 provides an overview of the Cottonwood Heights City EOC structure, including sections, branches, and positions. These positions may or may not be filled depending on the needs of the situation and availability of personnel to staff the positions. The positions may also be combined and staffed with a single person filling a dual role.

Figure 4: Emergency Operations Center Organization



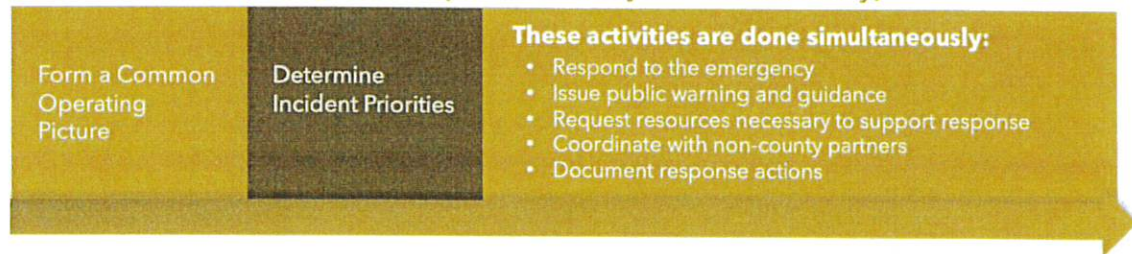
2.2 Response

Response begins immediately after an incident occurs or is identified. Response operations often start at the municipal level, then expand to County, State, and federal support as the needs of the incident exceed capabilities. In compliance with Homeland Security Presidential Directive 5, municipal, special service district, County, State, and responding federal entities utilize NIMS as the coordination structure to facilitate command and control during response operations. An effective response depends on proper incident evaluation, rapid interagency coordination, and efficient utilization of available resources.

Response operations consist of immediate actions that save lives and prevent further property damage, such as fire suppression, food distribution, and communicating emergency public information. Municipal, County, and State agencies are responsible for executing these actions to limit the impacts of the incident on the affected community.

Figure 5: Response Phase Overview

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



Key Activities

- First responders perform immediate life-saving and protective actions as they arrive on-scene of the incident.
- Incident Command directs first responders, supporting agencies, and the EOC to coordinate protective actions.
- EOC coordinates interagency information sharing to establish a common operating picture and maintain situational awareness across the response.
- EOC organizes ISM operations around the assessment and stabilization of Community Lifelines.
- EM, first responders, the Joint Information Center (JIC) and other supporting municipal and Cottonwood Heights entities provide warning and status updates to the community through various notification platforms.
- EM coordinates agencies and organizations to conduct rapid damage assessments (RDA) and initial damage estimates to determine immediate response needs and begin to estimate monetary damages.
- The EOC Logistics Section identifies and procures requested resources and coordinates distribution.

- Municipal and County agencies coordinate a request for a disaster declaration through the State if the disaster or emergency incident overwhelms municipal capabilities.
- The **EOC** Finance/Administration Section and the Planning Section collect incident-related documentation.

Field Response and Tactical Operations

Municipal first responder agencies are often first on the scene of an imminent or actualized emergency or disaster incident. They will respond to incidents to protect life, safety, and property based on internal SOPs. These agencies often set up ICS structures to coordinate interagency operations.

EM and the EOC staff coordinate with the Incident Command Post (ICP) regularly to support field response by identifying additional resources, disseminating public information, and coordinating mass care operations. The EOC coordinates with field response through the EOC Operations Section by communicating with first responder agency liaisons.

2.2.1 Communicate with the Community

Establish Procedures to Communicate with the Community

The Municipal EM PIO, who serves as the JIC manager, is responsible for establishing the JIC to facilitate the collection and dissemination of accurate and timely information. The JIC is staffed by qualified municipal personnel. Public information responsibilities of Cottonwood Heights City include:

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

Communicating With the Whole Community

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

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

2.2.2 Perform Damage Assessments

Municipal agencies conduct 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:

- Determining immediate life safety issues such as trapped or missing individuals
- Assessing economic impacts
- Identifying the scope of damages
- Determining the status of infrastructure
- Prioritizing response operations
- Documenting damages
- Affixing an estimated dollar amount to damage to justify the need for additional assistance

New impacts, damages, or disruptions to infrastructure are incorporated into updated assessments and reported to relevant ISM and County, State, and federal supporting agencies.

