



ALPINE CITY COUNCIL MEETING

NOTICE is hereby given that the **CITY COUNCIL** of Alpine City, Utah will hold a **Meeting** on **Tuesday, October 14, 2014 at 7:00 pm** at Alpine City Hall, 20 North Main, Alpine, Utah as follows:

I. CALL MEETING TO ORDER*

- A. Roll Call:** Mayor Don Watkins
- B. Prayer:** Kimberly Bryant
- C. Pledge of Allegiance:** By Invitation

II. PUBLIC COMMENT: The public may comment on items that are not on the agenda.

III. CONSENT CALENDAR

- A. Approve the minutes of September 23, 2014**
- B. Final Payment Request - Staker & Parson Companies - \$192,319.72**
- C. Payment Request - Beck and Beck - Box Elder Water Line**
- D. Resolution No. R2014-06, Appointing Jason Bond to the UVDSSD Board**
- E. Resolution No. R2014-07, Amending the Consolidated Fee Schedule to reflect change in TSSD Impact Fee.**

IV. REPORTS AND PRESENTATIONS

V. ACTION/DISCUSSION ITEMS

- A. Olde Moyle Mound PRD, Plat B - Final Plat Approval - Lon Nield:** The City Council will consider granting final approval to Plat B, which consists of three lots located on Quail Ridge.
- B. Alpine City Emergency Operations Plan (EOP):** The City Council will review and consider approving the Emergency Operations Plan for Alpine City.
 - 1. Resolution No. R2014-08 Adopting the Alpine City Emergency Operations Plan**
 - 2. Resolution No. R2014-09 Adopting the Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals.**
 - 3. Resolution No. R2014-10 Adopting the use of the National Incident Management System (NIMS).**
- C. Alpine Days Chairperson – Pay Discussion:** The Council will discuss payment of the Alpine Days Chairperson and Co-Chair.

VI. STAFF REPORTS

VII. COUNCIL COMMUNICATION

VIII. EXECUTIVE SESSION: Discuss litigation, property acquisition or the professional character, conduct or competency of personnel.

ADJOURN

***Council Members may participate electronically by phone.**

Don Watkins, Mayor
October 10, 2014

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY COUNCIL MEETINGS. If you need a special accommodation to participate, please call the City Recorder's Office at (801) 756-6241.

CERTIFICATE OF POSTING. The undersigned duly appointed recorder does hereby certify that the above agenda notice was posted in three public places within Alpine City limits. These public places being the bulletin board located inside City Hall at 20 North Main and located in the lobby of the Bank of American Fork, Alpine Branch, 133 S. Main, Alpine, UT; and the bulletin board located at The Junction, 400 S. Main, Alpine, UT. The above agenda notice was sent by e-mail to The Daily Herald located in Provo, UT, a local newspaper circulated in Alpine, UT. This agenda is also available on our web site at www.alpinecity.org and on the Utah Public Meeting Notices website at www.utah.gov/pmn/index.html

ALPINE CITY COUNCIL MEETING
ALPINE CITY HALL, 20 North Main, Alpine, UT
September 23, 2014

I. CALL MEETING TO ORDER: The meeting was called to order at 6:37 pm by Mayor Pro Tem Troy Stout

A. Roll Call: The following were present and constituted a quorum:

Mayor Pro Tem Troy Stout

Council Members: Lon Lott, Will Jones, Kimberly Bryant

Council Members not present: Mayor Don Watkins, Roger Bennett

Staff: Rich Nelson, Marla Fox, Shane Sorensen, Jason Bond, Brian Gwilliam

Others: Steve Cosper, David Fotheringham, Rick Armstrong, Cheryl Armstrong, Wilson Armstrong, Spencer Armstrong, Julianne Rowley, Daniel Noot, Ethan Smith, Gerrit Noot, Landon Wallace, Queston Wallace, Nicklaus Ambuehl, Tia Summers, Jackson Summers, Scott Summers, Troy Erb, Tina Page, Sherry Arnold

B. Prayer: Lon Lott

C. Pledge of Allegiance: Daniel Noot

II. PUBLIC COMMENT

Spencer Armstrong said he was a candidate for Eagle Scout. He would like to renovate the volleyball court at South Point Park and replace it with grass. He would also like to replace the sand at Creekside Park Volleyball court. Rich Nelson said the City would pay for the sand for the Creekside park volleyball court. Lon Lott asked if there was a plan to have a sprinkler line going to the new grass court at South Pointe. Shane Sorensen said staff would have to help coordinate the project because the water pressure was low in that area. He reminded the Council that the pressurized irrigation water would be turned off in two weeks.

Sherry Arnold said her backyard bordered the Alpine Recovery Lodge and she wanted to report violations of city ordinances. Most recently there were problems in the morning with noise levels starting at 6:00 am with smoking breaks and exercising. Noise levels were also high at 11:00pm and midnight. Ms. Arnold said the Recovery Lodge had a fire pit right next to her fence and had a fire quite frequently. She said the residents of the lodge climbed over neighbor's fences to get their balls without permission. Ms. Arnold said she was uncomfortable with strangers climbing into her backyard. She said the home has a drum set that was pounded on, and the language used was undesirable.

Ms. Arnold said she had personally called the police department six times. She had also called Ms. Miller, the owner of the home, and told her of the concerns, but Ms. Miller said the police had no record of the calls. Police Chief Brian Gwilliam said they'd had nine phone calls about this property. Ms. Arnold also said she told Cindy Miller that she would head up the neighborhood committee. She also wanted to know if the home was being mismanaged because Cindy Miller since she had no knowledge of the police being called or coming out to the home. Ms. Arnold said the Lodge had a staff member with a criminal background.

Kimberly Bryant said she lived in this neighborhood and the neighbors had been very tolerant. She told neighbors to call and get complaints on record so they were informed about what is happening. Police Chief Gwilliam said they had been called out to the Lodge ten times in the last year. Troy Stout asked if there was a record of any warrants.

Jason Bond the ordinance didn't state a time when a residence had to be quiet. Police Chief Gwilliam said it was up to interpretation. Troy Stout wanted to know what could be done about it. Police Chief Gwilliam said this could be considered a misdemeanor but an officer had to witness it in order to give a warrant. Troy Stout said the Council's hands were tied when they let the Recovery Lodge into the neighborhood, but it was done in good faith. He said the owners and staff were not living up to their agreements and it was upsetting the neighborhood. Rich Nelson said they needed to invite the attorney and Cindy Miller to review the issues.

Garn Arnold said he would be more than happy to sign a complaint to have it on record.

III. CONSENT CALENDAR

A. Approve the minutes of September 9, 2014

B. Approve a 15 mph speed limit in Lambert Park including a penalty for violation.

C. Approve outside audit contract with Greg Ogden

D. Bond Release – Box Elder Plat E - \$28,425.60

Will Jones asked if the independent auditor contract ever went to bid. Rich Nelson said they would go to bid next time.

MOTION: Will Jones moved to approve the Consent Calendar. Lon Lott seconded. Ayes: 4 Nays: 0. Lon Lott, Troy Stout, Will Jones, Kimberly Bryant voted aye. Motion passed.

IV. REPORTS AND PRESENTATIONS: None

V. ACTION/DISCUSSION ITEMS

A. Planning Commission Appointment: Mayor Don Watkins had recommended David Fotheringham to fill the vacancy on the Planning Commission. Mr. Fotheringham was a long-time resident of Alpine and had previously served on the PRO Commission.

MOTION: Kimberly Bryant moved to appoint David Fotheringham to the Planning Commission. Troy Stout seconded the motion. Ayes: 4 Nays: 0. Will Jones, Troy Stout, Kimberly Bryant, Lon Lott voted aye. Motion passed.

B. Setback Exception Request - 121 N. Main - Bair Property: Jason Bond said the property was located in the Business Commercial zone. According to the Zoning Ordinance, Section 3.7.5.4, if circumstances justified an exception, the Council may approve an exception to the setback requirements if recommended by the Planning Commission.

Jason Bond said the property consisted of 0.59 acres with an existing home on it. The owner would like to subdivide it into two lots. Each lot could meet the frontage requirement of 90 feet, but due to the location of the existing home, the lot with the home on it would not meet the required side yard setback of ten feet. The owner was requesting an exception of five feet to the side yard setback.

Mr. Bond said the Planning Commission had not recommended approval of an exception, but David Church said it could still go to the City Council for discussion.

Planning Commissioner Steve Cosper said the lot had weeds on it and didn't fit the character of Main Street. He said most of the Planning Commission felt subdividing the lot would be an improvement to

1 Main Street by filling in a vacant piece of property. There were only four members at the Planning
 2 Commission meeting when this was discussed. Three members of the Planning Commission voted to
 3 recommend approval of the exception, but one member abstained due to a conflict of interest so it did not
 4 pass. He said the Planning Commission felt approving the exception would be a good trade-off.

5
 6 Shane Sorensen said that Bill Devey had to get extra property from Keith Wilson in order to meet the
 7 ordinance in order to make his subdivision work.

8
 9 Lon Lott said they needed to determine the intent in the ordinance. If the ordinance didn't make sense then
 10 it needed to be changed. It was hard to grant exceptions because then everyone would want one.

11
 12 Kimberly Bryant said they should try to follow the ordinances, but there were times when an exception
 13 was warranted. She didn't want to change the ordinance for just one exception. She said she agreed with
 14 the Planning Commission; it would look better for Main Street if something was built on the property.

15
 16 Mike Pierce said he had reviewed the code and the provision to allow an exception to setbacks did not
 17 exist in other zones. It was only in the Business Commercial zone. It allowed the City to look at special
 18 circumstances in the BC zone. He said he could separate the new home by 15 feet to give more distance
 19 between the homes. He felt it would improve the look of the property on Main Street. He said the other
 20 structures on that block were residential so construction of another home would be consistent with the
 21 neighborhood. The neighbors would prefer a home on the property rather than a commercial building. Mr.
 22 Pierce said the driveway for the existing home would have to be moved, which would improve the safety.

23
 24 Kimberly Bryant asked about the Gateway Historic guidelines. Jason Bond said the ordinance only
 25 applied to the Business Commercial. The Planning Commission had recommended that the new home
 26 would meet the guidelines for the Gateway Historic zone, but he wasn't sure if the request was legal and
 27 said he would ask David Church.

28
 29 **MOTION:** Kimberly Bryant moved to approve the property setback exception to allow a 5-foot side
 30 yard setback at 121 N Main Street with the following recommendations:

- 31
 32 1. There be a 15-foot side yard setback for the new home so there was a
 33 20-foot separation between the two homes.
 34 2. Meet Gateway Historic Guidelines for aesthetics
 35

36 Lon Lott seconded the motion. 1 Aye 3 Nays. Kimberly Bryant voted aye. Will Jones, Troy Stout and
 37 Lon Lott all voted nay. Motion failed.
 38

39 **C. Moyle Park Master Plan Discussion:** The future of Moyle Park had been discussed over
 40 past months by the Moyle Park Committee, but a master plan had not been formally adopted. The
 41 purpose of the master plan was to create a vision for the historic park, facilitate improvements, and
 42 provide opportunity to pursue additional funding.
 43

44 Jason Bond said the plan went before the Planning Commission the previous week. They were in favor of
 45 it with a couple of exceptions. They didn't like the concrete wall or the open grass area. Jason Bond
 46 reviewed the twelve proposed improvements to the park, which were: install a drinking fountain, build
 47 restrooms, clean up the entrance and west fence line, plant shade trees, move plaques to the entrance,
 48 acquire an easement for a bridge, provide additional parking, install a swing set, build an amphitheatre,
 49 install a buffering fence, provide an open grass area, acquire property to add to park.
 50

Will Jones said there was no watering system in the northwest area where the trees would be planted so that would need to be addressed.

Troy Stout asked if a cross country ski track could be put around the park for winter use. It would diversify the park. Jason Bond said the Moyle Park Committee said this was an historical park and not necessarily an activity park, but all ideas were encouraged.

Jason Bond said the Planning Commission was in favor of hiring a landscape architect to help with the master plan. Lon Lott said an architect would be expensive and they may not like what they designed, and could end up changing it. He said he liked what was presented and felt it was a good concept plan.

Steve Cospers said the intent of the Planning Commission was to tweak the plan and get ideas for where to place the farm equipment or how to lay out the amphitheatre, etc. He said they wanted to preserve the historical nature of the park.

D. Ordinance No. 2014-15, Amending the Wireless Telecommunication Ordinance: At the previous City Council meeting, Will Jones moved to adopt the language from Federal Statutes which stated: "State or local government may not deny, and shall approve, any eligible facilities request for a modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station."

The term "eligible facilities request" meant any request for modification of an existing wireless tower or base station that involves: a. Collocation of new transmission equipment; b. Removal of transmission equipment; c. Replacement of transmission equipment.

MOTION: Will Jones moved to adopt Ordinance No. 2014-15 amending the Wireless Telecommunications Ordinance to include language from the Federal Statute regarding the approval process for requests to modify existing wireless towers and base stations. Kimberly Bryant seconded. Ayes: 4 Nays: 0. Will Jones, Kimberly Bryant Lon Lott, Troy Stout voted aye. Motion passed.

E. Authorize amending the Public Safety District Interlocal Agreement to require four years notice to leave the Lone Peak PSD: The purpose of the amendment to the Interlocal Agreement was to bring more stability to the Lone Peak Public Safety District structure by lengthening the notice of intent to withdraw period from twelve (12) months to forty-eight (48) months. Instead of one of the cities being able to give a one-year notice of intent to withdraw, they would have to give a four-year notice. It would give the police and fire departments more stability so they could plan for long-range activities and recruit personnel. Under the current agreement, the present fire/EMT positions could be eliminated in one year's time.

MOTION: Will Jones moved to approve the amendment to the Lone Peak Public Safety District Interlocal Agreement. Kimberly Bryant seconded. Ayes: 4 Nays: 0. Will Jones, Troy Stout, Kimberly Bryant, Lon Lott . Motion passed.

Rich Nelson said all the other cities have to approve the amendment as well in order to make the change.

F: Utah Valley Dispatch Facility Cost Assessment - Decision on Alpine City's Participation in Funding the Proposed Dispatch Center: Rich Nelson said Alpine City was a member of the Utah Valley Dispatch Special Service District (UVDSSD). The present UVDSSD Dispatch Center was inadequate to meet the needs of the cities that it served. The UVDSSD Board recommended that a new dispatch center be built on land that was part of the county jail/sheriff complex in Spanish Fork. The cost of the facility would be approximately \$3,500,000. Alpine City's share would be \$95,074.

The Lone Peak PSD Board had voted to have each member city determine if they wanted to participate in building a new dispatch center. Staff recommended that if the City Council voted to be a funding member of the new dispatch center, the City would pay off its assessment with a one-time cash payment.

Rich Nelson said Alpine City had two options. The Lone Peak Public Safety District could create their own dispatch service, or they could participate in the UVDSSD Dispatch Service. He said he would prefer not to try and do it themselves. The turnover was bad and people were unhappy.

Lon Lott asked if Alpine was currently paying for the dispatch service and who was the governing body. Rich Nelson said Alpine was currently paying for the service. The position on the board was advertised and appointed.

Lon Lott asked Police Chief Gwilliam if he was happy with the Dispatch Service. Police Chief Gwilliam said he would like to see if there are other options before they committed to this and would like to discuss it further with Rich Nelson. He said he felt the cost was a fair amount. Rich Nelson suggested that this issue be tabled for further review.

Troy Stout asked Rich Nelson to identify his main concern. Rich Nelson said the service didn't have enough equipment and staff to give the help needed. Police Chief Gwilliam said communication was sometimes poor but said they had been better and fixed most of these issues. Troy Stout asked if the payment would come out of this year's budget. Rich Nelson said the City had the money this year but could defer to next year as well.

MOTION: Will Jones moved to approve the new Utah Valley Dispatch Facility but to give Rich Nelson and Police Chief Gwilliam time to review other options. Troy Stout seconded the motion. Ayes: 4 Nays: 0. Will Jones, Troy Stout, Kimberly Bryant and Lon Lott voted aye. Motion passed.

VI. COUNCIL COMMUNICATION

Will Jones asked about the status of the Utah County General Plan. There was no immediate information.

Kimberly Bryant said that during the past week, Alpine had lost a jewel to the community with the passing of Ula Hemingway. She had contributed much to the city and to Alpine Cemetery. Rich Nelson said maybe they could dedicate a bench in the cemetery to her.

Troy Stout

- Mr. Stout said they needed to address the traffic problems on Canyon Crest. There needed to be a better way to get people out of the city. He suggested they appeal to the state for help. Shane Sorensen said the state didn't have jurisdiction in that area. Troy Stout said they did have jurisdiction up to 100 feet from SR 92.
- He said he would like to move the City Council meetings back to 7:00 pm because it was too hard to get to the meetings from work. Lon Lott agreed. Rich Nelson said they would move the starting time to 7:00 pm.
- He asked if something could be done about the flashing light on 100 South. It flashed if someone was going only one mile over the speed limit.

Will Jones asked Chief Gwilliam if the police could do a crosswalk sting in the city because cars were not stopping for kids in the crosswalk.

1 **VII. STAFF REPORTS**

2
3 Shane Sorensen

- 4 • The road in the roundabout had been milled down 3 inches. They planned to finish it on Sunday.
5 They would redo the Stonehedge subdivision on Thursday.
6 • Questar would like to get started on the pipeline replacement throughout the city. They said they
7 need a staging place for equipment and would fence the area. They will start at SR-92 and head
8 north up Canyon Crest.
9 • There would be a 200-foot sewer extension on Canyon Crest in a couple of weeks.

10
11 **VIII. EXECUTIVE SESSION:** None held

12
13 **MOTION:** Kimberly Bryant moved to adjourn. Will Jones seconded. Ayes: 4 Nays: 0. Will Jones, Troy
14 Stout, Kimberly Bryant, Lon Lott voted aye.

15
16 The meeting was adjourned at 9:13 pm.
17

FINAL PAYMENT REQUEST

Name of Contractor:	Staker & Parson Companies		
Name of Owner:	Alpine City		
Date of Completion:	Amount of Contract:	Dates of Estimate:	
Original: 30-Sep-14	Original: \$191,182.32	From:	1-Aug-14
Revised:	Revised: \$192,319.72	To:	3-Oct-14
Description of Job: Alpine City - 2014 Asphalt Overlay Projects			
Original Contract Amount			
Amount	This Period	Total To Date	
Amount Earned	\$192,319.72	\$192,319.72	
Amount Retained	\$0.00	\$0.00	
Previous Payments		\$0.00	
Amount Due	\$192,319.72	\$	192,319.72
Days Remaining	of	Percent Time Used:	
Estimated Percentage of Job Completed	100.00%		
Contractor's Construction Progress IS on schedule			

I hereby certify that I have carefully inspected the work and as a result of my inspection and to the best of my knowledge and belief, the quantities shown in this estimate are correct and have not been on previous estimates and the work has been performed in accordance with the Contract Documents

Recommended by: Alpine City Engineering Dept.

Date: 10/3/14


Shane L. Sorensen, P.E.
City Engineer

Accepted by: Staker & Parson Companies

Date: _____

Staker & Parson Companies

Approved By: Alpine City

Date: _____

Don Watkins
Mayor

Project Owner: Alpine City
 Project: Alpine City - 2014 Asphalt Overlay Projects
 Contractor: Staker & Parson Companies

Date: 3-Oct-14

Original Contract Amount: \$191,182.32
 Revised Contract Amount: \$192,319.72

						Final Payest	Total Billing			
Item	Description	Quantity	Units	Unit Price	Amount	Quantity this Month	Earnings this Month	Quantity to Date	Earnings to Date	Percent Complete
BID SCHEDULE										
1	Mobilization (not greater than 5% of total bid)	1	LS	\$6,000.00	\$ 6,000.00	1	\$6,000.00	1	\$6,000.00	100%
2	Lane Leveling (more or less quantity)	200	Ton	\$76.00	\$ 15,200.00	217.95	\$16,564.20	218	\$16,564.20	109%
3	1.5-inch Asphalt Overlay (including edge milling and traffic control)	67,060	SF	\$0.70	\$ 46,942.00	67,024	\$46,916.80	67,024	\$46,916.80	100%
4	2-inch Asphalt Overlay (including edge milling, geotextile fabric, and traffic control)	81,900	SF	\$0.96	\$ 78,624.00	81,690	\$78,422.40	81,690	\$78,422.40	100%
5	3-inch Asphalt Overlay (including rotomilling 3" of existing pavement and traffic control)	28,472	SF	\$1.56	\$ 44,416.32	28,472	\$44,416.32	28,472	\$44,416.32	100%
Total Bid/Contract					\$191,182.32					
Partial Payment Sub-Total							\$192,319.72		\$192,319.72	
Additive Alternates										
Change Orders										
	Change Order Sub-Total				\$0.00		\$0.00		\$0.00	
	Total Revised				\$191,182.32		\$192,319.72		\$192,319.72	
	5% Retainage				-					
	Add Retainage									
	Total				\$191,182.32		\$192,319.72		\$192,319.72	

RESOLUTION NO. R2014-06

**A RESOLUTION OF THE
ALPINE CITY COUNCIL
APPOINTING MEMBER REPRESENTATIVE
Utah Valley Dispatch Special Service District**

WHEREAS, the Board of County Commissioners of Utah County and several cities in Utah County initiated proceedings to create a special service district to provide consolidated 911 and emergency dispatch services within Utah County to be known as the Utah Valley Dispatch Special Service District (the "District"); and

WHEREAS, the Alpine City Council adopted Resolution 2008-05 which consented to the inclusion of area within Alpine City; and

WHEREAS, the District will be governed by a Board of Directors and the Alpine City Council desires to make a representative appointment to that Board; and

WHEREAS, all noticing required for vacancy on the Board has been followed pursuant to Utah State Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALPINE, UTAH, as follows:

1. That Jason Bond, Alpine City Planner is hereby appointed as an alternate representative to the Utah Valley Dispatch Special Service District, together with such alternate or alternates as the shall be appointed.
2. That this resolution shall remain in effect until repealed by another resolution appointing a different representative to the Utah Valley Dispatch Special Service District.
3. The provisions of this resolution shall take effect immediately upon passage.

PASSED and APPROVED this 14th day of October.

ALPINE CITY

Don Watkins, Mayor

ATTEST:

Charmayne G. Warnock, City Recorder

ALPINE CITY COUNCIL AGENDA

SUBJECT: Consolidated Fee Schedule

FOR CONSIDERATION ON: October 14, 2014

PETITIONER: Staff

ACTION REQUESTED BY PETITIONER: Approve change to the
Consolidated Fee Schedule

APPLICABLE STATUTE OR ORDINANCE: Zoning & Municipal

PETITION IN COMPLIANCE WITH ORDINANCE: Yes

BACKGROUND INFORMATION: Timpanogos Special Service District (TSSD) again lowered their impact fee. In August they lowered it from \$3,812.00 per new sewer connection to \$2,563.00. They are now lowering it to \$2,475.00. (See the attached letter from TSSD.) As a result of this change, Alpine City is amending the Alpine City Consolidated Fee Schedule.

RECOMMENDED ACTION:

Adopt Resolution No. R2014-07 Amending the Consolidated Fee Schedule to reflect the change in the TSSD Impact Fee.



Timpanogos Special Service District

PLEASANT GROVE ★ AMERICAN FORK ★ LEHI ★ ALPINE ★ HIGHLAND
CEDAR HILLS ★ EAGLE MOUNTAIN ★ SARATOGA SPRINGS ★ SUN CREST

Telephone 756-5231 Fax 756-1472

Mailing Address: P.O. Box 923 — American Fork, Utah 84003

Job Site Address: Timpanogos Wastewater Treatment Plant — 6400 North 5050 West, Utah County, Utah

August 28, 2014

Honorable Mayor Watkins
20 North Main Street
Alpine, Utah 84004

Dear Mayor,

At our last board meeting, the Advisory Board for the Timpanogos Special Service District approved an amendment to the recently adopted Impact Fee Analysis prepared for the District by Bowen, Collins and Associates and Zion's Bank. Adopting an amendment to the Impact Fee Analysis results in a slight decrease to the dollar amount currently assessed for the District's Sewer Impact Fee. The fee will decrease from \$2,563.00/Equivalent Residential Unit (ERU) to \$2,475.00/ERU. Because the fee is decreasing, and is not increasing, the new fee is to become effective immediately, beginning August 22, 2014. Please inform the appropriate individuals in your City to this change.

The District will need to refund the difference in Impact Fees collected since March 21st, 2014 to the City. We will be contacting each city to see how to best accomplish this task. The recommendation to amend the Impact Fee is a result of on-going litigation and recommended by our legal counsel.

Please do not hesitate to contact me with any questions.

