RIVERDALE CIVIC CENTER

Emergency Operations Plan

Riverdale City

Adopted February 5, 2002 Resolution 2002-5
Amended Plan Adopted April 1, 2014 Resolution 2014-7

WEBER COUNTY
CERT

Preface

The City of Riverdale Emergency Operations Plan establishes a flexible framework for the community's activities to prepare for, respond to, and recovery from all types of major disasters. It outlines the basic procedures and operating protocols for coordinating the combined efforts and resources from all levels of government and various volunteer organizations to assist and protect the City of Riverdale from the effects of disasters, both natural and manmade. The plan is not intended to be inclusive of every potential problem or situation that may arise during the course of such events, but serves as a base from which to start the process of resolving the situations created by the event. The plan consists of several parts, with each part focusing on one or more of the four phases of emergency management.

Part 1: Provides a hazard analysis and risk assessment that outlines the city's previous disaster history, potential disasters, and what is "at risk" in the community. It also provides background information about the community.

Part 2: Focuses on the city's initial emergency response to a major emergency / disaster situation and outlines the framework of the response. The operation's plan is supported by Emergency Support Functions which further identify primary and supporting departments and agencies, detail various aspects of the response, and provide for extended response operations as coordinated through the Emergency Operations Center.

Part 3: Addresses post-disaster recovery activities. It describes procedures to coordinate recovery operations and procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects. It also provides for continuity of operations and an outline of potential activities, priorities, and considerations to guide the city during short term and long term recovery issues.

Part 4: Consists of an "all-hazards" mitigation plan, based on the hazard analysis and risk assessment that identifies potential projects and activities to reduce and/or eliminate potential risks.

Part 5: Concentrates on a preparedness plan that outlines activities to prepare for disasters through training and exercise programs and community education and outreach activities.

The Emergency Operations Plan is applicable to all city departments, local community organizations, businesses, and residents in the city. All parts of the plan are exercised and reviewed on a regular basis to ensure that those persons designated to implement various aspects of the plan are familiar with their roles and responsibilities, as well as modifications based on new information, changes in technology, rotation of staff and other changing factors that occur as the community continues to grow.

Promulgation

This plan is promulgated as the City of Riverdale's Emergency Operations Plan. The plan is designed to comply with all applicable local ordinances and resolutions and provides policies and procedures to be followed to prepare for, mitigate, respond and recover from emergencies, disasters, and terrorism events.

This plan has been constructed with the best information available and from a planning perspective. It is recognized that as an emergency unfolds and new information becomes available, decisions and actions may be different than the plans envisioned at the time the plan was developed.

The City of Riverdale gives full support to the plan and urges all officials, employees, and others involved in the total emergency management effort, individually and collectively, to do their share in making the City of Riverdale a disaster resistant and resilient community.

This plan supersedes all previous plans.

Promulgated this 1st day of April, 2014.

Norm Searle, Mayor

RESOLUTION NO. 2014-7

A RESOLUTION AMENDING RIVERDALE'S EMERGENCY OPERATIONS PLAN FOR RIVERDALE CITY

WHEREAS, Riverdale City is a political subdivision of the State of Utah; and

WHEREAS, the principal executive officer of a political subdivision is empowered by Section 65-5a-6 of the Utah Code to declare by proclamation a local emergency; and

WHEREAS, staff has reviewed the City's Emergency Preparedness Plan and recommends that the plan be amended as set forth in Attachment A; and

WHEREAS, the Governing Body of the City of Riverdale finds the recommendations as set forth in Attachment A to be in the best interest of the City;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Riverdale that the Emergency Operations Plan as set forth in Attachment A is hereby adopted.

This resolution shall take effect immediately upon its adoption and posting.

Passed the 1st day of April, 2014.

RIVERDALE CITY

By: __________________________
Norm Searle, Mayor

Attest:

____
Ember Herrick, City Recorder

Approval and Implementation

Transmitted herewith is the updated integrated Emergency Operations Plan for the City of Riverdale. This plan supersedes any previous emergency management / civil defense plans promulgated by the City of Riverdale for this purpose. It provides a framework for all city departments to plan and perform their respective emergency functions before, during and after a disaster or other emergency. It is further intended that this document be used as a reference and training aid for all departments and emergency response personnel to ensure efficient and effective response and management of disasters and other emergencies.

This plan may be used to prepare for or to respond whenever there is a disaster or emergency that could significantly threaten human health, property or the environment. The functions of emergency management are under the immediate operational direction and control of the Fire Chief or his/her designee, who becomes the city's Emergency Manager and coordinates interdepartmental emergency operations and maintains the ultimate responsibility for resolution of conflicts regarding the application of limited resources to a variety of concurrent emergency situations. Upon declaration of a disaster or other emergency, the Emergency Manager or his/her designee is authorized to commit the resources necessary to carry out the provisions contained in this plan.

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

Responsibility for coordination of emergency activities with regional, state, and private partners resides with the Emergency Manager or his/her designee and will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System.

The Incident Command System (ICS), as a part of NIMS, 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 management of incidents will be conducted using the Incident Command System.

The plan is in accordance with existing local, state, and federal statutes. It has been approved by the Riverdale City Council and will be revised and updated as required.

Effective Date: April 1, 2014

City Administrator	Emergency Manager

Record of Changes

The City of Riverdale Emergency Operations Plan is a dynamic document that will be strengthened and enhanced over time as it is tested and activated for actual events or exercises. In concert with the plan maintenance section and planning efforts with other agencies, this plan may be revised and refined on a regular basis.

Each revision to the plan will be numbered and documented. As new versions are created, they will be distributed to designated plan holders and will supersede all previous versions.

INSTRUCTIONS TO PLAN HOLDER

Use this form to document any changes to the City of Riverdale Emergency Operations Plan. Update the plan by removing outdated pages and replacing them with updated information.

RECORD OF CHANGES

REVISION NUMBER	SECTION OF PLAN CHANGED	PAGES	REVISION DATE	INITIAL

CONTINUED - RECORD OF CHANGES

REVISION NUMBER	SECTION OF PLAN CHANGED	PAGES	REVISION DATE	INITIAL

Record of Plan Distribution

Distribution of this plan is based upon regulatory or a functional "need to know" basis. Copies of the plan are distributed according to an approved control list. Portions of the plan, and its supporting material, may be identified as a protected document and may have distribution restrictions in accordance with the Utah Governmental Records Management Act, as amended.

Copies of the plan may be distributed in 'hard copy' format or in 'electronic' format. A receipt system will be used to verify and control the distribution process. Receipt of the plan by a department or agency further signifies that the plan was read by these departments and/or agencies and that each understands their roles and responsibilities. Each copy of the plan is numbered for distribution of later revisions. A master copy of the plan will reside in the City of Riverdale City Recorder's office.

Control Number	Designated Plan Holders	Format
1	City of Riverdale City Recorders Office – Master Copy	'hard copy'
2	Mayor and Council	'electronic'
3	City Administrator	'electronic'
4	City Attorney	'electronic'
5	Fire Chief/City Emergency Manager	'electronic'
6	Police Chief	'electronic'
7	Community Development Director	'electronic'
8	Community Services Coordinator	'electronic'
9	Business Administrator/Treasurer	'electronic'
10	Public Works Director	'electronic'
12	City Engineer	'electronic'
13	Senior Center Coordinator	'electronic'
14	Building Inspector	'electronic'
15	Human Resources Manager	'electronic'
16	Communications Specialist	'electronic'
17	Accounts Payable Clerk	'electronic'
18	Administrative Assistant	'electronic'
19	City of Riverdale- Emergency Operations Center	'hard copy'
20	City of Riverdale– Electronic copy on Intranet	'electronic'
21	Weber County Emergency Management	'electronic'

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Copies of the Riverdale Emergency Operations Plan may be made available to other governmental agencies or other stakeholders with emergency management functions as requested for planning and coordination purposes at the discretion of the City Administrator or his/her designee. All other requests for copies of the plan, in whole or in part, should be directed to the City Recorders Office in the form of a GRAMA Record Request.

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Part 1 - Hazard Analysis & Risk Assessment

Section 1 - Introduction

Identifying the hazards is the first step in any effort to prepare for, respond to, recovery from and engage in activities to reduce community vulnerability through mitigation. The hazard analysis involves identifying all of the hazards that potentially threaten the community and analyzing them individually to determine the degree of threat that is posed by each. The hazard analysis determines; what hazards can occur, how often they are likely to occur, how severe the situation is likely to get, how these hazards are likely to affect the community, and how vulnerable the community is to the hazard.

This information in this hazard analysis should be used as part of the basis for the development of emergency response and operations plans, mitigation plans, and recovery plans. It indicates which hazards merit special attention, what actions might be necessary to reduce the impact of those hazards, and what resources are likely to be needed.

Hazard analysis and risk assessment includes the completion of five steps:

1. Identifying the hazard.
2. Creating a profile of each hazard.
3. Develop a community profile.
4. Compare and prioritize risk.
5. Create and apply scenarios.

Section 2 – Hazard Identification

A community hazard analysis considers all types of hazards. Categories of hazards include natural hazards, such as storms and seismological events, and technological or "man-made" hazards, such as an incident at a nuclear power plant, failure of oil or gas pipelines and other accidents at hazardous materials facilities. Some hazards may be the result of civil or political issues such as a neighborhood that has been the scene of rioting or large demonstrations. Cascading emergencies, or situations when one hazard triggers others in a cascading fashion, are also considered. For example, an earthquake that ruptured natural gas pipelines could result in fires and explosions that dramatically escalate the type and magnitude of events.

The following is a list of the hazards that have occurred, or could potentially occur, in Riverdale City. Identified hazards in Riverdale include both naturally occurring and "man-made" events:

Natural Hazards

- Floods
- Earthquakes
- Wildfire

Fire
Drought
Pandemics/Epidemics
Mudslide
Nuclear Event
Severe Weather
Winter Storms
Thunderstorms
High Winds/Microburst
Tornados
Heat Wave

Technological & "Man Made" Hazards

- Hazardous Materials Incidents
- Power Outages
- Fallen Aircraft
- Terrorism/Criminal Acts
- Civil Disturbance
- Dam Failure/Canal Break

Section 3 – Hazard Profiles

For each hazard identified in Riverdale, a hazard profile has been created which includes some basic information about the hazard, historic and past occurrences and the following information for each:

- ***Frequency of occurrence*** - how often it is likely to occur. Frequency has been separated into four categories:
  - Highly Likely – nearly 100% probability in the next year.
  - Likely - Between 10 and 100% probability in the next one year, or at least one chance in 10 years.
  - Possible - Between 1 and 10% probability in the next one year, and at least one chance in 100 years
  - Unlikely – Less than 1% probability in the next 100 years.
- ***Magnitude and potential intensity*** - how bad it can get. Magnitude has been separated into four categories:
  - Catastrophic – Affects more than 50% of the community.
  - Critical – Affects between 25% and 50% of the community.
  - Limited – Affects between 10% and 25% of the community.
  - Negligible – Affects less than 10% of the community.
- ***Location*** - where in the community this hazard is most likely to occur and the probable spatial extent or how large an area it is likely to affect.
- ***Duration*** - how long the initial event or occurrence can be expected to last.
- ***Seasonal pattern*** -the time of year during which it is more likely to occur.
- ***Speed of onset*** -how fast it is likely to occur. Speed of onset has been separated into four categories:
  - Minimal or no warning
  - 6 to 12 hours warning
  - 12 to 24 hours warning
  - More than 24 hours warning
- ***Availability of warnings*** - how much warning time there is, and whether a warning system exists.

3.1 Floods

Floods are one of the most common types of hazards in the world and can occur almost anywhere. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins over a large area. They are often associated with, or triggered by, other disaster events such as severe weather and dam failures. Flooding is defined as the temporary inundation of normally dry land areas.

Not all floods are the same. Some develop slowly over time, maybe days or weeks, while others occur with little or no warning. Flash floods often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Overland flooding occurs outside a defined river or stream, such as when a levee is breached, but still can be destructive. Flooding can also occur when a dam breaks, large pipes, canals, or other infrastructure that contain or convey water for irrigation or culinary purposes fail, producing effects similar to flash floods.

Several different types of flooding are possible and can be expected in Riverdale and include; river, flash flood, infrastructure failure including dam failure, urban drainage and subsurface drainage. The Federal Emergency Management Agency (FEMA) in conjunction with the National Flood Insurance Agency has mapped areas of special flood hazards in Riverdale on the Flood Insurance Rate Maps for Weber County. These maps show areas likely to be inundated by the base flood, or “100 year flood”.

Frequency of Occurrence:	POSSIBLE. Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	River flooding can be expected along the Weber River. The potential for flooding also exists along the old channel of canals which transverse the city including the Davis/Weber Canal Co. on Riverdale’s West Bench and the Southeasterly canal along the old river channel that starts at the line between Riverdale and South Weber through the River Glen subdivision on the South end of the city. There is also a third canal called the Riverdale Bench canal beginning on the boarder of Riverdale and Roy on the West side of I-15. Localized floods and flash flooding are possible in all areas of Riverdale City. Subsurface flooding problems near the Weber River and eastern portions of the city. See the FEMA Flood Insurance Rate Map for details on other known mapped special flood hazard areas. An area has also been identified for potential inundation due to failure of the Pineview Dam

Duration:	May last hours or days. Extended periods of flooding may last a week or more in some areas.
Seasonal Pattern:	Flooding may occur at any time from infrastructure or dam failure. Flooding caused by rapid snowmelt will most likely occur in late spring and early summer. Heavy rain or seasonal thunderstorms may occur in the spring and late summer months creating possible river or flash flooding.
Speed of Onset:	12 to 24 hours warning; may occur with little or no warning.
Availability of Warnings:	None. Monitoring of conditions may give some advanced notice. The National Weather Service sometimes issues flood watches and warnings.

Historic Events in Riverdale:

Spring 2011	Several homes were flooded from groundwater seeping into basements in the area of River Glen.
July 11, 1999	40+ homes affected by Weber/Davis Canal Break

3.2 Earthquakes

An earthquake occurs when there is sudden movement between of blocks of rock along a break in the earth's crust. Utah has a significant risk for earthquakes. There are hundreds of earthquakes each year in Utah. While most of these earthquakes are small events, there are a few large enough quakes each year that are felt by humans (about 2%). Earthquakes with a magnitude 5.5 to 6.5 occur about every 4 to 5 years in Utah and the potential exists along the Wasatch Front for earthquakes with a magnitude of up to 7.0 – 7.5 to occur.

Ground shaking is the most damaging and widespread geologic hazard caused by an earthquake and induces many of the other geologic hazards. All areas of Riverdale are susceptible to the effects of ground shaking. Property damage may occur to man-made structures such as buildings, highways, bridges, dams, utility lines and falling objects may cause injuries.

Besides ground shaking, earthquakes may also trigger other geologic hazards such as liquefaction, surface fault rupture, rock falls, landslides and slope failures and sometimes flooding. Liquefaction occurs when loose, wet soils react to ground shaking from large earthquakes (magnitude 5.0 or greater) and act like a thick liquid and become incapable of supporting buildings or other infrastructure. Areas of high liquefaction are located in Weber County, especially in the eastern half of Riverdale City near the Weber River. Surface fault rupture may occur in the area near the fault zone and may range from a few inches to as much as

Crews train to respond to building damage caused by earthquakes.

twenty feet. The resulting "crack" may be a few hundred feet to several miles long.

Geologic hazards can occur from an earthquake that occurs from more than 100 miles away. When evaluating the potential risk from earthquake hazards it is important to consider the following;

- The size (or magnitude) of the event and the distance from where it occurs
- The local geology such as the underlying rock type, soil cover and ground water conditions
- Any of the geologic hazards that might result from ground shaking (liquefaction, landslides, etc.)
- The location of, design, and construction methods of man-made structures and utility systems

While no one knows when the next large earthquake in Utah will occur, many researchers and scientists believe that we are "over-due" for a major event based on historic evidence in the geologic record.

Since the mid 1800's, two largest earthquakes in Utah occurred in Hansel Valley in 1934 (magnitude 6.6) and near Richfield in 1901 (magnitude 6.5). The two most damaging events in Utah occurred in 1962 near Richmond in the Cache Valley (magnitude 5.7) and St. George in 1992 (magnitude 5.8).

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	CATASTROPHIC - More than 50%
Location:	The entire city is at risk for ground shaking. Certain areas are at risk for liquefaction.
Duration:	Initial ground shaking may last for a few seconds or nearly a minute or more. The primary event will most likely be followed by aftershocks for hours, days, weeks and possibly months.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.

Historic Events in Riverdale:

3.3 Severe Weather

Utah is well known for its rapid and often severe changes in weather. Severe weather includes; winter storms, large scale wind events, thunderstorms, lightning, hail, tornadoes, flooding, avalanches and heat waves. While some types of these events can be predicted, others will occur with little or no warning.

Winter Storms

Known for some of the greatest snow on earth, Utah can receive from several inches to several feet of snow in a single storm event. Snowfall is often influenced by the Great Salt Lake which produces localized bands of snowfall and can produce some of the area's most severe winter storms.