2.2.3 Request Mutual Aid

Note: Municipal response may require the use of resources beyond those available within the municipality. To expedite the resource sharing process Cottonwood Heights City *has* entered into mutual aid agreements with neighboring jurisdictions and assisting agencies to access additional resources should they be available. Such mutual aid agreements can be pre-established (preferred) or created at the onset of response operations. Pre-establishing mutual aid agreements prior to response operations is preferred as the agreements can be rapidly utilized during response.

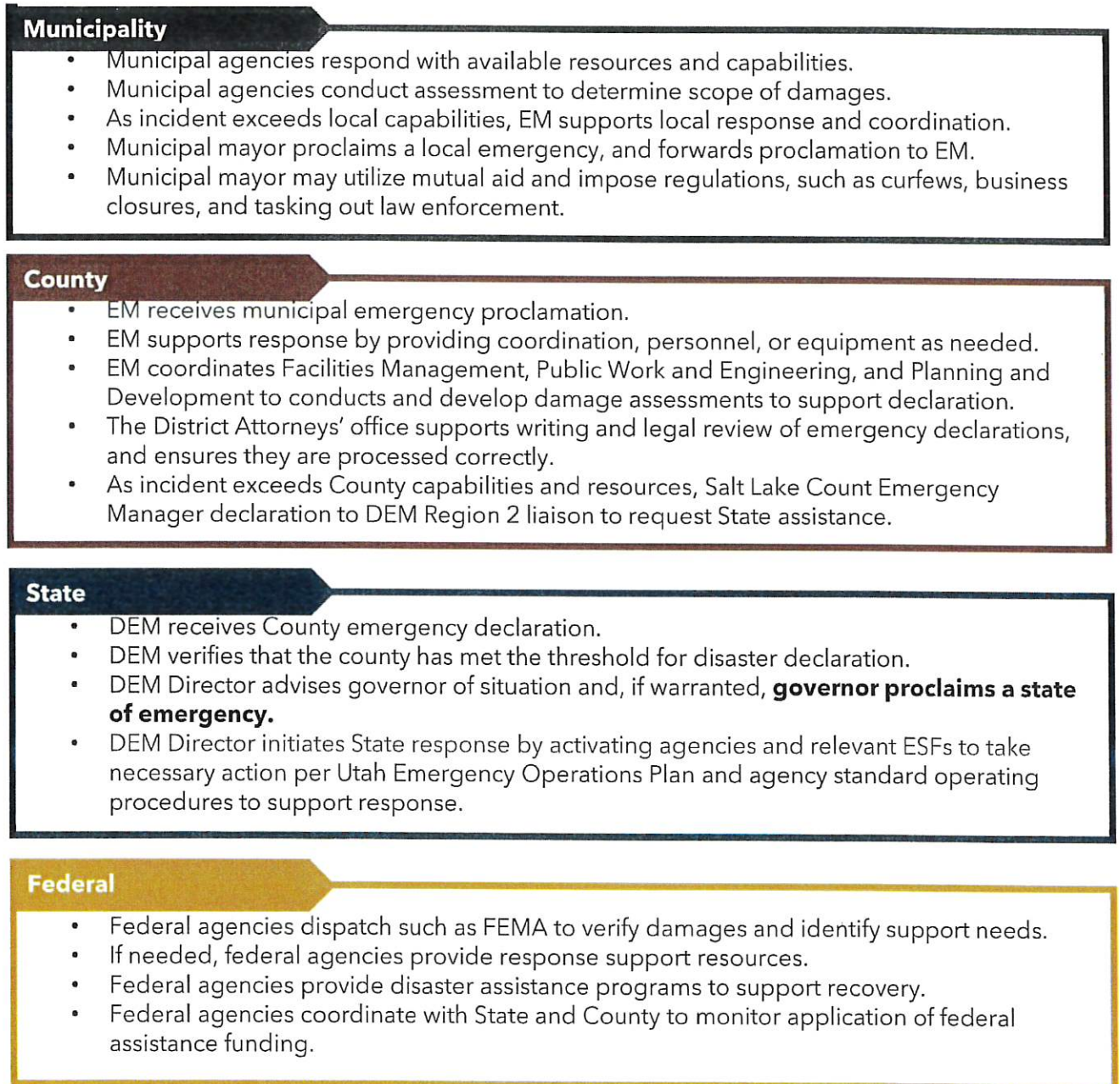
Mutual aid agreements often include:


- Identification of the resources accessed
- Reasonable assurance that resources are available when needed
- Terms for compensation

2.2.4 Request a Disaster Declaration

The disaster declaration process is a critical step for local entities to access County, State and federal support and assistance. Figure 6 provides an overview of how emergency declarations at the municipal and County level are escalated to the State and federal government.