Sincerely,

Jon E. Adams, District Manager
Timpanogos Special Service District

Cc: Mr. Rich Nelson, City Administrator
Mr. Charmayne Warnock, Bldg/Planning Dept.
Mr. Dale Ihrke, Board Representative
File

- | | | |
|----|--|---|
| 4. | Mass Gathering Event | \$150 use fee
\$1,000 deposit |
| 5. | <u>Lambert Park</u>
Event - Resident
Event - Non-resident
Races in Lambert Park | \$25 + \$150 deposit
\$75 + \$150 deposit
\$500 + mass gathering fee
and deposit |
| 6. | <u>Rodeo Grounds</u>
Event - Resident
Event - Non-resident | \$25 + \$150 deposit
\$75 + \$150 deposit |

H. IMPACT FEES

- | | | |
|----|--|----------------------------------|
| 1. | Storm Drain | \$800.00 |
| 2. | Street | \$1,183.32 |
| 3. | Park/Trail | \$2,688.00 |
| 4. | Sewer | \$492.66 |
| 5. | Timpanogos Special Service District (fee passed through) | \$2,563.00 \$2,475.00 |
| 6. | Culinary Water with Pressurized Irrigation | \$1,123.00 |
| 7. | Culinary Water without Pressurized Irrigation | \$6,738.00 |
| 8. | Pressurized Irrigation | \$0.095/square foot |

I. CEMETERY

- | | | |
|----|---|------------|
| 1. | Above ground marker or monument (upright) | \$75.00 |
| 2. | Single Burial Lot or Space | |
| | a. Resident | \$800.00 |
| | b. Ex-Resident | \$1,000.00 |
| | c. Non-Resident | \$1,300.00 |
| 3. | Opening & Closing Graves | |

	Weekday	Saturday/Holiday
Resident	\$150.00	\$375.00
Ex-Resident	\$200.00	\$400.00
Non-Resident	\$250.00	\$450.00
Resident Infant (under one year)	\$125.00	\$350.00
Non-Resident Infant (under one year)	\$175.00	\$400.00

RESOLUTION NO. R2014-07

A RESOLUTION OF THE GOVERNING BODY OF ALPINE CITY ESTABLISHING A CONSOLIDATED FEE SCHEDULE

WHEREAS, the governing body of Alpine City pursuant to Utah Code Annotated, Section 10-3-717 is empowered by resolution to set fees; and

WHEREAS, the governing body of Alpine City wishes to establish an equitable system of fees to cover the cost of providing municipal services;

NOW, THEREFORE, BE IT RESOLVED by the governing body of Alpine City that:

I. The following fees are hereby imposed as set forth herein:

A. CITY RECORDER:

1. Compiling records in a form other than that maintained by the City. Actual cost and expense for employee time or time of any other person hired and supplies and equipment. Minimum charge of \$10 per request.
2. Copy of record \$0.50/printed page
3. Certification of record \$1.00/certification
4. Postage Actual cost to City
5. Other costs allowed by law Actual cost to City
6. Miscellaneous copying (per printed page):

	B/W	Color
8 ½ x 11	\$0.10	\$0.50
8 ½ x 14	\$0.15	\$0.70
11 x 17	\$0.20	\$0.90

7. Electronic copies of minutes of meetings Actual cost
8. Maps (color copies)

8 ½ x 11	\$2.50
11 x 17	\$5.00
24 x 36	\$18.00
34 x 44	\$30.00
9. Maps with aerial photos

8 ½ x 11	\$5.00
11 x 17	\$10.00
24 x 36	\$32.00

B. BUILDING PERMITS AND INSPECTIONS:

1. Applications:

New Homes/Commercial Buildings	\$500.00
Construction jobs exceeding a value of \$50,000	\$250.00
Fee for all other Building Permit Applications	\$25.00
2. Building Permit Fees will be based on the construction values in Exhibit A and in accordance with the Building Code formula in Exhibit B. Finished basements and decks shall fall under (U) Utility, miscellaneous in Exhibit A.

Refunds for permits issued will be limited to 80 percent of the permit costs, not later than 180 days after the date of fee payment. No refunds for plan review costs will be given if the plan review has been conducted.

A building permit extension fee shall be assessed when building permits for new homes have become null and void. A permit becomes null and void if work or construction is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. The cost of extending a permit after it has become null and void will be one-half the original building permit fee which consists of the construction fee, electrical fee, plumbing fee and heating fee. A current infrastructure protection bond will also be posted by the new owner/applicant. The original infrastructure bond will be applied to any damage that occurred after the original permit was issued.

3. Minimum fees for issuance of individual permits including, but not limited to, meter upgrades, A/C, furnace, water heaters, etc. Actual cost of inspection
4. One percent surcharge per building permit (Utah Code):
 - a. 80 percent submitted to Utah State Government,
 - b. 20 percent retained by City for administration of State collection.
5. Buildings of unusual design, excessive magnitude, or potentially hazardous exposures may, when deemed necessary by the Building Official, warrant an independent review by a design professional chosen by the Chief Building Official. The cost of this review may be assessed in addition to the building permit fee set forth in item #1 above.
6. Special Inspections Actual cost to City
7. Re-inspection Fee Actual cost to City

C. BUSINESS LICENSES:

1. Home Occupations \$50 + \$25.00 for one non-family employee
2. Commercial \$50.00 + \$25.00 for each employee
(Maximum - \$400.00)
3. Late Charge after 3/01 of each year Double the base fee
4. Canvasser, Solicitors, and Other Itinerant Merchants Application Fee \$15.00
5. Accessory Apartment Permit \$50.00 registration and annual fee

D. ORDINANCE ENFORCEMENT:

- | | | |
|----|--|--|
| 1. | Abatement of injurious and noxious real property and unsightly or deleterious objects or structures. | Actual cost of abatement plus 20% of actual cost |
|----|--|--|

E. PLANNING AND ZONING:

- | | | |
|----|---|--|
| 1. | General Plan amendment | \$350.00 |
| 2. | Zone change | \$350.00 |
| 3. | Board of Adjustment/Appeal Authority | \$150.00 |
| 4. | Conditional Use | \$250.00 |
| 5. | Subdivisions | |
| | a. Plat Amendment Fee | \$250.00 |
| | b. Concept Plan Review Fee | \$100.00 + \$20.00 per lot + actual cost of City Engineer's review |
| | c. Preliminary Plan Fee | \$100.00 + \$90.00 per lot + actual cost of City Engineer's review |
| | d. Final Plat Fee | \$100.00 + \$90.00 per lot + actual cost of City Engineer's review |
| | e. Preliminary Plan Reinstatement/Extension Fee | \$100.00 |
| | f. Final Plat Reinstatement/Extension Fee | \$100.00 |
| | g. Recording Fee | \$30.00 per sheet + \$1.00 per lot |
| | h. Inspection Fees | \$140.00 per lot + \$65.00 per visit for re-inspection |
| | i. Subdivision & Building Bonds | |
| | (1) Performance and Guarantee | 120% escrow in bank |
| | (2) Infrastructure Protection Bond | \$2,500.00 cash bond |
| | | \$5,000.00 cash bond for corner lots or regular lots with more than 150 feet of frontage |
| | (3) Open Space Bond | Determined by City Engineer |
| 6. | Publications | Electronic Hard Copy |
| | a. General Plan | \$15.00 \$10.00 |
| | b. Subdivision Ordinance | \$15.00 \$30.00 |
| | c. Zoning Ordinance | \$15.00 \$30.00 |
| 7. | Site Plan Review Fee | |
| | a. Residential (not in approved subdivision) | \$150.00 + actual cost of engineering review |

- b. Commercial \$250.00 + actual cost of engineering review
- 8. Lot Line Adjustment \$75.00
- 9. Annexation
 - a. Application Fee \$350.00
 - b. Plat Review Fee \$150.00
 - c. Annexation Study Fee Actual Cost
- 10. Sign Permits
 - a. Application Fee \$25.00
 - b. Inspection Fee Actual cost
 Application fee shall not apply to temporary non-profit signs.
- 11. Utah County Surveyor Plat review fee \$125.00

F. PUBLIC WORKS:

- 1. Streets
 - a. Street Dedication or Vacation \$300.00
 - b. Street Name Change Application \$100.00
 - c. New Street Sign for Name Change Approval \$75.00 per sign
- 2. Concrete Inspection Permits:
 - a. Curb and Gutter \$35.00
 - b. Sidewalk \$35.00
- 3. Excavation Permits, Asphalt/Concrete Cuts/Unimproved Surface
 - a. Excavation bond \$4,000.00
 - b. Minimum fee for cuts in paved surfaces more than 3 years old \$300.00 + 1.50/sq. ft.
 - c. Minimum fee for cuts in paved surfaces 3 years old or less \$300.00 + 3.00/sq. ft.
 - d. Land Disturbance Permit \$300.00
- 4. Culinary Water Rates (Temporary disconnection is not permitted unless authorized by the Alpine City Administrator.):
 - a. Box Elder and those portions of Willow Canyon and any other areas of the City that cannot be served by pressurized irrigation:

Amount Used	Rate
0 to 8,000 gallons per month (base rate)	\$13.00
Each 1,000 gallons over 8,000 gallons to 60,000 gallons per month	\$0.90
Each 1,000 gallons over 60,000 gallons to 175,000 gallons per month	\$1.40
Each 1,000 gallons over 175,000 gallons per month	\$2.80

- b. All other users:

Amount Used	Rate
0 to 8,000 gallons per month (base rate)	\$13.00
Each 1,000 gallons over 8,000 gallons to 10,000 gallons per month	\$2.00
Each 1,000 gallons over 10,000 gallons to 12,000 gallons per month	\$3.00
Each 1,000 gallons over 12,000 gallons per month	\$4.00

c. Other utility fees and rates

(1) Deposit of \$100 refunded after one year of prompt payment

(2) Transfer of service \$25.00

(3) Utility service connection \$25.00

(4) Delinquent & Disconnect/Reconnect

a. First time annually

\$70.00 + 10% penalty (the \$70.00 + 10% penalty will be waived if the customer signs up for automatic bill pay by credit card through Xpress Bill Pay)

b. Subsequent times

(5) Utility tampering fee

\$45.00 + 10% penalty
\$299.00

5. Culinary Water Meter Connection Fee (In Addition to Impact Fee)

Minimum Lot Size Requirements	Meter Size	Fee
N/A	¾"	\$150.00
One acre or larger or commercial use	1"	\$210.00
As justified by engineering requirements	1 ½"	\$375.00
As justified by engineering requirements	2"	\$1,750.00

6. Pressurized Irrigation Connection Fee (in addition to impact fee)

Minimum Lot Size Requirements	Meter Size	Fee
For connections installed as part of the original Pressurized Irrigation System	1"	\$550.00
For connections installed as part of the original Pressurized Irrigation System	1 ½"	\$800.00
As justified by engineering requirements	2"	\$850.00

7. Pressurized Irrigation Rates (Temporary disconnection is not permitted unless authorized by

the Alpine City Administrator.):

Users	Rate
Residential Users	
(1) Non-shareholders in Alpine Irrigation Co.	\$0.001112 per square foot per month
(2) Shareholders in Alpine Irrigation Co.	\$0.000618 per square foot per month
Agricultural User	\$1.15 per share per month

8. Sewer Connection Fee \$125.00

9. Sewer Usage Rate

Amount Used	Rate
0 to 2,000 gallons per month	\$14.40
Each 1,000 gallons over 2,000 gallons per month	\$3.94

Sewer rates are based on average monthly water use from October 1 – March 30.

10. Storm Drain Usage Rate

Parcels	Rate
Residential (1 ERU)	\$5.00 per month
Commercial	The charge shall be based on the total square feet of the measured impervious surface divided by 4,200 square feet (or 1 ERU), and rounded to the nearest whole number. The actual total monthly service charge shall be computed by multiplying the ERU's for a parcel by the rate of \$5.00 per month. See Municipal Code 14-403.6 for available credits.
Undeveloped	No charge

11. Monthly Residential Waste
a. Collection Fee (1st unit) \$11.50
b. Collection Fee each additional unit 6.00
c. Recycling (1st unit) 4.75
d. Recycling each additional unit 4.50

12. Transfer of Utility Service \$25.00

G. PARKS

1. Resident General City Park Reservation \$25.00 use fee
\$150 clean-up deposit

2. Non-resident General City Park Reservation \$75.00 use fee
\$150 clean-up deposit

3. Sports Use of City Parks
Rugby, Soccer, Football, Baseball, etc. \$2 per player
Outside Leagues \$10 per game

- | | | |
|----|--|---|
| 4. | Mass Gathering Event | \$150 use fee
\$1,000 deposit |
| 5. | <u>Lambert Park</u>
Event - Resident
Event - Non-resident
Races in Lambert Park | \$25 + \$150 deposit
\$75 + \$150 deposit
\$500 + mass gathering fee
and deposit |
| 6. | <u>Rodeo Grounds</u>
Event - Resident
Event - Non-resident | \$25 + \$150 deposit
\$75 + \$150 deposit |

H. IMPACT FEES

- | | | |
|----|--|---------------------|
| 1. | Storm Drain | \$800.00 |
| 2. | Street | \$1,183.32 |
| 3. | Park/Trail | \$2,688.00 |
| 4. | Sewer | \$492.66 |
| 5. | Timpanogos Special Service District (fee passed through) | \$2,475.00 |
| 6. | Culinary Water with Pressurized Irrigation | \$1,123.00 |
| 7. | Culinary Water without Pressurized Irrigation | \$6,738.00 |
| 8. | Pressurized Irrigation | \$0.095/square foot |

I. CEMETERY

- | | | |
|----|---|------------|
| 1. | Above ground marker or monument (upright) | \$75.00 |
| 2. | Single Burial Lot or Space | |
| | a. Resident | \$800.00 |
| | b. Ex-Resident | \$1,000.00 |
| | c. Non-Resident | \$1,300.00 |
| 3. | Opening & Closing Graves | |

	Weekday	Saturday/Holiday
Resident	\$150.00	\$375.00
Ex-Resident	\$200.00	\$400.00
Non-Resident	\$250.00	\$450.00
Resident Infant (under one year)	\$125.00	\$350.00
Non-Resident Infant (under one year)	\$175.00	\$400.00

- | | |
|---|----------|
| 4. Disinterment | \$400.00 |
| City will remove all earth and obstacles leaving vault exposed. | |
| 5. Cremation | |
| a. Burial of ashes – Resident | \$125.00 |
| b. Burial of ashes – Ex-Resident | \$150.00 |
| c. Burial of ashes – Non-Resident | \$175.00 |

II. Other Fees

It is not intended by this Resolution to repeal, abrogate, annul or in any way impair or interfere with the existing provisions of other resolutions, ordinances, or laws except to effect modification of the fees reflected above. The fees listed in the Consolidated Fee Schedule supersede present fees for services specified, but all fees not listed remain in effect. Where this Resolution imposes a higher fee than is imposed or required by existing provisions, resolution, ordinance, or law, the provisions of this Resolution shall control.

III. This Resolution shall take effect on the _____ day of _____, 2014.

PASSED this ____ day of _____, 2014.

Don Watkins
Mayor, Alpine City

ATTEST:

Charmayne G. Warnock
Alpine City Recorder

ALPINE CITY COUNCIL AGENDA

SUBJECT: Olde Moyle Mound Final Plat B

FOR CONSIDERATION ON: 14 October 2014

PETITIONER: Lon Nield

ACTION REQUESTED BY PETITIONER: Grant Final Approval

APPLICABLE STATUTE OR ORDINANCE: Section 4.6.3 (Final Plat)

PETITION IN COMPLIANCE WITH ORDINANCE: Yes

BACKGROUND INFORMATION:

The proposed Olde Moyle Mound Plat B subdivision consists of 3 lots on 1.92 acres. This is phase 2 of the Olde Moyle Mound subdivision which improvements have been built, bonded, and approved. The developer is requesting to record the next phase of the development which requires no construction as all the infrastructure is existing. The 3 lots range in size from 20,070 to 20,150 square feet. The lots are located on the north side of Quail Ridge. There are two remaining lots in the development which will be part of a final phase to record when the developer is ready. The proposed development is an approved PRD in the CR-40,000 zone.

The Planning Commission reviewed the plat at their meeting of October 7th and recommended final approval with the following motion:

MOTION: Bryce Higbee moved to recommend final approval of the proposed Olde Moyle Mound Final Plat B with the following conditions:

1. The plats redlines be corrected.
2. Water policy be met.

Judi Pickell seconded the motion. The motion passed with 6 Ayes and 0 Nays. Bryce Higbee, David Fotheringham, Jason Thelin, Chuck Castleton, Steve Swanson and Judi Pickell all voted Aye.

RECOMMENDED ACTION:

Grant final approval of Olde Moyle Mound, Plat B with the following conditions:

- The plats redlines be corrected
- Water policy be met.



Date: September 24, 2014

By: Jed Muhlestein, P.E. *JM*
Assistant City Engineer

Subject: **Olde Moyle Mound Plat B – Final Review**
3 lots on 1.9176 acres

Background

The proposed Olde Moyle Mound Plat B subdivision consists of 3 lots on 1.92 acres. This is Phase 2 of the Olde Moyle Mound subdivision which improvements have been built, bonded, and approved. The developer is requesting to record the next phase of the development which requires no construction as all the infrastructure is existing. The 3 lots range in size from 20,070 to 20,150 square feet. The lots are located on the north side of Quail Ridge. There are two remaining lots in the development which will be part of a final phase to record when the developer is ready. The proposed development is an approved PRD in the CR-40,000 zone.

Street System

The proposed lots show appropriate frontage and access from the existing Quail Ridge street as previously approved.

Sewer System

The sewer main and sewer laterals for each lot were built previously and are existing.

Culinary Water System

The subdivision will be served from the existing culinary system which is capable of providing the minimum 40 psi required by ordinance. All water services were previously installed and connected to an 8-inch water main that was also previously installed for the development.

The Fire Chief has previously approved the location of fire hydrants that cover the development's needs.

Pressurized Irrigation System

All pressurized irrigation services were previously installed and connected to a 4-inch main that exists in Quail Ridge.

Storm Water Drainage System

There is no impact to the existing storm drain system. The storm drain which was previously installed for the development is sufficient. The calculations for its design incorporated the impact these 3 lots (and the remaining 2) would have on the area.

General Subdivision Remarks

Any bonds required for the construction of infrastructure and improvements were previously taken care of for the construction of the subdivision.

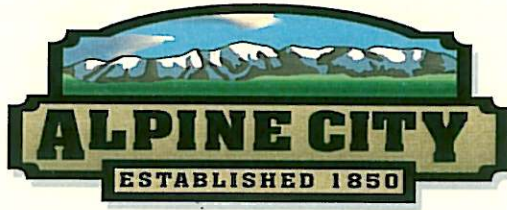
Because this is a PRD the open space needs to be calculated for each plat. The requirement is 25% for this zone, 27% is provided.

There are redlines on the plat that need to be addressed.

The water policy will need to be met for this development which the developer should have on credit as all water shares were turned in prior.

We recommend that final approval of the proposed development be granted with the following conditions:

- **The plat redlines be corrected.**
- **Water policy to be met.**



September 24, 2014

Jason Bond, City Planner
Alpine City
20 North Main
Alpine, Utah 84004

**Subject: Olde Moyle Mound Plat B - Water Requirement
3 lots on 1.9176 acres**

Dear Jason:

We have calculated the water requirement for the Olde Moyle Mound Plat B subdivision. The subdivision consists of 3 lots on 1.9176 acres.

The developer will be required to provide 3.66 acre-feet of water to meet the water policy for the development.

Please contact me if you have any questions.

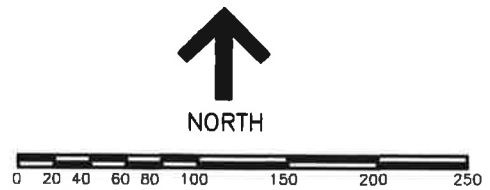
Sincerely,
ALPINE CITY

A handwritten signature in black ink, appearing to read "Jed Muhlestein", is written over a horizontal line.

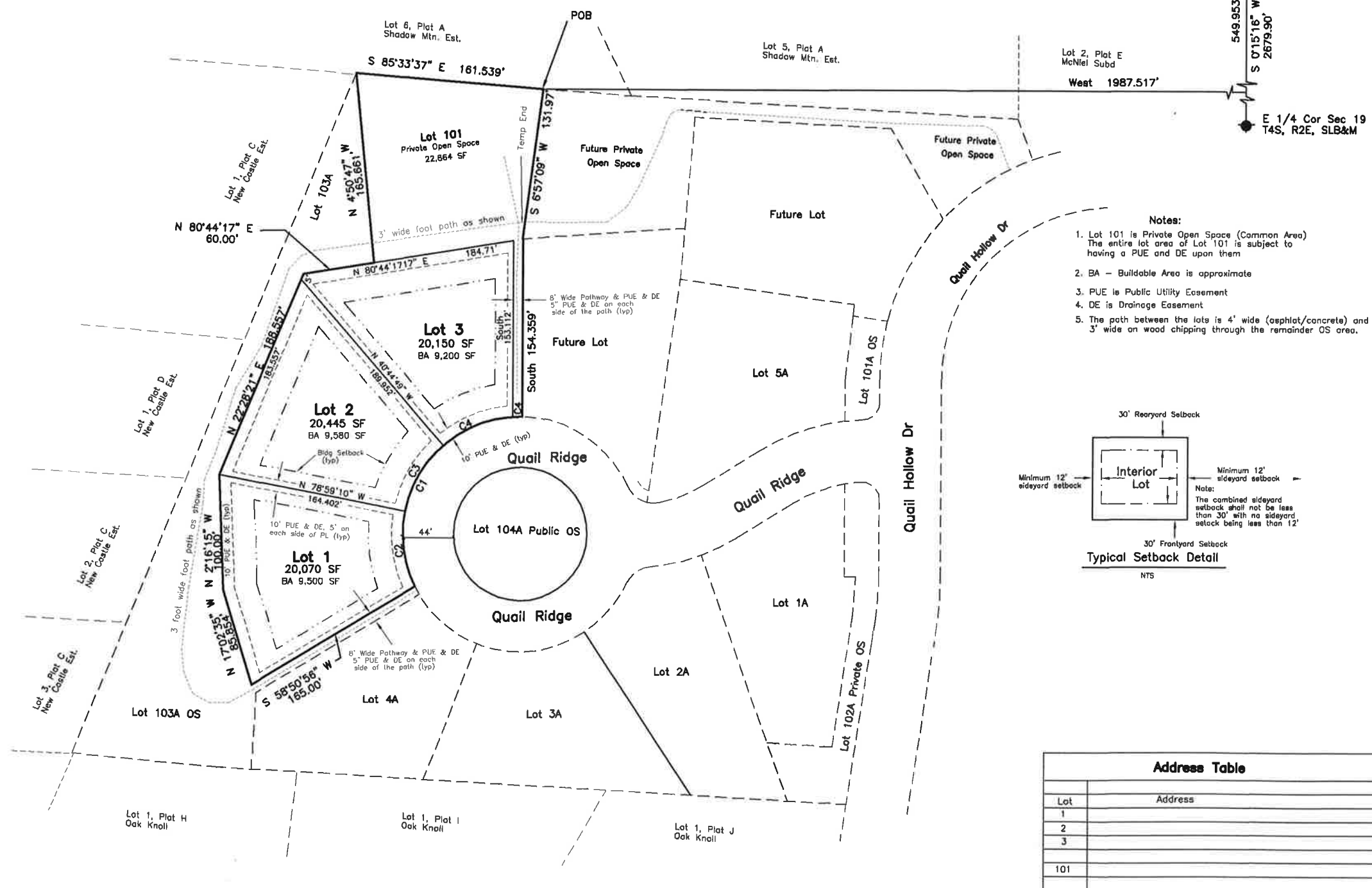
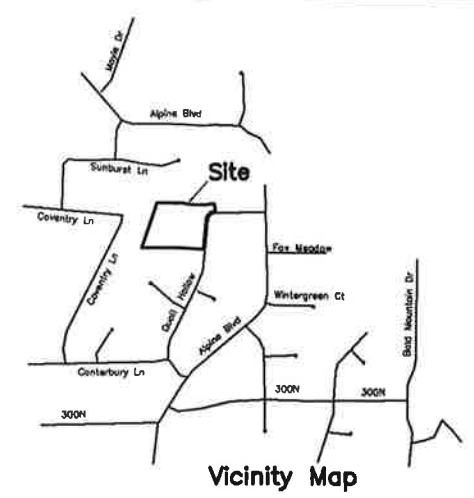
Jed Muhlestein, P.E.
Assistant City Engineer

cc: File
Developer

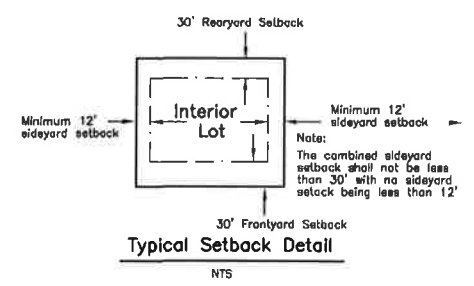
Alpine City Engineering
20 North Main
Alpine, Utah 84004



Curve Data Table						
#	Arc	Chord Bears	Delta	Radius	Tan	
C1	206.551"	S 31°55'16" W 174.076'	117°08'53"	102.00'	166.932'	
C2	67.056'	S 74°9'10" E 65.855'	37°40'	102.00'	34.79'	
C3	67.056'	S 20°50'50" W 65.855'	37°40'	102.00'	34.79'	
C4	66.434'	S 67°20'22" W 85.288'	37°19'03"	102.00'	34.443'	
C5	8.006'	S 88°14'48" W 8.004'	4°29'49"	102.00'	4.005'	



- Notes:**
- Lot 101 is Private Open Space (Common Area). The entire lot area of Lot 101 is subject to having a PUE and DE upon them.
 - BA - Buildable Area is approximate.
 - PUE is Public Utility Easement.
 - DE is Drainage Easement.
 - The path between the lots is 4' wide (asphalt/concrete) and 3' wide on wood chipping through the remainder OS area.



Address Table	
Lot	Address
1	
2	
3	
101	

Surveyor's Certificate

I, K. Edward Gifford, do hereby certify that I am a Registered Land Surveyor, and that I hold certificate No. 162675 as prescribed under the laws of the State of Utah. I further certify by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into Lots, Blocks, Streets, and Easements and the same has been correctly surveyed and staked on the ground as shown on this plat and that this plat is true and correct.