Severe winter storms can significantly impact transportation routes and pose logistical problems with snow removal during prolonged events. Heavy accumulations of snow can lead to property damage, power outages, and force people to stay in their homes for lengthy periods of time. Air temperatures following the days after a winter storm can become very cold leading to other concerns for people out of power or heat sources.

Frequency of Occurrence:	LIKELY - Between 10 and 100% probability in next one year, or at least one chance in ten years
Magnitude:	CATASTROPHIC - More than 50%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another.
Duration:	From hours to days. Effects of the storms may last up to a week.
Seasonal Pattern:	Most likely to occur from late fall through spring and may occur day or night.
Speed of Onset:	12 to 24 hours warning
Availability of Warnings:	The National Weather Service issues Watches, Warnings and Advisories.
Historic Events in Riverdale:	

Thunderstorms

Thunderstorms occur in Riverdale on an annual basis. Sometimes the intensity of these storms can cause them to be quite destructive to property, create flash floods, and interrupt power services.

Thunderstorms usually affect relatively small areas when compared to other types of disasters. Despite their small size, all thunderstorms are dangerous. They can be the source for other weather related hazards such as tornadoes, lightning, hail, flash floods, and strong winds.

A typical thunderstorm is 15 miles in diameter and lasts about 30 minutes. Of the estimated 100,000 thunderstorms that occur in the United States each year, about 105 are classified as severe. All thunderstorms need three things; moisture to form clouds and rain, unstable air (warm air that can rise rapidly), and something that is capable of lifting air, such as a warm or cold front, mountains or the suns heat.

Frequency of Occurrence:	HIGHLY LIKELY - Near 100% Probability in the next year
Magnitude:	NEGLIGIBLE - Less than 10%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another.
Duration:	From a few minutes to hours.
Seasonal Pattern:	Most likely to occur from late spring through early fall. Most common during the afternoon and evening hours and very rare in winter.
Speed of Onset:	6 to12 hours warning
Availability of Warnings:	The National Weather Service issues Watches and Warnings.
Historic Events in Riverdale:	

Tornado

A tornado is a violently rotating column of air extending from a thunderstorm to the ground. Tornados are caused by thunderstorms when cold air overrides a layer of warm air, causing the warm air to rise rapidly. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of 1 mile wide and 50 miles long. Tornadoes are among the most unpredictable of weather phenomena. While not very common in Utah, tornadoes have occurred in the Salt Lake Valley.

Tornado Statistics for Utah;

> Size of Tornados: Funnel diameter is usually 10 to 20 yards wide. Largest reported funnel diameters: 440 yards wide on December 2, 1970; 800 feet wide on September 8, 2002; 200 yards wide on May 30, 1986 and August 30, 1992; 100 to 200 yards wide on August 11, 1999; and 100 yards wide on May 6, 1981 and July 25, 1991.
>
> Duration of Tornados: Usually only a few seconds to a few minutes. Greatest amount of

time on the ground: 15 minutes on July 9, 1962, July 25, 1991, August 30, 1992, July 24, 1998 and September 8, 2002.

Color of Tornados: Usual color- gray or brown. Other colors: black on July 9, 1962; red on July 24, 1981; and white on December 2, 1970 and March 29, 1982. Tornado Statistics for Utah: January 1950 to the Present

Since 1950 there have been 123 confirmed tornados in Utah, six of those have occurred in Weber County. Stated monetary damage from all 123 tornados is $173,011,200+. Generally these tornados have not been severe, but at least 7 of them have been classified as F2 on the Fujita Intensity Scale, or F-scale, which is used to rate tornado intensity. One tornado, occurring in the Uinta Mountains in August 1993 was classified as a F3.

Tornado occurrence by month in Utah 1950 – 2006:

January	1
February	1
March	4
April	7
May	29
June	18
July	14
August	24
September	21
October	0
November	2
December	2

For more detailed information and statistics see the National Weather Service website at: http://newweb.wrh.noaa.gov/slc/climate/tornado.php (as of 27 Feb 2012)

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another.
Duration:	Actual tornado may only be active for a few minutes, but the associated storm may last for hours.
Seasonal Pattern:	Most likely to occur from late spring through early fall. Most common during the afternoon and evening hours and very rare in winter.
Speed of Onset:	Minimal or no warning

Availability of Warnings: The National Weather Service issues Watches and Warnings.

Historic Events in the area near Riverdale:

August 14, 1968	A F2 tornado that formed ahead of a storm front in West Weber, Weber County. The tornado's path was 35 yards wide and had a length of one and one-half miles. Total damage was placed near $50,000.
April 23, 1990	A tornado in Farr West, Weber County. The tornado was five to 15 yards wide, traveled only about one-tenth of a mile, and lasted less than a minute. Minimal damage.
December 5, 1995	A tornado moving west to east in Pleasant View, Weber County caused damage within a housing area about one-half mile long and 50 to 100 feet wide. Four homes sustained damage.
May 29, 1996	A F1 tornado in North Ogden, Weber County 100 feet wide traveling along the north side of 2100 North for approximately 1-1/4 miles. Estimates of damage along the path of the tornado totaled about $500,000.
May 21, 1998	A tornado in Roy, Weber County caused some property damage.
August 20, 1998	An F0-F1 tornado touched down at the Weber Memorial Campground in the Causey area of Weber County and left a path of destruction about 50 yards wide and 300 yards long. Some vehicles and structures sustained property damage and some visitors to the campsite sustained minor injuries.

3.4 Wildfire

Wildfire is an uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures. They often begin unnoticed and spread quickly and are usually signaled by dense smoke that fills the area for miles around.

A wildland fire is a wildfire in an area in which development is essentially nonexistent, except for roads, railroads, power lines and similar facilities. An urban-wildland interface fire is a wildfire in a geographical area where structures and other human development meet or intermingle with the wildland or vegetative fuels.

Riverdale does have some urban-wildland interface along the Weber River and the eastern portions of the city.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	NEGLIGIBLE - Less than 10%
Location:	Undeveloped areas along the Weber River where natural vegetation is abundant. Other undeveloped areas, open areas, some agricultural areas. See map for further information.
Duration:	Hours to days.
Seasonal Pattern:	Most likely to occur mid-summer through late fall.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None. Some factors may be observed that indicate the potential is higher.

Historic Events in Riverdale:

Most events have been small grass and brush fires. No significant events have occurred.

3.5 Drought

A drought is defined as "a period of abnormally dry weather sufficiently prolonged for the lack of water to cause serious hydrologic imbalance in the affected area." -Glossary of Meteorology (1959). Simply stated, a drought is a period of unusually persistent dry weather that persists long enough to cause serious problems such as crop damage and/or water supply shortages. The severity of the drought depends upon the degree of moisture deficiency, the duration, and the size of the affected area.

There are actually four different ways that drought can be defined.

Meteorological	A measure of departure of precipitation from normal. Due to climatic differences, what might be considered a drought in one location of the country may not be a drought in another location.
Agricultural	Refers to a situation where the amount of moisture in the soil no longer meets the needs of a particular crop.
Hydrological-	Occurs when surface and subsurface water supplies are below normal.
Socioeconomic	Refers to the situation that occurs when physical water shortages begin to affect people.

Impacts of drought:

Lack of rainfall for an extended period of time can bring farmers and metropolitan areas to their knees. It does not take very long; in some locations of the country, a few rain-free weeks can spread panic and affect crops. Before long, we are told to stop washing our cars, cease watering the grass, and take other water conservation steps. In this situation, sunny weather is not always the best weather.

Here in the semi-arid desert climate in Utah, a few weeks without rain are not uncommon. However, when the weeks turn to months, serious problems can arise. Because of the fact that much of our drinking water comes from snowmelt, a dry winter can have serious implications in terms of how much water is available for the following summer season. Most locations have sufficient water reservoirs to make it through one dry winter. The real problem becomes back to back dry winter seasons.

Noticeable effects of drought in the area:

- Lowered water levels in reservoirs
- Lower flows in streams
- Fluctuation in levels of the Great Salt Lake
- Less water recharge in aquifers
- Increased demand for wells

Frequency of Occurrence: POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years

Magnitude: CRITICAL - 25 – 50 %

Location: All areas of the community, may especially impact agricultural areas.

Duration: Multiple years.

Seasonal Pattern: Likely to occur in 3 to 10 year patterns.

Speed of Onset: More than 24 hours warning

Availability of Warnings: The National Weather Service Forecast Office monitors drought conditions around the country and makes forecasts and predictions regarding drought conditions.

Historic Events in Riverdale:

1896 – 1907 Statewide drought conditions
1930 – 1936 Statewide drought conditions
1953 – 1965 Statewide drought conditions
1974 – 1978 Statewide drought conditions
1988 – 1993 Statewide drought conditions
1999 – 2003 Statewide drought conditions

3.6 Pandemic

A pandemic is an outbreak of an infectious disease, also known as an epidemic, which spreads across a large region of the world. According to the World Health Organization there are three conditions that must be met in order for a pandemic to break out:

- The emergence of a disease new to the population
- The agent infects humans, causing serious illness
- The agent spreads easily and sustainably among humans

The potential for disruption by pandemic is growing larger all the time as more worldwide travel and commerce become common. While it is difficult to predict the magnitude that such an event may have on human activity, there are some scenarios that can be anticipated. Such an event may lead to increased absenteeism for schools and businesses, interruption of services and deliveries, fear, panic, and death.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	CRITICAL - 25 – 50 %
Location:	All areas of the community.
Duration:	Weeks to months.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard as it could occur at any time. Some events may be likely to occur during the period between late fall and early spring when people are more likely to be indoors and in closer contact with each other.
Speed of Onset:	More than 24 hours warning
Availability of Warnings:	U.S. Center for Disease Control may issue warnings and advisories. Weber County Health Department may issue warnings and advisories.

Historic events around the world:

165-180 AD	Antonine Plague
1300’s	Black Plagued or “Black Death”
1918	“Spanish Flu” (or avian flu)
1950’s	Asian Flu
1960’s	Hong Kong Flu
2002-2003	SARS
2009-2010	Swine Flu

3.7 Hazardous Materials Incident (HAZMAT)

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, oxidizable, an irritant or radioactive. A hazardous material spill or release can pose a risk to life, health or property. An incident can result in the evacuation of a few people, a section of a facility or an entire neighborhood.

There are a number of federal laws that regulate hazardous materials, including: the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Resource Conservation and Recovery Act of 1976 (RCRA), the Hazardous Materials Transportation Act (HMTA), the Occupational Safety and Health Act (OSHA), the Toxic Substances Control Act (TSCA) and the Clean Air Act.

Title III of SARA regulates the packaging, labeling, handling, storage and transportation of hazardous materials. The law requires facilities to furnish information about the quantities and health effects of materials used at the facility, and to promptly notify local and state officials whenever a significant release of hazardous materials occurs.

Frequency of Occurrence:	HIGHLY LIKELY - Near 100% Probability in the next year
Magnitude:	LIMITED - 10 – 25%
Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another and the chemicals involved in the incident.
Duration:	From hours to potentially days, or longer.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard. An incident could occur at any time. Weather may be a factor in how long or how severe an incident is.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.
Historic Events in Riverdale:	

3.8 Power Outage

Widespread power outages may have a significant impact on the community. Typically a power outage is a cascading effect of a larger natural hazard. Since a power failure may be caused by the disruption of power transmission due to an accident, sabotage, natural hazards or equipment failure, the probability of failure occurrences persist. This type of incident, depending on severity, could pose significant health and safety risks and may require the involvement of the local emergency management organization to coordinate provisions of food, shelter, water, heating, etc.

Frequency of Occurrence: LIKELY - Between 10 and 100% probability in next one year, or at least one chance in ten years

Magnitude: CRITICAL - 25 – 50 %

Location: The entire city is subject to this type of event, although its effects and severity may vary from one location to another.

Duration: May last hours to days.

Seasonal Pattern: There is no seasonal pattern associated with this hazard as it could occur at any time. Power outages may be associated with the occurrence of another hazard and the most severe effects would be felt during the colder months of the year.

Speed of Onset: Minimal or no warning

Availability of Warnings: None. Some advance warning may be issued for known outages for maintenance or repair. Advisories may be issued to conserve or to notify of rolling “black-outs” or “brown-outs”.

Historic Events in Riverdale:

Most events have been minor incidents.

3.9 Fallen Aircraft

Riverdale City lies in the flight paths of two airports, Ogden and Hill Air Force Base. Under normal flight patterns most planes landing at these airports make their landing approach from south to north over the city. Other air traffic over the city includes helicopters and small aircraft for various purposes.

While not common, for planning purposes this hazard could also include any other falling objects such as meteor or asteroid, or any other large objects that could create a hazardous situation.

Frequency of Occurrence: POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years

Magnitude: NEGLIGIBLE - Less than 10%

Location: The entire city is subject to this type of event. Most likely to occur in the areas that lie in the flight paths for nearby

	airports and in agricultural areas where planes are used in crop dusting operations.
Duration:	Initial event, minutes. Effects may last days or weeks.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.

Historic Events in Riverdale:

May 9, 1981 3:18 p.m. T-38A Talon jet crashed in an open field on the south end of HAFB 250 yards short of the runway following a precision flying show, pilot killed no other injuries.

March 12, 1989 single engine plane crashed in a small field on the south side of 4400 South and 1600 West in Roy, no fatalities.

July 1999 single engine plane crashed into a home at 4311 South 1900 West in Roy across from the airport runway. Four people killed.

2005 single engine plane crashed into a home at 2133 West 4300 South in Roy. No fatalities, 30 homes and approximately 100 people evacuated from the neighborhood, shelter established at North Park Elementary School.

December 5, 2010 6 p.m. Cessna 210 crashed into a neighborhood southwest of the Ogden-Hinckley Airport. Pilot was coming from St. George attempted to land in Ogden but fog impaired visibility and he clipped a power line crashing into three homes on 2000 West and 4800 South. No fatalities, 1,700 homes without power, three homes destroyed.

3.10 Terrorism / Acts of Violence

Terrorism, as defined under the Homeland Security Act of 2002, is any activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, P.L. 107−296, 116 Stat. 2135 (2002).

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%

Location:	The entire city is subject to this type of event, although its effects and severity may vary from one location to another. Public gathering places, public works infrastructure, monuments, government buildings, schools, churches, and commercial buildings may be potential targets.
Duration:	Depends on type of event. May be hours, days, or weeks.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time and is more likely to occur around public celebrations, annual events, or on anniversary dates of previous terrorist events, and/or other significant dates such as a terrorist or political leader's birthday, anniversary, etc.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None. Public safety officials are apprised of potential threats on a regular basis. Public awareness may also provide some warning or prevention of terrorist activities.
Historic Events in Riverdale:	

3.11 Civil Disturbance

A civil disturbance is the intentional disobedient behavior by an individual or group of people in violation of public policy, laws or regulations, resulting in some form of community disruption.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	Could occur anywhere in city but more likely at public gathering places, government buildings, schools, parks, commercial areas.
Duration:	Minutes to hours. May depend on the event, numbers of persons involved, etc.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at any time. Most like to occur in combination with another event that creates public outcry, anger, or political unrest.
Speed of Onset:	Minimal or no warning
Availability of Warnings:	None.

Historic Events in Riverdale:

3.12 Dam Failure

The two dams on the Weber River are the Wanship Dam at Rockport Reservoir and Echo Dam at Echo Reservoir, both in Summit County. The Bureau of Reclamation has Emergency Operation Plans for all high and significant hazard dams which is updated annually and exercised every three years.

Hydraulic and Structural Information

The Wanship Dam completed in 1957 has a 175 ft. embankment and a crest length of 2,015 ft. Echo Dam built in 1931 is 158 ft., 836 sq. miles and has a 74,000 acre feet capacity.

Frequency of Occurrence:	POSSIBLE - Between 1 and 10% probability in next year, or at least one chance in the next 100 years
Magnitude:	LIMITED - 10 – 25%
Location:	Areas of potential inundation are identified in the Wanship Dam Emergency Action Plan on the Bureau of Reclamation website. There is no plan for Echo Dam as it is not considered a high or significant hazard following a July 2012 $50 million seismic retrofit to address potentially unstable subsoil conditions.
Duration:	Hours.
Seasonal Pattern:	There is no seasonal pattern associated with this hazard, it could occur at anytime.
Speed of Onset:	12 to 24 hours warning
Availability of Warnings:	None.

Historic Events in Riverdale:

Section 4 - Community Profile

Riverdale is situated in south central Weber County. It was once called "Stringtown" due to the early homes being strung along a single road and the Weber River. It was also known as "Jack Thompson's Settlement" and "Union" before the name of Riverdale was given to the town.

The first settlers in the community were James Graham, his sons George and Robert, and other members of the family. They farmed in the area as early as 1850. Elisha Lane located nearby, as did William Farley, and Rufus Allen. Other early settlers of Riverdale included Adam Fife, Alexander Patterson, Warren C. Child, Thomas Slater, Richard Woolsey, John Child, John C.

Thompson, William Stimpson, Myron Barber Child, George Ritter and James Mitchell.

In 1853, Daniel Burch built a grist mill on the east side of the Weber River. Later he added a saw mill to rip logs and saw lumber for homes. The river bottoms were covered with cottonwood timber which supplied the lumber. In 1858 Apostle John Taylor of the Church of Jesus Christ of Latter-day Saints purchased the mill and made improvements, including the establishment of a carding machine. Richard Dye and Edward Stratton took charge of the grist mill and carding machine.