Figure 6: Response Phase Overview



 Operations and coordination are escalated as entities exhaust resources and capabilities.

2.2.5 Cottonwood Heights City Partners

To effectively implement activation, response, recovery, and preparedness actions, Cottonwood Heights City coordinates with County, State, federal, and private-sector partners. This section provides an overview of how these entities coordinate.

As an incident evolves, expands, or affects certain sectors, various agencies may become involved to support response and recovery operations. Figure 7 provides a general overview of how different agencies and entities are involved as an incident becomes more complex.

Figure 7: Incident Complexity



Table 4 describes the major responsibilities related to coordination during emergency and disaster response and recovery operations.

Table 4: Coordination Roles and Responsibilities

<p>Municipalities</p>	<ul style="list-style-type: none"> ● Respond to incident based on available resources and capabilities. ● Notify municipal emergency management and other supporting agencies of operations, initial assessment, and need for further support (if required). ● Activate relevant municipal EOC to provide timely, accurate, and regular assessments and coordination support. ● Declare a local emergency if warranted.

County	<ul style="list-style-type: none"> ● Activate ECC to support response and recovery coordination. ● Notify DEM of incident and request support as needed. ● Create County disaster declaration as needed. ● Coordinate with Utah DEM to request federal assistance as needed. ● Coordinate requests from municipalities and County departments, organizations, and agencies for resources to support response and recovery. ● Regularly assess and document incident impacts and status. ● Develop timely and accurate messaging to the community regarding incident status and protective actions.
State of Utah	<ul style="list-style-type: none"> ● Provide DEM liaison to support communication and coordinate between the EOC and DEM. ● Coordinate support from State of Utah agencies, other counties, and inter-State mutual aid through EMAC. ● Support Cottonwood Heights City and State disaster declaration as needed. ● Coordinate federal assistance.
Federal Government	<ul style="list-style-type: none"> ● Provide response support and resources if State of Utah capabilities are insufficient to respond and recover from the incident. ● Provide federal assistance to help Cottonwood Heights City recover from emergency or disaster impacts.
Private Sector	<ul style="list-style-type: none"> ● Incorporate response and recovery resources and support to municipal and County governments through requests, agreements, and memorandums of understanding (MOU). ● Provide situational assessment and ensure situational awareness of disaster or emergency, if applicable.

2.3 Preparedness

This section provides an overview of preparedness actions executed by Cottonwood Heights 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 8: Preparedness Phase Overview



Key Activities

- All agencies develop internal plans to support emergency or disaster preparedness.
- EM coordinates hazard mitigation planning and identification of mitigation projects to lessen the impacts of emergencies and disasters.
- EM plans for and executes training and exercises for different partner entities within the Municipality.
- The EM and municipal PIOs implement outreach strategies to inform, educate, and engage the community in emergency preparedness.

2.3.1 Develop Plans for Future Emergencies

2.3.1.1 Maintain Plans that Support Response and Recovery

Relevant Cottonwood Heights City departments, agencies, and organizations maintain operational plans and documents described in Table 5 to better facilitate disaster and emergency response.

Table 5: Planning Documentation Overview

Comprehensive Emergency Management Plan	Establishes the framework for the Cottonwood Heights City to respond to, recover from, prepare for, and mitigate against all hazards that pose a threat to the Cottonwood Heights City.

2.3.1.2 Update Plans Regularly

EM has the overall responsibility for ensuring their plans, annexes, operations guides, and associated checklists are current. The Cottonwood Heights City Emergency Manager or

designee assigns personnel to be accountable for the upkeep of specific planning documentation. All other municipal departments or divisions that have emergency response or recovery assignments are responsible for developing and maintaining their own plans and procedures.