Boundary Description:

Commencing at a point located S 0°15'16" W 549.953' along the section line and West 1987.517 feet from the Northeast Corner of Section 19, Township 4 South, Range 2 East, Salt Lake Base and Meridian; thence S 6°57'09" W 131.97'; thence South 154.359'; along the arc of 104.00' radius curve to the left 208.551' (chord bears S 31°55'16" W 174.076'); S 58°50'56" W 165.00', N 17°02'35" W 85.854', N 2°16'15" W 100.00', N 22°28'22" E 188.557', N 80°44'17" E 60.00', N 4°50'47" W 165.661'; thence S 85°33'37" E 161.539' along Shadow Mountain Plot A Subdivision to the point of beginning.

Area = 1.9176 acres
Basis of Bearing is NAD 27

K. Edward Gifford _____ Date _____

Owner's Dedication

Know all men by these presents that we, all of the undersigned Owners of all of the property described in the Surveyor's Certificate hereon and shown on this map, have caused the same to be subdivided into Lots, Blocks, Streets and Easements and do hereby dedicate the Streets and other Public Areas as indicated hereon for the perpetual use of the Public. In witness hereof we have hereunto set our hands this _____ day of _____, A.D. 201__

Acknowledgement

State of Utah }
County of Utah } S.S.
On this _____ Day of _____, A.D. 201__ Personally appeared before me the signers of the foregoing dedication who duly acknowledge to me that they did execute the same.

My Commission Expires _____ A Notary Public Commissioned in Utah
Notary Address _____ Printed Full name of Notary _____

Acceptance by Legislative Body

The _____ of _____, County of Utah, approves this subdivision and hereby accepts the dedication of all Streets, Easements, and other Parcels of Land intended for Public Purposes for the perpetual use of the Public this _____ Day _____, A.D. 201__

Approved _____ Engineer (See Seal Below) Attest _____ Clerk-Recorder (See Seal Below)

Planning Commission Approval

Approved this _____ Day of _____, A.D. 201__, by the Alpine City Planning Commission

Director-Secretary _____ Chairman, Planning Commission _____

Approval as to Form

Approved as to Form this _____ Day of _____, A.D. 201__
City Attorney _____

Plat "B" RECEIVED SEP 16 2014
Olde Moyle Mound PRD

SUBDIVISION

SCALE 1" = 50'

ALPINE, UTAH COUNTY, UTAH			
Surveyor's Seal	Notary Public Seal	City Engineer's Seal	Clerk-Recorder Seal

ALPINE CITY COUNCIL AGENDA

SUBJECT: Alpine City Emergency Operations Plan

FOR CONSIDERATION ON: October 14, 2014.

PETITIONER: Rich Nelson, City Administrator

ACTION REQUESTED BY PETITIONER: For Council approval.

INFORMATION: The Emergency Operation Plan (EOP) was developed in conjunction with the City's Emergency Preparation Committee (EPC). The plan has been presented to the City Council previously. They requested that the plan be changed to show that the City Council had a defined role in planning an response to an emergency situation. That has been done.

The plan also includes three resolutions to make the plan operational. They are:

1. A resolution adopting the EOP.
2. A resolution adopting the used of the national incident management system (NIMS)
3. A resolution adopting the emergency management mission statement, vision statement, guiding principles and goals.

These plans are needed to allow a City to request funding from FEMA in the case of a emergency disaster. It is also needed for the smooth operation of the city and volunteers when such an emergency disaster occurs.

RECOMMENDED ACTION: *For Council approval.*

RESOLUTION NO. R2014-08

**A RESOLUTION OF THE ALPINE CITY COUNCIL ADOPTING THE
ALPINE CITY, UTAH 2014 EMERGENCY OPERATIONS PLAN**

WHEREAS, the City Council desires to adopt a new 2014 Emergency Operations Plan; and

WHEREAS, the City Council has directed staff to utilize the resources of the City in an efficient and effective manner in the provision of emergency management services;

NOW, THEREFORE, be it resolved by the City Council of Alpine City, State of Utah as follows:

Section 1. 2014 Emergency Operations Plan. The 2014 Emergency Operations Plan attached hereto as Exhibit "A" is hereby adopted and represents the direction and goals for the City Council in relation to the Emergency Management Program of Alpine City.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This resolution shall become effective immediately upon passage by the City Council.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF ALPINE CITY, UTAH THIS
14th DAY OF OCTOBER, 2014.**

ALPINE CITY

BY: _____
Alpine City Mayor

ATTEST:

Alpine City Recorder

RESOLUTION NO. R2014-09

A RESOLUTION ADOPTING THE EMERGENCY MANAGEMENT MISSION STATEMENT, VISION STATEMENT, GUIDING PRINCIPLES AND GOALS

WHEREAS, the City Council of the City of Alpine, Utah, does hereby find as follows:

WHEREAS, the City of Alpine believes that the Emergency Operations Plan needs to have a Mission Statement, Vision Statement, Guiding Principles and Goals to enable the City, its first responders and other agencies to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the adoption of an Emergency Management Mission Statement, Vision Statement Guiding Principles and Goals will be vital to the development and effective utilization of resources to deal with emergencies;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of the City of Alpine, Utah, that the Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals are approved for Alpine City.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Alpine, Utah.

Dated: _____

Don N. Watkins, Mayor

Charmayne Warnock, City Recorder

RESOLUTION NO. R2014-10

A RESOLUTION ADOPTING THE USE OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, the City Council of the City of Alpine, Utah, does hereby find as follows:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the city's/county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes,

WHEREAS, the Incident Command System components of NIMS are already an integral part of various city/county incident management activities, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of the City of Alpine, Utah, that the National Incident Management System (NIMS) is established as the City standard for incident management.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Alpine, Utah.

Dated: _____

Signed by:

Don N. Watkins, Mayor

Attest:

Charmayne Warnock, City Recorder

ALPINE CITY EMERGENCY OPERATIONS PLAN

November 2014

EMERGENCY OPERATIONS PLAN ACTIVATION

This emergency operations plan (EOP) will be activated and implemented when the Alpine City Mayor declares an emergency or when an emergency is imminent or probable and the implementation of this EOP and the activation of the Alpine City Emergency Operations Center (EOC) is a prudent proactive response.

Execution of the Emergency Operations Plan

This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent.
- The chief elected official(s) or designees declare a state of emergency.
- As directed by the Alpine City Administrator or designee.

EOC staff should be familiar with the EOP guidelines, procedures, and supplemental information so that in an emergency they can complete tasks in a timely manner. The EOP will also provide guidance regarding official records that will need to be kept on file after an emergency response.

The emergency management organizational structure is outlined in Emergency Support Function # 5 - Emergency Management. Alpine City is under the immediate operational direction and control of the City Administrator who coordinates interdepartmental emergency operations and is ultimately responsible for resolution of conflicts regarding the application of limited resources to a variety of concurrent emergencies.

Saving lives will take precedence over protecting property for decisions involving resource allocation and prioritization.

Responsibility for coordination of emergency activities with regional, state, and private partners resides with Alpine City Emergency Management Team and will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System (NIMS).

Alpine City Council Approval of Plan

This plan was approved by the Alpine City Council on October 14, 2014 by Resolution # R2014-08.

APPROVAL AND IMPLEMENTATION

Effective date: _____

This document is the updated integrated emergency operations plan (EOP) for Alpine City. This EOP supersedes any previous emergency management plans promulgated by Alpine City. It provides a framework for Alpine City departments to plan and perform their respective emergency functions during a disaster or national emergency.

This EOP recognizes the need for ongoing emergency operations planning by all Alpine City departments.

This plan addresses the four goals identified in the National Strategy for Homeland Security:

- Prevent and disrupt terrorist attacks.
- Protect the American people, our critical infrastructure, and key resources.
- Respond to and recover from incidents.
- Continue to strengthen the foundation to ensure our long-term recovery success.

By integrating planning efforts in these four areas, Alpine City can produce an effective emergency management and homeland security program.

In accordance with the Homeland Security Presidential Directive (HSPD)-5, all agencies, departments, and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state, and federal organizations.

As part of NIMS, the Incident Command System (ICS) will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene incident management will be coordinated using ICS.

This EOP is in accordance with existing federal, state, and local statutes. The Alpine City Council and Mayor have approved this plan. The plan will be revised and updated as required.

Legislative Authority: In accordance with §63K of the Utah Code Annotated and Section 3.000 of the Alpine City Code, the Mayor, City Council and municipal officials are hereby vested with the authority to act in accordance with the provisions of this Emergency Operations Plan, which has been duly adopted by the Alpine City Council and may be updated from time to time.

See Appendix A: Resolution Adopting the Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals

The Alpine City Emergency Operation Plan (EOP) is a living document that will be strengthened and enhanced over time as it is tested and activated for incidents or exercises. In concert with the plan maintenance section and planning efforts with surrounding jurisdictions, the Alpine City Emergency Operations will revise and refine the annex on a regular basis.

Each revision to this EOP will be numbered and documented. As new versions are created and adopted, they will be distributed to participants and will supersede all previous versions. The table below is a record of revisions made after the final draft was published.

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Record of Changes

Change Number	Adoption Date/City Council	Section Changed

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Section 1

INTRODUCTION

1.1 Purpose

The basic function of government is to provide for the **health, safety, and general welfare of citizens**. It is a fundamental responsibility of Alpine City to engage in comprehensive emergency management planning in order to protect life and property from the potential impacts of an emergency or disaster. The Alpine City Emergency Operations Plan (EOP) establishes the emergency management structure of the city and a framework for the community's response to emergencies and disasters. The plan is intended to be consistent with criteria developed by the Federal Emergency Management Agency (FEMA) and related federal programs, the Utah Department of Public Safety and Homeland Security, Alpine City elected officials, and local public safety providers. The plan outlines the roles and responsibilities of Alpine City government officials and employees before, during, and after a disaster or emergency.

The purpose of the EOP is to mitigate impacts from emergency situations where possible, assign organizational responsibilities in an emergency, improve the capabilities of emergency personnel, and identify a Chain of Command that includes local, state, and federal officials. The EOP will describe how people and property will be protected during emergencies and identify personnel, equipment, facilities, supplies, and other resources available in emergencies.

This EOP is intended to complement the Utah County Emergency Management Operations Plan, the Utah Department of Public Safety and Homeland Security Emergency Operations Plan, emergency protocols of the Lone Peak Public Safety District (LPPSD) and all federal emergency preparedness and response plans. This EOP describes how City resources, mutual aid, state, and federal agencies will be coordinated in response to an emergency or disaster.

The Alpine City EOP establishes a framework to integrate and coordinate the emergency response and recovery actions of all levels of government, volunteer organizations, and the private sector within Alpine City. The EOP is a comprehensive plan that is risk-based and all-hazards in its approach. As such, it is the blueprint for all Alpine City emergency and disaster operations, including natural disasters, human-caused accidental disasters, and terrorist incidents.

Emergency response and recovery actions undertaken by different government agencies and volunteer organizations following a major disaster or emergency will ensure that the following objectives are met:

- Reduce the vulnerability of residents within Alpine City to loss of life, injury, damage and destruction of property during natural, technological, or human-caused emergencies and disasters or during hostile military or paramilitary actions.
- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies and disasters.
- Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
- Assist Alpine City residents with recovering from emergencies and disasters by providing for the rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.
- Provide an emergency management system encompassing all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.

Alpine City is the lead agency for coordinating the response during a major disaster or emergency affecting Alpine City. The Emergency Management Team is responsible for the following:

- Develop effective mitigation practices for the community.
- Provide training and conduct exercises for the emergency response forces of Alpine City.
- Develop and implement emergency plans, operating procedures and checklists, systems, and facilities for response to community emergencies.
- Work with local government and community agencies to develop plans and procedures to recover from a disaster.
- Coordinate the community's response to disasters.

1.2 Scope

The Alpine City EOP establishes the fundamental policies, basic program strategies, assumptions, and mechanisms through which Alpine City will mobilize resources and conduct activities to guide and support local jurisdictions and to seek assistance when necessary from Utah County Emergency Management and the Utah Division of Homeland Security during response, recovery, and mitigation.

1.3 Phases of Emergency Management

The Alpine City EOP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The EOP addresses disasters through the **four mission areas identified in the National Strategy for Homeland Security: to prevent, protect against, respond to, and recover from natural, technological, or human-caused emergencies.**

- **Prevention** consists of actions that reduce risk from human-caused events. Prevention planning identifies actions that minimize the possibility that an incident will occur or adversely impact the safety and security of a jurisdiction's critical infrastructures and its inhabitants.
- **Preparedness** reduces or eliminates a threat to people and places. The protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection safeguards citizens and their freedoms, critical infrastructure, property, and the economy from acts of terrorism, natural disasters or other emergencies. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.
- **Mitigation** is a vital component of the overall preparedness effort and represents the sustained actions a jurisdiction takes to reduce or eliminate long-term risk to people and property from the effects of hazards and threats. The purpose of mitigation is twofold: (1) to protect people and structures and (2) to minimize the costs of disaster response and recovery.
- **Response** embodies the actions taken in the immediate aftermath of an incident to save lives, meet basic human needs, and reduce the loss of property and impact to the environment. Response planning provides rapid and disciplined incident assessment to ensure response is quickly scalable, adaptable, and flexible. Proper response will serve to reduce the time needed for recovery efforts and restoration of normal community activities. The immediate concern in a response situation is the provision of vital life-supporting systems, communication, organized evacuation and transportation, dissemination of information and initial damage assessment.
- **Recovery** encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Recovery planning must be a near seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons. Recovery returns the community to a healthy, viable, and economically sustainable environment after an emergency or disaster. Recovery efforts include detailed damage assessments, restoration of governmental services, identification of financial assistance, and in general the return to normal life. The level of recovery will be highly dependent upon the

specific situation and the amount of damage incurred. There is no definite point at which response ends and recovery begins, but rather they are linked in effectively dealing with emergencies.

1.4 Disaster Condition (Situation Overview)

Alpine City is vulnerable to natural, technological, and human-caused hazards that threaten the health and safety of citizens. Mitigation action and planning can substantially reduce the cost of responding to and recovering from a disaster.

A major disaster or emergency could produce a large number of fatalities and injuries. Many people will be displaced and unable to feed, clothe, and shelter themselves and their families. Jobs will be lost with reduced prospect for future employment in the area. The economic viability of the affected communities may be jeopardized. Many private homes and businesses and major industries will be damaged or destroyed. The structural integrity of many public buildings, bridges, roadways, and facilities will be compromised. Water and utility infrastructure may be severely affected, and emergency response efforts will be hampered due to transportation problems, lack of electrical power, debris, and damaged, destroyed, or inaccessible structures.

Timely deployment of resources from unaffected areas in Alpine City, other jurisdictions and the State of Utah will be needed to ensure an effective and efficient response.

1.5 Planning Assumptions

- The Alpine City emergency management command and control structure is based on a bottom-up approach to response and recovery resource allocation (that is, local response efforts followed by county response efforts, then state response efforts, and finally federal government assistance). Each level of government must exhaust its resources prior to elevation to the next level. Homeland security statutes and regulations may govern certain response activities. The recovery of losses and reimbursements of costs from federal resources will require preparation and compliance of certain processes.
- Alpine City will make every reasonable effort to respond in the event of an emergency or disaster. However, Alpine City resources and systems may be damaged, destroyed, or overwhelmed.
- The responsibilities and functions outlined in this EOP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time of the emergency or disaster.
- There will likely be direct physical and economic damages to critical infrastructure. This damage will diminish emergency response abilities due to inaccessible locales, cause inconvenience or overwhelming distress due to temporary or protracted service interruptions, and result in long-term economic losses due to the economic and physical limitations of recovery operations.
- The Alpine City Emergency Operations Center (EOC) will be activated and staffed with representatives from Alpine City departments, agencies, and private organizations. Representatives will be grouped together under the Emergency Support Function (ESF) concept. The primary agency for each ESF will be responsible for coordinating the planning and response activities of the support agencies assigned to the ESF.
- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure, and floods are a few of the significant factors that will affect casualties and damage.
- Disaster relief from agencies outside Alpine City may take 72 to 120 hours or more to arrive.
- Residents living within the Alpine City boundaries are encouraged to develop a family disaster plan and maintain the supplies necessary to be self-sufficient for a minimum of 72 to 120 hours and a maximum of two weeks.

1.6 Incident Command System

Alpine City has adopted the National Incident Management System (NIMS) as the standard incident management structure within Alpine City. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Alpine City. First responders are encouraged to implement training, exercises, and daily use of ICS. ICS is a combination of facilities, equipment, personnel, procedures, and communications that operate with a common organizational structure. ICS is designed to aid in resource management during incidents. ICS is applicable to small incidents and large, complex incidents. All operations within the Alpine City EOC will be conducted using ICS.

See Appendix C: Resolution No. _____ Adopting National Incident Management System

1.7 Incident Response and Management

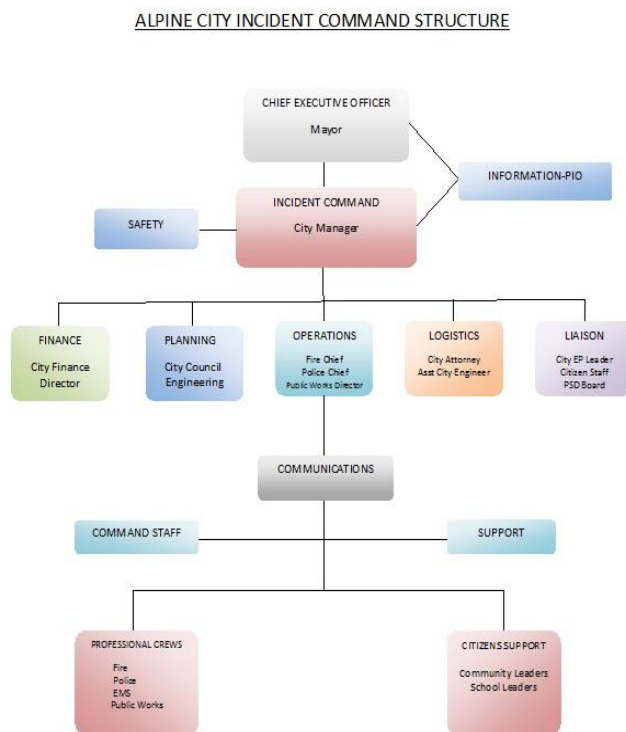
1.7.1 Incident Command System

The Incident Command System (ICS) is a standardized emergency management concept designed to allow responders from various entities to effectively engage in the management of an emergency situation or disaster. This will allow personnel to work across jurisdictional boundaries and avoid potential confusion during complex situation. The system was developed by the federal government to address the following problems:

- Too many people reporting to one supervisor
- Different emergency response organizational structures
- The lack of reliable incident information
- Inadequate and incompatible communications
- The lack of structure for coordinated planning among agencies
- Unclear lines of authority
- Terminology differences among agencies and unclear or unspecified incident objectives

An ICS enables integrated communication and planning by establishing a manageable span of control. An ICS divides an emergency response into five manageable functions essential for emergency response operations: Command, Operations, Planning, Logistics, and Finance and Administration as indicated below.

Figure 1
Incident Command System Structure



The modular organization of the ICS allows responders to scale their efforts and apply the parts of the ICS structure that best meet the demands of the incident. In other words, there are no hard and fast rules for when or how to

expand the ICS organization. Some incidents may not require the activation of all Emergency Response Teams, while others will require some or all of them to be activated.

During an emergency or disaster, the primary responsibilities of the Incident Commander are to:

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively
- Determine incident objectives and strategy to achieve the objectives
- Establish and monitor incident organization
- Approve the implementation of the written or oral Incident Action Plan
- Ensure adequate health and safety measures are in place

The Incident Commander is assisted by several support staff positions. As illustrated in Figure 1 above, the staff support is divided into two separate functions. The Command Staff includes the Information Officer, Liaison Team Leader and the Safety Team Leader. The Information Officer's role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations. The Liaison Team Leader serves as the point of contact for assisting and coordinating activities between the Incident Commander and various agencies and groups. The Safety Team Leader will develop and recommend measures to the Incident Commander for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. Together, the Command Staff will provide recommendations to the Incident Commander in the creation of an Incident Action Plan.

The General Staff includes the Operations Team Leader, the Planning Team Leader, the Logistics Team Leader and the Finance Team Leader. The primary task of the General Staff is to implement the Incident Action Plan developed by the Command Staff and approved by the Incident Commander. The Operations Team Leader is responsible for all functions directly applicable to the primary mission of the response. The Planning Team Leader is responsible for collecting, evaluating, and disseminating the tactical information related to the incident. The Logistics Team Leader is responsible for providing facilities, services, and materials for the incident response. All financial, administrative, and cost analysis aspects of the incident are the responsibility of the Finance Team Leader.

Together, the Command Staff and General Staff will coordinate to complete the following tasks:

- Preparation of a coordinate response and create an Incident Action Plan
- Establish means necessary to maintain effective communication
- Coordinate and utilize municipal resources efficiently
- Identify incident and recovery priorities
- Coordinate response and assistance from outside agencies
- Provide accurate information to the residents and media

1.7.1.1 Incident Action Plan

The first and most important function of the Incident Commander is to strategize with members of the Command Staff in the creation of an Incident Action Plan. It is impractical to establish criteria for developing an Incident Action Plan because each situation will be unique. However, taking the time necessary to prepare an Incident Action Plan will allow the Incident Commander to focus available resources on the highest priorities and incident objectives.

1.7.1.2 On-Scene Coordinator

At the Alpine City level, the Emergency Manager is designated (or as assigned by the Incident Commander) as the On-Scene Coordinator (OSC). Under the direction of the Incident Commander, the OSC monitors, provides technical assistance, and coordinates the field activities of municipal resources. After an Incident Action Plan has been developed, the OSC will coordinate with local, county, state, and federal responders to ensure a coordinated and effective response. The OSC will likely be present during the formation of the Incident Response Plan and should be prepared to implement and integrate the plan in the field. In the absence of the Emergency Manager the City Engineer will provide oversight. If the City Engineer is not available, the third in line will be the Finance Director.

Because some emergency situations may last several days, or due to illness, vacation, or other absenteeism, it is important that the Incident Command System be staffed at least three deep. The three deep staffing mirrors the staffing for the Alpine Emergency Response Teams identified in Section 1.7.3 of this Chapter.

1.7.2 Initial Priorities

The first minutes and hours following an emergency situation or disaster can be disorganized and confusing and limit the ability of the city to provide an effective response. In order to avoid this scenario, each response action plan attached hereto includes a list of initial priorities developed to provide guidance in an emergency situation. In general, the initial priorities include:

- **Preliminary damage assessment to provide critical post-disaster information.**
- **Determination of the magnitude of the incident and establishment of Emergency Level.**
- **Creation of the response and recovery plans.**
- **Assessment of critical facilities including hospitals, public safety facilities, schools and other mass gathering locations, and similar structures.**

1.7.3 Emergency Support Functions

The federal, state and often county level emergency management programs identify specific support and response teams referred to as Emergency Support Functions (ESF).

It is important to note that all tasks identified in the ESF program are assigned and each team is aware of the functions they are expected to perform. This will allow an unproblematic transition of duties and communication when outside agencies are engaged in assistance during an emergency. Alpine City Emergency Support Functions include:

Policy and Legislative Support

The Mayor will conduct the actions of the Policy and Legislative Support Team during an emergency situation. The Primary functions of the team will be to coordinate all efforts with the Incident Commander, review assessment reports, issue declarations of emergency, identify emergency levels, provide legislative leadership, and communicate with outside agencies, residents and media outlets as appropriate. If the Mayor is unavailable or unable to participate, management of the Policy and Legislative Support Team will be transferred to the Mayor Pro Tempore, who will be selected by majority vote of the available members of the City Council. If the Mayor or a Mayor Pro Tempore is not available, the City Administrator will fill in that function until an elected official is present.

Command and Control

Under the direction of the Incident Commander the Command and Control Team serves as the operational control of an emergency situation or disaster. In consultation with the Mayor and City Council, the Incident Commander will provide oversight and direction for all emergency response personnel and authorize all use of municipal equipment and resources. The primary function of the Command and Control Team is to review all situation assessments, organize an appropriate response, develop response, recovery and mitigation plans, and coordinate with any outside agencies asked to provide assistance. Other key responsibilities of the Command and Control Team include accurate and timely dissemination of information, oversight of expenditures, coordination of legal actions including the creation of contracts and agreements for outside assistance, and keeping federal, state, county and local officials adequately informed. In the absence of the Incident Commander, the City Engineer will provide oversight of the Command and Control Team. The third member of the three deep line of succession will be the City Finance Director or any other person so designated by the Incident Commander.

Emergency Manager

Working under the Incident Commander, the Emergency Manager will oversee the Emergency Operation Center (EOC) and its operating functions. The Emergency Manager may be sent out to the Incident to relay information back to the EOC or help to coordinate the activities of the EOC. The Emergency Manager shall help direct the implementation of the city's Emergency Operation Plan (EOP).

Public Information Officer

The Public Information Officer will take all media calls and produce any press releases about the emergency situation. The Public Information Officer will work directly under the Incident Commander and will seek the Incident Manager's approval before sending any information out to the public. The Public Information Officer will coordinate all information posted on the city website and any information sent out on Twitter or Facebook or any other social media outlets. The Public Information will coordinate with any other PIO's involved in the incident, such as a spokesperson from the Fire Department and the Police Department, to make sure a consistent message is going out to the media outlets and to the public.

Liaison

The Liaison Team coordinates the efforts of Alpine City response teams and all outside agencies. In an emergency situation, assistance from agencies such as Red Cross, Citizen Emergency Response Team (CERT), Block Captains, Utah County, the State of Utah, various federal agencies and other service providers is critical to protect lives and property. The primary responsibility of the Liaison Team includes arrangement for emergency shelter of victims, mass feeding, bulk distribution of relief supplies, and disaster relief information. Other important functions of the Liaison Team include coordination with utility companies to ensure the provision of services, support of volunteer organizations (food, clothing, relief), and efforts to restore community normalcy. The three deep line of succession for the Liaison Team includes the City Recorder. In absence of the City Recorder, the City Finance Director will oversee the Liaison Team. In their absence, the Assistant City Engineer will be in charge.