Other early industries included a blacksmith shop built in about 1860. Matches were manufactured by Hugh Findlay. He packaged them in pasteboard boxes of 200 and sold them for 25 cents a box. Milk was hauled in from the Morgan area and was processed at the Creamery. Settlers also enjoyed the convenience of a canning factory.

The pioneer settlers dug a canal taking water out of the Weber River near the eastern bend for the purpose of irrigating the bottom land. They raised hay, potatoes, vegetables, fruits, and sugar beets.

John Child was the first postmaster. Mail came once a week. Hugh Findlay was the first teacher in the log school house in 1858. The school house was located at about what is presently 1000 West 4400 South. In 1862, a larger log building was constructed, and then replaced by a rock school house in 1865. It served until 1900.

The population of Riverdale in 1878 was 211.

The Town of Riverdale was incorporated March 4, 1946 with Mondell Bennett serving as the first President of the Town Board. Alexander Carlsen and Frank Warner subsequently served as President also. Riverdale became a third class city on July 7, 1956. Edwin G. Anderson, the presiding President, became the first man to officially have the title of Mayor. He was also the first elected mayor. Other mayors who have served the citizens as Mayor include Gail Sanders, Keith N. Oram, L. Leon Poulsen, Ben A. Jones, Howard Coleman and J. Bruce Burrows. Norm Searle is the current Mayor of Riverdale.

According to the 2010 Census, Riverdale City's population is 8,500 residents with approximately 500 home and commercial businesses that thrive because of the city's unique location at the intersection of two Interstate highways and the major thoroughfare Riverdale Road.

The community of Riverdale is situated on the border of Hill Air Force Base (HAFB), which is one of the largest bases for Air Materiel Command. Riverdale enjoys a good relationship with HAFB and is playing an important role in helping to establish the Falcon Hill Aerospace Research Park in cooperation with the Military Installation Development Authority (MIDA). MIDA is working to assist in the commercial development of approximately 550 acres of Air Force Property on HAFB, which will bring industry and jobs to the area.

The business district in Riverdale enhances the economic well being of the area. Riverdale is working hard to attract businesses that will bring a diverse and unique shopping experience. This large business district also provides a tax base that helps city officials keep property tax rates at one of the lowest levels in Weber County.

The large business district, interstates and Riverdale Road provide unique concerns for providing

health and safety through the Riverdale Police and Fire Departments. Riverdale has a relatively large police force and fire department for its population due to the special needs of the area. It is estimated that the day-time population of Riverdale is 50,000 versus the night-time population of 8,500 residents. Businesses and residents appreciate the professional attitude and protection that is provided by the Riverdale Police and Fire Departments. In addition to fighting fires, the Riverdale Fire Department staffs two ambulances to meet the needs of the city and surrounding areas.
Riverdale's Justice Court has an unusually high case load for this type of court because of the highway system that cuts through Riverdale and the important transportation corridor that is provided by Riverdale Road. The Court employs a part time Justice Court Judge, and full-time clerks to handle the case flow. The Riverdale Justice Court also hosts the Riverdale Substance Abuse Court and has had many graduates from this successful program.

Riverdale City is continually striving to plan for the future needs of the city and with all the growth and development it has become increasingly critical to preserve open green space and recreational areas. Riverdale City has completed the section of the river parkway trail that runs through Riverdale and is continuing to work to extend the trail and to preserve open spaces. The trails network is available for the enjoyment of all citizens to walk, bike, or skate and the open space is an area preserved for natural wildlife and habitat. Riverdale residents can also enjoy the outdoors at the city's parks or spend time indoors at the Community Center or Senior Center exercising or participating in a variety of organized sports and activities.

Each year, Riverdale celebrates Old Glory Days on July 4th. The festivities have traditionally included such events as a Sunrise Service and flag raising, fund-raising breakfast and lunch sponsored by the Riverdale Lions Club, a parade down 4400 South, and carnival and vendor booths at Riverdale Park. Old Glory Days ends with a fireworks show at Riverdale Park.

As we look to the future, Riverdale will strive to maintain the current level of city services that residents enjoy while keeping costs down. City officials have added amenities like curbside recycling, parks, baseball fields, soccer fields, tennis and pickleball courts, a splash pad, Veteran's Memorial and amphitheater.

4.1 Geography

Riverdale occupies 4.57 square miles in Weber County and is located South of Ogden, North of Roy and West of the Wasatch Front Mountains. Significant geographic features in Riverdale include the Weber River near the city's eastern boundary which flows from south to north through the city. The elevation in Riverdale is approximately 4,370 at the Civic Center and the majority of the city's soil is suitable for development.

4.2 Property / Land Use

Riverdale has evolved from a community known for its agricultural land use to a community known for its commercial district. Sixty percent of Riverdale is residential and 40 percent commercial with the majority of the city built out. Generally, land use in the city falls into one of the following general uses:

- Residential
- Commercial
- Industrial
- Open Space

4.3 Infrastructure

Road Miles – Public Roads	29.1 miles
Road Miles – Private Roads	
Water Storage Tanks	3

Tank 1	2 million gallons
Tank 2	2 million gallons
Tank 3	1 million gallons

Culinary Water Lines	37 miles
Storm Drain Lines	20.6 miles
Secondary Water Lines	

Traffic Control Devices

Riverdale City owns 0 signalized intersections.
UDOT owns7 existing signals

4.4 Demographics

Riverdale ranks as the 58th largest city in the state and the 7th largest in Weber County. Riverdale City is basically built out and has nearly met its ultimate population projections with limited availability of land for future residential development, a population of 8,543 according to the 2011 Census.

According to the 2010 Census, Riverdale City has a median home value of $159,700. Riverdale has various alternative housing types. These existing units represent owner occupied mobile homes and trailers, as well as rental units including apartments, duplexes and fourplexes. These housing units total 2,124 dwellings, which represents 51 percent of the 4148 total number of dwellings in the city. Riverdale City has an average of 2.71 persons per household.

Riverdale's population is educated and 2010 US Census numbers show that 93% have a high school diploma and 16.8% have a college degree.

The reported median age for Riverdale residents is 31.7.

The median household income is $52,125 with 5.6% of families falling below the poverty level.

4.5 Response Agencies

- Riverdale Police Department
- Riverdale Fire Department
- Riverdale Public Works
- Utah Highway Patrol

- Weber County Sheriff's Department

4.6 Major Industries / Businesses (Large Employers)

Major Employers

500 - 999 employees
America First Credit Union

250 - 499 employees
Wal-Mart Supercenter

100 - 249 employees
Sam's Club
Target Corporation
Riverdale City
Home Depot
Lowe's
ShopKo
Best Buy
Sportsman's Warehouse
RC Willey
JCPenney
Gordmans
Cutrubus Cadillac, Freeway Mazda and Wasatch Front
Tony Divino Toyota
Larry H. Miller Auto Group, Chrysler Jeep Dodge, Used Car Supermarket
Ken Garff Ogden, Nissan, Honda and Used Cars

Section 5 - Comparing and Prioritizing Risk

5.1 Essential Facilities at Risk (City Owned)

Facility	Location	Function
Riverdale Civic Center	4600 S. Weber River Drive	Daily Civic Operations / Council Chambers / Courtroom / Joint Information Center
Riverdale Police Department	4580 S. Weber River Drive	Police Department
Riverdale Fire Department	4334 S. Parker Drive	Fire / EMS / HAZMAT/ Heavy Rescue / Emergency Operations Center
Riverdale Public Works Building	4600 S. Weber River Drive (rear)	Public Works
Riverdale Community Center	4360 S. Parker Drive	Recreation Center / Possible Sheltering Location

Riverdale Senior Center	4433 S. 900 W.	Possible Sheltering Location / Kitchen and Dining Area

5.2 Essential Facilities at Risk (Non-City Owned)

Facility	Location	Function
Riverdale Elementary	1160 W 4400 S	Possible Sheltering Location
Good Foundations Academy	5101 S. 1050 W.	Possible Sheltering Location
Christian Heritage School	5120 S. 1050 W.	Possible Sheltering Location
LDS Church	1056 W 4400 S	Possible Sheltering Location
LDS Church	4210 S 300 W	Possible Sheltering Location
LDS Church	1175 W 5500 S	Possible Sheltering Location
LDS Stake Center	4000 S Parker Drive	Possible Sheltering Location
Alpine Church	1275 W 5000 S	Possible Sheltering Location
Refuge Church	4800 S. 1700 W.	Possible Sheltering Location
Stoney Brooke	4390 S. 700 W.	Possible Sheltering Location

5.3 Infrastructure at Risk

Facility	Location	Function
Tank 1	500 W 5400 S	Water Storage
Tanks 2, 3 and Well 1	5440 S Freeway Park Drive	Water Storage and Supply
Well 2	5102 S 1050 W	Water Supply
Weber Basin Well 1	4800 S 700 W	Water Supply
Weber Basin Well 2	5790 S South Weber Drive	Water Supply
Davis and Weber main canal	south foot hill below Hill AFB	Water Supply
Roy Water Secondary Water	5550 S Freeway Park Drive	Water Supply
Rocky Mountain Power Sub station	3975 S Pacific Ave	Power Supply
Rocky Mountain Power Sub station	4800 S 1500 W	Power Supply
Rocky Mountain Power Sub station	South Weber Drive	Power Supply

5.4 Other Structures at Risk by Hazard

All structures in the community by type. (May be considered at risk for Drought, Earthquake, Fallen Aircraft, HAZMAT, High Wind, Power Outage, Severe Winter Weather, Terrorism, Thunderstorms, and Tornado)

Type	**Subtype**	**Quantity**
Churches	Meetinghouses	5
Commercial	Businesses	296
Public	Civic Center	1
Public	Fire Department	1
Public	Police (Animal Control)	1
Public	Recreation Center	1
Public	Senior Center	1
Residential	Dwellings	3,280
School		5
School	Accessory	4
		3,595 Total

Flooding Specific
The EOP Team will also use as a reference the packet of maps as prepared by FEMA called FIRM Flood Insurance Rate Map Weber County, Utah and Incorporated Areas.

100 year floodplain (Zones A, AH, AO, AE, AR, A99, V, and VE)
    Residential (Single Family Dwellings) ……………………….
    Residential (Accessory Buildings) …………………………....
    Commercial Businesses’………………………………………
    Public (Accessory Buildings) …………………………………

500 year floodplain (Zones X and D)
    Residential (Single Family Dwellings)………….……………
    Residential (Accessory Buildings)……………………….……….
    Commercial Businesses’…………………...…….…………
    Commercial (Accessory Buildings)……………………………
    Public (Accessory Buildings) …………………………………

Liquefaction Specific

- High
  - Commercial Business
  - Commercial Office
  - Commercial Accessory
  - Commercial Utility
  - Residential Dwelling
  - Residential Accessory

Residential Multi-Dwelling Units
Public Building
Public Accessory
Church Meetinghouse
Church Accessory

Moderate

Commercial Business
Commercial Office
Commercial Accessory
Commercial Utility
Residential Dwelling
Residential Accessory
Residential Multi-Dwelling Units
Public Building
Public Accessory
Church Meetinghouse
Church Accessory

Total

Low / Very Low

All structures not in High or Moderate

Total

5.4 Risk Index Summary

HAZARD	MAGNITUDE	FREQUENCY	WARNING TIME	SEVERITY	SPECIAL CHARACTERISTICS AND PLANNING CONSIDERATIONS	RISK PRIORITY
Agricultural	Negligible	Possible	24 + hours	Limited	Agricultural areas are being reduced as homes are being built.	Low
Civil Disturbance	Negligible	Possible	Minimal	Limited	Most likely to occur at “major event’ or as the result of political issues.	Low
Dam Failure	Limited	Possible	12-24 hours	Limited	Wanship and Echo Dams are a	Low

					considerable distance away; in 2012 Echo had a $50 million seismic retrofit.	
Drought	Catastrophic	Likely	24 + hours	Limited	Cyclic events. Severity and end of event uncertain.	Low
Earthquake	Catastrophic	Possible	None	Critical	Cannot be predicted. Scientists say that we are "overdue" for a large event in this area.	**High**
Fallen Aircraft	Negligible	Possible	Minimal	Negligible	Proximity to Ogden and HAFB airports and flight paths makes this possible.	Low
Floods	Limited	Possible	12-24 hours	Limited	Flooding can occur in any part of the city for a variety of reasons	Low
Hazardous Materials Incident	Critical	Likely	Minimal	Limited	Areas near the interstate, railroad tracks and centers of manufacturing are at greatest risk.	**High**
Liquefaction	Critical	Possible	Minimal	Limited	Will be a cascading effect of an earthquake. Areas near the river are most at risk	Medium
Pandemic	Critical	Possible	24 + hours	Catastrophic	Could require restricting travel, commerce, schools, and other social interactions	Medium
Power	Catastrophi	Likely	Minimal	Limited	Depending on	**High**

Outage	c				duration of the event, may cause many problems.	
Severe Winter Weather	Catastrophic	Likely	12-24 hours	Limited	Occurs almost annually. May cause power outages as a cascading event.	**High**
Terrorism	Critical	Possible	Minimal	Negligible	There are few "targets" in Riverdale but the proximity to HAFB and the Ogden Airport raise the threat level	Medium
Thunderstorms	Negligible	Highly Likely	6-12 hours	Limited	These events often trigger flooding. Microburst storms have caused many homes to have flooding that are not in a mapped floodplain.	Medium
Tornado	Limited	Possible	Minimal	Limited	Unlikely to occur, but they have been more frequent in Utah in recent years	Low
Wildfire	Negligible	Possible	Minimal	Limited	Will most likely occur near the river or in areas with vegetation.	Low

Section 6 - Hazard Map

6.1 Flood Hazard Map (Being Developed)

6.2 Geologic Hazards Map (Being Developed)

6.3 HAZMAT Scenarios Map (Being Developed)

6.4 Dam Failure / Inundation Map (Being Developed)

Part 2 – Emergency Response & Operations

Section 1 – Introduction

The Emergency Response and Operations Plan (hereinafter the "Plan") of the City of Riverdale (hereinafter the "City"), Utah may be implemented for all types of emergency or disaster events, including both natural and man-made hazards, which may impact the residents of the city. It details the response and initial recovery procedures that the local officials should follow if a disaster strikes.

Departments within the city should become familiar with this plan. As appropriate, each department should formulate their own action plans or emergency operations checklists in coordination with the Emergency Manager, which will be used to complement this plan.

1.1 Purpose

The purpose of this plan is to develop organizational responsibilities within a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency, preserve life and minimize damage, respond during emergencies, provide the necessary assistance, establish a recovery system in order to return the community to its normal state of affairs as quickly as possible, and maintain the high standard of services for those not affected.

This plan is a guide for community leaders and is intended to provide the general information needed to quickly and effectively respond should an emergency situation or contingency arise. It identifies legal and management responsibilities and describes actions and procedures for city officials and residents in responding to most emergency situations. Once this plan is in effect, the City Administrator, or his/her designees, possesses the legal authority to marshal the resources of the community and provide appropriate leadership and direction. This plan promotes speed and efficiency through one channel of authority, so that individual residents, neighborhoods, public employees and public officials can fully cooperate during emergency situations. This plan is a common sense approach to response that encourages action, not reaction. This plan does not take the place of personal, family or neighborhood preparedness.

1.2 Scope

- Applicable to all city departments.
- Establishes policies, strategies, and assumptions.
- Establishes a concept of operations.
- Defines coordination mechanisms to facilitate delivery of assistance.
- Assigns specific functional responsibilities to appropriate agencies and organizations.
- Identifies actions to be taken to coordinate with county, state and federal counterparts as appropriate.
- Provides a source of planning information to local community organizations, businesses and residents within the city.

1.3 Situations and Assumptions

Situation Overview

The city is exposed to many hazards, all of which have the potential to disrupt the community, cause property damage, and create casualties. Possible natural and technological hazards include the following: (See Part 1 of the Riverdale City Emergency Operations Plan for more detailed information).

Natural Hazards

- Floods
- Earthquakes
- Wildfire
- Drought
- Mudslide
- Severe Weather
    - Winter Storms
    - Thunderstorms
    - Tornado
    - High Winds / Microbursts
    - Heat Wave
- Pandemics / Epidemics

Technological & "Man Made" Hazards

- Hazardous Materials Incidents
- Power Outages
- Fallen Aircraft
- Terrorism / Criminal Acts
- Civil Disturbance
- Dam Failure/Canal Break
- Fire
- Nuclear Event

Planning Assumptions

1. The city will continue to be exposed to the hazards noted above as well as to others that may develop in the future.
2. City officials recognize their responsibilities with regard to public safety and well-being.
3. City officials will assume their responsibilities in the implementation of the city's Emergency Operations Plan.
4. If properly implemented, this plan will reduce or prevent disaster related losses.
5. Agencies and organizations that support this plan will assist in the planning process and will participate in training classes and exercises which are designed to increase the overall preparedness posture of the city.
6. Riverdale Emergency Management will coordinate the duties and responsibilities of the participating jurisdictions, agencies, and organizations both during the planning, training, and exercise process and in each phase of actual emergency or disaster.
7. In accordance with the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this plan will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.
8. The Incident Command System (ICS), as a part of NIMS, 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 management of incidents will be conducted using the Incident Command System.