2.3.2 Involve the Community in Emergency Management

Effective community preparedness requires ongoing community awareness and education programs so citizens are prepared and understand their responsibilities should a major disaster or emergency occur.

2.3.2.1 Improve Public Safety through Education and Outreach

The EM JIC Manager/PIO, in coordination with other municipal communications officers, is responsible for developing and disseminating preparedness public messaging campaigns. Examples of these campaigns include:

- Signing up for public alert applications
- Developing a personal preparedness plan
- Informing the community on safety information about flood zones and evacuation routes

3. ROLES AND RESPONSIBILITIES

This section outlines general roles and responsibilities for Municipal, County, State, and federal entities related to response, recovery, preparedness, and mitigation operations.

3.1 Functional Responsibilities

Table 6 provides an overview of emergency response functions and the primary (P) and secondary (S) entities that are responsible for executing those functions.

Table 6: Agency Roles & Responsibilities

Function	Cottonwood Heights City EM	Mayor/Manager Office	Health Department	Information Services	Public Works	Human Services	Mayors/Manager Office of Finance	Police Department	Fire Department	American Red Cross (ARC)	Salvation Army	Faith-Based NGOs	Private Sector
Administration and Finance	S						P						
Agriculture and Natural Resources					S								P
Alert and Notification	P							S	S				
Communications	S			P				S	S				
Critical Infrastructure and Key Resource Restoration					P								S
Damage Assessment	S				P								
Debris Management					P				S				
Detection And Monitoring	S							P	P				
Direction, Control, and Coordination	P	P						S	S				

Function	Cottonwood Heights City EM	Mayor/Manager Office	Health Department	Information Services	Public Works	Human Services	Mayors/Manager Office of Finance	Police Department	Fire Department	American Red Cross (ARC)	Salvation Army	Faith-Based NGOs	Private Sector
Donation Management							P			S	S	S	S
Emergency Public Information	P	S											
Energy and Utilities Services					S								P
Evacuation and Shelter-in-Place		S						P	P				
Fatality Management and Mortuary Services													
Firefighting/Fire Protection									P				
Food, Water, and Commodities Distribution											P		
Hazardous Materials									P				
Information Collection, Analysis, and Dissemination	P							S					
Law Enforcement								P					
Mass Care and Sheltering	S									P	P	S	
Mutual Aid	P	S											
Private Sector Coordination	P												P
Public Health and Medical Services			P										
Public Works and Engineering					P								

Function	Cottonwood Heights City EM	Mayor/Manager Office	Health Department	Information Services	Public Works	Human Services	Mayors/Manager Office of Finance	Police Department	Fire Department	American Red Cross (ARC)	Salvation Army	Faith-Based NGOs	Private Sector
Resource Management and Logistics	P								S				
Search and Rescue									P				
Transportation Systems and Resources					P								
Volunteer Management	S									P	P		
Warning	P							S	S				

3.2 General Roles and Responsibilities

3.2.1 Municipalities

Municipalities serve as the primary provider of emergency services within their jurisdiction to ensure timely response to incidents and are often the first to use their personnel and resources during an incident.

Table 7: Municipal Roles & Responsibilities

<p>Municipalities</p>	<ul style="list-style-type: none"> ● Support ESF #15 by providing updates on incident status to the community through public information and outreach. ● Support ESFs #1, #5, #7 and #15 by coordinating response efforts and communications. ● Respond to and recover from emergencies and disasters based on municipal resources and capabilities. ● Through liaisons, maintain communications with neighboring municipalities and the County regarding additional resource and capability needs. ● Provide personnel and resources to neighboring municipalities and the County through formal requests. ● Declare a local emergency, per authority stated in local ordinance, if municipal resources and capabilities do not meet scope and size of emergency or disaster. ● Identify deficiencies and enhance protective measures to lessen the impact on vulnerable populations and minimize damage to local facilities. ● Provide 24/7 personnel with an on-call supervisor and Duty Officer (DO). ● Establish EOC activation level. ● Coordinate response and recovery operations out of the EOC. ● Establish coordination structures through which local staff respond to and recover from emergencies and disasters. ● Identify, train, and exercise Cottonwood Heights City staff to enable effective implementation of existing response plans, procedures, and policies. ● Facilitate coordination with municipal, County, State, private-sector, and federal entities to support emergency or disaster response, recovery, preparedness, and mitigation. ● Conduct public information operations out of the JIC to ensure the community receives timely and accurate information. ● Coordinate with municipal departments and divisions to maintain COOP plans.
<p>[Mayor/Manager/ Administrator's] Office</p>	<ul style="list-style-type: none"> ● Support ESF #7 through the ECC Finance/Administration Section and ECC Operations Section. ● Enhance protective policies to lessen the impact on vulnerable populations and minimize damage to critical facilities. ● Provide overall direction to EOC for emergency and disaster response and recovery operations. ● Support development and dissemination of public information out of the JIC.