Planning

The Planning Team is responsible for several important efforts in an emergency situation including participation in the initial damage assessment. Under the direction of the Incident Commander, the Planning Team leader will provide all necessary building plans, city maps, regulatory guidelines and other documentation needed to complete damage assessments in the community. Using building inspectors and other qualified personnel, the team leader will coordinate with the leader of the Logistics Team to conduct damage assessments and inform the Incident Commander. Other duties of the Planning Team include the creation of maps, assistance in the preparation of response, recovery and mitigation plans, and creation of pre-disaster and post-disaster mitigation plans. The City Planner is the leader of the Planning Team. In the absence of the City Planner, the Assistant City Engineer will oversee the efforts of the Planning Team. The City Recorder will provide oversight of the Planning Team if the City Planner and the Assistant City Engineer are unavailable or unable to act.

Finance and Records Administration

The Finance Administration Team will keep accurate records of all expenditures during an emergency situation, ensure that all financial contract provisions are satisfied and that all documents necessary for grants, reimbursements and other filing requirements are properly administered. The Finance Director, as the leader of the Finance Administration Team, will provide regular reports to the Incident Commander and a final finance report within thirty days following an emergency or a disaster. Another important duty of the Finance and Records Administration shall be the creation, keeping and filing of accurate records of the incident. The Finance Director may seek assistance from the City Recorder unless the City Recorder is engaged in other actions under the direction of the Incident Commander. If the Finance Director is unavailable or unable to act, the City Recorder will oversee the Finance Administration Team. The final assigned member of the three deep line of succession shall be the Accounting Clerk.

Logistics

The Logistics Team organizes, under the direction of the Incident Commander, the use of all municipal equipment and resources. The Logistics Team also coordinates with the Planning Team to conduct initial damage assessments concentrating on roads, bridges and other civil engineered facilities. The Logistics Team will provide the Incident Commander with a complete list of municipal resources, coordinate the use of city vehicles for transportation purposes, and participate in all response, recovery and mitigation activities. The Public Works Director/City Engineer will provide oversight of the Logistics team with primary backup from the Assistant City Engineer and the Assistant Public Works Director, respectively. Because much of the municipal equipment is under the purview of the Public Works Department, it is anticipated that the Logistics Team will act in tandem with public safety providers as first responders in an emergency situation or disaster.

Safety Operations

During an emergency situation or disaster, the public safety officials of LPPSD will likely be the most prepared group of employees to address the critical needs of protecting life and property. The LPPSD Police Chief will provide an immediate report to the Incident Commander detailing if additional peace officers are necessary to maintain good order. If outside assistance is needed, the report should indicate the anticipated assistance needed and the skills the persons should possess. The Incident Commander will coordinate with the LPPSD, the Police Chief and the Mayor for assistance, which may include personnel from other local agencies, state agencies, or federal assistance from resources such as the National Guard. If necessary, the Mayor may deputize eligible persons in the community to maintain order.

The LPPSD Fire/EMS Chief will provide an immediate report to the Incident Commander detailing if additional fire/EMS officers are necessary to provide emergency services. If outside assistance is needed, the report should indicate the anticipated assistance needed and the skills the persons should possess. The Incident Commander will coordinate with the Mayor for assistance, which may include personnel from other local agencies, state agencies, or federal assistance from resources such as the National Guard. These relationships are essential and the both the Police Chief and the Fire Chief will be responsible to coordinate, under the direction of the Incident Commander, the actions of the various public safety agencies respectively.

Another responsibility of the Safety Team is the management of animals during an emergency. The Safety Team leader, under the direction of the Incident Commander, will activate all trained personnel to aid in the protection and care of animals in the municipality. If the Police Chief or Fire Chief is not available or unable to act, the City Administrator will appoint a LPPSD police or fire officer to serve as the leader of the Safety Team.

Computer and Information Technology Support

Because much of the equipment used by municipal leaders in an emergency situation is complex and requires specific assembly, a Computer and Information Technology Support Team has been organized to provide support needed by any of the Emergency Response Teams. The team leader, the Finance Director for the City, shall report directly to the Incident Commander or designee. The three deep line of succession includes the City Planner, and the Assistant City Engineer, respectively.

The Alpine City Emergency Response Teams have been included in the table below as a quick reference guide. It is important to note that the assignments may be modified by the City Administrator as needed.

Emergency Support Function	Team Leader and Three Deep Line of Succession	Primary Responsibilities	Municipal Employees and Resources
Policy and Legislative Support	Alpine City Mayor Mayor Pro Tempore Alpine City Council Members City Administrator	Establish policy, approve emergency expenditures	Direct communication with Incident Commander, coordination of resources
Command and Control	City Administrator City Engineer/P.W. Director Assistant City Engineer	Review of assessments, preparation of response and recovery plans	Oversight of all municipal personnel and city resources
Liaison	City Recorder City Finance Director Assistant City Engineer	Coordinate outside agencies, arrange emergency shelter mass feeding, relief supplies	CERT, Block Captains, Red Cross and other outside agencies, local media
Planning	City Planner Assistant City Engineer City Recorder	Initial damage assessment, provision of building plans, maps, and other documentation	Planning personnel, GIS personnel
Finance	Finance Director City Accounting Clerk City Recorder	Keep records of expenditures during an emergency situation, satisfy contract provisions	Finance Department personnel, City Recorder
Logistics	City Engineer/P.W. Director Assistant Public Works Dir. Assistant City Engineer	Organize use of equipment and resources, conduct damage assessments on roads, bridges	Public Works Department personnel, municipal equipment, city fleet
Safety	LPPSD Chief of Police LPPSD Fire Chief LPPSD Police/Fire Officer	Protect life and property, maintain good order, report to Incident Commander	Police Department personnel, Fire Department personnel, police vehicles, fire/EMS vehicles, fire/EMS relationships
Computer and Information Technology Support	City Finance Director City Planner Assistant City Engineer	Provide support needed by Emergency Response Teams. Report to Incident Commander	Equipment dedicated to EOC and any other municipal computer equipment

1.7.4 Communication, Information Dissemination and Media Relations

Perhaps the most important element of an effective response is the ability to communicate and disseminate information. The flow of information between emergency responders, media outlets and to the general public is vital to maintain stability and order during an emergency situation or disaster. Effective communication can save lives and property while the lack of information can be life threatening or even fatal and increase the amount of damage to property.

All outgoing information will be approved by the Incident Commander (generally the City Administrator or designee). All public statements, requests for assistance, instruction to residents and businesses, and any other information shall be reviewed and approved by the Incident Commander in order to maintain good order. The Incident Commander will inform the media and general public of measures underway to address the situation,

including local government decisions and actions. Furthermore, the Incident Commander will provide information about relief services available if necessary.

There are many methods to communicate to the public and the news media, and at the present time Alpine City utilizes Website, Facebook, Email, Cellular Phones, Land Line Phones and Parlat Technology call out software. Other methods may be used as they become available.

Personnel assigned to serve in the Emergency Operations Center or to interact with media outlets or the general public are expected to be familiar with each of these communication tools, with the exception of HAM radios. If other means of communications are not available, the city has the resources to communicate through 800 MHz public safety frequency radios and HAM radios with assistance from Amateur Radio Emergency Services (ARES). Amateur Radio operators will be used to provide emergency communications if the city must rely on HAM radios as the primary source of communication.

1.7.5 Extreme Measures – Evacuation Planning, Civilian Law Enforcement

In extreme circumstances, unusual response measures may needed to protect lives, property and preserve good order. These issues are difficult to predict and will vary greatly based on the specific incident. These measures shall be instigated by the Incident Commander, but only after careful consideration and confirmation from the Mayor and City Council, public safety officials, and other appropriate authorities.

1.7.6 Section 5.5.1 Evacuation Planning

If the residents in a portion of the community will be safer somewhere other than in their own homes, an evacuation order will be issued. Asking residents to leave their homes and belongings behind is a serious situation. Protection of private property during an evacuation is the highest priority and allowing residents to return as soon as practicable is the goal.

In the event of an evacuation, the Incident Commander, or designee, will provide detailed information about the geographic extent of the evacuation, the anticipated length of the evacuation order, emergency shelter locations and contact information. The City may also contact the American Red Cross for assistance.

When situations warrant, a Recovery Center will be opened in the disaster area to administer federal, state, and local aid programs. The Recovery Center will open to the public and remain open based on need. In a larger incident, a regional Recovery Center may be established within the county in a central location. It is important that the following services be available at the Recovery Center:

- Red Cross and other local and federal aid organizations that can house and feed victims.
- Emergency medical facilities and transportation to facilities where additional medical services are provided.
- Building Inspectors under contract with the city can provide information about restoration and reconstruction.
- Representatives from the Utah State Department of Public Safety and Homeland Security who can provide information about insurance, damage assessments and other emergency services.
- Organizations available to provide extended housing and food.

1.7.6.1 Section 5.5.2 Civilian Law Enforcement

In the rare instance professional law enforcement, National Guard and other public safety providers are unable to provide adequate protection the Mayor may deputize residents to assist law enforcement officials with protection of private property. The Mayor shall follow all regulations of the Utah Code Annotated, 1953, as amended in the establishment of a civilian force.

Section 2

POLICIES

All operations under the Alpine City Emergency Operations Plan (EOP) will be undertaken in accordance with the mission statement of Alpine City Emergency Management, as follows: *To provide leadership in the effort to reduce the loss of life and property of Alpine residents in the event of an emergency situation or disaster by providing leadership in the preparation of protocols and standards for emergency mitigation, assessment, response, and recovery.*

The following policies apply to the Alpine City EOP:

- Counties, state, and federal emergency plans and programs will integrate with the Alpine City EOP to provide effective and timely support to the citizens of Alpine City in the event of major disaster or emergency.
- Alpine City departments and agencies will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the EOP.
- Local emergency response is primary during an emergency or disaster. Alpine City will coordinate with Utah County officials to augment local emergency resources as needed. Alpine City emergency response agencies include the Lone Peak Public Safety District Police and Fire/EMS Departments. They are dispatched through the Utah Valley Dispatch Special Service District (UVDSSD). Emergency calls should be placed using the 9-1-1 Emergency System. All non-emergency and administrative calls should be placed to UVDSSD by dialing (801) 794-3970.
- All local governments and agencies must be prepared to respond to emergencies and disasters even when government facilities, vehicles, personnel, and political decision-making authorities are affected. Alpine City is in the process of developing a Continuity of Operations (COOP) Plan that may be used in conjunction with this EOP during various types of emergencies. The COOP plan details the processes by which administrative and operational functions will be accomplished during an emergency that may disrupt normal business activities. As part of this EOP, essential functions of county and local government, private sector businesses, and community services are identified and procedures are developed to support these.

When necessary, Alpine City will initiate requests for assistance from Utah County through Utah County Emergency Management. Utah County Emergency Management will initiate requests for assistance from the state government through the Utah Division of Homeland Security, when necessary. The Utah Division of Emergency Management (DEM) may initiate requests for assistance from the federal government through the Federal Emergency Management Agency (FEMA) and other states through the Emergency Management Assistance Compact. Utah County is a signature party of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the Utah Department of Emergency Management and Homeland Security. If the emergency exceeds locally available resources of the emergency response forces, the first outside entity contacted will be Utah County in accordance with the previously approved Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery attached hereto.

Section 3

HAZARD ANALYSIS

After a major disaster, the public looks to all levels of government for assistance. In addition to the increased potential for disasters, a number of other factors are also on the rise. These include property values, population growth, and population density within hazard vulnerable zones. This sets the stage for increased impact and economic ramifications of catastrophic events.

3.1 Hazard Analysis

A disaster can occur at anytime within Alpine City. Rather than attempt to prepare for every potential disaster, the intent of Alpine City is to identify the most likely situations and concentrate efforts and resources on the education, preparation, and mitigation for emergencies and disasters with a higher likelihood of occurrence. The hazards identified in this section are those selected for consideration.

Areas of Alpine City are at risk for three types of events:

- **Natural Disasters** – Avalanche, drought, earthquake, epidemic, flood, landslide, debris flow, tornado, severe weather (rain, snow, wind, lightning, etc.), wildfires, etc.
- **Technological Incidents** – Airplane crash, hazardous materials release, power failure, radiological release, etc.
- **Human-Caused Hazards** – Transportation incidents involving hazardous substances, major air and ground transportation accidents, fire, civil disturbances, school violence, terrorists or bomb threats, sabotage and conventional nuclear, biological, or chemical attack, etc.

3.1.1 Natural Hazards

Numerous natural hazards exist in Alpine City and surrounding communities. Active fault zones pose the threat of earthquakes, while steep mountains adjacent to the city create a potential for landslides, debris flows, rock falls, and snow avalanches.

3.1.1.1 Severe Weather

The potential for severe weather is a reality in Alpine City and the surrounding region. These weather events are not isolated to any climatic season, but rather can occur at any time during the year. During the spring and summer months, heavy rains can fall upon soils in a desert climate that may not readily percolate creating surface runoff, mudslides, debris flow, flooding, and other water-related damage. During the winter months, heavy snowfall is possible, especially in higher elevations of the community. While Alpine City is typically self reliant in weather-related events, severe weather may require assistance from outside agencies.

3.1.1.2 Winter Storms

Winter weather systems and snowstorms over northern Utah can have a dramatic effect on regional commerce, transportation, and daily activity and are a major forecast challenge for local meteorologists. This challenge is heightened in Alpine City because of the wide variety of local climatic features, such as significant elevation changes, atypical wind patterns, and mountainous slopes located immediately adjacent to city boundaries. These local features can impact the severity of winter storms. Snowfall is also influenced by the Great Salt Lake, which can produce localized snow bands or lake effect accumulations several times each winter.

Alpine City will continue to identify new methods to minimize the impact of winter storms, but it is not possible to prepare for all winter storm events.

3.1.1.3 Flooding

Although located in a semi-arid region, Alpine City is subject to thunderstorms and snowmelt flooding. Flooding was experienced in 1983, and, to a lesser extent, in 1984, and in 2013 related to the Quail Fire of 2012. These resulted in the construction of some debris basins, installation of stream-bank protection, the cleaning of stream channels to reduce flood hazards, and the installation of major storm drain systems. Flood plains have been rated for expected flood heights by the Federal Emergency Management Agency (FEMA) and areas susceptible to flooding have been delineated on the Federal Insurance Rate Maps (FIRM). These maps are updated as development occurs and channel obstructions, culvert modifications, and other changes alter potential flood heights and velocities.

The development ordinances of the city require geotechnical studies to identify areas of shallow ground water, artesian wells, and other water hazards. During high snow and rain fall years, the groundwater table can move closer to the surface.

3.1.1.4 Tornadoes and High Winds

Although infrequent, Alpine City is subject to severe damage resulting from tornadoes and extremely high winds often called microburst winds. As recent as August 11, 1999, a category F2 tornado touched down in the downtown Salt Lake City area, killing one person and injuring at least 100 people. The tornado caused widespread power outages as well as large-scale debris mainly from downed tree limbs. The community needs to be prepared and ready to respond to wind-related weather.

3.1.1.5 Lightning

The potential for structure and wildfires is increased by lightning events. When severe electrical storms are anticipated, the City Administrator may request a heightened level of observation by city personnel.

3.1.1.6 Geologic Hazard

Numerous geologic hazards exist in Alpine that could result in an emergency situation or disaster. Steep mountains adjacent to the city create a potential for landslides, debris flows, rock falls, and snow avalanches. Earthquake hazards are likely to include ground shaking, ground rupture, tectonic deformation, liquefaction, seismically induced slope failures and phenomena related to ground-water effects. Wildfires can remove necessary vegetation, which can result in unstable soils for extended periods of time.

The most proactive approach to minimizing geologic hazard is to avoid development in inappropriate areas. The potential for geologic events can be partially mitigated through proper placement of development. Each incident may require a unique response from Alpine City, and in the instance of a major mudslide or debris flow, outside assistance will be necessary.

3.1.1.7 Fire Hazard

Perhaps the most likely hazard in Alpine City is the potential for damage and loss of life and property through fire events. Fires can occur within the urban fabric of the community or as wildfires in the hillside areas of the community and mountainous areas adjacent to the city. Each incident may require a unique response from Alpine City.

3.1.1.8 Urban Fires

The risk of an urban fire is always present and with more large homes, the impact of an urban fire has increased over time and will likely increase in the future. The city is a member of the LPPSD. The LPPSD Fire/EMS Department satisfies national response times and provides full-time fire fighting personnel to serve the residents of the community. The LPPSD is capable of fighting most urban fires, but there may be instances where assistance from outside agencies will be requested.

3.1.1.9 Wildfires

Utah's fire season typically occurs during the warmer and drier months between May and October. Although traditionally a majority of wildfires have been caused naturally, mostly by lightning, as development encroaches on the hillsides and lower slopes of the Wasatch Mountains, wildfires caused by humans will likely increase. Education and careful preparation is necessary to protect life and personal property in vulnerable areas. The LPPSD Fire/EMS Department is working on a fire policy referred to as a Wildland Interface Zone.

3.1.1.10 Seismic Hazard

Perhaps the most feared incident in Alpine is the potential for a large earthquake. Reports indicate that thousands of deaths, billions of dollars of damage to private property, extended loss of utility services, overwhelmed medical facilities, and other catastrophic incidents will occur if a major earthquake occurs in the Utah Valley.

Of significant concern, many high priority public and private buildings and many critical infrastructure facilities are located within or across the major fault zones in the region. These facilities include very large waterlines, utilities, and transportation routes. However, potential damage is not limited to fault zone areas. Fine-grained, lake-bottom sediments are common in northern Alpine and are susceptible to liquefaction-induced ground failure during a large earthquake. Each incident may require a unique response from Alpine City and in the instance of a major earthquake outside assistance will be necessary.

3.1.2 Technological Hazards

Technological hazards include hazardous materials incidents. Usually, little or no warning precedes incidents involving technological hazards. Numerous technological hazards could impact the Salt Lake and/or Utah Valley.

3.1.3 Human-Caused Hazards

Alpine City may not be able to prevent a human-caused hazard from happening, but it is well within its ability to try to lessen the likelihood and the potential effects of an incident. As with many large metropolitan areas across the county, the Salt Lake Valley and Utah Valley areas are also vulnerable to a variety of human-caused hazards.

3.1.3.1 Civil Unrest

While rare, incidents such as riots, protests, looting and other public displays can have an impact on a community. Typically, these incidents can be adequately addressed through normal public safety procedures. If an incident of civil unrest rises to a level that warrants a more intensive response from Alpine City, the City Administrator with consultation from the Mayor and public safety officials may take any measures necessary to protect the health, safety, property and general welfare of residents and businesses in the community. These situations are unique, very dynamic and can change very quickly. The City Administrator is hereby authorized to use all municipal resources to protect the interests of the residents and businesses of the city, as allowed by law. Each incident may require a unique response from Alpine City.

3.1.3.2 Biological and Chemical Weapons

Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. Biological agents can be dispersed as aerosols or airborne particles. Terrorists may use biological agents to contaminate food or water because they are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Some chemical agents are odorless and tasteless and are difficult to detect. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

3.1.4 Regional and National Incidents

The potential exists for an emergency situation or disaster, whether located in Alpine City or not, to occur that extends beyond the municipal boundaries but can have significant impact on the community. These regional or

national incidents vary in severity and often involve interagency efforts. Some but certainly not all of these potential situations are listed in this section for reference and training purposes. Because resources are limited, the items listed have been determined to be the most likely to occur although city officials recognize other disasters are possible. Each incident may require a unique response from Alpine City.

3.1.4.1 Major Transportation Accidents

Transportation accidents involving interruption or failure of transportation systems, including air, and ground vehicles can vary greatly on their impact on the community.

Air Travel Incident

Although Alpine City does not operate or house an airport, the interruption of national or regional air service can impact urgent mail service, leave city officials stranded out of town, or result in a variety of other challenges and inconveniences. However, it is highly unlikely that Alpine City will be asked to participate in the response to an air travel-related incident and, therefore, the EOP does not include any provisions for this type of situation.

Vehicular Incident

The movement of motorized vehicles in Alpine City is a common everyday occurrence. Due to the suburban nature of the development pattern, a majority of residents depend on vehicular transportation as their primary mode of transportation. Due to the frequency of vehicular movement, there are a fair number of accidents that occur within the community. In the instance of an isolated incident or a “typical” multi-vehicle incident, the normal procedures of the LPPSD Police and Fire/EMS Departments will address the situation. However, in the instance of mass casualties, extended closure of major transportation routes, injuries that exceed the ability of local medical providers to provide adequate triage or similar disaster level instances, a more intensive response is necessary. If this situation occurs, under the direction of the City Administrator, assistance from Utah County and the State of Utah will be requested. It is highly unlikely that this level of vehicular incident will happen in Alpine, therefore the EOP does not include any provisions for this type of situation.

3.1.4.2 Communications Disruptions

On a constant basis, advances in communication devices allow people, business owners, and government to correspond in faster and more lifelike methods. Along with these improvements comes a heavier reliance on communication devices or traditional means of communication are discarded. Although providers go to great lengths to ensure reliability, there are instances when these methods are not available. Not surprisingly, the likelihood of these methods failing is significantly higher during an emergency situation or disaster, especially if the situation involves geologic or seismic hazards. For these reasons, Alpine City is planning to implement redundancy in the emergency preparedness communication devices used in emergency situations and in the emergency operations center (EOC). In the instance of prolonged loss of communication methods, the City Administrator may implement use of the redundant systems designated for use in the EOC.

3.1.4.3 Utility Outages or Shortages

Alpine City not only provides municipal services to the residents of the community, but the city also relies on other public and private utility companies to satisfy the needs of the citizens. Temporary or extended utility outages or shortages can cause significant disruptions in the operations of essential government services, public and private business operations, medical equipment and services, and the daily lives of residents. Although many critical facilities have emergency standby power supplies, they are designed for temporary events and subject to disruption or failure.

One of the primary concerns in relation to the potential loss of utilities is the harsh climate in our community. Alpine City can experience very hot summer conditions and very cold winter weather. Both of these extremes can be life threatening in a short period of time; sometimes within just hours. Alpine City has started planning to prepare for providing critical government services during a utility outage or shortage.

3.1.4.4 Terrorist Activities

The potential for a terrorist act that could affect the residents of Alpine City is a reality that must be considered. Terrorism, at least as it is generally defined in emergency management documents, is a federal issue and Alpine City will be expected to participate as a partner to address the health, safety, and welfare of Alpine City residents. In these instances, instruction will be given to the Mayor and City Administrator from federal sources and an Alpine City response strategy will be developed by the City Administrator to have all resources of the city available to federal responders.

3.1.4.5 Public Health Emergencies

On a regular basis, potentially catastrophic public health issues are raised in the mainstream media and the possibility of a national pandemic, local epidemic, such as the hantavirus, or a wide array of other health-related matters is real. Planning for these events is well beyond the ability of Alpine City, but if an outbreak were to occur, the City will be expected to provide accurate information in an immediate fashion. In the event of a public health emergency, the City Administrator will determine the appropriate measure of municipal response. The City Administrator may choose to activate the EOC and use all means necessary to inform residents and business owners.

In partnership with local and state public health officials, other federal agencies, medical and public health professional associations, infectious disease experts from academia and clinical practice, and international and public service organizations, Alpine City will incorporate all reasonable strategies to educate its residents and prepare for a measured response in the instance of a public health emergency.

3.1.4.6 Hazardous Materials

Alpine City will rely on the LPPSD Fire/EMS Department to provide first response to a hazmat situation. A potential impact of a hazmat incident may include an evacuation. In an evacuation situation resulting from a hazmat accident, the City Administrator using all data available from the LPPSD Fire/EMS Department and other appropriate agencies will determine the size and scale of the evacuation. The City Administrator may activate the EOC.

3.2 Hazard Assessment

Utah County has conducted an all-hazards assessment of potential vulnerabilities. This assessment will assist Utah County with prioritization and outlines a direction for planning efforts. Utah County recognizes the pre-disaster mitigation plan developed by the Mountainland Association of Governments. This pre-disaster mitigation plan serves to reduce the region's vulnerability to natural hazards. The pre-disaster mitigation plan is intended to promote sound public policy and protect or reduce the vulnerability of the citizens, critical facilities, infrastructure, private property, and the natural environment within the region.

The hazard analysis table below provides information to understand risks and their corresponding likelihood and consequences in Utah and the Wasatch Front.

**Table 3-1
Hazard Analysis Table Legend**

Rating	Frequency	Consequences
Low	Less than every 25 years	Some communitywide impact possible. Usually handled with available community resources.
Medium	Between 1 and 25 years	Localized damage may be severe; communitywide impact minimal to moderate. Handled with community resources and some mutual aid.
High	Annual	Moderate to high communitywide impact. May require state or federal assistance.