Section 2 – Policies

The following policies apply to the City of Riverdale Plan:

- All City of Riverdale officials and emergency interim successors are to be familiar with all duties and responsibilities of their office as detailed in this plan.
- Information contained in this plan is intended to give employees a better understanding of the responsibilities and obligations of their role in emergency response operations with the city. Employees should read, understand, and comply with all provisions of this plan.
- City of Riverdale Departments will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the plan.
- In addition to the policies and procedures contained in this plan, employees are responsible for understanding and abiding by policies and procedures of their respective Department, and/or Division.
- The City of Riverdale reserves the right to revise, supplement, or rescind this plan, or portion of this plan, from time to time as deemed necessary by the City Council and/or the City Administrator.
- The City of Riverdale will integrate its Emergency Operations Plan with other applicable county, state and federal Emergency Operations Plans to provide effective and timely support to residents of the city in the event of a major disaster or emergency.
- The City Administrator, or his/her designee, may present the plan for review by the City Council Annually.

Other policies may be developed by the City Administrator, as deemed necessary, for the effective and efficient use of resources during a disaster. The City Administrator shall be the final interpreter of the provisions of this plan.

Section 3 – Hazard Analysis

The City of Riverdale has developed a hazard analysis for the city. This hazard analysis is an attempt to identify all of hazards that could occur in the city and their impacts upon its residents and infrastructure. See Part 1 of the City of Riverdale Emergency Operations Plan for more details. Part 4 of the City of Riverdale Emergency Operations Plan contains additional hazard analysis on a regional and county-wide basis.

Section 4 – Concept of Operations

4.1 General Operations

It is the responsibility of the city to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the city’s capability to respond, assistance may be requested from Weber County, then the State of Utah. The Federal Government will be asked to provide assistance to the State of Utah when appropriate.

This plan is based on the concept that the emergency functions for various departments involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. If needed, the efforts that would normally be required for those functions will be redirected to accomplish the emergency task by the department concerned.

The Emergency Operations Plan is concerned with all types of hazardous situations that may develop in the city. It is more than an operations plan in that it accounts for activities before, during and after emergency situations.

Emergency responses may be implemented in stages, as needed using the National Incident Management System (NIMS). The NIMS provides for interoperability and compatibility among federal, state and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, and management of resources and reporting.

The full-scale implementation of the city's emergency management organization involves the activation of the Emergency Operations Center, which serves as an Incident Command post at the highest level within the city. For the purposes of this document, activation of the emergency management organization of the city refers to the activation of the Emergency Operations Center.

4.2 Emergency Operations Plan Activation

This plan will be implemented when an emergency has been declared by the Mayor or when an incident is considered imminent or probable and the implementation of this plan and the activation of the Riverdale Emergency Operation Center are considered a prudent, proactive response to the impending incident. If the Mayor is absent the line of succession will be the Mayor Pro Tempore and then the Council member with the most consecutive years of service on the Council at the time the emergency occurs.

This plan is effective for planning and operational purposes when one of the following conditions is met:

- An incident occurs or is imminent.
- A state of emergency is declared by the Mayor or in the Mayor's absence by the Mayor Pro Tempore or the Council member with the most consecutive years of service on the Council at the time the emergency occurs.
- As directed by the City Administrator and/or the Emergency Manager or their designee.

4.3 Response Procedures

The Police, Fire or Public Works Departments will generally initiate implementation of the Incident Command System. Any affected department notifies the City Administrator when:

- Needs exceed authority; or
- Actions required are contrary to instructions; or
- Incidents involving multiple deaths; or
- Incidents involving severe environmental damage; or
- Resource needs are greater than those available; or
- Actions have produced unanticipated results; or
- Whenever circumstances are such that the Incident Commander believes the City Administrator should be notified.

Once notified, the City Administrator and the Incident Commander together make an assessment to determine what resources the City Administrator can provide to the Incident Commander. These services may include information, procurement of resources, collection and provision of incident data, and interface with other government authorities.

The City Administrator will keep the Mayor and City Council informed and determines partial or full activation of the Emergency Operations Center (EOC) as necessary. The EOC is activated by the City Administrator, in coordination with the Emergency Manager, if:

- The City Administrator deems it necessary to monitor the incident; or
- The incident requires that the Incident Command System needs to be expanded; or
- To assist the Incident Commander in handling the response to the immediate incident scene
- To support overall management of the incident; or
- Multiple incidents are occurring.

The Incident Command System functions of planning, logistics and finance will be supported at the EOC. At this time, the Incident Command Post in the field becomes an extension of the Operations Group within the EOC.

The Emergency Manager or his /her designee will monitor impending emergencies and actual occurrences. If the situation warrants, the Emergency Manager, or his/her designee, will notify members of key response organizations. When events are such that normal response procedures and/or local resources are inadequate, the city may activate mutual aid agreements, the Emergency Response and Operations Plan, the Emergency Operations Center and/or declare a local “State of Emergency”.

The core function of the Riverdale Emergency Management organization is to provide direction, control, and coordination and is responsible to:

- Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively;
- Direct and coordinate the efforts of all city departments;
- Coordinate the response with the efforts of other local, county, state and federal entities, plus those of voluntary organizations and the private sector; and
- Make effective and efficient use of resources.

During the life cycle of an emergency, the composition and focus of the direction, control, and coordination function is likely to change significantly. The direction, control, and coordination function is the first to be established and the last to be deactivated. The functional annexes and associated appendices are activated in support of the direction, control, and coordination function as needed. A phased approach is used throughout the response to ensure the appropriate resources and staffing are in place to accomplish the operational objectives.

4.4 Declaration of a Local State of Emergency

Upon the recommendation of the City Administrator, the Mayor may issue an executive order or proclamation that a state of disaster or severe emergency exists in the city. If the Mayor is absent the line of succession will be the Mayor Pro Tempore and then the Council member with the most consecutive years of service on the Council at the time the emergency occurs. The executive order or proclamation shall indicate the nature of the disaster, the area threatened or affected and the conditions creating the disaster or emergency.

The Mayor is the only individual who may issue an official local "State of Emergency" declaration. This declaration must be issued before county, state and/or federal assistance can be requested. *(UCA § 63K-4-301 (1) (a))* If the Mayor is absent the line of succession will be the Mayor Pro Tempore and then the Council member with the most consecutive years of service on the Council at the time the emergency occurs.

The rationale for declaring an official local "State of Emergency" is threefold:

- To acknowledge that the local jurisdiction has experienced a disaster and has responded to the best of its ability.
- To alert Weber County Emergency Management and State of Utah Department of Public Safety, Division of Emergency Management that local resources are being fully utilized and that county and state assistance may be requested; and
- To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

A copy of the declaration shall be forwarded to Weber County. (UCA § 63K-4-301(4) (a))

The declaration of a "State of Emergency" by the Mayor, or in his/her absence the Mayor Pro Tempore or the Council member with the most consecutive years of service on the Council at the time the emergency occurs, shall be valid for a period not to exceed 30 days. If the emergency exceeds thirty days, it must be declared by the City Council. (UCA § 63K-4-301 (1) (b))

Additional information regarding disaster declarations is found in ESF 5.

4.5 Activation of the Emergency Operations Center (EOC)

General

The nature and scope of the incident determine the type of coordination facility to be established or activated in cases where the emergency is citywide or extremely severe. This will be in addition to Incident Command Post(s) established to coordinate site response. The EOC allows the Incident Commander(s) in the field to focus on the incident and serves as a conduit for information. The goal of the EOC is to promote problem resolution at the lowest practical level. The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.

The EOC plays a critical support role to the on-scene response by:

- Acquiring, allocating, and tracking resources.
- Managing and sharing information.
- May assist in establishing response priorities among incidents.
- Providing legal and financial support.
- Authorizing emergency expenditures.
- Acting as a liaison with other jurisdictions and other levels of government.

The EOC plays a critical support role to community residents by:

- Providing critical public information.
- Integrating the response and recovery efforts of private and non-profit organizations.
- Establishing recovery priorities in the community.
- Painting a vision of the “new normal”.
- Organizing financial support for long term recovery efforts.

EOC Location

The primary Riverdale EOC is located at the Riverdale City Fire Department building located at 4334 S. Parker Drive Riverdale, Utah and serves as a protected site from which local government officials coordinate, monitor and direct emergency response activities during an emergency. In the event that it becomes impossible or impractical to use the primary location, the EOC will be moved to an alternate location.

Alternate Locations

Determination of the use of an alternate location will be made by the City Administrator and/or the Emergency Manager as needed. The city may consider use of the following locations, as available or practical, based on the nature of the situation, available assets and needs of the community.

Riverdale Civic Center Building	4600 S. Weber River Drive

Riverdale Community Center	4360 S. Parker Drive
Riverdale Senior Center	4433 S. 900 W.

Other locations in the community may be used as determined or available.

Activation

The EOC is activated at the request of City Administrator, in coordination with the Emergency Manager

Levels of Activation and Staffing

Activation and staffing for the EOC will depend upon the scale of the emergency or disaster. Any time the EOC is activated, administrative support personnel are required. The level of staffing will be determined by the City Administrator and/or the Emergency Manager, depending upon the situation. There are three levels which assist in determining the level of staffing and to facilitate coordination and response to the emergency with other agencies:

1. **Level I – Full Scale Activation**

   Level I is a complete mobilization and operation of the EOC with full staffing, as available. The EOC may be operated on a 24 hour schedule due to the severity of the event.

2. **Level II – Limited Activation**

   Level II is limited agency activation. Coordinators of primary Emergency Support Functions (ESF) that are affected will be notified by the Emergency Manager, or his/her designee, to report to the EOC. All other ESFs are alerted and put on standby. All agencies involved in the response may be requested to provide a representative to the Riverdale City EOC. These emergencies require a limited staff to direct and support needed EOC operations. Only those functions which are necessary to support the response to the emergency are activated.

3. **Level III - Monitoring Activation**

   Level III is a preparatory step taken upon the receipt of a warning for a potential disaster or emergency condition. The Mayor and Council are apprised of the event, 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. The EOC may be activated with only administrative staff that assesses the situation and they may escalate the activation if needed. This level typically involves observation, verification of appropriate action, and follow-up. Notifications may be made to potentially affected departments and other agencies or jurisdictions. The EOC may be set up, prepared for operations, and communications equipment tested and made operational. The day-to-day operations are typically not altered and the management structure stays the same.

Staff at the EOC

Staffing at the EOC may involve any or all of the following working groups:

1. Policy Group. The policy group is responsible for developing policy, prioritizing actions, and coordinating the overall emergency response. Members of the policy group include:

    - City Administrator
    - Emergency Manager
    - City Attorney

    As needed, or required by the type and magnitude of the incident, department heads, elected officials, and/or other subject matter experts may be asked to participate with the policy group.

2. Operations Group. The operations group normally functions in coordination with operations in the field and will coordinate implementation of response actions among the participating organizations and ensure that the policies, activities and resources are implemented according to the decisions of the policy group. Members of the operations group may include:

    - Emergency Manager/Fire Chief, or designee
    - Police Chief, or designee
    - Public Works Director, or designee
    - Community Services Coordinator, or designee
    - Treasurer, or designee
    - Outside agencies (as needed or required by the incident)

3. Planning Group. The planning group is responsible for the collection, dissemination and use of the information about the development and status of resources. This will involve receiving status reports from all incident commanders in the field, analyzing the data received, thinking ahead, briefing and making suggestions to the policy group, and tracking the status of resources. Members of this group will be dependent on the type and magnitude of the event and may include:

    - Community Development Director, or designee
    - City Recorder, or designee
    - City Engineer, or designee
    - Risk Manager / Analyst (Liaison)
    - City staff, as needed
    - Outside agencies (as needed or required by the incident)

4. Logistics Group. The logistics group is responsible for providing facilities, services and materials for the incident. This includes health services, food and shelter, transportation, personnel, volunteers, supplies and equipment. Members of this group will be dependent on the type and magnitude of the event and may include:

- Community Services Coordinator, or designee
- Treasurer, or designee
- Human Resources Manager, or designee
- Public Works Director, or designee

5. Finance Group. The finance group is responsible for tracking and implementing procurement paperwork, keeping records of all incident costs, and evaluating the financial considerations of the incident. Members of this group include:

    - Treasurer, or designee
    - Accounts Payable Clerk
    - City staff as needed

6. Information / Intelligence Group. This group may be formed to receive and manage information and intelligence reports, as required or needed, for the purpose of analyzing and prioritizing incident related information. This group may work with outside agencies or fusion centers. Members of this group may include:

    - Public Information Officer, or designee
    - City Recorder, or designee
    - City staff as needed

The notification of individuals to report to the EOC will be accomplished using communication methods that are most functional and available, such as:

- Landline telephone
- Cellular phone
- Text message
- E-mail
- 800 MHZ radio
- Alternate methods such as; amateur radio, message runners

Emergency Support Functions (ESF) / Support Annexes (SA)

The EOC will be organized based on the Incident Command structure to support response and recovery operations. This structure will be supported by the use of ESF annexes. ESF annexes describe expected mission execution for each emergency phase and identify tasks assigned to members of the ESF, including nongovernmental and private sector partners. Each ESF is composed of departments/local agencies and voluntary organizations that are grouped together to support the activities of the EOC staff and field operations.

The support annexes describe the framework through which the city's departments and divisions, the private sector, not-for-profit and voluntary organizations and other nongovernmental organizations coordinate and execute the common emergency management strategies. The actions described in the support annexes apply to nearly every type of emergency. Each support annex identifies a coordinating department/division, as well as any supporting departments or other agencies. In some instances, two departments or agencies share coordinating agency responsibilities.

An ESF coordinator will be identified for each ESF. Riverdale departments have been designated as primary and support departments for each ESF according to authority, resources, and capability to coordinate emergency efforts in the field of each specific emergency support function.

Primary departments, with assistance from one or more support departments or agencies, are responsible for coordinating the activities of the ESF and ensuring that tasks assigned to the ESF are completed successfully.

ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency event. However, regardless of circumstances, the ESF will coordinate with the operations group in executing and accomplishing their missions.

Below is a table summarizing primary and supporting roles for departments and divisions of the city for each ESF.

	Emergency Support Functions														
Department or Division	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Animal Services											**P**		S		
Community Services						**P**	S				S				
Emergency & Risk					**P**	S		S							
Engineering	**P**		S			S			S			S		S	
Finance					S		**P**							S	
Fire		S		**P**	S	S		**P**	**P**	**P**			S		S
Government Services					S		S								
Growth Services														S	S
Information & Records		**P**			S	S	S								**P**
Legal & Legislative					S	S								S	S
Planning, Building, & Zoning	S		S											**P**	
Police	S	S		S	S	S	S	S	S	S			**P**		S
Public Works	S	S	**P**	S			S		S	S		**P**	S		

P = Department or Division has primary or “lead” responsibility for this ESF
S = Department or Division has a significant supporting role for this ESF