	<ul style="list-style-type: none"> ● Establish emergency declaration if [Municipality] capabilities and resources are insufficient to meet needs of incident.
Public Works	<ul style="list-style-type: none"> ● Support ESFs #1, #3, #10, #11, and #12 with appropriate vehicles and equipment, as well as personnel expertise. ● Work with government departments and industry partners to assess damage to transportation infrastructure and operations. ● Ensure public works and engineering-related functions are protected prior to an incident. ● Identify and acquire secondary buildings for operations to utilize during a response, should critical facilities be damaged, to maintain continuity of operations.
Local Police Department	<ul style="list-style-type: none"> ● Support ESFs #9 and #13 through coordination efforts. ● Execute tactical response operations to protect life and property. ● Provide assistance for evacuation operations. ● Provide security for incident perimeter and other operations. ● Regularly coordinate with EOC and other responding entities to form common operating picture.
Local Fire Department	<ul style="list-style-type: none"> ● Support ESFs #2, #4, #9, and #10 through appropriate equipment and personnel expertise. ● Execute tactical response and emergency medical services operations to protect life and property. ● Coordinate with Contracts and Procurement, UFA Logistics, and others to jointly secure and manage supply chains. ● Coordinate with [EOC/ECC] and other responding entities to form common operating picture.

3.2.2 County

County entities are responsible for coordinating to support response, recovery, preparedness, and mitigation operations for all hazards for which response exceeds local capacity.

Table 8: County Roles & Responsibilities

Health Department	<ul style="list-style-type: none"> ● Support ESFs #8, #10, and #14 with public health facilities, personnel, and documentation. ● Assist in community health-focused response and recovery efforts. ● Support tracking of hospital resources, such as available beds. ● Activate Health Department to coordinate community-health focused response operations.
Public Works	<ul style="list-style-type: none"> ● Support ESFs #1, #3, #10, #11, and #12 with appropriate vehicles and equipment, as well as personnel expertise. ● Work with government departments and industry partners to assess damage to transportation infrastructure and operations. ● Ensure public works and engineering-related functions are protected prior to an incident.

	<ul style="list-style-type: none"> ● Identify and acquire secondary buildings for operations to utilize during a response, should critical facilities be damaged, to maintain continuity of operations.
Human Services	<ul style="list-style-type: none"> ● Support ESFs #6, #7, and #8 with logistics to ensure populations receive necessary resources. ● Support implementation of disaster assistance programs to help populations recover non-housing losses and access food stamps, crisis counseling, disaster unemployment benefits, legal services, and other services. ● Provide staff to coordinate volunteers and manage donations depending on the scope and size of the incident and as needed.
Unified Police	<ul style="list-style-type: none"> ● Support ESFs #9 and #13 through coordination efforts. ● Execute tactical response operations to protect life and property. ● Aid with evacuation operations. ● Provide security for incident perimeter and other operations. ● Regularly coordinate with EOC and other responding entities to form common operating picture.
Unified Fire Authority	<ul style="list-style-type: none"> ● Support ESFs #2, #4, #9, and #10 through appropriate equipment and personnel expertise. ● Execute tactical response and emergency medical services operations to protect life and property. ● Coordinate with Contracts and Procurement, UFA Logistics, and others to jointly secure and manage supply chains. ● Coordinate with EOC and other responding entities to form common operating picture.

Glossary of Common Emergency Management Terms

Table 9: Glossary of Common EM Terms

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

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

Acronyms

Table 10: Acronyms

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

RSF	Recovery Support Function
SOP	Standard Operating Procedure
UFA	Unified Fire Authority of Greater Salt Lake