**Table 3-2
Hazard Analysis Table**

Hazard	Frequency	Warning Lead Times	Consequences	Population/Area at Risk
Avalanche	Medium	Minutes	Medium	Site
Landslide	Low	Hours to days	Medium	Site
Drought	Low	Weeks to months	Medium	Countywide
Earthquake	Medium	Minutes	Catastrophic	Countywide
Epidemic	Low	Weeks to occurrence	Catastrophic	Countywide
Flooding	Medium	24 hours to occurrence	High	Site
Severe weather snowstorm	High	36 to 24 hours	Medium	Countywide
Severe weather Lightning	High	Occurrence	Low	Site
Severe weather tornado	Low	Several minutes	High	Countywide
Severe weather wildfire	High	24 to 12 hours / occurrence	High	Wildland urban interface
HAZMAT	Medium	Occurrence	High	Site
Radiological incidents	Low	Occurrence	Medium	Site
Utility outages/shortages	Low	Months to weeks	High	Countywide
Telecommunications disruptions	Low	Days to hours	High	Countywide

Hazard	Frequency	Warning Lead Times	Consequences	Population/Area at Risk
Urban fires	Low	Months to weeks	High	Countywide
Transportation accidents	High	Occurrence	Low	Site
Domestic terrorism	Has not occurred	Days to hours	High	Locale
Biological/chemical weapons	Has not occurred	Days to hours	High	Locale

3.3 Mitigation

Based on the hazard analysis and hazard assessment above, Utah County has designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the effects or consequences of an incident. These mitigation activities are detailed in the State of Utah Hazard Mitigation Plan. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level. This section outlines the mitigation activities at each level of government as they pertain to the Utah County mitigation strategy to reduce exposure to, probability of, or potential loss from hazards.

The State of Utah Natural Hazard Mitigation Plan served as the guideline for mitigation operations in the State of Utah in general and Utah County specifically. The plan is intended to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment.

3.3.1 Mitigation Planning Process and Coordination

The State Department of Public Safety, Division of Emergency Services (DES) is the lead agency responsible for coordinating the development of the State of Utah Natural Hazard Mitigation Plan. The Alpine City Emergency Manager will be assigned to remain educated about the various programs available to aid Alpine City residents following an emergency situation.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act was enacted by Congress to supplement the efforts of state and local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act was not intended to provide 100 percent reimbursement for all damages incurred during an emergency situation or disaster, but permits federal assistance when the state and local governments have exhausted their resources and capabilities.

3.3.2 Mitigation Programs

3.3.2.1 Single Jurisdictional Areas

- Jurisdictions will develop and implement programs designed to avoid, reduce, and mitigate the effects of hazards by developing and enforcing policies, standards, and regulations.
- Jurisdictions will promote mitigation efforts in the private sector by encouraging the creation of continuity of operations plans and identifying critical infrastructures vulnerable to disasters or required for emergency response.

Mitigation activities are intended to eliminate or reduce the probability of an occurrence, or actions taken to reduce the impact of an emergency situation or disaster. These actions can prevent a situation from becoming a disaster, reduce the impact of a disaster, and protect life and property from damage in the event of a disaster. Moreover, mitigation efforts are typically the most cost effective form of emergency management. Effective mitigation begins

with the identification and recognition of potential hazards followed by realistic efforts by federal, state and local governments working together with property owners and residents to implement strategic improvements. Although the potential for a variety of hazards is possible in Alpine City, some are more likely to occur than others. Therefore, the Alpine City Council has determined that the limited mitigation resources of the city will be focused on:

- Wildfire prevention and mitigation
- Containment of debris flow and landslide material
- Storm drainage containment and dissipation
- Avalanche and winter storm events
- Microburst winds and tornadoes
- Hazardous material spills
- Earthquake preparation and education
- Resident awareness and public outreach
- Flooding

Mitigation is a shared responsibility and partnership between government entities, private property owners, and residents. Alpine City efforts will be focused on mitigation projects that can serve the greatest number of residents in areas that will be directly impacted by the potential emergencies and disasters listed above. Over time, it is anticipated that a mitigation plan will be prepared for each potential emergency or disaster listed above. However, it is impractical to anticipate that the city will have the resources to fund all necessary improvements identified in the mitigation plan for each potential disaster. Present and future elected officials will consider mitigation projects on a regular basis and implement improvements as funding becomes available.

3.3.2.2 Pre-Disaster Mitigation

The occurrence and severity of emergencies and disasters are difficult to predict. However, some potential hazards are more likely to occur than others. Because of the unpredictable nature of emergencies, this EOP was designed to be flexible in response and scope. Not all emergencies will require the full response of the emergency forces described in this EOP. There are many actions that can prepare residents for an emergency and others that can minimize harm to life or property. In coordination with community service and emergency response organizations, Alpine City will strive to educate residents to consider the following:

- Individuals, families and businesses are encouraged to maintain items necessary for basis sustenance for 72 to 120 hours following a disaster with minimal assistance.
- Businesses are encouraged to maintain resources to aid employees financially during the initial phases of an emergency and provide methods to reunite employees with family members.
- Residents will be encouraged to become familiar with and participate in voluntary emergency organizations such as the Community Emergency Response Team (CERT) and the Stake Representative/Ward Representative/Block Captain program.
- Residents and business owners are encouraged to participate in emergency management exercises and training.
- Alpine City will also engage in the preparation for an emergency situation. Some, but certainly not all of the pre-disaster activities of Alpine City include:
 - Creation and maintenance of a fully functional EOC that includes all communication, computer, supplies, personnel and training necessary to operate effectively during an emergency situation or disaster
 - Assurance of the ability to provide adequate warnings and information at all times through cooperation with local, county and state public safety organizations, the National Weather Service, the Utah Division of Emergency Management (DES), the Emergency Alert System, the Utah Department of Safety and Homeland Security, local and national media, the Amateur Radio Emergency System, and other appropriate organizations

- Identification of critical or high priority facilities that will be the focus of municipal efforts during an emergency such as hospitals, roads and bridges, utilities, and public safety facilities
- Identification of and maintenance of agreements for emergency shelter facilities
- Identification, to the extent possible, of people with special needs complete with a registry of local residents requiring assistance in evacuating or sheltering

Temporary Shelter – Many victims will leave public shelters to return home to find their homes no longer habitable. Schools can only house victims for short periods, usually no longer than several days. Longer-term shelters may be needed. Churches can also provide excellent shelter opportunities.

Recovery Assistance – State and federal programs exist to provide disaster victims with assistance. These programs include public assistance for government and nonprofit agencies, individual assistance for families and individuals, and hazard mitigation grant programs to help communities mitigate future disasters.

Rapid Initial Assessment Team (RIAT) – In events that require outside assistance, state and federal RIAT teams will arrive post-disaster to assess critical facilities and life safety needs.

3.3.2.3 Post-Disaster Mitigation

Initial response to protect life and property is the highest priority of Alpine City in an emergency situation. However, once life and property have been secured, the attention of city officials will focus on returning the city to a state of normalcy and reestablishing the activities of daily life. An important link in this process is the post assessment analyses of damage and the creation of a mitigation plan.

The first priority of a post-disaster plan will be the welfare of residents. Medical services, food and water, and housing will be organized using local, state, and federal protocols. The American Red Cross provides mass care activities that include sheltering, feeding, and emergency first aid to all disaster victims as part of a broad disaster relief program.

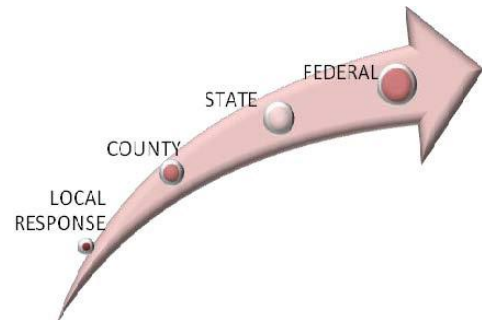
Within 30 days of a declared disaster, the Emergency Manager, with assistance from municipal personnel, county, state and/or federal representatives will present a post disaster hazard mitigation plan for review and consideration by the City Administrator. The City Administrator will coordinate with the City Council to establish funding for mitigation measures as appropriate. Some, but certainly not all, of the issues that will be addressed in the mitigation plan include:

- A general description of the nature and severity of damages, and their impacts on the community
- A general description of the emergency conditions which caused the damages, including historical information and trends
- An overview of federal, state, and local policies, regulations, and statutes governing associated with the emergency situation or disaster
- A description of potential hazard mitigation options and measures, including land use, development, and construction standards and practices
- Recommendations and measures necessary to make sure that identified opportunities for hazard mitigation are adequately addressed
- Methods to protect critical facilities such as power, communications, water, sewer, transportation, health, medical, schools, police, security, fire, and key businesses
- A report about the sufficiency of available shelter space and support materials
- Repairs and retrofitting needed for existing structures damaged as a result of the disaster
- Potential alterations to building inspection practices to ensure that all future buildings are properly constructed
- The potential acquisition of high hazard properties and/or the relocation of damage-prone infrastructure

Section 4

CONCEPT OF OPERATIONS

Alpine City uses a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. The resources of local response agencies, county, state, and federal agencies are used in this sequential order to ensure a rapid and efficient response.



4.1 Normal Operations

In the absence of a declared disaster or state of emergency, the emergency response forces of the city (emergency medical services [EMS], fire, law enforcement, and public works) will respond to emergencies within Alpine City with the authorities vested to them by law and local policy. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of a state of emergency to enable them.

Alpine City Emergency Management monitors local emergencies and provides emergency operations center (EOC) operational assistance as required. Notifications of reportable events are made to the appropriate agencies. Severe weather watches and warnings are relayed to agencies when issued by the National Weather Service. The City's EOC may be activated without a local declaration of a state of emergency to support local agencies in normal response or community emergencies.

4.2 Emergency Operations Plan Activation

This emergency operations plan (EOP) will be implemented when an emergency has been declared by the chief elected official(s) or designees or when an incident is considered imminent or probable and the implementation of this EOP and the activation of the Alpine City EOC are considered a prudent, proactive response to the impending incident.

This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent.
- A state of emergency is declared by the chief elected official(s) or their designee.
- As directed by the Alpine City Administrator or designee.

4.3 Declaring a Local State of Emergency

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (referred to as the Stafford Act - 42 U.S.C. 5721 et seq.) authorizes the president to issue major disaster or emergency declarations before or after catastrophes occur. Emergency declarations trigger aid that protects property, public health and safety, and lessens or averts the threat of an incident becoming a catastrophic incident.

An incident may start out small and escalate quickly or a major incident may occur at any time. The following is an example of steps leading to a disaster declaration.

- As soon as an incident occurs, Alpine City Emergency Management begins monitoring the situation.
- The EOC may be put on standby or minimally staffed.
- Alpine City Administrator notifies the Alpine City Emergency Manager of the incident and requests assistance. An initial assessment of damages is provided if available.

When conditions warrant, the Alpine City Emergency Manager, will request a declaration that a local state of emergency exists in Alpine City. The Mayor of Alpine City has the authority to declare an emergency and is the elected official charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the city council. It is the responsibility of the Mayor to declare an emergency situation in the city. In the absence of the Mayor, the Mayor Pro Tempore may declare an emergency. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers as long as those actions are consistent with the requirements of declaring an emergency outlined herein.

The proclamation declaring an emergency situation will be filed with the City Recorder and will include, at a minimum, the following:

- The nature of the emergency
- The area or areas of the community that are threatened
- The various conditions which cause the emergency to be declared
- The anticipated or initial period of the emergency

The declaration will be kept on file with other supporting documentation of the incident, which will be the official record of the situation and may be used to justify the disbursement of disaster assistance funds if available.

- The Alpine City EOP will be fully activated upon declaration of a local state of emergency
- Damage assessment updates from the affected areas should follow at regular intervals to the county EOC
- As specific assistance requests are received, Alpine City departments or Utah County may respond with available resources to assist in response, recovery, and mitigation efforts

The federal disaster law restricts the use of arithmetical formulas or other objective standards as the sole basis for determining the need for federal supplemental aid. As a result, FEMA assesses a number of factors to determine the severity, magnitude, and impact of a disaster. In evaluating a governor's request for a major disaster declaration, a number of primary factors along with other relevant information are considered in developing a recommendation to the president for supplemental disaster assistance. Primary factors considered include the following:

- Amount and type of damage (number of homes destroyed or with major damage)
- Impact on the infrastructure of affected areas or critical facilities
- Imminent threats to public health and safety
- Impacts to essential government services and functions
- Unique capability of federal government
- Dispersion or concentration of damage
- Level of insurance coverage in place for homeowners and public facilities
- Assistance available from other sources (federal, state, local, voluntary organizations)
- State and local resource commitments from previous, undeclared events
- Frequency of disaster events over recent time period

The very nature of disasters—their unique circumstances, the unexpected timing, and varied impacts—precludes a complete listing of factors considered when evaluating disaster declaration requests. However, the above lists most primary considerations.

4.3.1 Alpine City Resources

Alpine City shall use its own resources first in an emergency or disaster situation and may call for assistance from Utah County during events that overwhelm or threaten to overwhelm their own response and recovery resources.

County, state, and federal relief will be provided when damage is widespread and severe. Therefore, Alpine City Emergency Management must develop and maintain an ongoing program of mitigation, preparedness, response, and recovery.

FEMA coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.

When required, Alpine City will declare a local state of emergency and direct emergency response coordination and operations from the Alpine City EOC, taking into account the primary factors required by FEMA for their declaration process.

4.4 Emergency Operations Center

The Alpine City Emergency Operations Center (EOC) will serve as the command center for all disaster response operations. The EOC is located at Alpine City Hall, 20 North Main Street, Alpine, UT 84004.

The EOC serves as a centralized management and command center during an emergency situation or disaster. The Incident Commander (City Administrator or designee) is recognized as the Chair of the EOC and will make all final decisions in consultation with the governing body. EOC personnel will keep the Incident Commander abreast of all information and will make decisions based upon direction provided by the Incident Commander. An emergency situation is not an ideal time for debate and discussion. Therefore, the direction of the Incident Commander should be implemented without delay and discussion should only occur if a member of the EOC staff is confident that the decision would adversely impact the ability of the city to respond to the situation at hand.

The Emergency Manager is responsible to ensure that the EOC is properly equipped and that the equipment operates correctly. The Emergency Manager will submit an annual budget that indicates the items needed to maintain the proper function of the EOC. The Emergency Manager will maintain an inventory of all EOC equipment and a schedule of replacement and regular maintenance. On at least an annual basis, the EOC will be completely assembled and each Emergency Response Team will participate in an EOC training exercise. Following the exercise, the list of necessary items will be reviewed, updated, and submitted to the City Administrator for consideration.

4.4.1 Alternative EOC

If a disaster or emergency situation prevents the use of the primary facility, the Incident Commander may move the EOC to the Highland Fire Station. The alternative EOC will be activated in accordance with the Alpine City Emergency Management Continuity of Operations (COOP) Plan when developed. The general operations and management structure of the EOC will remain in place except that the activities will occur in a different location.

4.4.2 Activation of the Emergency Operations Center

The EOC may be activated by the Alpine City Administrator, Emergency Manager, Mayor, City Engineer/Public Works Director, LPPSD Police Chief, LPPSD Fire/EMS Chief or Finance Director during any situation where the need for EOC-level coordination is evident. Activation authority may also extend to the following:

- The Emergency Manager may also activate the EOC whenever facilitation of Alpine City interdepartmental coordination is necessary for the successful management of an incident.
- Any city official or department head may request that the EOC be activated by contacting the City Administrator, Mayor or City Council member if the Administrator or Mayor is not available. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency. If the EOC mission is unclear or if such a response is not evident, the matter will be referred to the Alpine City Emergency Manager, who may request policy group input prior to authorizing EOC activation.

The notification of individuals to an EOC stand-by or activation will be accomplished using communication methods that are most functional and available, such as: Reverse 9-1-1, Landline phone, Cellular phone, Text Message, E-mail, Internet, 800 MHz radio.

- Alpine City Emergency Management may also activate the EOC in preparation for planned events in which EOC-level coordination is needed. Examples of planned events may include but are not limited to protests and demonstrations, political events, parades, and holiday events.

4.4.3 EOC Activation Levels of Operation

- Emergencies or disasters that could affect Alpine City are divided into three levels of readiness to establish emergency operations. These levels are outlined below and mirror the Utah County EOP and the Utah Division of Homeland Security State EOP levels to maintain consistent definitions and facilitate activation and response to an emergency.

Alpine City is constantly monitoring events within the jurisdiction. LPPSD Police officers and Fire/EMS officers monitor and follow up on situations, threats, or events within the jurisdiction. How severe an incident is will directly affect the level of activation. Increasing or decreasing levels of activation will be directly decided by the Alpine City Mayor, City Administrator, and the Emergency Manager. When the EOC is activated, a centralized response and recovery will be established, with operational plans and activities focused on efficiency, quality, and quantity of resources. There are three levels of activation, which coordinate with Utah County, State of Utah, and federal plan activation levels:

- **Level I:** Full-scale activation
- **Level II:** Limited activation
- **Level III:** Monitoring

Table 4-1 summarizes the levels of emergencies or disasters and corresponding Alpine City Emergency Management EOC operational level.

4.4.3.1 Level I – Full-Scale Activation

In a full-scale activation, all primary and support agencies under the EOP are notified. Alpine City Emergency Management staff and all primary emergency support functions (ESFs) will report to the Alpine City EOC. When an incident warrants a Level I activation, the EOC is activated on a 24-hour schedule due to the severity of the incident or an imminent threat. All staff and all ESFs are activated and will be contacted to provide representatives at the EOC. ICS is implemented and all sections and branches are activated, the EOC Planning Section initiates the incident action planning process to establish operational objectives and priorities. It is expected at this level of activation that response and recovery operations will last for an extended period. As Alpine City resources are exhausted, Utah County Emergency Management will be contacted for assistance. In general, all municipal functions will be suspended and municipal resources will be used in response and recovery efforts. All Emergency Response Teams will be fully engaged as directed by the Incident Commander.

A Level I emergency is a disaster involving a catastrophic incident. The incident may result in an immediate threat to persons, property, or the environment and it is determined that the situation will exhaust all resources of the city, including the municipal government, property owners and residents, and pre-determined mutual aid assistance. The Mayor, in consultation with the City Administrator, will prepare and issue a formal declaration of emergency. It is very likely that a Level I emergency will require assistance and support from state and federal agencies.

The Incident Command in a Level I emergency may be transferred from local control to a state or federal level. Assistance for damage assessment and response will be consistent with adopted state and federal protocols and the National Incident Management System. A Level I emergency may exhaust the resources of Alpine City and it may take significant time to restore to the community to pre-disaster conditions. The Mayor, along with state and federal representatives, will provide a full accounting of the incident at a regular meeting of the City Council.

4.4.3.2 Level II - Limited Activation

Level II is limited agency activation. Coordinators of affected primary ESFs are notified to report to the EOC by the Alpine City Emergency Management staff. All other ESFs are alerted and put on standby. All agencies involved in the response are requested to provide a representative to the Alpine City EOC. Some ESFs may be activated to support response/recovery operations. The emergency management staff will report to Alpine City EOC as well as the local agencies/departments involved in the response and recovery. This level can warrant a 24-hour schedule. ICS is activated and all sections and branches are activated as required. The EOC management team will initiate the incident action planning process to establish operational objectives and priorities. Level II activation will likely impact daily municipal functions and all Emergency Response Teams will be notified and asked to report to the EOC for further direction. However, every effort should be made to maintain municipal functions and services. A Level II emergency situation or disaster is a circumstance where the resources of Alpine City are adequate to effectively assess and respond to the circumstances at hand. Assistance from other entities is welcomed, but not necessary to restore community operations to pre-disaster conditions. The Alpine City Emergency Operations Center will be the Incident Command Center for a Level II emergency and the incident will be mitigated using municipal equipment and supplies. The City Administrator, or designee, will provide a full accounting of the incident at a regular meeting of the City Council.

A Level II emergency situation may require assistance from outside agencies to assess damage and respond to the disaster circumstances. The Mayor, in consultation with the City Administrator, will determine which entities to engage and may seek assistance from, among others:

- The LPPSD Fire/EMS Department
- The LPPSD Police Department
- The Utah Department of Public Safety and Homeland Security
- The American Red Cross
- The Community Emergency Response Team (CERT)
- The State of Utah Emergency Management Division

A Level II emergency is determined to be a situation that would exhaust the resources of Alpine City before community operations can be restored to pre-disaster conditions. The Alpine City EOC will be the Incident Command Center although use of and coordination with the Utah County EOC is likely. The City Administrator, or designee, will provide a full accounting of the incident at a regular meeting of the City Council.

4.4.3.3 Level III – Monitoring Activation

Level III is typically a monitoring phase. Notification will be made to those local agencies/departments and ESFs who would need to take action as part of their everyday responsibilities. Alpine City Emergency Management duty officers will actively monitor and follow-up on situations, threats, or incidents and report to the Alpine City EOC to assess the situation and escalate activation as needed. This level typically involves observation, verification of appropriate action, and follow-up by Alpine City Emergency Management staff. Most events can be resolved in a small amount of time using small amounts of resources. The day-to-day operations are typically not altered and the management structure stays the same. Duty officers apprised of the incident evaluate the situation and, if conditions warrant, appropriate individuals and agencies are alerted and advised of the situation and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the incident, the duty officers verify completion of the actions taken and document the incident. Incident action planning is not necessary, although it may be necessary to provide briefings or meetings for response or mitigation efforts for the incident. These emergency situations may include severe traffic accidents, winter storm events, large urban fires and similar events that warrant additional monitoring at the municipal level.

Table 4-1
Levels of Emergencies or Disasters and Corresponding *Alpine City* Actions

Level of Emergency or Disaster	Initiating Events	EOC Operational Level	Corresponding Actions
I	Widespread threats to the public safety; large-scale Utah County, state and federal response anticipated	I	Full activation of Alpine City EOC. All ESF primary and support agencies send representatives to the Alpine City EOC.
II	An incident begins to overwhelm Alpine City response capability; some Utah County assistance possible	II	Limited activation. Selected primary ESF representatives report to the EOC. Alpine City EOC all other ESFs are alerted and put on standby.
III	Emergency incident for which local response capabilities are likely adequate	III	Emergency management duty officers will monitor situation and, if needed, appropriate local jurisdictional agencies/departments are notified to take action as part of their everyday responsibilities.

4.4.4 Emergency Support Functions

The EOC is organized based on the Incident Command System (ICS) structure, which provides EOC staff with a standardized operational structure and common terminology. The EOC is organized into 15 Emergency Support Functions (ESFs). ESFs are composed of local agencies, departments, and voluntary organizations that are grouped together to provide needed assistance. Alpine City is able to provide ten (10) ESF Functions, while relying on Utah and Utah Counties and other outside agencies to assist with the other five (5) ESF Functions.

These 15 ESFs are part of the Operations Section as designated under ICS. ESFs, in coordination with Alpine City Emergency Management, are the primary mechanism for providing response and recovery assistance to local governments throughout all phases of a Level III disaster. Assistance types are grouped according to like functions. Table 4-2 summarizes the services each provides.

- Alpine City departments, agencies, and organizations have been designated as primary and support agencies for each ESF according to authority, resources, and capability to coordinate emergency efforts in the field of each ESF.
- Primary agencies, with assistance from one or more support agencies, are responsible for coordinating ESF activities and ensuring that tasks assigned to the ESF by Alpine City Emergency Management are completed successfully.
- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency. However, regardless of circumstance, the ESFs will coordinate with the Operations Section chief to execute and accomplish their missions.

Table 4-2 - Summary of Alpine City Emergency Support Functions

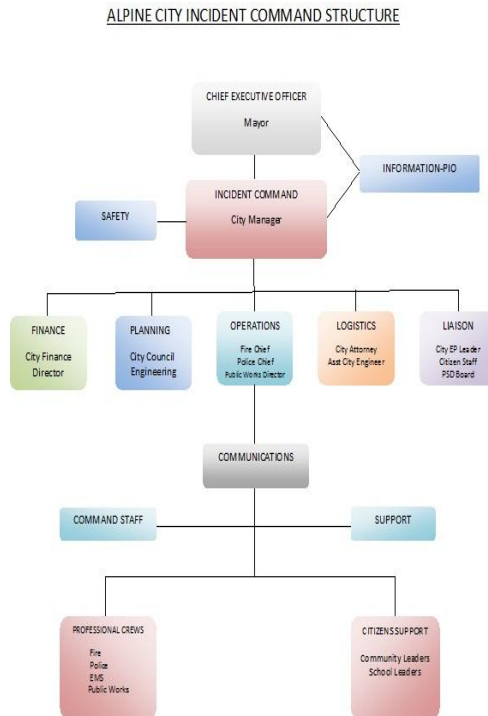
Annex	Primary Agency	Support Agencies
ESF #1 – Transportation	Alpine City	Utah Department of Transportation, Utah Transit Authority
ESF #2 – Communications	Alpine City	Utah County

Annex	Primary Agency	Support Agencies
ESF #3 – Public Works and Engineering	Alpine City Public Works & Engineering	Utah County &
ESF #4 – Firefighting	LPPSD Fire Department	Utah County & Neighboring Cities
ESF #5 – Emergency Management	Alpine City	Utah County & State of Utah
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	Utah County Emergency Assistance, Housing and Human Service	State of Utah
ESF #7 –Logistics Management and Resource Support	Alpine City	Utah County and State of Utah
ESF #8 –Public Health and Medical Services	Utah County Health Dept.	State of Utah & Center for Disease Control
ESF #9 –Search and Rescue	Utah County Search & Rescue	State of Utah
ESF #10 – Oil and Hazardous Materials	Utah County	State of Utah
ESF #11 – Animal Services, Agriculture and Natural Resources	Utah County Animal Services	Utah County Animal Services
ESF #12 – Energy (Public Utilities)	Rocky Mountain Power, Questar Gas, Centurylink	Utah County
ESF #13 – (Law Enforcement) Public Safety and Security	LPPSD Police Department	Other local jurisdictions, Utah County Sheriff's Department, Utah Highway Patrol, National Guard
ESF #14 – Long-Term Community Recovery	Alpine City	Utah County, State of Utah, FEMA
ESF #15 – External Affairs	Alpine City	Utah County, State of Utah, Division of Homeland Security

4.4.5 Emergency Operations Center Coordination

Alpine City's response to and recovery from an emergency and/or pending disaster is carried out through the City EOC organization as illustrated in Figure 4-3.