Summary of Riverdale Emergency Support Functions

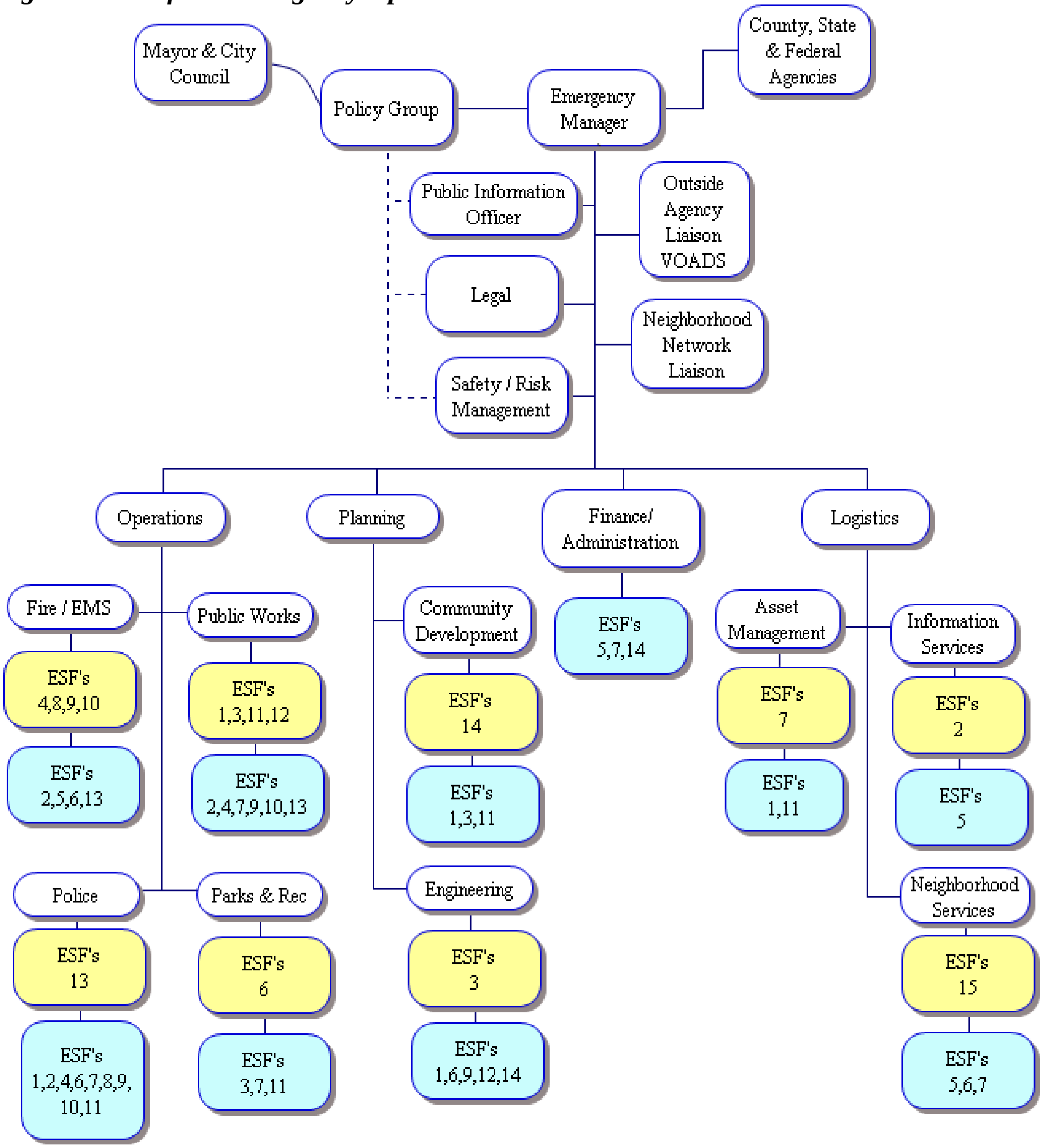
Emergency Support Function	Primary Department	Supporting Departments	Supporting Agencies
ESF 1 Transportation	Police	Fire Public Works Community Development	UDOT and UTA
ESF 2 Communications	Police	Fire Public Works Information & Records	Dispatch and Amateur Radio Emergency Services
ESF 3 Public Works & Engineering	Public Works	Engineering PB&Z Community Development	UDOT
ESF 4 Firefighting	Fire	Police Public Works	Weber/Davis County Fire Agencies
ESF 5 Emergency Management	Fire	Finance Government Services Information & Records Legal & Legislative Police	Weber County Health Department/Weber County Sheriff's Office/American Red Cross
ESF 6 Mass Care, Housing & Human Services	Community Services	Emergency Mgmt. Fire Information & Records Legal & Legislative Police	Weber County Weber School District American Red Cross
ESF 7 Resource Support	Finance	Community Services Government Services Information & Records Police Public Works	American Red Cross
ESF 8 Public Health & Medical Services	Fire	Emergency Mgmt. Police	Weber County Health Department/Weber County
ESF 9 Search & Rescue	Fire	Engineering Police Public Works	Weber/Davis County Fire Agencies and Urban Search and Rescue
ESF 10 Oil & Hazardous Materials	Fire	Police Public Works	Weber/Davis County Fire Agencies

ESF 11 Agriculture & Natural Resources & Animal Control	Police – Animal Control	Public Works Community Services Community Development	South Weber Animal Shelter and Weber County Animal Services
ESF 12 Energy (Public Utilities)	Public Works	Engineering Community Development	Questar Rocky Mountain Power
ESF 13 Law Enforcement	Police	Fire Public Works	Weber County Sheriff's Office and Utah Highway Patrol
ESF 14 Long Term Community Recovery	Community Development	Engineering Finance Legal & Legislative	
ESF 15 External Affairs	Information & Records	Police Legal & Legislative	

Preservation of Records

In order to develop after action reports, all messages and logs will be maintained and submitted to the Emergency Manager immediately after deactivating emergency operations.

Organization of the Emergency Operations Center


Mayor & City Council
Policy Group
Emergency Manager
County, State & Federal Agencies
Public Information Officer
Outside Agency Liaison VOADS
Legal
Neighborhood Network Liaison
Safety / Risk Management
Operations
Planning
Finance/ Administration
Logistics
Fire / EMS
ESF's 4,8,9,10
ESF's 2,5,6,13
Public Works
ESF's 1,3,11,12
ESF's 2,4,7,9,10,13
Community Development
ESF's 14
ESF's 1,3,11
ESF's 5,7,14
Asset Management
ESF's 7
ESF's 1,11
Information Services
ESF's 2
ESF's 5
Police
ESF's 13
ESF's 1,2,4,6,7,8,9, 10,11
Parks & Rec
ESF's 6
ESF's 3,7,11
Engineering
ESF's 3
ESF's 1,6,9,12,14
Neighborhood Services
ESF's 15
ESF's 5,6,7

ESF #1 – Transportation
ESF #2 – Communications

ESF #3 - Public Works & Engineering

ESF #4 – Firefighting
ESF #5 - Emergency Management
ESF #6 - Mass Care, Housing & Human Services

ESF #7 - Resource Support
ESF #8 - Public Health & Medical Services

ESF #9 - Urban Search & Rescue
ESF #10 - Oil & Hazardous Materials Response
ESF #11 - Agricultural & Natural Resources
ESF #12 - Energy
ESF #13 - Public Safety & Security
ESF #14 - Long Term Community Recovery
ESF #15 - External Affairs

Section 5 – Organization and Assignment of Responsibilities

5.1 City of Riverdale Departments

City officials and staff share the responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness, response and recovery.

Planning activities should provide for ongoing programs that prevent loss of life and property damage, and establish response and recovery capabilities to restore normalcy in the disaster area within the shortest possible time. Operational plans will achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each city department.

The following is the assignment of emergency functions to positions and departments of the City of Riverdale in addition to their normal duties. The function applies to all parts of the Emergency Operations Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Guidelines (SOGs), which must address the following responsibilities. This plan contains Emergency Support Function (ESF) annexes which further define the delegation of responsibilities and outline non-city agencies with a role in emergency response activities.

City Government

In General, the City of Riverdale should be prepared to:

1. Direct and control local response to a wide variety of disasters.
2. Provide immediate response through local resources and personnel. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel material and equipment in an emergency.
3. Establish and activate mutual aid agreements when specific aid is needed.
4. Request assistance from state and federal government when 1) local resources are fully committed and found to be inadequate and/or 2) a particular capability is required but is not available locally.
5. Participate in state and federal efforts to accomplish hazard mitigation plans and studies.

Mayor

The emergency powers of the Mayor include, but are not limited to:

1. The authority to issue a declaration of a local emergency.
2. Utilizing all available resources of the city as reasonably necessary to manage a local emergency.
3. Suspending the provision of any city ordinance prescribing the procedures for conduct of city business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
4. Issuance of orders for evacuation.

5. Suspending or limiting the sale of some items.
6. Invoking the provisions of any mutual aid agreement entered into by the city.

City Council

The City Council acts as the legislative body for the city.

1. Support and enact resolutions and ordinances in support of emergency preparedness, mitigation response and recovery activities.
2. Ratify Mayor's declaration of emergency when the duration of the emergency exceeds 30 days.
3. (See also Riverdale City Council Guide to Disaster Operations).

City Administrator

The emergency duties of the City Administrator include, but are not limited to:

1. Activating the Riverdale Emergency Response & Operations Plan when needed.
2. Coordination with the Mayor and City Council.
3. Use all the available resources of the city as reasonably necessary to cope with the disaster.
4. Transferring the direction, personnel, or functions of city departments for the purpose of performing or facilitating emergency operations.

Emergency Manager

The Emergency Manager acts as an advisor to the City Administrator for disaster mitigation, preparedness, response and recovery. The Emergency Manager shall be responsible to:

1. Direct the efforts of all city departments with regard to the development and evolution of this plan.
2. Establish a system for reporting, analyzing, displaying and disseminating emergency preparedness information.
3. Coordinate the activities of the departments and other agencies in preparing for, and operating in disasters.
4. Develop, coordinate and monitor mutual aid agreements and memoranda of understanding for emergency aid and assistance.
5. Receive, review and approve departmental emergency operations plans.
6. Establish and direct operation of the Riverdale Emergency Operations Center.
7. Establish procedures to document the recovery efforts and expenses and act as the city's applicant agent in accordance with state and federal disaster assistance programs.
8. Coordinate military assistance.
9. Coordinate warning operations.
10. Coordinate evacuation operations.

Department Heads

Riverdale City Department Heads are responsible for emergency operations within their departments as follows.

General

1. Continuing to perform routine day-to-day departmental tasks as needed.
2. Providing departmental technical/operational response to disasters or their effects.
3. Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan.
4. Providing EOC representation as required in this plan or as requested by the City Administrator or Emergency Manager.

Specific

1. Police
    a. Provides law enforcement services.
    b. Provides for evacuations.
    c. Provides communications.
    d. Provides traffic control.
    e. Augments search and rescue activities.
    f. Augments recovery and identification of victims.
    g. Provides warning systems.
    h. Provides animal control services.

2. Fire / EMS
    a. Provides fire service.
    b. Provides emergency medical services.
    c. Provides search and rescue.
    d. Provides recovery and identification of victims.
    e. Provides hazardous materials assessment and establishes protection measures to mitigate effects.
    f. Augments evacuation
    g. Augments warning systems.

3. Public Works
    a. Provides debris removal and clearing rights of way.
    b. Provides repair / restoration of water / sewer utility services.
    c. Provides heavy equipment resources.
    d. Provides the coordination of electrical power repair / restoration to facilities.
    e. Provides coordination of emergency transportation assets.
    f. Provides flood control and mitigation.
    g. Coordinate the use and maintenance of city fleet vehicles.
    h. Augments search and rescue
    i. Augments damage assessment / survey.
    j. Augments fire service operations.
    k. Augments traffic control.

4. Planning, Building, & Zoning / Engineering
    a. Provides damage assessment / survey.
    b. Provides direction of FEMA Flood Insurance Program.
    c. Provides condemnation of damaged structures.

   d. Provides coordination of utility restoration.
   e. Augments coordination of access to damaged structures.
   f. Coordinate damage assessment and repair of city owned structures.

5. Community Services
   a. Supports the operation of shelters.
   b. Maintain the EOC and other support facilities, as necessary.

6. Legal & Legislative
   a. Provides legal counsel.
   b. Provides guidance for the development of ordinances and resolutions in support of emergency operations.
   c. Review actions taken to ensure compliance with local, state and federal laws and regulations.
   d. Coordinate documentation of potential liability claims arising from the emergency.

7. Government Services
   a. Coordinate the use of city human resources during the emergency.
   b. Provides coordination of volunteer resources.
   c. Provides coordination for donated materials and goods.
   d. Coordinate with agencies providing human services.
   e. Augment EOC operations.

8. Finance / Admin Services
   a. Provides accounting and financial services for receipt and disbursement of emergency funds.
   b. Provides procurement and availability of supplies, equipment and material.
   c. Coordinate and support the acquisition of requests for equipment and supplies.
   d. Augments EOC operations.

9. Information & Records
   a. Provide technical support of computers, networks, communication equipment, data management, etc.
   b. Provide geographic information system support to manage data, produce maps and provide analysis, as needed.
   c. Protect the city's computer systems, networks and data files in the event of a disaster.
   d. Provides direction and control of public information through the preparation and release of official information and statements by city officials.
   e. Augments EOC operations.

10. Community Development
   a. Coordinates response and recovery with local business.

5.2 County Agencies

General

Weber County may be asked to support the City of Riverdale emergency management efforts when local resources are fully committed and additional resources are required beyond the city's ability to respond. Weber County may coordinate with other county agencies or departments as required by the situation, and if needed, may make requests for additional aid from state resources.

Specific

Weber County Government

1. Weber County Emergency Management
    a. May provide disaster management related information.
    b. May coordinate and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the county EOC.

2. Weber County Department of Human Services
    a. May coordinate and lead county resources, as required, to support local governments and voluntary agencies in the performance of mass care, emergency assistance, housing, and human service missions
    b. May provide direction to operation of ESF 6, assign ESF personnel to requests for assistance, and ensure that requests for assistance are met, documented and prioritized
    c. May inform critical personnel and supporting agencies of their role in the event of an emergency or disaster
    d. May coordinate and provide emergency public information through the joint information center.
    e. May provide coordination with special needs community and ESF 6 activities.
    f. May provide services that support other feeding operations.
    g. May provide staff and support as part of an integrated case management system

3. Weber County Division of Animal Services
    a. May provide support to ensure an integrated response to provide for the safety and well-being of household pets and companion animals.
    b. Serves as the coordinating agency for all other animal support organizations in the county.
    c. May identify and provide qualified veterinary medical personnel for incidents/events requiring veterinary medical services or public health support for household pets and service animals.
    d. Coordinates and provides emergency and disaster-related veterinary medical care services to impacted animal populations in or outside of shelter locations until local infrastructures are reestablished.
    e. Provides veterinary public health, zones to notice disease control, environmental health, and related service coordination.

Non-Weber County Government

1. Weber / Morgan Health Department
    a. May provide subject matter expertise, consultation and technical assistance to ESF 6 partners on disaster human services issues.
    b. May provide medical staff and support to augment health services personnel as appropriate.
    c. May provide medical care and mental health services for impacted populations either in or outside the shelter locations in accordance with appropriate guidelines.
    d. May provide technical assistance for shelter operations related to food, vectors, water supply, and waste water disposal.
    e. May assist in the provision of medical supplies and services, including durable medical equipment.
    f. May coordinate overall needs assessment and monitor potential health hazards.
    g. May coordinate and provide emergency public information through the joint information center.

2. Weber County Emergency Dispatch Center
    a. Operates as a 24-hour 7-day a week dispatch center.
    b. Provides after hours notification for the emergency management staff, responders and the media if conditions, such as threat to life and property and safety of the responders is warranted.

3. Weber Human Services
    a. Supports ESF 8 public health and medical services

5.3 State Agencies

General

The Utah Department of Public Safety, Division of Emergency Management supports the City of Riverdale emergency management efforts when local resources are fully committed and additional resources are required beyond the local entity's ability to respond. The Division of Emergency Management may coordinate with other state agencies as required by the situation, and if needed, may make requests for additional aid through emergency management assistance compacts with other states or from other federal resources.

Specific

1. Utah Department of Public Safety, Division of Emergency Management
    a. Coordinate the state's response to disasters.
    b. Activate emergency management assistance compact requests.
    c. Coordinate requests for federal disaster assistance.

5.4 Federal Agencies

General

The Federal Emergency Management Agency (FEMA) is responsible for coordinating the federal government's role in preparing for and mitigating the effects of responding to and recovering from all types of disasters. The federal government may be asked to support the State of Utah emergency management efforts when state and local resources are fully committed and additional resources are required beyond the state's ability to respond.

Specific

1. Federal Emergency Management Agency(FEMA)
    a. May provide disaster management related information.

2. National Weather Service
    a. Provide weather information.
    b. Issue severe weather watches and warnings.

5.5 Non-governmental Agencies

General

Non-government agencies may provide additional services in response to coordinating the response and recovery efforts for all types of disasters. These agencies may be called upon to perform a variety of services.

Specific

1. American Red Cross
    a. May provide staff to work daily at the EOC in support of mass care and sheltering activities.
    b. May provide subject-matter expertise on regulations, policy, and all relevant Red Cross issues, including general mass care planning, preparedness, and response and recovery activities as ARC specific activities in these areas.
    c. Provide information on current Red Cross mass care activities as required.
    d. Support reunification efforts through its Safe and Well website and in coordination with government entities as appropriate.

2. Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Service (RACES)
    a. May provide communication support during emergencies
    b. OARC the Ogden Amateur Radio Club http://www.ogdenarc.org/

Section 6 – Direction, Control, and Coordination

6.1 Direction and Control

Direction and control of the emergency management organization, when activated, will be vested in the City Administrator, who serves as chair of the policy group. Other members of the policy group, as well as the Mayor and City Council, may advise the City Administrator. The City Administrator may designate others to assume temporary control as required. The emergency management organization is designed to function 24 hours a day until the emergency is resolved or the City Administrator decides such extensive coverage is no longer necessary.

6.2 Continuity of Government

Riverdale Municipal Code provides direction for continuity in government by providing a procedure for succession in offices where elected officials or other key personnel are absent or unavailable during the course of any major natural disaster or occurrence. The code provides a clear line of authority and succession assuming the unavailability, temporarily or permanently, of elected and appointed officials in order to ensure a lawful continuity of government and a prompt response to an emergency situation.

6.3 Continuity of Operations

All city departments shall have in place a viable Continuity of Operations Plan (COOP) capability that ensures the performance of their essential functions during any emergency or situation that may disrupt normal operations. Key elements of a viable COOP capability include:

- Identification of essential functions;
- Delegation of authority;
- Orders of succession;
- Evacuation, accountability, notification;
- Alternate facilities;
- Interoperable communications; and
- Vital records and databases protection.

Support of the continuity of operations needs of all city departments will be prioritized in the response and recovery operations directed and coordinated at the EOC so that essential local government services can be performed.