Figure 4-3
Alpine City Emergency Management Organization



Alpine City Emergency Management is responsible for emergency operations and coordination before, during, and after an incident. The Emergency Operation Center (EOC) is where incident management and policy coordination take place. The principles of this Emergency Operation Plan (EOP) comply with the National Incident Management System (NIMS), which provides a core set of common concepts, principles, terminology, and technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex incident management scenarios. The EOC reinforces interoperability and makes the response more efficient and effective by coordinating resources and making decisions based on agreed-upon policies and procedures.

The Alpine City EOC will be assembled as necessary to manage the incident. Alpine City emergency response coordination will be assigned by the Emergency Manager and have emergency responsibilities to support the following common tasks:

- Assign personnel to Alpine City EOC.
- Notify department personnel and implement established call-down procedures to contact key stakeholders and essential staff. Each agency and department is responsible for ensuring that critical staff are identified and trained on ICS and NIMS prior to an incident to enable effective execution of existing response plans, procedures, and policies.
- Protect vital records, materials, facilities, and services.
- Provide information and instructions to personnel on self-protection while minimizing exposure resulting from particular hazards associated with the emergency.

Collaboration and development of consensus within the EOC takes place using the ICS through use of a structured method for developing priorities and objectives called the EOC action planning process. All EOC sections provide input to the Planning Section and the Policy Group for the development of EOC priorities. These priorities serve as guidance for the allocation of resources and enable the EOC to coordinate requests.

The Alpine City EOC is organized by levels, with the supervisor of each level holding a unique title (for example, only a person in charge of a section is labeled "chief"; a "director" is exclusively the person in charge of a branch). Levels (supervising person's title) are as follows:

- Incident manager
- Section chief
- Branch director
- Unit leader

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. Alpine City and county agencies and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

4.4.6 Decision Making in the EOC

The EOC is activated in order to develop and maintain awareness of the entire situation for decision makers and to coordinate support for emergency responders. This common operating picture is critical because it provides the basis for making decisions and facilitates the release of emergency public information. Situational awareness is also vital to the effective coordination of support for responders in the field.

4.4.7 EOC Action Planning

EOC action plans provide designated EOC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. EOC action plans also provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves the following:

- Identification of emergency response priorities and objectives based on situational awareness
- Documentation of established priorities and objectives as well as the associated tasks and personnel assignments

The Planning Section is responsible for developing the EOC action plan and facilitating action planning meetings. EOC action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by establishing an initial set of priority actions to be performed. A reasonable timeframe is then determined for the accomplishment of those actions. EOC action plans should be sufficiently detailed to guide EOC elements in implementing the priority actions but do not need to be complex.

4.4.8 After Action Reports

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, responsible individuals will be debriefed and lessons learned will be documented. Resulting information will be consolidated and reviewed by Alpine City Emergency Management personnel, and a written report will be prepared. Matters requiring corrective action will be forwarded to Alpine City Emergency Management planning staff to be addressed as needed.

4.5 Notification and Warning

The Utah Valley Dispatch Special Service District (UVDSSD) dispatches Alpine City response agencies. UVDSSD takes emergency calls 24-hours per day, 7-days per week. UVDSSD notifies the LPPSD Fire/EMS and Police

Departments immediately in an emergency. UVDSSD is responsible for after hours notification of the Emergency Management staff, responders, and the media if conditions warrant. The Alpine City Mayor, Emergency Management staff, LPPSD Fire/EMS fire chief officers or Police Chief command level personnel may request notifications and warnings take place if conditions warrant. Conditions to be considered include threat to life and property and safety of the responders. UVDSSD is equipped with an emergency generator, computers, and uninterrupted power supplies.

Section 5

ORGANIZATION AND RESPONSIBILITIES

Alpine City departments, and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the Alpine City command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

Each agency and department is responsible for ensuring that critical staff are identified and trained at levels that enable effective execution of existing response plans, procedures, and policies. Agencies and departments tasked by this emergency operations plan (EOP) with specific emergency management responsibilities should complete the following:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).
- Negotiate, coordinate, and prepare mutual aid agreements, as appropriate.
- Analyze need and determine specific communications resource needs and requirements.
- Provide Alpine City Emergency Management with current contact information, facsimile numbers, and e-mail addresses.
- Identify potential sources of additional equipment and supplies.
- Provide for continuity of operations by taking action to:
 - Ensure lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.
 - Protect emergency response staff. Actions include:
 - Obtain, as required, personnel protective equipment for responders.
 - Provide security at facilities.
 - Rotate staff or schedule time off to prevent fatigue and stress.
 - Make stress counseling available.
 - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required.

The following are Alpine City's committees, departments, and community support groups tasked with primary or support responsibilities in the EOC.

5.1 Emergency Management Executive Committee

The Emergency Management Executive Committee meets regularly to provide input regarding emergency planning for the City, provide informed recommendations to the City Council, participate in training exercises, and coordinate the effort between the residents, business owners, elected officials, and staff of Alpine City. Although the

Emergency Management Executive Committee has no statutory authority, it plays an important role in establishing emergency management policy and implementing emergency procedures. The Chair of the Committee will be the Alpine City Mayor, Alpine City Council members, the Alpine City Administrator, the Alpine City Emergency Manager, and other members deemed necessary by the City Council.

All meetings of the Emergency Management Executive Committee will be recorded and maintained for future reference and education. The Emergency Management Executive Committee will hold regular meetings where emergency policies, training opportunities, and other related matters will be discussed. The Emergency Manager will serve as primary staff and shall cause staff reports, meeting minutes, and other documentation to be prepared.

5.2 Emergency Management Advisory Committee

The Emergency Management Advisory Committee includes a broad range of residents of Alpine and persons interested in Emergency Management. Inclusion on the Emergency Management Advisory Committee is generally open, but its activities will be limited to emergency preparedness as determined by the Executive Committee. The Emergency Management Advisory Committee acts as a sounding board for the Emergency Management Executive Committee as it deliberates on emergency management issues.

5.3 Stake, Ward and Block Representatives.

The Alpine City Council has established an emergency communication system that will allow Alpine City officials to obtain and provide information to residents of the community and businesses during emergency situations. This system uses the Alpine City Stake Representative communication system to coordinate communication between the existing Ward Representatives, Block Captains program and the Community Emergency Response Team (CERT).

5.4 Community Support Groups

There are many organizations involved in the preparation and response to emergencies in Alpine City, such as the Stake/Ward/Block Representatives and the HAM Radio Operators groups. These groups are represented on the Alpine Emergency Preparedness Committee.

Other key support group is CERT. Coordination is the key element between Alpine City and CERT. In an emergency, Alpine City will concentrate on municipal issues and organized response intended to benefit a majority of the residents. Community support groups are vital to address the individual needs of residents and business owners. This coordinated effort will result in a comprehensive preparedness and response program.

5.5 Alpine City Authority and Clarification of Roles and Responsibilities

The Mayor and City Council, collectively the “governing body”, are the elected officials of Alpine City. All municipal legislative authority is vested in the governing body and they possess the authority to prepare, adopt, and amend this EOP. During an emergency situation or disaster, the governing body will work as a team to address the needs of the community.

Alpine City Mayor

In accordance with Utah Code Annotated §10-3b-104, as amended, the Mayor is hereby recognized as the chief executive of Alpine City in times of emergency or disaster. The Mayor is recognized as the head of the city government for all ceremonial and legal purposes and, where possible, shall execute and authenticate legal instruments. When the Mayor is unable to act as the chief executive, the mayoral responsibilities shall rest with the

Mayor Pro Tempore. If both the Mayor and the Mayor Pro Tempore are unable to act as the chief executive, the line of succession defined in Chapter 3 herein shall be implemented to establish executive authority.

In the event or threat of an emergency situation or disaster as defined in Utah Code Annotated §63K, as amended, the Mayor may proclaim a state of “local emergency” in accordance with Utah Code Annotated §63K-4-202, as amended. When a local emergency is declared, the provisions of Utah State statute and this Emergency Operations Plan shall be implemented and administered under the executive authority of the Mayor, legislative authority of the City Council and the administrative authority of the City Administrator.

In accordance with Utah Code Annotated §10-3b-104, as amended, the Mayor may, when situations warrant and for a specified amount of time, appoint residents over the age of 21 to assist the municipality in addressing any emergency situation or disaster and to maintain the peace, good order and health of the city. The Mayor may designate the City Administrator or LPPSD Chief of Police as having authority to organize and authorize such forces.

Because each emergency situation or disaster is unique, the actions of the Mayor will be modified to take whatever actions are necessary to protect the community from harm. In general, during an emergency situation or disaster the Mayor shall complete, or designate other persons to complete the following:

1. Declare a state of local emergency and establish the emergency level as defined in Chapter 4 herein.
2. Inform the general public and the media about the extent of the emergency situation or disaster and provide guidance for actions of residents.
3. Act in behalf of the city in contacting any outside local agency, state officials and federal officials and requesting support or assistance.
4. Sign any local executive orders and requests for financial assistance.
5. Review the official records of the emergency situation or disaster for accuracy and historic purposes.
6. Coordinate the executive, legislative, and administrative functions of the city during the emergency situation or disaster.
7. Engage in any other executive actions necessary to address the emergency situation or disaster.

Alpine City Council

As the legislative authority of the community, it is the responsibility of the City Council to prepare or cause to have prepared all ordinances, resolutions, operating procedures, and policies for consideration and adoption by the City Council. These documents are intended to preserve life and property, and provide for the health, peace, and safety of residents and visitors. It is anticipated that the City Council will establish guidelines to provide authorization for expenditures in an emergency situation or disaster in excess of the adopted municipal budget.

Because each emergency situation or disaster is unique, the actions of the City Council will be modified to address the immediate need. In general, during an emergency situation or disaster, members of the City Council will complete or designate other persons to complete the following:

1. The City Council shall be responsible for appropriating funds to meet emergency needs as well as maintain continuity of government. Council members will provide for the coordination of visiting officials from other jurisdictions and levels of government.
2. The Council will also be responsible to appropriate funds for emergency preparedness programs and mitigation activities within the city.

5.6 Authority and Role of Alpine City Administration

The administrative functions of municipal government in Alpine have been vested in a professional City Administrator and support staff. The City Administrator will serve as the Incident Commander in the instance of an emergency situation or disaster and shall be assisted by all assigned staff members.

City Administrator

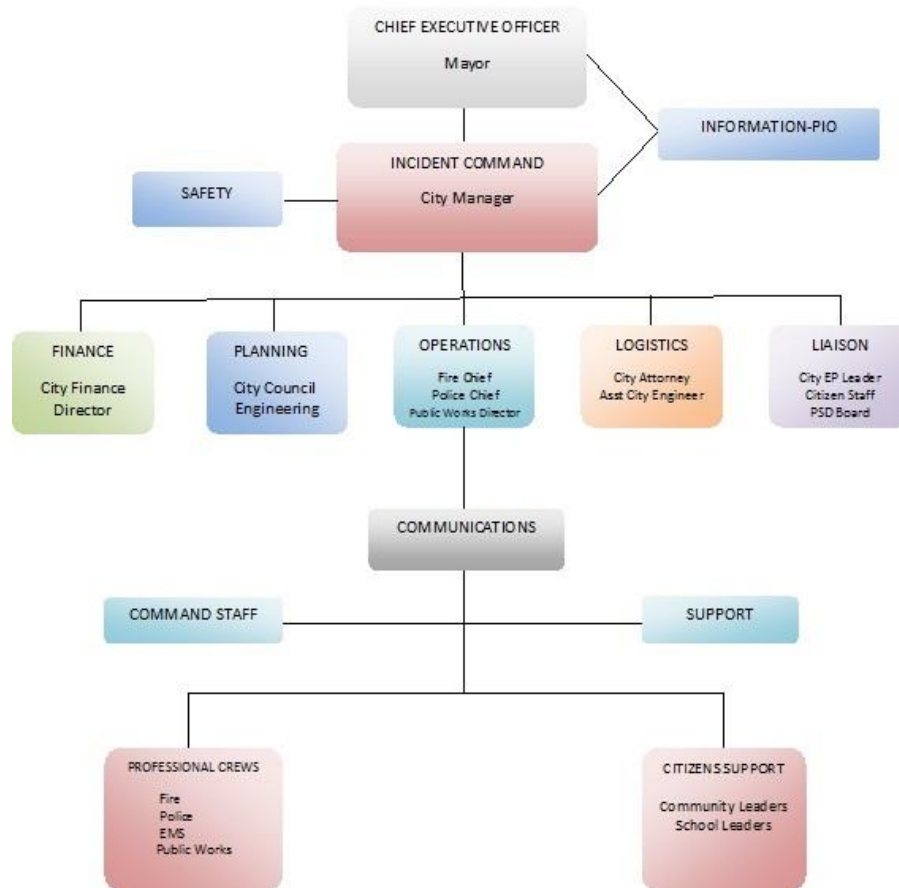
In accordance with Section 98-06 of the Alpine City Code, the City Administrator is the Chief Administrative Officer of the City and in relation to emergency management is responsible for “on the ground” overall direction and management of personnel and municipal resources in an emergency situation or disaster. The City Administrator, in coordination with the Mayor, will instigate requests for assistance from outside agencies as deemed necessary. In the event of an emergency situation or disaster, the primary responsibilities of the City Administrator include, but are not limited to:

1. Emergency assessment, response, recovery and mitigation activities
2. Administration of all emergency operations as outlined in this Emergency Operations Plan
3. Management of all municipal personnel and resources including assignment of personnel to specific tasks, authorizing employees to take specified actions, and taking any action necessary for the municipality to react to an emergency situation or disaster
4. Preparation of reports and information for the Mayor for dissemination to the public and the media
5. Act as the Emergency Operation Center Commander and/or the Incident Commander as the situation may dictate
6. Initiate actions to open and operate and staff the Alpine City Emergency Operations Center
7. Mobilize a predetermined subset of the staff known as the Emergency Management Team as follows:
 - City Administrator – Operations Commander and Chair
 - Emergency Manager - Assistant Commander, Vice-Chair, and On-Scene Coordinator
 - LPPSD Chief of Police – Public Safety Coordinator
 - City Attorney – Legal Advisor and Coordinator
 - Finance Director – Budget Advisor and Fiscal Coordinator
 - City Engineer, Public Works Director – Operations Coordinator
 - City Planner – Damage Assessment Coordinator
 - LPPSD Fire/EMS Chief – Emergency Response Coordinator

The City Administrator shall cause the Emergency Management Team to meet at least once every three years to assist in the preparation of and updates to this Emergency Operations Plan, provide assistance and suggestions to the Emergency Manager, and assist departments with preparation of the components and implementation of the identified mitigation measures of the Emergency Operations Plan. The Emergency Management Team is also responsible to conduct regular training exercises.

Figure 3
Organizational Chart for the Emergency Management Team

ALPINE CITY INCIDENT COMMAND STRUCTURE



City Attorney

The City Attorney is the official legal representative of the city and in relation to emergency management is responsible for providing legal advice to the Mayor, City Council, and City Officials as it pertains to disaster assessment, response, and recovery. In the event of an emergency, the City Attorney is expected to:

1. Review contracts for emergency work and procurement
2. Assist in the preparation of a Proclamation of Local Emergency
3. Provide legal review of emergency plans and supporting documentation to ensure compliance with local, state and federal regulations
4. Coordinate with the Emergency Manager to procure assistance from outside agencies and external parties including the negotiation of payment or reimbursement for expenditures
5. Ensure that all necessary records and documents are properly maintained and recorded

LPPSD Chief of Police

The LPPSD Chief of Police has been appointed to protect the residents of the community from harm and to enforce the provisions of federal, state, and local statutes. In the event of an emergency situation or disaster, the Chief of Police is hereby authorized to use all authority provided by federal, state, and local law to protect the lives and property of citizens. The Chief of Police shall:

1. Provide updates to the Mayor and City Administrator about the safety conditions of the community
2. Provide advice to the Mayor and City Administrator about actions that should be taken to protect life and property in the city
3. Coordinate public safety efforts of local, county, state, and federal law enforcement from a local government perspective
4. Identify and provide emergency services to special needs residents including the elderly and physically challenged persons

5.7 Authority and Role of Administrative Staff

Finance Director

In addition to the assigned daily duties, the Alpine City Finance Director shall have specific responsibilities during an emergency situation or disaster. These duties include:

1. Complete tasks as assigned by the City Administrator
2. With the assistance of the City Recorder, identify and preserve essential records of all local emergency situations. In order to create final reports, all records, messages and logs will be compiled and submitted to the Emergency Manager following deactivation of the EOC.
3. The provision of assistance to other departments with the compilation of emergency-related financial information including all accounting/reimbursement items.
4. Assistance in identifying sources of emergency funds if departmental budgets are exceeded.
5. Coordination of emergency-related purchases and expenditures.

The Finance Director shall work with the City Manager to create an emergency finance plan for review by the City Administrator and consideration by the City Council. The plan will include emergency contingencies for emergency operations, payroll, employee housing, and sustenance during emergencies and other emergency finance-related matters.

City Engineer / Public Works Director

In addition to the assigned daily duties, the Alpine City Engineer/Public Works Director shall have specific responsibilities during an emergency situation or disaster. The Public Works Director will:

1. Complete tasks as assigned by the City Administrator.
2. Provide the City Administrator with an initial damage assessment of municipal infrastructure and facilities including all roads and bridges.
3. Identify and properly indicate traffic control and evacuation routes, and manage all other transportation-related issues in cooperation with the Police Department, including procurement of fuel for municipal and emergency vehicles.

4. Provide equipment and resources as assigned by the City Administrator.
5. Provide assistance to other departments with the compilation of emergency-related financial information.
6. Assist in identifying sources of emergency funds if departmental budgets are exceeded.
7. Coordinate emergency-related purchases and expenditures.
8. Coordinate the disposal of solid waste and other tasks to ensure a clean and sanitary environment in the community during an emergency situation or disaster.

The City Engineer/Public Works Director shall create a complete list of municipal resources that could be used in the case of an emergency situation or disaster. The list will include items already owned by the City and those needed to provide effective emergency response and mitigation. The City Engineer/Public Works Director will also coordinate mitigation efforts in an effort to prevent disasters or minimize their impact.

City Planner

In addition to the assigned daily duties, the Alpine City Planner shall have specific responsibilities during an emergency situation or disaster. The Community Development Director will:

1. Complete tasks as assigned by the City Administrator.
2. With the assistance of the City Engineer/Public Works Director, conduct initial damage assessment for all affected structure and determine if structures are inhabitable or if building should remain unoccupied until further assessment can be completed.
3. Provide expertise and recommendations for reconstruction, demolition, condemnation and structural mitigation during emergency recovery and response.
4. Provide maps, plans, and other information that will allow rapid identification of municipal infrastructure, roads, neighborhoods, and other specific locations.
5. Create a streamlined permit process for disaster recovery efforts.
6. Coordinate land use, environmental protection, and economic development mitigation issues during emergency recovery.

The Community Development Director will review the development ordinances of the city to ensure that all practicable regulations that will eliminate or reduce the impact of disasters have been included and are implemented.

5.8 Authority and Role of Support Staff

In addition to normal department functions, each department in the city will have specific emergency functions. Under the direction of the Department Head, each department is responsible for developing and maintaining its own emergency management procedures. These procedures will be coordinated with the City Manager and shall consider the elements of the EOP. In any instance where a department procedure is in conflict with the provisions of this document, the provisions of this document shall take precedent.

Each Department Head is responsible to educate their employees on the procedures of the EOP and the emergency management procedures of the department. With assistance from the City Manager, each department will conduct training and preparation exercises that will familiarize employees with the EOP and the procedures of the department.

In addition to departmental training, designated employees of Alpine City shall complete the 100-level training in the National Incident Management System (NIMS). Some municipal employees will be required to complete additional training depending on their emergency role and responsibilities.

Direction and Control

Notwithstanding the contents of this chapter, during an emergency situation or disaster, the final administrative responsibility for all emergency management is under the authority of the City Administrator who may delegate certain tasks or assignments to selected staff members. The City Administrator serves as the Chair of the Emergency Management Team, which will be assembled immediately upon knowledge of an emergency.

During emergency response operations, the elected official(s) will be available to interact with constituents and forward community concerns, provide emergency policy direction and enact emergency legislation.

5.9 Coordination with and Roles of Outside Agencies and External Parties

If it is determined that Alpine City resources have been exhausted or that the City is not able to adequately respond to a disaster, assistance from outside agencies will be requested. Requests for assistance from outside agencies and/or external parties shall be consistent with all negotiated mutual aid agreements; memorandums of understanding; established local, state, and federal emergency assistance protocols; and any other governing agreements. In the absence of an effective agreement, the City Attorney shall negotiate expense and reimbursement agreements for emergency consideration by the City Council. The City Administrator, with assistance from the Emergency Management Team, shall determine the extent of aid necessary to address the emergency situation or disaster.

The following sections identify the general roles of federal, state, county, nonprofit, and other potential partners in an emergency situation. The roles and responsibilities listed herein are for reference only in recognition that Alpine City has no jurisdiction or authority to compel adherence to the responsibilities listed herein:

Alpine City Emergency Management

- Initiate and coordinate amateur radio service for the EOC if disaster conditions cause the radio system to fail.
- Maintain the computer-driven information management programs and ensure the training of adequate personnel on their operation and use.
- Provide disaster management-related information using the information management and response planning computer programs and provide this information to the EOC and others as determined by the director of emergency services.
- Maintain incident logs, mission-tracking log, and mutual aid request log and documents all EOC briefings, meetings, and other information tracking procedures.

5.10 County Departments and Agencies

Utah County Emergency Management.

The Utah County Emergency Management Bureau coordinates the development and implementation of a county-wide emergency management program designed to protect life and property. The Bureau maintains an Emergency Management Plan that establishes how the community will respond to disasters. This comprehensive plan addresses all hazards (both natural and man-made) through all four phases of emergency management.

The Emergency Management staff responsibilities include:

- Effective contingency planning
- Maintaining the operational readiness of the Emergency Operations Center or EOC (see photo below)
- Maintaining current computer systems, telephones and other communication equipment, emergency management software programs and other information-based planning equipment.
- Assisting other organizations prepare their disaster plans in accordance with State and Federal standards
- Involving other agencies and jurisdictions in training and simulated disasters to exercise their collective response
- Distributing emergency information to the public
- Managing the Tier II Program, mandated by the Federal Government in 1989, under the S.A.R.A. law.

5.11 State Agencies

Consistent with the emergency declarations of the Mayor, County Mayor, County Commissioners, or Governor, the City Administrator may choose to request assistance from the State of Utah when local resources have been exhausted or the significance of the emergency situation or disaster warrants a request for services beyond the capacity of Alpine City. Requests for assistance will be forwarded to the Utah Department of Emergency Management, who can orchestrate outside resources and materials to meet the situation at hand.

Utah Division of Emergency Management

- Coordinate the State's response to disasters.
- Support Utah County emergency management efforts when local resources are fully committed and found to be inadequate to cope with the situation and when a particular capability or resource is required and not available.
- Contact the federal government for assistance if the state is unable to fulfill the request.

5.12 Federal Agencies

Federal Emergency Management Agency

- Coordinate the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.
- When warranted, federal agencies will provide assistance to Alpine City through established protocols and recognized programs.

National Weather Service

- Issue severe weather watches and warnings.

5.13 Non-governmental Organizations

American Red Cross

Immediately following a disaster, the American Red Cross (ARC) provides emergency shelter, food, medicine, and first aid to provide for basic human needs. ARC workers distribute food and home clean-up items throughout the affected areas in an effort to enable victims of disasters to resume living independently. ARC also helps when all other resources, such as insurance benefits and government assistance, are not available or are inadequate to meet

disaster-related needs. ARC aid is provided on an individual basis, based on verified disaster-caused needs, and, at no cost. ARC disaster relief work also includes the following:

- Feeding emergency workers
- Referring those affected by disaster to other available resources
- Handling inquiries from concerned family members outside the disaster area
- Providing disaster-related mental health services and specialized counseling
- Providing staff to work daily at the EOC in support of mass care and sheltering activities
- Providing subject-matter expertise on regulations, policies, and all relevant ARC issues, including general mass care planning, preparedness, response, and recovery activities as ARC-specific activities in these areas
- Providing information on current ARC mass care activities as required
- Supporting reunification efforts through its Safe and Well website and in coordination with government entities as appropriate
- Provide public health and safety, and lessen or avert the threat of an incident becoming a catastrophic incident.

External Parties

Because each emergency situation or disaster is different, there is a wide array of external parties that may be asked for assistance. The parties listed below are not intended to be a complete list, but are included herein as a resource and reference.

- **General Public** – The general public is responsible for their individual and family disaster preparedness. Each family should be prepared to survive and provide for basic human needs, for at least the first 72–120 hours after a disaster, with little outside assistance. Alpine City will participate and encourage residents to be prepared through support of initiatives such as the Citizens Emergency Response Team, the Stake/Ward/Block Captain Program, Utah Division of Emergency Management and any other recognized training program.
- **Business and Industry** – Businesses and Industries based in Alpine City are responsible for the development of their disaster and continuity of operations (COOP) plans. Business and industry should be prepared to survive the immediate consequences of disasters, initially take care of on-site employees, and take necessary steps to ensure the long-term viability of their organization.
- **Community Organizations** – Coordinate with the City Emergency Management Officials to ensure a broad and comprehensive coverage of assistance and relief during emergencies. These organizations can provide and coordinate relief not provided by government on a complementary and supplementary basis. Alpine City will work toward the development of mutual aid agreements and memoranda of understanding which detail areas of responsibility to be performed during emergencies.
- **Health and Medical Facilities** – In a declared state of emergency hospitals, clinics, nursing homes, assisted living centers and other health care institutions may be requested to accommodate affected persons, transfer patients from affected hospitals, provide facilities for nursing home patients and other related assistance. During an emergency, it is anticipated that health and medical facilities will:
 - Inform the Alpine City Emergency Operations Center (EOC) of their ability or inability to handle critical injuries, and/or routine patients during the emergency
 - Advise the City Administrator of needs or problems in handling the patient load during the emergency
 - Advise the City Administrator of any evacuations that are necessary in Alpine City
- **Education Facilities** – The City Manager will coordinate with representatives of public and private educational facilities in the city to make preparations for the use of school facilities and equipment for transportation, shelter operations, and food preparation during an emergency.

- **Communication Companies** – The Utah State Division of Emergency Management operates a VHF radio communication link with all media outlets in the Utah Valley and Alpine City to provide public notification of on-going emergencies and safety instruction. The telecommunication service industry has grown with the emergence and popularity of the Internet. As a result, many commercial providers can offer a variety of services.
- An incident may start out small and escalate quickly or a major first aid services at shelter locations managed by the American Red Cross.
- Provide staff and support as part of an integrated case management system.

**Table 5-1
Emergency Support Functions Assignment Matrix**

Alpine City: EOC Organization by ESF P = Primary Agency S = Support Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing, Human Services	ESF #7 Logistics Management and Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials	ESF #11 Animal Services, Agriculture and Natural Resources	ESF #12 Energy	ESF #13 (Law Enforcement) Public Safety and Security	ESF #14 Long-Term Community	ESF #15 External Affairs
Alpine City Emergency Management	P	P	P	S	P	S	P	S	P	S	P	S	P	P	P
LPPSD Police Department		S	S	S	S				S	S	S		P		
LPPSD Fire/EMS Department		S		P					P	P		S			S
Utah County Emergency Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Utah County Health Department						P		P		S					
American Red Cross						S		S							
CERT					S										
Alpine City Mayor/Council					S										
Questar												P			
Rocky Mountain Power												P			
Alpine School District	S					S	S								
Utah County Animal Services											S				
UVDSSD		S													
Utah County Emergency Management		S	S	S	S		S			S			S		S

Alpine City: EOC Organization by ESF P = Primary Agency S = Support Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing, Human Services	ESF #7 Logistics Management and Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials	ESF #11 Animal Services, Agriculture and Natural Resources	ESF #12 Energy	ESF #13 (Law Enforcement) Public Safety and Security	ESF #14 Long-Term Community	ESF #15 External Affairs
	Animal Control Agencies										S				
	Animal Welfare Organizations										S				
	Association for Utah Community Health							S							
	Utah National Guard		S	S				S							
	Utah OSHA							S							
	Utah Department of Transportation	P													

Section 6

DIRECTION, CONTROL, AND COORDINATION

The emergency response forces of the community (EMS, fire, law enforcement, and public works) are the primary forces of the Alpine City in response to community emergencies and disasters.

Alpine City Management coordinates response to major events when required through the Alpine City EOC. The Alpine City Emergency Manager, in collaboration with the Alpine City Mayor, will focus on a declaration of a local state of emergency when necessary. If the emergency exceeds locally available resources of the emergency response forces, the Alpine City Manager can request county assistance from Utah County Emergency Management. Utah County Emergency Management is the agency charged with coordinating jurisdictions located within Utah County response to disasters.

Coordination of the Alpine City Emergency Operations Plan (EOP) components will be as follows:

1. This promulgated EOP is effective immediately upon approval and implementation.
2. All departments, agencies, and organizations involved in the execution of this EOP will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and its implementing instructions for preparedness, response, and recovery activities.
3. All organizations are responsible for developing and maintaining internal operating and notification procedures.
4. All responding organizations are responsible for filling any important vacancies, recalling personnel from leave if appropriate, and alerting those who are absent due to other duties or assignments.
5. Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed.
6. Unless directed otherwise, the release of information to the public or media will be handled through the jurisdiction's joint information system using the concepts outlined in Emergency Support Function (ESF) #15 External Affairs.
7. Personnel designated as representatives to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.
8. Once the EOC has been activated, organizational and agency representatives will complete the following:
 - a. Report to EOC check-in immediately upon arrival for an update on the situation and to confirm table/telephone assignments.
 - b. Provide name, agency, and contact information on EOC staffing chart.
 - c. Ensure adequate 24/7 staffing for long-term EOC activations.
 - d. Ensure that their departments/agencies are kept constantly informed of the situation, including major developments, decisions, and requirements.
 - e. Maintain coordination with other appropriate organizations and agencies.
 - f. Thoroughly brief incoming relief personnel and inform the EOC incident manager of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.
9. The safety of both the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety prior to any implementing decision, and safety will be constantly monitored during the operation itself.

6.1 Preliminary Damage Assessment

A preliminary damage assessment is conducted within the framework of a declaration process. The preliminary damage assessment assists Alpine City to identify which resources are available and what additional needs may be required. Damage assessments are to be relayed to the Utah County EOC through damage assessment components. Alpine City will work with the Utah Emergency Management to assemble assessments in the EOC environment.

A preliminary damage assessment team may be composed of personnel from the Federal Emergency Management Agency (FEMA), the state emergency management agency, county and Alpine City officials, and the U.S. Small Business Administration. The team's work begins with reviewing the types of damage or emergency costs incurred by the units of government and the impact to critical facilities, such as public utilities, schools, and fire and police departments. They will also look at the effect on individuals and businesses, including the amount of damage and the number of people displaced as well as the threat to health and safety caused by the incident. Additional data from the American Red Cross or other local voluntary agencies may also be reviewed. During the assessment, the team will collect estimates of the expenses and damages compiled by the EOC.

The Preliminary Damage Assessment can then be used by the governor to support a declaration request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage, and citizenry affected, and criteria to illustrate that the needed response efforts are beyond state and Alpine City recovery capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources.

6.2 Response Procedures

Alpine City Emergency Management will monitor impending emergencies and actual occurrences. If the readiness level indicates, the Alpine City Emergency Management staff will notify any key response organizations. When events are such that normal response procedures are inadequate, Alpine City will declare a state of emergency and activate the EOP, mutual aid agreements, and the Alpine City EOC. The Alpine City Manager directs the activation and operation of the EOC.

For those situations where response is beyond the capability of Alpine City due to the severity or the need for special equipment or resources, the Alpine City will declare a state of emergency and request assistance from Utah County Emergency Management.

The Alpine City EOC serves as the central location for direction and control of response and recovery activities. When the EOC is fully activated, it will be staffed by the Alpine City's emergency management staff and personnel from each of the ESFs that are activated. Each ESF will designate a lead who will direct that ESF operation. These individuals will report to the Alpine City Manager.

Emergency response actions may be undertaken and coordinated with or without activation of the Alpine City EOC, depending on the severity of the impending or actual situation. The decision to request activation of the Utah County EOC will be made by Alpine City Emergency Management in conjunction with field command staff.

Response priorities will focus on life safety; basic survival issues (water, food, basic medical care, shelter); restoration of the community's vital infrastructures (water/waste systems, electric, phones, roads); cleanup and emergency repairs; and then recovery.

When Alpine City requires shelter facilities, ESF #6 Mass Care will be notified to coordinate sheltering operations.

Local resources will be utilized before requesting mutual aid or state/federal assistance.

If Alpine City resources cannot cope with an emergency, Alpine City will request mutual aid or Utah County assistance. Alpine City and Utah County are participants in the Utah Interlocal Mutual Aid Agreement.

All requests for mutual aid and Utah County/state/federal assistance will be coordinated by the Alpine City EOC and forwarded to the Utah County EOC. The Utah County liaison will assist Alpine City with appropriate procedures to accomplish these efforts.

6.3 Response Recovery

Alpine City emergency and public works personnel, volunteers, humanitarian organizations, and other private interest groups provide emergency assistance required to protect the public's health and safety and to meet immediate human needs.

If necessary, the Alpine City Administrator can declare a state of emergency and activate the Alpine City's EOP to augment individual and public resources as required.

The Alpine City EOC will conduct a needs assessment immediately after a disaster occurs. The needs assessment shall identify resources required to respond to and recover from the disaster. This will form the basis for the request of Utah County, state, and federal assistance.

ESF agencies shall report to the Alpine City EOC as their first priority. They will prioritize their needs as quickly as possible accordingly:

1. Search and rescue operations.
2. Human requirements (such as water, food, shelter, and medical support).
3. Property and infrastructure (transportation, communications, and utilities systems).

The EOC will compile damage assessment information to determine the fiscal impact and dollar loss associated with a disaster. Damage assessment information is needed to secure a presidential disaster declaration (not normally required before federal assistance is requested in a catastrophic disaster).

Emergency public information and rumor control are coordinated by Emergency Support Function #15 - External Affairs. An IC will be established when the Alpine City EOC is activated or when a state of emergency has been declared for Alpine City. The IC will be under the direction of the ESF #15 - External Affairs primary coordinator. The IC will handle rumor control.

Mutual aid agreements will be used for support from other local governments. Mutual aid requests will be coordinated with the Alpine City and the Utah County EOC, if operational, to ensure coordination with other impacted jurisdictions.

When the emergency has diminished to the point where the normal day-to-day resources and organization of the Alpine City can cope with the situation, the Alpine City mayor will terminate the state of emergency. The EOP and Alpine City EOC may continue to function in support of limited emergencies and the recovery process.

The Alpine City Administrator may determine, after consulting with local government officials, that the recovery appears to be beyond the combined resources of both the county and local governments and that state assistance may be needed. The Alpine City Administrator must certify that the severity and magnitude of the disaster exceed county and local capabilities; certify that state assistance is necessary to supplement the efforts and available resources of the county and local governments, disaster relief organizations, and compensation by insurance for disaster related losses; confirm execution of the Alpine City's EOP; and certify adherence to cost-sharing requirements.

If Utah County and Alpine City receives a presidential disaster declaration, a recovery team will be implemented to address long-term issues in recovery.

6.4 Damage Assessment and Recovery

6.4.1 Damage Assessment and Analysis Information

An important success factor is the ability of the city to efficiently and effectively access and analyze the level and magnitude of damage resulting from an emergency situation and how quickly recovery efforts are underway. Early assessments are important in order for the Incident Commander to evaluate the potential impact on the community and the socioeconomic system of Alpine City. The damage assessment will also determine the declared level of emergency and whether outside resources are necessary.

Initial damage assessment will be focused on critical life safety facilities such as roads and bridges, public safety buildings, and similar locations. If more detailed assessments are necessary to determine the status of these facilities, a concentrated effort will be placed on this task. Where possible, pictures or videotape media will be used in compiling the preliminary damage assessment. County, state, and federal teams may be dispatched to assist in completing the damage assessment if the preliminary damage assessment indicates that the damage is severe and widespread or if a financial estimate (best completed by experienced personnel) is necessary.

In some instances, a walk-through inspection may be required. A walk-through inspection involves a structure-by-structure damage assessment, which will be completed by contracted city building inspectors who may engage the assistance of county and state inspectors. Determining the extent and level of damage is important in supporting a disaster declaration. County records, appraisals, real estate records and other means may be used to determine monetary damage and to assess economic injury.

6.4.2 Incident Reporting

During an emergency, situation reports should be forwarded to the EOC as quickly as they become available. The information provided in the initial and subsequent reports should outline a sequential record of actions taken from the point of first response through restoration activities. Although the degree of detail will vary with the type and severity of the incident, reports should include enough detail to create an accurate record of the emergency. The information should be consistent, non-inflammatory, and complete. In general, initial situation reports should include:

1. The location and nature or degree of the damage.
2. The anticipated economic impact on the community.
3. The type of response actions necessary to address the situation and if Alpine City is capable of providing the assistance or if supplemental state and federal assistance is needed.

Following the initial report, the Incident Commander may assign personnel to complete additional situation reports and report findings to the EOC. This process may be repeated several times to allow the Incident Commander to modify and coordinate the response as conditions change.

6.4.3 Reports and Record Keeping

During a declared emergency, an accurate record of conditions, expenses, actions, and mitigation must be maintained. Although state and federal agencies may assist Alpine City or retain redundant records, they will often rely on the initial assessment and situation reports generated at the local level. These documents will be important in the identification of state and federal financial assistance, declaration of a state or national emergency as well as for incident review and mitigation.

Federal Records

The Federal Emergency Management Agency (FEMA) is responsible for coordinating and administering all federal disaster relief programs subsequent to a presidential declaration. The Federal Coordinating Officer will establish a field office in the disaster area to administer disaster relief programs according to Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, and the Code of Federal Regulations, Title 44, Part 206. All contracts must follow the procurement guidelines found in Title 44 of the Code of Federal Regulations Part 13.36.

State Records

The Governor's Authorized Representative is responsible to execute all necessary documents on behalf of the State of Utah for state and federal disaster assistance including the certification of any applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to city officials involved in the preparation and maintenance of their required reports and records.

6.4.4 Post Assessment Communication and Reporting

Following the initial damage assessment and implementation of the appropriate and measured response, communication between the various Emergency Response Teams is critical. It is during this period that plans are established return the city to a state of normalcy and residents are allowed to engage in the activities of daily life. Each Emergency Response Team is assigned to a specific and important element of emergency management and is responsible to report their findings to the Incident Commander in a timely and complete fashion.

At designated times during an emergency situation, the Incident Commander will organize a meeting between Emergency Response Team leaders to discuss the most current status of the incident and the existing efforts of Alpine City. At these meetings, suggestions and analysis for addressing particular issues may be provided to the Incident Commander. Following the meetings, new instructions and direction will be provided to team leaders and future meetings times will be scheduled.

6.5 Requesting State and Federal Resources

Requests for assistance will be forwarded to the Utah County then to the Utah Division of Emergency Management from the Utah County EOC when Alpine City resources are exhausted or Alpine City capabilities are unable to meet the need. The Utah Division of Emergency Management can orchestrate and bring to bear outside resources and materials to meet the situation. The State of Utah is able to contact the federal government for assistance if it is unable to fill the request.

6.5.1 Determination of Recovery Strategy

Each emergency situation or disaster is unique and an appropriate recovery strategy is highly dependent on the damage that occurs during the emergency. The general concept for Alpine City recovery operations is based upon a coordinated effort of city, county, state, federal, and private resources during the recovery phase. In some instances outside assistance may not be necessary and in a more catastrophic situation, significant federal resources may be needed.

The City Administrator, with consultation with the Mayor, City Council, staff, and outside officials will direct the creation of an appropriate and measured recovery strategy. The strategy will include municipal cost estimates, equipment needed to complete the work, anticipated staff hours, a projected time line, and any other information necessary to ensure there is a clear scope of work and municipal obligations.

6.6 Continuity of Government

Continuity of government is an essential function of emergency management and is vital during a community emergency or disaster situation. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. Local continuity of government is defined as the preservation and maintenance of the local civil government ability to carry out its constitutional responsibilities. Ordinances, administrative rules, and departmental procedures address continuity of government in Alpine City.

Continuity of government is an essential function of emergency management and is vital during an emergency situation or disaster. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. There are two basic functions of local government. The legislative function establishes, by majority vote, municipal policy and rules of order. This function is the responsibility of the elected officials or the governing body of the city. Regarding emergency preparedness, as the Chair of the City Council, the Mayor with the advice and consent of the City Council will assign one or more of the City Council members to provide legislative oversight of community emergency management. The Councilmember(s) assigned to emergency management will provide regular updates to the governing body about actions taken to prepare the community for potential emergency situations or disasters.

The City Administrator is appointed to provide oversight to the administrative functions of the City. Under the direction of the City Administrator, staff will be assigned to administer the emergency management program of Alpine City.

In the instance of an emergency situation or disaster, the Mayor will coordinate all legislative functions and the City Administrator will coordinate all administrative functions of the city. The duties and responsibilities of all elected officials and municipal employees shall be as contained herein. In order to ensure the continuity of government, a line of succession has been created as follows:

Legislative Line of Authority

Mayor
Mayor Pro Tempore

Administrative Line of Authority

City Administrator

Section 7

DISASTER INTELLIGENCE

Disaster intelligence relates to collecting, analyzing, and disseminating information and analyses that describe the nature and scope of hazards and their impacts. Intelligence and information sharing in the emergency operations center (EOC) is important, especially for each Emergency Support Function (ESF) that is activated. It will be vital in evaluation of ESF resources, capabilities, and shortfalls (for example, availability of trained personnel, equipment, and supplies) and will help to determine the level of assistance that is needed, according to each ESF. This information will become part of the planning and response process as ESF shortfalls are relayed to the Alpine City EOC command staff.

ESF #5 - Emergency Management is responsible for establishing procedures for coordination of overall information and planning activities in the EOC. The EOC supports local emergency response and recovery operations; provides a nerve center for collection and dissemination of information to emergency management agencies in order to qualify for Utah County, state, and federal assistance; gauges required commitment of resources; and supports other emergency response organizations in their assigned roles.

Disaster intelligence incorporates essential elements of information, which include but are not limited to the following:

- Information element
- Specific requirements
- Collection method
- Responsible element
- Deliverables

Situational rapid assessment includes all immediate response activities that are directly linked to initial assessment operations to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after a disaster has occurred. In an incident that occurs without warning, a rapid assessment must be conducted, at least initially, with county resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate local government response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, and criteria for requesting mutual aid and state and federal assistance.

Alpine City Emergency Management staff will monitor events 24/7, which provides immediate information management. The Alpine City will activate local rapid assessment following any incident where disaster intelligence is needed. Rapid assessment involves teamwork and requires personnel who are in place and know their responsibilities. The rapid assessment will be organized for information flow to a source that will most likely reside in the EOC. This person will prepare documentation necessary for continuing response operations and EOC activation if necessary.

Assessment is accomplished in three phases:

- Rapid assessment, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines
- Preliminary damage assessment, which affixes a dollar amount to damage
- Combined verification, which includes a detailed inspection of damage to individual sites by specialized personnel

Development of rapid assessment procedures will provide guidance to all participating agencies that will be involved in the process. Rapid assessment procedures will include the following:

- Develop a jurisdictional profile

- Perform an assessment of Alpine City by district area.
- Look at Alpine City staffing patterns and possible resource needs
- Develop communication procedures
- Conduct testing and exercising

Development of rapid assessment forms will assist pre-identified personnel as they collect intelligence. These checklists will ensure uniformity for information gathered, disseminated, and collected.

Section 8

COMMUNICATIONS

Emergency communications is defined as the ability of emergency responders to exchange information via data, voice, and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents.

Emergency communications consists of three primary elements:

1. **Operability:** The ability of emergency responders to establish and sustain communications in support of the operation.
2. **Interoperability:** The ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government using a variety of communication mediums. System operability is required for system interoperability.
3. **Continuity of communications:** The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

8.1 Common Operating Picture

A common operating picture is established and maintained by the use of integrated systems for communication, information management, intelligence, and information sharing. This allows a continuous update of data during an incident and provides a common framework that covers the incident lifecycle across jurisdictions and disciplines.

A common operating picture accessible across jurisdictions and functional agencies should serve the following purposes:

- Allow incident managers at all levels to make effective, consistent decisions.
- Ensure consistency at all levels of incident management.

Critical aspects of local incident management are as follows:

- Effective communications
- Information management
- Information and intelligence sharing

A common operating picture and systems interoperability provide the information necessary to complete the following:

- Formulate and disseminate indications and warnings
- Formulate, execute, and communicate operational decisions
- Prepare for potential requirements and requests supporting incident management activities
- Develop and maintain overall awareness and understanding of an incident within and across jurisdictions

An emergency operations center (EOC) uses a combination of networks to disseminate critical information that constitutes a common operating picture, including the following:

- Indications and warnings
- Incident notifications
- Public communications

Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in EOPs and incident action plans at all levels of government.

The types of communication used in an incident or event will vary depending on the complexity of the incident or event and consist of both internal communications and external communications. They may cross a broad spectrum of methods such as the following:

Internal Communications

- Landline
- Cellular phone
- Text
- Paging/notification
- 800 MHZ
- Internet/WebEOC
- ARES

External Communications

- Landline
- Fax
- Cellular phone
- Text
- 800 MHZ
- Internet/WebEOC
- Joint Information System/Joint Information Center
- Emergency activation system
- Reverse 9-1-1
- Press releases
- News media
- Twitter
- Facebook

Agencies must plan for the effective and efficient use of information management technologies such as computers and networks for the following purposes.

- Tie together all command, tactical, and support units involved in incident management
- Enable these entities to share information critical to mission execution and the cataloguing of required corrective actions

Prior to an incident, entities responsible for taking appropriate pre-incident actions use communications and information management processes and systems to inform and guide various critical activities. These actions include the following:

- Mobilization or pre-deployment of resources
- Strategic planning by:
 - Preparedness organizations
 - Multiagency coordination entities

- Agency executives
- Jurisdictional authorities
- EOC personnel

During an incident, incident management personnel use communications and information processes and systems to inform preparedness organizations, multiagency coordination entities, agency executives, jurisdictional authorities, and EOC personnel of the formulation, coordination, and execution of operational decisions and requests for assistance. Sustained collaborative effort over time will result in progress toward common communications and data standards and systems interoperability.

Section 9

ADMINISTRATION, FINANCE, AND LOGISTICS

9.1 Administration Information

- The emergency operations center (EOC) monitors continuously 24 hours per day and is administered by Alpine City Emergency Management. Day-to-day operations are under the direction of the Alpine City Manager.
- The operational readiness of the EOC is the responsibility of Alpine City.
- Narratives and operational journals of response actions will be kept.
- All written records, reports, and other documents will follow the principles of the National Incident Management System (NIMS).
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations with responsibilities for implementing this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

9.1.1 Records Preservation and Restoration

All affected governments in Alpine City must ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency. Alpine City Emergency Management is charged with the maintenance of plans for the safety, recovery, and restoration of the Alpine City's data and telecommunication systems during a disaster.

9.1.2 Reports and Records

General: The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continual basis.

Reporting guidelines: Utah County will submit consolidated reports to the Utah Division of Homeland Security to include information from local municipalities. Local governments will submit situation reports, requests for assistance, and damage assessment reports to Utah County Emergency Management by the most practical means and in a timely manner. Municipal and county governments will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the county and state.

Initial reports: Initial reports (needs assessment) are the necessary basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

Updates: Situation reports outlining new developments and more complete information will be forwarded as often as necessary in the most expeditious manner available. At a minimum, a daily situation report will be forwarded to the state EOC duration a local activation.

Post emergency reports: Utah County Emergency Management will submit the appropriate post emergency reports to the:

Utah Division of Emergency Management
Department of Public Safety

9.2 Reports and Record Keeping

Record keeping is a key element of effective emergency management. Not only are accurate records needed for the city to be eligible for emergency funding or reimbursement, but city officials can learn from emergency situations and improve future performance. In addition to accurate record keeping during an emergency situation, key personnel must be trained to be familiar with the federal and state reporting systems. The Emergency Manager will organize ample training for selected personnel in regard to federal and state emergency reporting.

In some instances, where federal or state assistance has been requested and provided, outside agencies may provide assistance with filing the appropriate paperwork. In these instances, Alpine City is still expected to maintain accurate and complete records as backup material or for training purposes.

9.2.1 Reports and Records

The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continuous basis. Alpine City will submit comprehensive reports that address, at a minimum, the following items:

- Training of personnel and exercises completed to prepare the community for an effective response to an emergency; list of trained personnel, equipment and other emergency resources shall be filed with the Alpine City Emergency Manager
- Initial damage assessments and reports of the severity of the incident
- Initial needs assessments necessary to declare the appropriate emergency declaration and to request assistance from the county, state and federal governments
- Approved Incident Response Plans and mitigations plans
- Situation reports outlining new developments and more complete information as a situation progresses
- Post-emergency reports that include a complete review of the situation which will also be submitted to the Utah Department of Emergency Management and Homeland Security as appropriate.

9.3 Financial Management

The Alpine City Emergency Operations Plan (EOP) assigns lead and support agencies for ten(10) functional areas of disaster response. Each agency assigned to an emergency support function (ESF) is responsible for mobilizing existing personnel, equipment, materials, supplies, and other resources under their control.

When agencies require additional resources, these requests will be referred to ESF #7 - Logistics Management and Resource Management in the Alpine City EOC. ESF #7 - Logistics Management and Resource Support is tasked with identifying the most appropriate and economical method of meeting the resource request. There are four basic methods of meeting a resource request as follows:

- Local forces are those resources under direct control of the county EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the Alpine City EOC to augment staff during a locally declared state of local emergency. Utah County is a signature party of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the Utah Division of Homeland Security under this agreement.

- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Alpine City EOC Finance Department in a timely fashion. The auditor will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If the an emergency was federally declared, the auditor will submit for reimbursement. If the an emergency was not declared, the documentation will serve as a recorded history of activity with expenditures.

9.3.1 Accounting

Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, will be maintained. Such records are essential to identify and document (1) funds for which no federal reimbursement will be requested and (2) those funds eligible for reimbursement under major emergency project applications. When federal public assistance is provided under the Disaster Relief Act, local projects approved by FEMA are subject to both state and federal audit. The Alpine City Finance Department will coordinate the reimbursement documentation for the FEMA Public Assistance Program during a presidentially declared disaster that impacts Alpine City.

9.3.2 Fiscal Agreements

A clear statement of agreement between all major agencies responding to an emergency concerning payment or reimbursement for personnel services rendered, equipment costs, and expenditures of materials used in response to an emergency is mandatory.

9.4 Logistics

- Alpine City Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- ESF #7 Logistics Management and Resource Support provides logistical and resource support, including locating, procuring, and issuing resources (such as supplies, office space, office equipment, fuel, and communications contracting services, personnel, heavy equipment and transportation) to agencies and departments involved in delivery emergency response and recovery efforts.
- The Alpine City Administrator or designee has the authority to appropriate services and equipment from citizens as necessary in response to a disaster.
- Detailed information on logistical assets may be found in the resource and logistics annex.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Alpine City unless the Alpine City Administrator or other designated representative grants approval.