6.4 Coordination with Cities, County and State

1. Mutual Aid. Should city resources prove to be inadequate during an emergency operation; requests will be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency negotiated mutual aid agreements or understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

2. The Riverdale City EOP is a part of an overall approach to emergency management in Weber County and the State of Utah and works in coordination with other agencies plans. The Riverdale EOP is specifically designed to handle emergency situations within the city’s municipal boundaries. However, many emergencies reach far beyond the boundaries of the city. These emergencies will be managed either by the county, state or federal government agencies with the city performing its part in conjunction with those governmental jurisdictions using the NIMS concept of unified command.

3. In an emergency, there is a multi-step process that must be followed to ensure the proper receipt and coordination of county, state and federal assistance. The process will be outlined here in brief.

   - Disaster occurs
   - Activation of the EOC and EOP
   - Issue a local declaration of a "State of Emergency"

6.5 Riverdale Resources

The City of Riverdale shall use its own resources first in an emergency or disaster situation and may call upon other jurisdictions for assistance during events that overwhelm or threaten to overwhelm their own response and recovery resources.

When necessary, the city may declare a local state of emergency and direct response coordination and operations from the emergency operations center.

Section 7 – Information Collection, Analysis, and Dissemination

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 EOC is important, especially for each 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 group. This information will become part of the planning and response process as ESF shortfalls are relayed to the Riverdale EOC command staff.

Fusion centers provide analytical products, such as risk and trend analyses, that are derived from the systematic collection and evaluation of threat information. Fusion centers provide access to national-level intelligence and can serve mechanism to de-conflict information. Riverdale will coordinate with appropriate fusion centers at the county, state and federal level as appropriate.

ESF 15 – External Affairs is responsible for establishing procedures for coordination of overall information activities in the EOC, which supports local emergency response and recovery operations.

Situational rapid assessment includes all immediate response activities that are directly linked to initial assessment operations in order to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after an emergency has occurred. In an event that occurs without warning, a rapid assessment must be conducted, at least initially, with city 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.

Riverdale Emergency Management will monitor events as required, which provides immediate information management. Riverdale will activate local rapid assessment following any event where disaster intelligence is needed. 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

7.1 Rapid Damage Assessment

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

- Development of a jurisdictional profile.
- Sectoring Riverdale and performing an assessment by sector.
- Look at Riverdale staffing patterns and possible resource needs.
- Develop communication procedures.

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.

7.2 Preliminary Damage Assessment

A preliminary damage assessment is conducted within the framework of a declaration process. The preliminary damage assessment assists the City Administrator in determining resources available and additional needs that may be required. Damage assessments are to be relayed to the EOC through damage assessment components.

A preliminary damage assessment team may be composed of personnel from FEMA, the State of Utah Division of Emergency Management, Weber County Emergency Management and Riverdale officials. 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, hospitals, 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 event. 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.

This information may 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 residents affected, and criteria to illustrate that the needed response efforts are beyond Riverdale’s capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources.

7.3 Public Information Procedures

Public information may be coordinated and managed using the Joint Information System.

Section 8 – Communications

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 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 emergency operations 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 and may cross a broad spectrum of methods.

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.

During an incident, incident management personnel use communications and information processes and systems to inform the 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.

Additional information regarding communications is found in ESF 2.

Section 9 – Administration, Finance, and Logistics

9.1 General Guidance

- The EOC will monitor situations continuously 24 hours per day or as required by the situation and is managed by Riverdale Emergency Management. Day-to-day operations are under the direction the Riverdale City Administrator or his/her designee.

- The operational readiness of the EOC is the responsibility of Riverdale Emergency Management.
- Narratives and operational journals of response actions will be kept.
- All written records, reports, and other documents will follow the principles of the NIMS.
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations tasked with responsibilities in the implementation of 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.

9.2 Records Preservation and Restoration

All affected city departments 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. Riverdale Information Services is charged with the maintenance of plans for the safety, recovery, and restoration of Riverdale’s data and telecommunication systems during a disaster.

9.3 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

Riverdale will submit reports to Weber County Emergency Management and the Utah Division of Homeland Security to include situation reports, requests for assistance, and damage assessment reports, as available and/or requested.

The city 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 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 during a local activation.

Post Emergency Reports

Riverdale Emergency Management will submit the appropriate post emergency reports as requested or required to:

Weber County Emergency Management
Sheriff's Office
721 W. 12th Street
Ogden UT 84404
801 629-8221

and

Utah Division of Emergency Management
Department of Public Safety
1110 State Office Building
Salt Lake City, Utah 84114
801 538-3400

9.4 Financial Management

The Riverdale Plan assigns lead and support departments for 15 functional areas of disaster response. Each agency assigned to an ESF is responsible for mobilizing existing personnel, equipment, materials, supplies, and other resources under their control.

When departments require additional resources, these requests will be referred to ESF 7 - Resource Support in the Riverdale EOC. ESF 7 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 city EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the Riverdale EOC to augment staff during a locally declared state of local emergency. All requests for mutual aid must follow the procedures established under the 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 Finance Department in a timely fashion. The Treasurer will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If Riverdale is included in a federally declared disaster, the Treasurer will make application and submit for reimbursement. If Riverdale is not declared, the documentation will serve as a recorded history of activity with expenditures.

9.5 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 Finance Department will coordinate the reimbursement documentation for the FEMA Public Assistance Program during a presidentially declared disaster for Riverdale.

9.6 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.

9.7 Logistics

- Riverdale Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
- ESF 7 - 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 Mayor, or designee, has the authority to appropriate services and equipment 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 Riverdale unless the Mayor, the City Administrator, or other designated representative grants approval.

Section 10 – Plan Development and Maintenance

10.1 Development and Maintenance

If any part of the city's Emergency Operations Plan is to be effective, its contents must be known and understood by those responsible for its implementation. The Emergency Manager and other involved department heads should brief appropriate public/private sector officials in emergency management policies and practices and in this plan in particular.

The EOP should be reviewed annually and tested according to the city's training and exercise plan, regardless of actual events, in order to provide practical, controlled, operational experience to those individuals who have emergency responsibilities. Once adopted by the City Council, the Emergency Manager will be responsible to review the plan annually and update it as necessary under the direction of the City Administrator. The City Administrator, or his/her designee, shall provide an annual update of changes to the City Council.

Each department head is responsible for reviewing and updating all tasks and responsibilities assigned to them, as needed, based on experience in emergencies, deficiencies identified through exercises, and changes in government structure and emergency organizations.

Particular emphasis should be placed on changes to personnel, addresses, phone numbers, and changes in resources. Riverdale's EOP will be reviewed to coordinate alignment with state and federal planning guidelines at least every three years, or as required.

Any user of this plan is encouraged to recommend changes to the document that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Emergency Manager for coordination, comment, concurrence, and approval.

Updating is normally completed by preparing replacement pages, which contain new or updated information. A revision date (month/day/year) should be added to each page in the lower right hand corner. The Emergency Manager should have the City Recorder forward approved changes to all persons and organizations with duties outlined in the EOP. Changes should be noted on the "Record of Changes" log and added or replaced in each hard copy of the EOP.

10.2 Tests and Exercises

Riverdale's Multi-year Training and Exercise Plan outlines the training and exercise priorities for the city and is updated on an annual basis to meet the needs of the community. This document is a living document that should be referred to for details regarding scheduled training and exercises.

- Orientation seminars will be held on an as needed basis for training of groups/individuals that have roles and responsibilities within this plan.
- Tabletop exercises will be held annually.
- Functional Exercises will be held annually.
- Full Scale Exercises will be held at least every two years. (May be waived in lieu of an actual disaster requiring the full implementation of this plan)

10.3 Plan Maintenance Standards

Activity	Tasks	Frequency
Plan update and certification	• Review entire plan for accuracy • Incorporate lessons learned and changes in policy and philosophy • Manage distribution	Annually
Train new emergency management staff and /or department heads	• Conduct plan training for new staff members	Within 30 days of appointment
Orient new elected officials	• Brief officials on existence and concepts of the plan • Brief officials of their responsibilities under the plan	Within 90 days of appointment
Plan, conduct and participate in exercises	• Conduct exercises • Support and participate with county-level and state-level exercises	Semiannually, annually, or as needed

Section 11 – Authorities and References

11.1 Federal

- Robert T. Stafford Relief and Emergency Assistance Act, public law 93-288, as amended, 42 U.S.C. 5121
- Homeland Security Presidential Directive 5 – Management of Domestic Incidents
- Homeland Security Presidential Directive 8 – National Preparedness
- 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

11.2 State

- Utah Code – Title 53, Chapter 2 – Emergency Management
- Utah Code – Title 63K – Emergency Management

11.3 County

11.4 Local

- Riverdale City Municipal Code ?

11.5 Supporting Documents and Plans

- State of Utah Emergency Operations Plan
- Weber County Emergency Operations Plan
- Wasatch Front Region Natural Hazard Pre-Disaster Mitigation Plan (adopted October 6, 2009)

- City of Riverdale General Plan (adopted April 25, 2001, updated February 4, 2014)
- City of Riverdale Multi-Year Training and Exercise Plan (being developed)

11.6Agreements and Mutual Aid

- Resolution 1986-35 an Interlocal Agreement between the City of Riverdale and Weber County to provide for the establishment of 911 Emergency Telephone System effective June 4, 1986.
- Resolution 1992-32 authorizing the execution of an agreement among Riverdale City, the Utah Department of Public Safety, Weber County and other area cities to provide emergency communication services within the Weber County without regard to territorial boundaries effective December 2, 1992.
- Resolution 1996-36 authorizing the execution of a Weber County Area-Wide Mutual Aid Fire Protection Interlocal Agreement effective July 7, 1996.
- Resolution 1996-41 authorizing the execution of an agreement with Hill Air Force Base for Mutual Aid in Fire Protection and Hazardous Materials Incident Response effective August 7, 1996.
- Resolution 1996-53 amending the 911 Emergency Telephone service Interlocal Agreement previously passed resolution to include a levy for 911 emergency services on radio communications access lines in accordance with Utah law effective November 20, 1996.
- Resolution 1999-6 authorizing execution of an Interlocal Cooperative Mutual Aid Fire Investigation Agreement among Riverdale City and other agencies within Weber County effective February 3, 1999.
- Resolution 1999-49 authorizing execution of an agreement with the Secretary of the United States Air Force for Hill Air Force Base Fire Department for Mutual Aid in fire protection and hazardous materials incident response effective September 1, 1999.
- Resolution 2004-23 authorizing Execution of Emergency Mutual Aid Interlocal Agreement effective August 17, 2004.
- Resolution 2005-8 approving a Resolution of the Board of County Commissioners of Weber County and its intent to create the Weber Area Dispatch 911 and Emergency Services District effective April 19, 2005.
- Resolution 2007-10 a resolution of Riverdale City Council approving an interlocal agreement between Hill Air Force Base Fire Department and Riverdale City concerning the mutual aid in fire protection and hazardous materials effective April 17, 2007.
- Interlocal Agreement for Cooperative Emergency Services with Roy City. Entered into July 15, 2008.
- Resolution 2008-51 a resolution of Riverdale City Council approving an interlocal agreement between South Ogden City and Riverdale City concerning the mutual aid and an interlocal agreement in ambulance services effective December 16, 2008.
- Resolution 2009-27 a resolution of Riverdale City Council approving an interlocal agreement between Hill Air Force Base Fire Department and Riverdale City

concerning the mutual aid in fire protection and hazardous materials effective September 15, 2009.

- Resolution 2013-42 a resolution of Riverdale City Council approving an interlocal agreement between Riverdale City and various other local cities and agencies concerning automatic mutual aid in fire protection and services effective December 17, 2013.

Guide to Emergency Support Functions (ESF) For Index

ESF 1 Transportation

ESF 2 Communication

ESF 3 Public Works & Engineering

ESF 4 Firefighting

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ESF 6 Mass Care

ESF 7 Resource Support

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ESF 9 Urban Search & Rescue

ESF 10 Oil & HAZMAT

ESF 11 Agricultural & natural resources

ESF 12 Energy

ESF 13 Law Enforcement

ESF 14 Long Term Recovery

ESF 15 External Affairs

How to use this Emergency Responders Manual

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

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

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

National Incident Management System (NIMS)

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

Administration and Logistics

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

Emergency Operation Center

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

Message Format

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

How Riverdale City Will Respond to Emergency Situations

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

Level 1.

A. Definition of a Level 1 situation – Any unexpected occurrence that can be met with a single department's normally available resources. Normally available resources may include the response of other city departments in a routine capacity.

B. Responsibility – The department that would normally handle the situation is responsible for the decision making to properly resolve the incident.

C. Actions – The responsible department shall set up an on-site command post if it so desires. No Citywide action is required.

D. Notifications – None required for this level.

E. Press Relations – Press relations will be assumed by a designated, trained Public Information Officer (PIO). Needed logistical support, additional personnel, or other resources will be the additional responsibility of the responsible department.

- If there is a large scale evacuation notice, the level is automatically changed from a Level 1 to a Level 2 response and the **EOC must be activated.**

Level 2.

A. Definition of a Level 2 situation – Any unexpected occurrence that requires response by two or more city departments above a routine capacity, or where multiple outside agencies or jurisdictions have responded to render such assistance. Such emergencies require a cooperative effort and a commitment of personnel, equipment or resources that would be expected to upset the normal working routine of either or all responding departments. The EOC will be activated.

B. Responsibility – The primary decision making responsibility rests with the department that would normally handle the situation. However, there may be a cooperative effort with departments that are responding to the situation when support is required.

C. Notifications – Appropriate Supervisory Personnel of the Department most involved in the emergency. Emergency Manager Department Heads, the City Administrator, and the Emergency Manager Assistant may be notified.

D. Actions – The senior representative of the responsible department shall set up an on-site command post and notify all responding departments of the location.

E. Press Relations – Press relations will be assumed by a designated, trained PIO.

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

Level 3.

A. Definition of a Level 3 situation – Any extraordinary occurrence of such magnitude that all city departments and resources must be utilized or where combinations of city departments and outside agencies have been mobilized to handle the situation.

B. Responsibility – The primary responsibility for policy making rests with the Policy Group. On-site commanders shall make those decisions necessary to protect life and property and to stabilize the situation. Typically this level of emergency results in a "Local Declaration of Emergency" by the Mayor and/or his/her designee.

C. Notifications – The initial department to respond shall be responsible for notifying the appropriate Department Heads, City Administrator, and Emergency Manager's Assistant of the situation.

D. Actions – The senior representative of the responsible department should set up an on-site command post and notify all responding departments of the location. The Incident Commander will determine which staff members and what kind of help will be required to effectively handle the situation. The Emergency Manager Assistant will then call the staff members needed and require that they report to the EOC or another designated site.

E. Press Relations – Press relations will be assumed by a designated, trained PIO.

F. Location – Those not responding on scene will report to IC.

Prior to Response Checklist

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

Upon notification of an emergency/disaster:

☐ Employees designated as essential staff should make arrangements for family/household needs. If a member of your household is injured or your house/apartment is severely damaged, take care of those matters first. Come into work as soon as possible. Please note that the community services staff will be checking the status of the families/household during an emergency and relaying information between the EOC and responders.

☐ Each department has compiled a 72 hour kit for essential staff to utilize while on the job but individual employees should bring any personal medications and a change of work clothes with them when they report to work in an emergency situation.

☐ Get background information from the person who notified you of the emergency:

- Location
- Incident size and type
- Type of damage
- Response up to now

- ☐ Report to the EOC or if you are in the Public Works department, report to Public Works unless asked to report elsewhere.

- ☐ The Primary EOC is located at the Riverdale Fire Department. The Secondary EOC is located in the City Council Chambers at the Civic Center.

When an EOC is activated

- ☐ Have Emergency Manager's Assistant log events, actions, decisions, communications, reasons for decisions, etc. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

- ☐ Have appropriate staff(including the Shift A Fire Captain and his team responsible for utilities and infrastructure damage assessment, Building Inspector, and Police Department) complete damage assessments so you know what has happened in Riverdale and what type of response is needed. Weber County and the State of Utah will not corroborate the Mayor's declaration of disaster without a hard copy of the preliminary damage assessment report prepared by the City Administrator and Emergency Manager's Assistant.

- ☐ Assign people to fill any vacancies in EOC or to special duties. *See Organization Chart for teams and their general duties*.

- ☐ Hold regular briefing meetings with the City Council for updates on response activities and actions on the established priorities.

- ☐ Ensure that departments are keeping records of the event and their activities; additional clerical help is paramount to keep accurate status of events.

- ☐ Meet with the PIO to prepare press releases, instructions, information, etc and set a time schedule for subsequent releases.

- ☐ Provide the legal path if an evacuation is needed as determined by the Department of Public Safety and relayed to the public through the PIO. (Refer to the Evacuation Map.)

- ☐ If needed, prepare a *Disaster Declaration* (City Attorney).

- ☐ Each individual department head is responsible for all allocation of available resources in their respective control. These decisions are made at the request of the IC.

- ☐ Guarantee purchasing needs are being met so each department can get the resources it needs to appropriately respond to the emergency (Business Administrator).

- ☐ See that utilities are being restored to damaged areas and temporary shelters.

- ☐ Manage all coordination and internal activities within the EOC

Public Safety Response

- Riverdale fire and police departments will respond to emergencies and disasters using the NIMS protocol.
- The IC has overall direction and control of the on-scene public safety response.