9.5 Training and Mitigation

Disaster preparedness training and education is essential for public, private and volunteer disaster agencies and all residents and businesses in the city. The two primary goals of Alpine City emergency preparedness training are to 1) encourage individual and family preparedness, and 2) develop personnel expertise to become effective and responsive in an emergency. Individuals and agencies with assigned tasks under this EOP must receive preparatory training and participate in exercises reflective of situations that could occur in Alpine. Effective training will be ongoing and current to ensure that Alpine City emergency responders are prepared and qualified to act in an emergency situation or disaster.

9.5.1 Training Opportunities

In addition to participating in the training necessary to administer the emergency management activities of the city, it is the responsibility of the Emergency Manager to organize training opportunities and exercises that mimic emergency situations and the challenges faced in these unique circumstances. Training can be accomplished through attendance at seminars and conferences, participation in exercises at the local, county, state, and federal level, emergency preparedness classroom and correspondence courses and similar opportunities. Alpine City will also train staff members in NIMS.

9.5.2 Emergency Exercises

On a semi-annual, annual or as need basis, unless there has been a real emergency and the Alpine City EOC has been activated, the City Manager will organize an emergency exercise design to mimic an emergency situation or disaster that could happen in Alpine. The exercise will include participation from city emergency providers, LPPSD public safety providers, Utah County, and any other appropriate public safety entity, medical service providers including hospitals and clinics, appropriate city personnel, volunteer organizations, and any other entity that would increase the reality of the simulation.

The City Manager will concentrate on emergency situations that are most likely to occur in the community rather than those with a low likelihood of occurrence. The City Administrator will be consulted and must approve each emergency exercise. In addition to the emergency exercise, the Emergency Manager will cause the Emergency Operations Center to assembled and assigned personnel to simulate an emergency situation. All equipment will be tested and updated or replaced if needed.

Some, but certainly not all, of the purposes of emergency exercises include:

- To take every opportunity to prepare for an emergency that will serve to protect life and property.
- Opportunities for interaction and development of cooperation with other agencies in order to broaden emergency response and recovery capabilities.
- To increase familiarity with emergency management equipment and operations and allow personnel to gain experience in employing these tools during an actual incident.
- Evaluation of training exercises for effectiveness and clarity of purpose.
- Implementation of corrective actions and improvements to better respond in an emergency situation.

9.5.3 Public Education and Awareness

A high level of public consciousness, awareness and education are crucial to effective emergency management. Informed and knowledgeable residents respond in a more efficient and safer manner in emergency situations. Public education about the potential vulnerabilities and hazards will also result in an opportunity to develop individual and family preparedness plans. In cooperation with community volunteer organizations, the Emergency Manager will organize public education opportunities.

Public training opportunities may include public safety fairs, educational workshops and other public/private presentations and speaking engagements. Additional education will be accomplished at City Council meetings, gatherings of civic and homeowner's associations, and through articles in the local newspapers. An updated roster of trained personnel identifying individuals with emergency response training will be maintained by the Emergency Manager.

Preparedness activities develop response capabilities needed if an emergency situation or disaster occurs as well as the ability of individuals to be self-reliant for short periods of time during a disaster. Related to mitigation, preparedness differs because activities are focused on efforts to educate, organize, train and practice for emergencies rather than the completion of improvements intended to reduce or limit damage. Perhaps more than any other emergency management activity, preparedness requires participation from entities and individuals outside of the city

structure. In particular, Alpine City will rely heavily upon the following groups and entities in order to be properly prepared to address an emergency situation:

- Alpine Emergency Management Executive Committee
- Alpine City Stake Representatives
- Federal Emergency Management Administration (FEMA)
- Utah Department of Emergency Management and Homeland Security
- Community Emergency Response Team (CERT)
- LPPSD Police and Fire Departments
- Utah County Emergency Management
- State of Utah Emergency Management
- Religious and congregational leaders

Although preparation includes many groups and individual residents, City employees must also be prepared to act in an emergency situation. The City Council has directed the management staff and all department heads to take necessary actions to educate and train appropriate staff members to coordinate and implement emergency and disaster procedures and instructions. The emergency management staff will schedule exercises, drills intended to simulate emergency situations that will allow staff and outside entities to become familiar with the emergency procedures, and protocols so that in the unfortunate event of a disaster, the response will be organized and effective.

Section 10

PLAN MAINTENANCE AND DISTRIBUTION

Alpine City Emergency Management is responsible for the overall maintenance (review and update) of this emergency operations plan (EOP) and for ensuring that changes and revisions are prepared, coordinated, published, and distributed.

This EOP will be reviewed and updated as needed based on deficiencies identified in simulated or actual use or due to organizational or technological changes.

The City Administrator shall cause the Emergency Management Team to meet, as needed to assist in the preparation of and updates to this EOP, provide assistance and suggestions to the Emergency Manager, and assist departments with preparation of the components and implementation of the identified mitigation measures of the EOP.

Revisions to the EOP will be forwarded to all organizations or agencies assigned responsibilities in the plan. Contact names and telephone numbers (for emergency operations center [EOC] staff, departments, agencies, special facilities, schools, etc.) shall be maintained by appropriate departments and agencies.

10.1 Emergency Operations Plan Maintenance

To maintain EOP capabilities and to be prepared for any emergency or disaster that may affect Alpine City, Alpine City Emergency Management has developed and maintains a multiyear strategy. Table 10-1 provides a standardized list of activities necessary to monitor the dynamic elements of the Alpine City EOP and the frequency of their occurrence.

Table 10-1
EOP Maintenance Standards

Activity	Tasks	Frequency
Plan update and certification	<ul style="list-style-type: none">Review entire plan for accuracy.Incorporate lessons learned and changes in policy and philosophy.Manage distribution.	As Needed
Train new <i>Alpine City</i> Emergency Management staff	<ul style="list-style-type: none">Conduct EOP training for new Alpine City Emergency Management staff.	Within 60 days of appointment
Orient new policy officials and senior leadership	<ul style="list-style-type: none">Brief officials on existence and concepts of the EOP.Brief officials of their responsibilities under the EOP.	Within 60 days of appointment
Plan and conduct exercises	<ul style="list-style-type: none">Conduct internal EOP exercises.Conduct joint exercises with Alpine City emergency support functions.Support and participate in state-level and local-level exercises.	Semiannually, annually, or as needed

Section 11

AUTHORITIES AND REFERENCES

11.1 Authorities

Under the provisions of HSPD-5, the Secretary of Homeland Security is the principal federal official for domestic incident management.

Federal Authorities

Federal Civil Defense Act of 1950, (PL 81-950), as amended

Disaster Relief Act of 1974, (PL 93-288) as amended.

Title III, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), (PL 100-700).

Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance

October 1, 2008

The authorities under which this emergency operations plan may be activated include the following:

State of Utah

Title 63, Chapter 3, "State Emergency Management Act."

Utah County

Utah County Code: 8-1-1

State of Utah, Emergency Operations Plan

National Response Framework

Supporting Documents/Plans

- State of Utah Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- FEMA 501, National Incident Management System
- FEMA 501-3, NIMS Basic - Preparedness
- FEMA 501-7, NIMS Basic - Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101

11.2 Agreements

Alpine City is part of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery.

Section 12

GLOSSARY

All-hazards: Describes all incidents, natural or human-caused, that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities

City Administrator: Alpine City is a Mayor/Council government with a Chief Executive Officer, the City Administrator, whom the Mayor and City Council appoints.

County Coordinating Officer: The individual charged with the management of the response using the Community Emergency Response Team under the direction of the County Commissioners.

Disaster: Any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by the Mayor, County officials, the Governor, or the President of the United States.

Emergency: An occurrence or threat thereof, whether accidental, natural, technological, or manmade, in war or peace, which results or may result in substantial injury or harm to the population, or substantial damage to or loss of property.

Emergency Management: Emergency Management is the preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency management responsibilities include, but are not limited to the following:

- Reduction of vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural, technological, or human-caused emergencies or hostile military or paramilitary action
- Preparation for prompt and efficient response and recovery to protect lives and property affected by emergencies
- Response to emergencies using all systems, plans, and resources necessary to preserve adequately the health, safety, and welfare of persons or property affected by the emergency
- Recovery from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies

Emergency Manager: Staff member who is designated by the City Administrator to serve as the incident manager when the Alpine City EOC is activated

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Operations Center (EOC): A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders

Emergency Operations Plan (EOP): Overview of Alpine City's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EOP, explains the general concept of operations, and assigns responsibilities for emergency planning and operations.

Emergency Support Function (ESF): A functional emergency management responsibility established to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

Emergency Support Function (ESF) Assignment Matrix: Organizational grouping of all primary and support ESF agencies

Federal Emergency Management Agency (FEMA): Agency of the U.S. government tasked with disaster mitigation, preparedness, response, and recovery planning

Finance/Administration Section: Responsible for tracking incident costs and reimbursement accounting

Homeland Security Presidential Directive (HSPD) 5: Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.

Incident Command System (ICS): An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

Information Center (IC): The primary location for the coordination of media relations located in or near the emergency operations center.

Information System (IS): This is the primary location for the coordination of media relations located in or near the EOC. Provides the public with timely and accurate incident information and unified public messages. This system employs Information Centers and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

Local Government: In most instances refers to Alpine City but in some instances may also include other entities including the Alpine School District, adjacent municipalities or other government authorities created under county or municipal legislation.

Local Nonprofits: Nonprofit agencies active in providing local community services that can either provide assistance during an emergency or would require assistance to continue providing their service to the community.

Logistics Section: Provides facilities, services, and materials, including personnel to operate the requested equipment for the incident support.

Major Disaster: A situation that will likely exceed local capabilities and require a broad range of state and federal assistance.

Minor Disaster: A situation that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

Mitigation: Includes activities designed to either prevent the occurrence of an emergency or activities to minimize the potentially adverse effects of an emergency.

Municipality: Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency operations plan must be consistent with and subject to the applicable county emergency operations plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental 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 and property and harm to the environment.

National Response Framework: The guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response.

Operations Section: Directs and coordinates all operations and assists the emergency management bureau chief in development of incident operations.

Planning Section: Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.

Primary Emergency Support Function (ESF) Agency: Agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the most authorities, resources, capabilities or expertise relative to accomplishment of the specific emergency support function.

Primary Emergency Support Function (ESF) Coordinator: The primary ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private-sector organizations
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate

Policy Group: Consists of executive decision-makers that are needed to collaborate to manage the consequences of the disaster. This group makes critical strategic decisions to manage the emergency.

Public Information: Emergency information that is gathered, prepared, and coordinated for dissemination during a disaster or major incident.

Recovery involves returning the community back to a normal or near normal status. Recovery includes reconstruction and repair of damaged infrastructure, homes, and businesses.

Response activities and programs are designed to address the immediate and short-term-effects of an emergency situation or disaster. Response activities include warning, evacuation, sheltering, search and rescue, and other similar operations. Restoration of utilities, emergency repairs to roads and bridges, removal of debris are part of the final stages of response.

Safety/Security: Safety/security is monitored and measures are developed for ensuring a safe and secure environment in which to run emergency operations.

State Liaison: Individual appointed by the Utah Division of Homeland Security to act as liaison during emergency periods to coordinate state actions for providing effective coordination and communications during the incident.

Standard Operating Procedures: States in general terms what the guideline is expected to accomplish.

Support Emergency Support Function (ESF) Agency: Entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

ACRONYMS

ARES – Amateur Radio Emergency Service
CERT – Community Emergency Response Team
COG – Continuity of Government
CFR – Code of Federal Regulations
COOP – Continuity of Operations Plan
DES – Division of Emergency Services
HLS – Division of Homeland Security
EMAC – Emergency Management Assistance Compact
EMS – Emergency Medical Service
EAS – Emergency Alert System
EOC - Emergency Operations Center
EOP - Emergency Operations Plan
EMP – Emergency Operations Plan
ESF - Emergency Support Function
FEMA - Federal Emergency Management Agency
HAZMAT - Hazardous Materials
HSPD – Homeland Security Presidential Directive
ICS - Incident Command System
ICP - Incident Command Post
JIC - Joint Information Center
JIS – Joint Information System
NIMS – National Incident Management System
NOAA – National Oceanic Atmospheric Administration
NRF – National Response Framework
NWS – National Weather Service
PDA – Preliminary Damage Assessment
PIO – Public Information Officer
RIAT – Rapid Initial Assessment Team
UDOT – Utah Department of Transportation
COG – Continuity of Government
UNG – Utah National Guard
SOP – Standard Operating Procedures
UVDSSD – Utah Valley Dispatch Special Service District

Section13

APPENDIX

Appendix A: Resolution No. R2014-09 Adopting the Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals

RESOLUTION NO. R2014-09

A RESOLUTION ADOPTING THE EMERGENCY MANAGEMENT MISSION STATEMENT, VISION STATEMENT, GUIDING PRINCIPLES AND GOALS

WHEREAS, the City Council of the City of Alpine, Utah, does hereby find as follows:

WHEREAS, the City of Alpine believes that the Emergency Operations Plan needs to have a Mission Statement, Vision Statement, Guiding Principles and Goals to enable the City, its first responders and other agencies to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the adoption of an Emergency Management Mission Statement, Vision Statement Guiding Principles and Goals will be vital to the development and effective utilization of resources to deal with emergencies;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of the City of Alpine, Utah, that the Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals are approved for Alpine City.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Alpine, Utah.

Dated: _____

Don N. Watkins, Mayor

Charmayne Warnock, City Recorder

Appendix B: Alpine City Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals

Alpine City Emergency Management Mission Statement

To provide leadership in the effort to reduce the loss of life and property of Alpine residents in the event of an emergency situation or disaster by providing leadership in the preparation of protocols and standards for emergency mitigation, assessment, response, and recovery.

Vision

Alpine City envisions a community-wide effort where citizens and business owners are educated and prepared to manage the impact of an emergency situation or disaster.

Guiding Principles

- I. Coordination and Leadership** — In an emergency situation or disaster, Alpine City will be prepared to operate an Emergency Operations Center, provide public information and direction, complete a rapid response assessment in times of disaster, and interact with other local, state and federal agencies.
- II. Emergency Management is a Shared Responsibility** — Stakeholders with a shared role in emergency preparedness and response include residents, businesses and government entities whose interests are directly affected by a threat or disaster.
- III. Mitigation is a key component of preparedness** — Alpine City will provide information and education intended to reduce the impact of impending disaster situations which can reduce the loss of life and property. Municipal land use policies and regulations will consider the impact development may have on emergency preparedness efforts.
- IV. The Level of Preparedness is Commensurate with Known Risk** — Careful examination of the known risks and preparation for their potential impact establishes the parameters for the City's emergency preparedness efforts. Preparation for lesser or greater impacts could be an ineffective use of scarce resources.
- V. Emergency Planning and Response is in Accordance with Accepted Protocols and Standards** — Effective emergency planning, preparedness and response is based on proven and universally accepted standards and protocols. Emergency situations are not an appropriate time for experimentation.
- VI. Broad Based Approach is a Strength** — Dialog between different levels of government, public safety providers, private sector organizations, citizen groups and other interested parties will enhance the efforts of the City and improve efforts to mitigate impacts of an emergency situation or disaster.
- VII. Public Awareness is Crucial** — It is important to inform and educate the public about the potential hazards in the community and seek to organize the efforts of many interested parties into a cohesive and comprehensive emergency management system.

Goals

- **Prepare and Maintain an Emergency Management Plan**
- **Mitigate Hazards Wherever Possible**
- **Maximize Survival in an Emergency Situation**
- **Minimize Injuries and Loss of Property in an Emergency Situation**
- **Ensure Continuation of Critical Government Functions**
- **Restore Service Oriented Government Functions in a timely manner following a disaster**
- **Promote Self-Reliance During Emergency Situations**

Appendix C: Resolution R2014-10 Adopting the Use of the National Incident Management System (NIMS)

RESOLUTION NO. R2014-10

A RESOLUTION ADOPTING THE USE OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, the City Council of the City of Alpine, Utah, does hereby find as follows:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the city's/county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes,

WHEREAS, the Incident Command System components of NIMS are already an integral part of various city/county incident management activities, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of the City of Alpine, Utah, that the National Incident Management System (NIMS) is established as the City standard for incident management.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Alpine, Utah.

Dated: _____

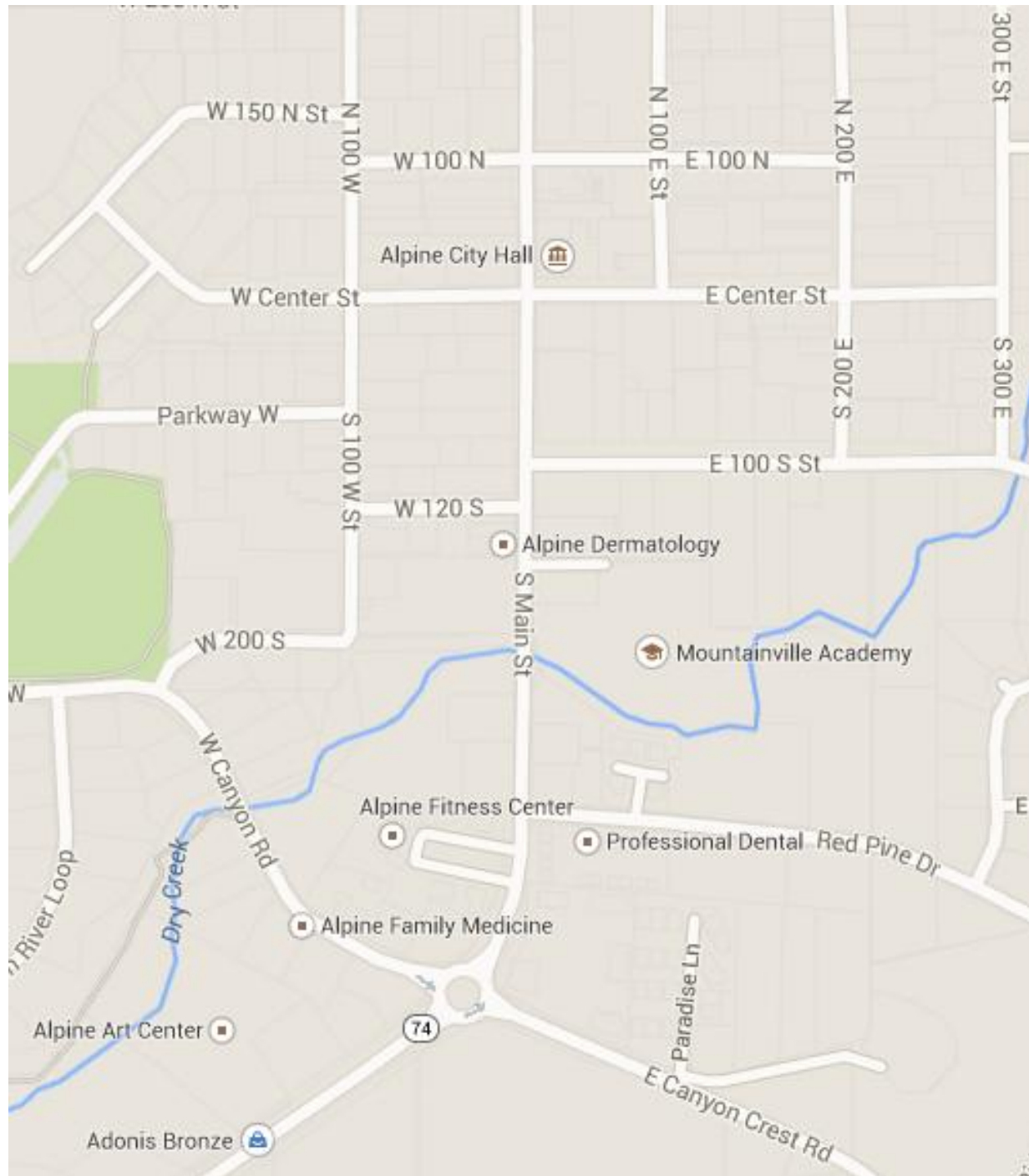
Signed by:

Don N. Watkins, Mayor

Attest:

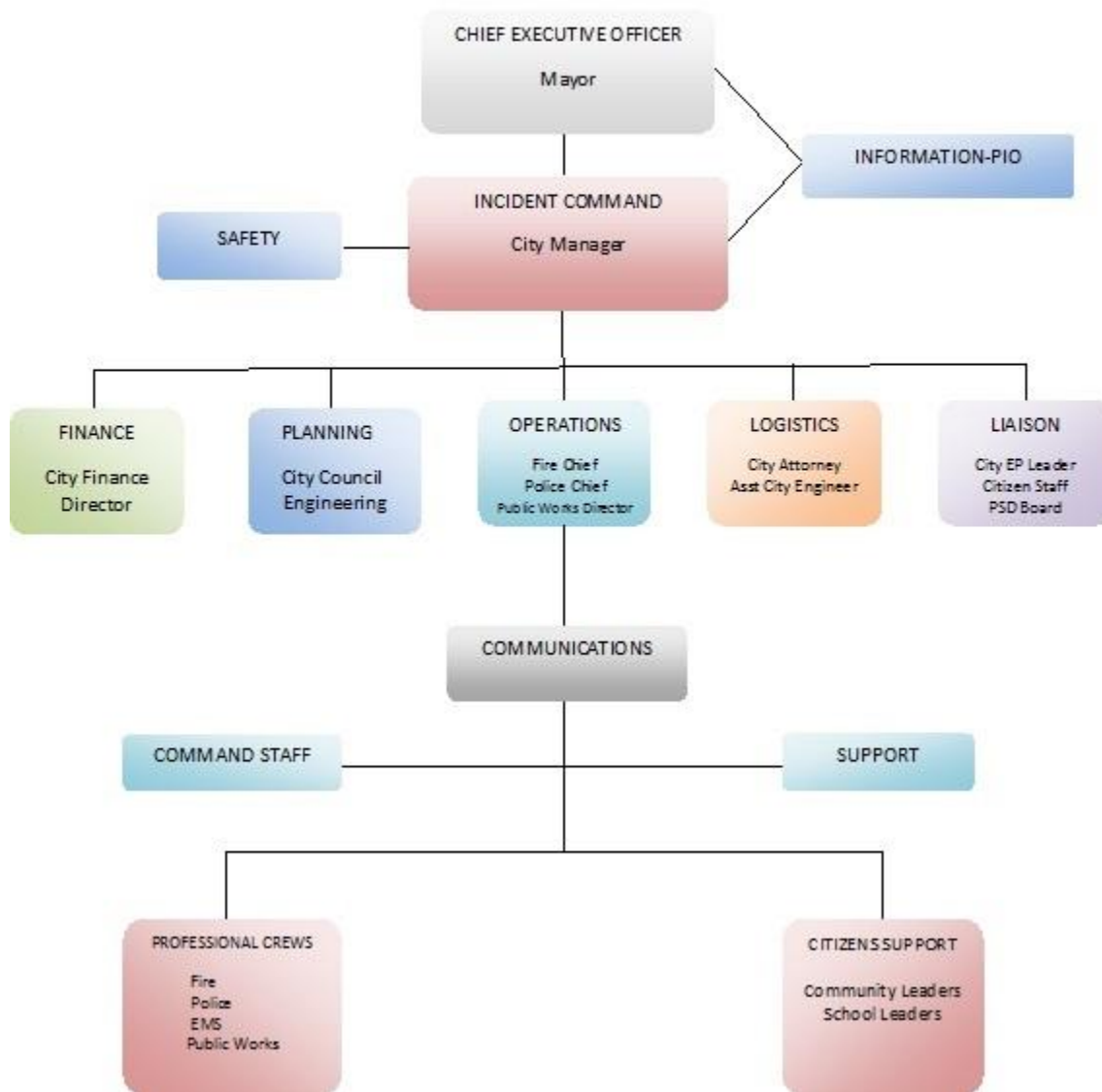
Charmayne Warnock, City Recorder

Appendix D: Map of Alpine Emergency Operation Center (EOC)



Appendix E: Alpine City Emergency Management Organization

ALPINE CITY INCIDENT COMMAND STRUCTURE



Appendix F: City Buildings Evacuation Plan

EMPLOYEE EVACUATION PLAN. In the event of an emergency and you hear an evacuation notice you will be asked to evacuate the building. Each City building has a designated meeting area to where you should report once you have evacuated the building. Please familiarize yourself with the designated meeting area for each building:

ALPINE CITY HALL. The Evacuation Meeting Place will be in the south parking lot.

PUBLIC WORKS BUILDING. The Evacuation Meeting Place will be in the front south parking area, near the entrance gate to the Public Works complex .

Once you have safely evacuated the building, report to your supervisor or the individual you would report to in your supervisor's absence. Do not return to the building until given the OK by supervisor to return.

ALPINE CITY COUNCIL AGENDA

SUBJECT: Alpine Days Chairperson Pay

FOR CONSIDERATION ON: October 14, 2014

PETITIONER: Council Member Kimberly Bryant

ACTION REQUESTED BY PETITIONER:

APPLICABLE STATUTE OR ORDINANCE:

BACKGROUND INFORMATION: The City Council has voted to pay the Chair of Alpine Days \$3,000 for their work in managing the annual City festival. Council member Kimberly Bryant would like to discuss the amount and how it is distributed with the Council. There was also \$500 dollars budgeted for the past Chair and \$1,500 budgeted for the Assistant Chair. The Assistant Chair was the person who was being trained to take over Alpine Days during the next year.

Council Action: The City Council will discuss and decide what directional changes, if any, they want to pursue with payment to the Chair of the Alpine Days celebration.