Law and Order

- Be aware of the need to provide security at shelter or mass care sites which should be arranged with the community services coordinator.

Mayor

- Report to the EOC if it is activated.
- Maintain authority before, during, and after an emergency declaration.
- Issue *Proclamation of Local Emergency* in Riverdale, Utah.
- Issue and approve public proclamations during the declared emergency.
- Coordinate press releases with a designated, trained PIO.
- Appoint assistants and specialists during an emergency.
- Rescind *Proclamation of Local Emergency* when appropriate.

City Council

- Report to the EOC if it is activated.
- Work with the Mayor and City Administrator for policy support during and after the incident.

City Administrator/ Recovery Coordinator

- Consult with the Emergency Manager to determine whether or not to activate the EOC.
- Report to the EOC if activated.
- Notify and update the Mayor and City Council as needed. Give your opinions and assist in the development of emergency policies. The Emergency Manager will be the most solid contact with the on scene IC who will be the most reliable source of information. Attend policy group briefings and coordinate and recommend recovery priorities.
- Assemble the City Council and/or department heads involved with the emergency. Determine the objectives for the situation and ensure that the departments are communicating with each other and getting needed resources.

☐ In an emergency situation the Emergency Manager and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the CERT phone tree to get the word out.

☐ The City Administrator's office is responsible for the overall control of available resources. Each individual department head is responsible for the allocation of available resources in their respective control with assistance from the city's business administrator or his/her designee. Obtain information on status of department resources from the resource coordinator and relay that information to the Policy Group.

☐ If the person assigned to a particular function cannot respond, make a temporary assignment until the assigned person is available.

☐ If needed, designate a resource coordinator for your department who will work with the EOC.

☐ Have the Administrative Assistant run errands and perform all clerical duties, such as maintaining the log of events, decisions, communications, significant events which can be referred to during a debriefing. These records must be archived by the City Recorder after the emergency has subsided. Make sure that all coordinators and assistants under your control are doing the same.

☐ When applicable, assist state and federal staff in setting up their public and personal financial aid stations. They will need a room away from the EOC that is accessible by the public. They will need chairs, tables, telephones and access to or be provided food and water.

☐ Restore or support the restoration efforts of the city, its citizens and working conditions to the state they were in prior to the emergency.

☐ Contact each coordinator and find out what they need to restore their function to the pre-emergency conditions. Ask the question "What would it take to…"

- close the emergency shelter?
- inform the public that it is clear to return to their homes?
- send volunteers home?
- end the service of contracted equipment and workers?
- restore utilities?
- repair damaged public buildings?
- get essential businesses up and running?
- arrange for people who have been evacuated, to be transported home?

☐ Begin planning for recovery activities including:

- The people and resources which are being used from another city must be deactivated and sent home first.

- Get an assistant to start collecting the time logs, communications and resource logs. These will be used in reimbursements, debriefings, and possible evidence for litigation. The City Recorder and Business Administrator will be doing the same, coordinate efforts with them.
- Make sure that all responders involved in the emergency are notified when the emergency is over.

☐ Coordinate when to start calling the families of emergency responders to inform them when the emergency will be over and they can expect their family members to return home.

City Attorney

☐ Report to the EOC or other designated area.

☐ Begin a log of events, decisions, communications, and significant events. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

☐ Assure that the city's *Emergency Operation Plans* conform to appropriate laws and ordinances.

☐ Assist in preparation of emergency related ordinances, disaster declaration and process with other government agencies.

☐ Assist in purchasing with contract preparation and administration.

☐ Assist with *Mutual Aid Agreements* between neighboring jurisdictions to increase efficiency of emergency response efforts. Such agreements also assure that costs are proper and compensation is made as required. This requires coordination with the City Administrator and Business Administrator.

☐ Recommend actions regarding curfews, forced evacuations, authority and need of immediate demolition of unsafe structures on private property or other matters.

☐ Determine the best possible wording to warn the general and at-risk populations. Coordinate with the Police Chief and PIO.

City Recorder

☐ Report to the EOC or other designated area.

☐ Begin and maintain a log of events, decisions, communications and significant events. These records must be archived after the emergency has subsided.

☐ Assist the City Attorney with producing emergency policies and disaster declaration.

☐ If needed, tour the inundated areas, take notes and photos, make an assessment of the situation and recommend priorities to the policy group.

- Make a list of areas where volunteers are needed and coordinate with all responders and the EOC staff where the best use of volunteers would be found. (Make sure that the Risk Manager is aware of all volunteer activities.)

- Be the main contact point for all volunteer groups and designate areas where volunteers should report.

- Communicate with the EOC staff as to the availability and special skills of volunteers.

- If needed, contact volunteer coordinators from various pools, i.e. Community Emergency Response Team (CERT), religious organizations, civic groups, and Red Cross. *See Directory for contact names and numbers.*

- Let volunteer leaders know when and where help is needed to prevent volunteers from showing up on scene unsolicited. Riverdale City cannot stop people from doing this spontaneously, but legally we cannot support it.

- Before requesting or allowing volunteers to help, make sure they have personal protective equipment, i.e. gloves, work boots, skills. If they don't have the equipment or knowledge, use them in harmless tasks, i.e. serving food at the shelters, setting up table and chairs etc.

- Periodically update the volunteers of the status of the emergency.

- If volunteers need to be transported to an area in need, coordinate efforts with the Police Transportation Coordinator to prevent unnecessary cars on the road.

- Keep track of how long volunteers work. No volunteer should work longer than eight hours at a time.

- Document all activities, communications and time worked by volunteers. **NOTE** - very specific information is required for the volunteer log to receive reimbursement from FEMA.

- As the emergency winds down, work with the city administrator to arrange volunteer recognition and awards to ensure volunteers will be willing to help again. Also begin making a list of individuals, companies, and volunteer organizations that assisted Riverdale City in responding to the emergency. After the emergency has been completely resolved, obtain money for plaques or certificates of appreciation to those on the list. If there are too many volunteers to give plaques to all who participated, arrange a thank you letter and print it in the local newspaper to create community cohesiveness.

Fire Chief/Emergency Manager

- Contact Weber County's Emergency Manager.

- Depending on the emergency level, notify Administrative Assistant and the appropriate department heads to meet at the EOC.

- Report to the EOC if activated.

- Maintain a direct line of communication with the IC, Mayor, City Administrator and PIO.

- Brief the City Administrator and City Council on current events and response activities.

- In an emergency situation the Emergency Manager and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the CERT phone tree to get the word out.

- If needed, the activation of mutual aid agreements involving fire fighting and/or emergency medical services will be coordinated by the fire department.

- Fire Department will track injuries and deaths.

- Work with the Police Chief and department heads to plan for an extended need for public safety staff.

- If you feel that it is warranted, work with the City Attorney on the need for curfew and how to enforce it.

- Although not present in all disasters, address the possibility of looting.

- If needed, work with Transportation Coordinator appointed by Police Chief to determine how the population with special needs, i.e. non-ambulatory, elderly, etc., will be transported to another facility.

Fire Department Administrative Assistant

- Report to the EOC if activated.

- Notify the Weber County Emergency Management Director and State C.E.M.

- Make all EOC telephone numbers available to the PIO and all city staff.

- Establish communication links with Weber County.

- Get an assistant to update the status board in the EOC, be a runner and take notes.

- Through PIO notify or alert voluntary agencies with the following information:

  1) Type of disaster; 2) Time of disaster; 3) Actions already taken; 4) Areas/number of person involved; 5) Estimate of damage/loss of life; 6) Type/amount of assistance needed.

- Update information on conditions of disaster with the following information:

1) Status of public services; 2) Status of water and sewer systems; 3) Release of hazardous materials; 4) Rumor control; 5) Status of weather.

- ☐ Be sure accurate logs and records of activities are being kept by all departments with the following information:

  1) Service activities; 2) Estimates of damage; 3) Manpower and equipment utilized;
  4) Mutual aid or extra-jurisdictional assistance requested or provided; 5) Financial expenditures; 6) Federal and State reports.

Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

- ☐ Maintain contact with the *National Weather Service*.

- ☐ Work with the building inspector in filling out and faxing the *Preliminary Building Damage Assessment Surveys* to the county and state.

- ☐ Work with the PIO and the county in activating the Emergency Alert System.

- ☐ Recommend a professional *Critical Incident Stress Debriefing (CISD)* team.

Risk Manager (Fire Captain Shift A)

- ☐ Report to the EOC or other designated area.

- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

- ☐ Make sure that all agencies involved in responding are taking measures to maintain their own safety.

- ☐ As soon as is reasonable, tour the disaster site and take photos for records coordinate with City Recorder.

- ☐ After your tour, advise the City Council of issues dealing directly with risk management and responder safety.

- ☐ Also tour the established shelters and assist the Community Services Coordinator to correct any hazards and prevent any injuries inside of the shelter.

- ☐ Communicate with the Community Services Coordinator to ensure safety at all established temporary shelters. If possible, have a trained medical responder treat small wounds at the shelter rather than transporting them to hospitals.

☐ Communicate with the Community Services Coordinator to ensure that proper food handling procedures are being met.

☐ Notify the Weber-Morgan Health Department and have them monitor health and sanitation conditions and needs in designated shelters.

☐ Determine if the emergency is being surveyed for health and sanitation hazards by the Weber-Morgan Health Department.

☐ If decontamination is an issue at the incident, determine how it will be handled. **(Riverdale City has a hazmat trailer with cleanup equipment assigned to fire service for decontamination through Weber County)**

☐ Coordinate water testing for contamination with Public Works Department.

☐ Determine if arrangements should be made for bulk water supply with Public Works Department.

☐ If applicable, assist the IC and City Attorney in investigation and documentation for potential liability issues.

☐ If necessary, recommend that the city council request a CISD Team or the emergency responders on scene and in the EOC coordinate this with IC and the Police Chief.

☐ Communicate with the Police Chief's appointed Transportation Coordinator to ensure that all safety measures are being taken in consideration of the population with special needs, i.e. non-ambulatory, elderly, etc.

Health and Medical Coordinator (Fire Captain Shift B)

☐ Report to the EOC if activated.

☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

☐ Coordinate with medical facilities to determine where the injured can go for medical help and the availability of medical resources in Riverdale then communicate this information to the Community Services Coordinator, PIO, and local hospital representatives.

☐ Coordinate the establishment of emergency hospitals if required.

☐ Contact the local hospitals to begin coordinating available medical resources including the need for mental health workers. *See Directory for contact names and numbers.*

☐ Ensure that first-aid stations have been established in accessible and safe areas and pass their location on to the appropriate authorities (PIO, IC, etc.)

- ☐ Ensure that there are adequate facilities for proper containment and disposal of medical wastes.

Volunteer and Victim Accountability Coordinator (Fire Captain Shift C)

- ☐ Report to the EOC if activated.
- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ In an emergency situation the Emergency Manager and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the CERT phone tree to get the word out.
- ☐ Work with the Police Department Communications Coordinator as needed at hospitals, shelters or on scene.
- ☐ Work with the Shelter Coordinator to start collecting copies of shelter registration forms. The EOC will be the victim inquiry center to exchange information as to the names of people and in which shelters they are being housed.
- ☐ Work with the Emergency Manager and the PIO to determine when and under what conditions the release of victim information will be to the public and in notifications to the next of kin.
- ☐ Coordinate victim information with local hospitals and the health and medical coordinator. *See Directory for contact names and numbers.*
- ☐ Establish a temporary morgue. Arrange for refrigerated trucks.
- ☐ The Victim Accountability Coordinator and staff will operate as planned within standard operating procedures and protocol.

Police Chief

Warning Phase of an Emergency

- ☐ If you feel that it is warranted, work with the City Attorney on the need for curfew and how to enforce it.
- ☐ Although not present in all disasters, address the possibility of looting.

After the Emergency has begun

- ☐ Report to the EOC and get an update on the emergency.
- ☐ Maintain a direct line of communication with the IC, Emergency Manager Mayor, City Administrator and PIO.

- Have Police Executive Secretary log actions, activities, decisions, communications, major events, etc. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

- Coordinate visitor control at the EOC.

- Each individual department director is responsible for the allocation of available resources in their respective control. These decisions are made by a request of the IC on scene.

- If needed, designate a Resource Coordinator for the Public Safety Department who will work with the Accounts Payable Clerk.

- Assign Traffic Coordinator if necessary (Traffic Sergeant)

- Assign Logistic Coordinator if necessary (Scheduling Sergeant)

Police Executive Secretary

- Report to the EOC or other designated area to assist Police Chief.

- Document all decisions, assignments, financial requests, logistic and personnel decisions. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

Public Information Officer

Warning Phase of an Emergency

- Coordinate with departments on what information needs to be released before an action takes place, i.e. evacuation, in-place sheltering, anticipated weather information, etc.

- Prepare printed material (if applicable) for media and quick distribution to public and monitor media reports.

- **Emergency Alert System (EAS)**

- If the desired action is to activate the emergency alert system, contact the Weber County Sheriff's Office (see Directory). Give them the brief necessary information to be broadcast. This information should answer who, what, where, when, why and how.

- Call back the Weber County Sheriff's Office to update or cancel the EAS

After the Emergency has begun

- Report to the EOC and get an update on the emergency.

- Maintain a direct line of communication with the IC, Emergency Manager, Mayor, City Administrator and PIO.

- ☐ Appoint an Administrative Assistant to log actions, decisions, communications, etc. Make sure that all coordinators under your control are doing the same. These records must be archived by the City Recorder after the emergency has subsided.

People Need Information About:

  - Auxiliary information such as shelter location including where medical, shelter, and food services may be obtained, volunteer information, and special citywide instructions.
  - Damage to community.
  - What services are/are not available?
  - What Riverdale staff is doing to restore lost services including response efforts on scene and the status of the incident.
  - Estimates of how long services will be out
  - What the public should do and plan for.

- ☐ Set up the Joint Information Center (JIC) to be the city's information hub for EOC personnel, the public, and media at the Riverdale Police Department or another designated location if this building has suffered structural damage. See JIC set up for instructions.

- ☐ Meet with the City Administrator and/or Mayor. Prepare information to be released to the public either by the Mayor or yourself.
- ☐ Handle inquires from the media. Schedule regular press conferences. Let media and public know where and when information will be released, the media release area will be located in the council chambers. (The media center must be removed from the EOC.)

- ☐ Coordinate all rumor control activities with assistance from Public Safety Department employees first before appealing for help from other departments.

- ☐ Coordinate with all departments to have a "single voice" when information is released. Fire Department will track the injuries and deaths.

- ☐ Release the names of injured residents or employees **only after the next of kin have been notified**. Coordinate with the Shift C Fire Captain who is the designated Victim Accountability Coordinator.

- ☐ Determine the value of the information received.

- ☐ Attend City Council briefings and recommend response priorities.

Patrol Division (Patrol Lieutenant)

- ☐ Report to the EOC or other designated area.

- ☐ Patrol Lieutenant is responsible for all operational duties.

- ☐ The Patrol Division will provide law and order as needed on scene and throughout the city.

- ☐ The Patrol Division will respond to an incident as planned within their standard operating procedures and protocol.

- ☐ The Patrol Division will be responsible for emergency communications including radio, telephone, 9-1-1, etc.
- ☐ Off duty officers will be called back as needed.

- ☐ If needed, mutual aid agreements will be activated.

- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

Animal Services (Animal Control Officer)

- ☐ Report to the EOC or other designated area.

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

- ☐ As shelters are established, have areas designated to house animals outside. Animals are not allowed inside a Red Cross established shelter with the exception of service animals.

- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

Investigations (Administrative Lieutenant)

- ☐ Report to the EOC or other designated area.

- ☐ Administrative Lieutenant is responsible for all planning duties.
- ☐ In the event of a criminal catastrophe, the investigations division will assume the lead of all criminal investigations pertaining to these events.
- ☐ All officers within the investigation division will assume duties in patrol or other duties as the emergency/disaster dictates.

- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

Communications Coordinator (Patrol Assistant)

- ☐ Report to the EOC or other designated area.

- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Maintain a direct line of communication with the IC and/or Police Chief, Emergency Manager, Mayor, City Administrator and PIO.
- ☐ Designate a runner to take and receive written messages and those messages which cannot be transmitted by radio or telephone.
- ☐ Obtain information on status of each department's communication resources.
- ☐ See that redundant communication links are established between the EOC and field personnel.
- ☐ Coordinate with telephone companies (land lines and wireless) to restore services for emergency response needs. *See Directory for contact names and numbers.*
- ☐ Determine if there is there sufficient communication equipment with emergency power supplies available.
- ☐ Ensure access to communication room is restricted to authorized personnel.
- ☐ Inform all parties involved in the response of the channels assigned to the different departments and how to contact other departments and groups.
- ☐ Coordinate with the Amateur Radio Emergency Service (ARES) to augment city needs in setting up communications between shelters, field personnel and the EOC and establishing communications with other government agencies including Weber County. *See Directory for contact names and numbers.*

Transportation Coordinator **(Traffic Sergeant)**

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

- ☐ Report to the EOC or other designated area.
- ☐ Appoint at least one assistant to help with calling people and recording information including a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.
- ☐ Obtain a current, full size street map.

- ☐ Maintain an inventory and call list of mass transit resources, such as school buses, Greyhound or UTA buses. *See Directory for contact names and numbers.* Alert and mobilize mass transportation resources to assist in the evacuation of a disaster area, if required.

- ☐ Assist in the allocation of city vehicles and equipment.

- ☐ Be prepared to assist in obtaining a large vehicle which may be used for decontamination of victims on scene, Riverdale City has a hazmat trailer with cleanup equipment assigned to fire service for decontamination through Weber County. If necessary, secure a vehicle to transport the deceased in consultation with the Business Administrator. If the City uses private vehicles to transport victims exposed to hazmat agents or deceased individuals these vehicles must be purchased.

- ☐ Work with all on scene teams and groups at the incident to keep information of open routes and inform the EOC of roads needing to be cleared.

- ☐ When releasing information, remind the PIO to tell the general public to stay off the roads unless completely necessary and frequently update him/her of road closures.

- ☐ Work with the Shelter Coordinator to arrange transportation of displaced people to shelter sites and the return of displaced people to their residences when the structures are declared safe.

- ☐ Work with the Shelter Coordinator to arrange transportation of food and supplies to shelter areas.

- ☐ Work with the Shelter Coordinator to arrange public transportation to emergency feeding sites, food distribution points, and clothing pick-up areas.

- ☐ Coordinate transportation needs with disabled residents at nursing homes, convalescent centers, etc.

- ☐ If necessary, designate helicopter landing zones and ensure they are staffed with adequate ground support.

Public Works Director

- ☐ Report to the EOC if activated.

- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

☐ Public works will establish a command center in the main conference rooms of the public works facility. However, for coordination purposes, a department representative will staff a public works radio and telephone in the EOC.

☐ The public works command center will have at least one person assigned to dispatching crews in the field, performing clerical duties like message running, taking notes, or other errands, and dealing with resource needs specific to public works.

☐ The Public Works Billing Clerk will work directly with the Resource Coordinator(s) at the EOC to ensure staff has the resources they need to address the emergency.

☐ Obtain information on status of department resources including:

- Personnel
- Equipment, Buildings, Offices
- Fleet Resources
- Heavy Equipment
- Communications
- Materials

Infrastructure Damage Assessment Coordinator (Public Works Field Maintenance Supervisor)

☐ Report to the public works command center.

☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including records on vehicle, manpower, and equipment use. These records must be archived by the City Recorder after the emergency has subsided.

☐ The public works infrastructure damage assessment coordinator will work with community development's building damage assessment coordinator at the EOC. They will coordinate inspectors in the public works department and the city's contract engineering firm.

☐ Obtain information from field personnel regarding impacts of the disaster on the community including:

- Street conditions, including bridges.
- Water distribution systems, including tanks, wells, and piping.
- Water availability to the public.
- Sanitary sewer system.
- Available/unavailable utilities from other agencies (private/public).
- Infrastructure.

☐ All public works damage assessment information must be submitted to the Infrastructure Damage Assessment Coordinator to allow him/her to fill out the *preliminary damage assessment report* which is the paramount requirement in declaring a disaster. A formal declaration cannot be made without the preliminary damage assessment report being submitted to the city council and Weber County's EOC.

- ☐ Coordinate and recommend response priorities during City Council briefings. Standard priorities are 1) route clearance and 2) utility restoration of critical buildings.

- ☐ Assign a utility liaison to conduct communications with the public utility companies.

- ☐ All other response functions and protocol performed by public works will follow previously established departmental plans.

If Applicable

- ☐ Assist with evacuation plans and traffic control resources such as barricades and emergency signs.

- ☐ Prepare a plan for debris removal including disabled vehicles that may be blocking access ways.

- ☐ Lead the discussion as to where debris should be taken. Is the location temporary or permanent?

- ☐ Coordinate with the PIO and the Transportation Coordinator to identify and communicate available travel routes.

- ☐ Provide water, sewer, and power services to mass care facilities.

- ☐ Working with the Shelter Coordinator, make sure that all Riverdale shelters have sufficient basic utilities.

- ☐ Coordinate with the PIO the release of information regarding water availability, safe water concerns, precautions, etc.

- ☐ Identify sites where fuel can be acquired, a list of Riverdale's five fueling locations is attached to this EOP.

- ☐ Check with mutual aid cities and Weber County to see if they have available public works resources that can be utilized.

Flooding

- ☐ Identify flood areas and coordinate with police and PIO for warnings, evacuations, and traffic control.

- ☐ Identify routes for storm water runoff to deter flooding damage.

Community Development Director

☐ Report to the EOC if activated.

☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities as this information can be used as documentation for potential liability issues. These records must be archived by the City Recorder after the emergency has subsided.

☐ Responsible for the assessment of the structural safety of the EOC (Fire Station), Community Center and City Civic Center, Police Station, Public Works/Maintenance Building and Senior Center.

☐ Assign a member of staff to be a Dispatcher for the Building Damage Assessment Team. The Dispatcher should be able to immediately contact the Building Damage Assessment Team, the Building Damage Assessment Coordinator, and the Public Works Dispatcher.

Building Damage Assessment Coordinator (Building Inspector)

☐ Report to the EOC if activated.

☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including what was completed and the reasons of such. Forward these records to the City Recorder for official keeping.

☐ The Dispatcher must have the ability to record information given to and received from all parties contacted during the emergency.

☐ Report the number of injured and killed that you become aware of to the EOC.

☐ Immediately gather information and fill out the preliminary damage assessment report. Give one copy to the policy group, fax a copy to Weber County's State Emergency Management Division and keep a copy for your records.

☐ Attend Policy Group briefings and report damage assessment information to the City Administrator.

☐ Assemble Damage Assessment Team consisting of one Building Inspector and one Public Works Inspector. The team is to update the Damage Assessment Coordinator after a completed inspection of each targeted area and/or building. Coordinate with the Public Works Director for the availability of the Public Works Inspector.

☐ Coordinate damage assessment activities of all the departments including streets, utilities, Building Inspectors, Public Works Inspectors and all trained volunteers.

☐ Each Damage Assessment Team should carry a hand-held radio and/or cellular telephone to communicate with the EOC and Police Department and Public Works Dispatcher.

☐ See that damage assessments are done on buildings that could be used as potential shelters and mass care facilities, coordinating with Weber School District. The Damage Assessment

Team will post each building inspected as “Safe to Enter” or “Unsafe to Enter” **(ATC 20-1 Field Manual: post earthquake safety evaluation of buildings standards second edition 2005)**. The notice should also include the date and time of the inspection.

☐ The Damage Assessment Coordinator has the authority to contact other jurisdictions and agencies in order to provide adequate inspectors for the emergency. The Risk Manager and Business Administrator must be notified.

☐ Collect information from other sources such as volunteers including CERT members, other government agencies, religious groups, and structural experts from engineering firms about damage.

☐ The Damage Assessment Coordinator shall issue permits to require demolition or repair to buildings in the interest of public safety and to prevent continued damage to the subject building. All repairs must meet current building codes.

☐ Complete the initial damage assessment report and send a copy to the City Administrator, Weber County EOC, and State EOC and retain original for your records.

☐ Contact with Community Services Coordinator to see if volunteers are available.

Business/Network Administrator

I. Administration

Obtain information on status of department resources including:

- Personnel.
- Buildings and facilities (city owned).
- Computer and telephone equipment.
- Department communications.

☐ Report to the EOC if activated.

☐ All receipts and distribution of resources, including special services, incurred by Riverdale City during times of an emergency will be in accordance with protocol and policies. Waiving such policies will be at the discretion of the Business Administrator or his/her designee.

☐ Provide the necessary records and documentation to recoup expenses from the Federal Emergency Management Agency (FEMA) in the event of a declared disaster. Make sure that all coordinators under your control are doing the same.

☐ Establish policy and give recommendations on any financial proposal or anticipated emergency expenditures.

☐ Provide the necessary records and documentation to recoup expenses from the Federal Emergency Management Agency (FEMA) in the event of a declared disaster. Make sure that all coordinators under your control are doing the same.

- ☐ If needed, assemble resource/donations and finance management teams.
- ☐ Work with Weber County, the State of Utah, and the Federal Government for access to their financial resources. A disaster declaration precedes the request.
- ☐ Provide data processing and technical support to assist all responders involved in an emergency situation by maintaining or repairing computer hardware and software necessary to perform essential duties.
- ☐ The Network Administrator will provide or coordinate support for areas of critical information, such as the dispatcher's office, the EOC, public works, fire station, and patrol cars as needed.
- ☐ The Network Administrator will be responsible to make computers operable and maintain them for essential city departments.
- ☐ The Network Administrator will assist other agencies and jurisdictions in obtaining city records within the city's computer system during an emergency with the approval of the department head.

II. Community Services

Community Services Coordinator

- ☐ Report to the EOC if activated.
- ☐ Assemble individuals who can assist with duties.
- ☐ Begin a log of the information you receive, decisions you make and hours you work and if necessary secure assistants to help you in documenting the information, making phone calls and assignments.
- ☐ Gather as much confirmed information about the emergency/disaster as possible from Riverdale's PIO and brief all community service staff you have assembled.
- ☐ Assign one person to obtain from the HR Manager the personal telephone numbers of the city employees responding to the emergency or disaster.
- ☐ If an emergency shelter has been established, assign a staffer the task of providing children's books, games and treats to aid in the emotional well being of the children being housed there. That same staff member will be responsible for reclaiming items which need to be returned.
- ☐ Serve as the lead contact for all sheltering concerns and questions from city, county and state organizations.

☐ Communicate the number of people registered in shelters to the building damage assessment coordinator. He/she needs this information to complete the preliminary damage assessment report that is the paramount requirement for declaring a disaster.

☐ If needed contact the Weber County EOC and coordinate efforts with their Shelter System Officer.

Neighborhood, Church, School, and Business Liaison (HR Manager)

☐ Upon notification, report to your own office unless asked to report elsewhere.

☐ Begin a log of the information you receive, decisions you make and hours you work and if necessary secure assistants to help you in documenting the information, making phone calls and assignments.

☐ Assist the Business Administrator in accounting for each responder's hours logged involved in the emergency. Note who is exempt and who is not. It is possible that FEMA will pay 75 percent of all workforce expenses.

☐ Remind all parties involved that each person, including non-exempt staff, needs to have an accurate account of their hours spent responding to the emergency.

☐ Collect from each department and/or group after each shift or day records on the following:
  - Personnel – who, where, when, activity and time worked.

☐ Begin accumulating, or have an assistant retrieve the shift time logs from the EOC, City Council and eventually the on-scene responders.

☐ Assist the City Council in continuous operations and shift changes for relief personnel for an emergency that lasts 12 hours or longer.

☐ Make telephone numbers readily available to the policy group, EOC, and public and press as appropriate.

☐ Activate your business call down list:
  - Notify the Chamber of Commerce
  - Call businesses to share information

☐ If you receive information about any injured or deceased victims confirm it. Once it is confirmed, relay the information to the EOC, dispatch, PIO and Victim Accountability Coordinator (Fire Captain Shift C). If you are asked about someone who is injured or deceased, you must forward the call to the Victim Accountability Coordinator.

☐ Assist the Business Manager in finance management by making it possible for departments and employees to quickly get the resources they need without purchase orders, contracts, etc.

- ☐ All receipt and distribution of resources, including special services incurred by Riverdale City during times of an emergency, will be in accordance with protocol and policies of the business administration department. Waiving such policies will be at the discretion of the department head or his/her designee.

- ☐ Establish contact with suppliers whom the city has pre-negotiated agreements with for supplies.

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

- Supplies used and purchased
- Contracts entered into
- Expenses associated with city personnel and equipment
- Cash purchases
- Receipts

Food Services Coordinator (Seniors Coordinator)

- ☐ The goal of the Food Services Coordinator is to make sure the following groups are fed in this order: EOC and support staff, victims and displaced people, first responders on scene, responding staff not on scene, and volunteers.

- ☐ Report to the EOC if activated.

- ☐ Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including what was completed and the reasons of such. Forward these records to the City Recorder for official keeping.

- ☐ Assess food needs at the scene of the incident, at city shelters, and at the EOC and contact the local chapter of the Red Cross because they are **the lead agency for feeding victims and displaced people at shelters.** *See Directory for contact names and numbers.*

- ☐ Food and water resources should be identified, along with people who can help distribute meals for a large mass of displaced people. *See Directory for contact names and numbers.*

- ☐ Assign at least three assistants to 1) victims, 2) on scene responders, and 3) EOC staff respectively. Make sure you are detailed and specific in duties for each.

- ☐ The person assigned to feed victims will ask the shelter coordinator for a count of the food needs, working closely with the Red Cross.

- ☐ The person assigned to on scene responders will ask the IC for a count of the food needs and direction on where the food should be taken.

- ☐ The person assigned to feed the EOC staff will ask the Assistant to the Emergency Manager for a count of food needs.

- If needed, get assistance from the Volunteer Coordinator (City Recorder) to arrange volunteers to assist in the assembling and distribution of meals. If volunteers are going to be used, do not let them drive to their destination unless necessary. Inform the Police Transportation Coordinator to determine if arranging transportation is appropriate to keep city streets clear.

- Periodically brief the Community Services Coordinator on the status of food needs.

Shelter Coordinator (Community Services Coordinator Designee)

- The goal of the Shelter Coordinator is to work closely with the Red Cross in establishing temporary emergency shelters for displaced people. He/she should check in periodically with the Community Services Coordinator.

- Report to the EOC if activated.

- Begin a log of decisions, communications, and significant events. Ensure that all members of your team are keeping records of their activities including what was completed and the reasons of such. Forward these records to the City Recorder for official keeping.

- Contact the local Red Cross and update them on the situation and sheltering needs in coordination with the IC and PIO. The Red Cross is trained to set up and manage temporary shelters and will provide a Shelter Manager. **The Red Cross will arrange the opening of doors and usage of the shelter and restroom facilities.**

- Temporary emergency shelters should be opened and closed as soon as possible.

Before a shelter site is opened to the public:

- Coordinate with the Community Services Coordinator and Red Cross to determine if in-place sheltering would be more reasonable given the specific situation.

- Contact the building damage assessment coordinator and request a damage assessment team to inspect the designated shelter and determine if the building(s) are safe for temporary occupancy.

- Get a telephone number from the Red Cross so that you can directly communicate with the Red Cross' Shelter Manager. If normal means of communication are inoperable, work with the Police Department's Communications Coordinator to arrange for a HAM radio operator trained in ARES to be stationed at the shelter and serve as the communication link between the shelter and the EOC.

Once shelter site(s) are established:

- Make the PIO aware of the addresses of the available shelter sites.

- The Shelter Manager is responsible for keeping accurate records of every person who enters and leaves the shelter.

- If the Red Cross is not involved, the Shelter Managers are responsible to identify what special resources are needed for special needs individuals that are housed at the shelters.

Resource/Donations Management Team (Accounts Payable Clerk)

- Assist departments with their needs when they must have additional resources to carry out their duties and accept, record, track and distribute donations of money, equipment and goods. People assigned to this team should be the only contact for donations. If donations are accepted by others and the items are not needed, Riverdale City will be responsible for moving, storing, surplusing or destroying the items.

- Begin a log of decisions, communications, and donations received. Remind other coordinators that everything needs to be documented and explain how you want the documentation completed. Forward these records to the City Recorder for official keeping.

- All receipt and distribution of resources, including special services, incurred by Riverdale City during times of an emergency will be in accordance with protocol and policies of the Business Administration Department. Waiving such polices will be at the discretion of the Business Administrator.

- If needed, coordinate with the Volunteer Coordinator (City Recorder) to find out if volunteers are willing to make or solicit for financial donations.

Miscellaneous

American Red Cross

- Upon notification, the Red Cross Emergency Services Director, Disaster Services Chairman, or designee, will determine the type and quantity of resources needed to make an effective response.

- If chapter agency and resources are overwhelmed or inadequate, the chapter will notify the ARC State Lead Unit.

- If the initial or subsequent information indicates a large-scale local disaster, the Disaster Coordination Center will be activated.

- A Disaster Action Team (DAT) will be assembled and dispatched to the disaster scene by the Red Cross Emergency Services Director or designee and DATs will be rotated as seen necessary by their Director or designee.

- A DAT consists of: a team leader, assistant team leader, damage assessor, family services case worker, first aid responder, and a mental health worker.

- Contact the Red Cross or a Community Mental Health Agency to schedule a critical incident stress debriefing for CERT and other volunteers to help them deal with any trauma they may have experienced during the incident.

Unique and Catastrophic Events

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

Riverdale's EOP will still be in effect and will be carried out as far as it is applicable, but due to the unusual circumstances, necessary atypical resources and unforeseen events, deviating from the plan is allowed under the direction of the executive staff.

CERT

The role of CERT is to provide assistance before professional responders are able to take action. In a major disaster CERT members have been trained to provide light search and rescue, fire safety and disaster first aid. In a truly catastrophic disaster CERT members will provide temporary treatment areas for victims.

In non-emergency situations Riverdale's Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) notifies Riverdale CERT members via email or using a telephone calling chain to disseminate information. In an emergency situation the Incident Commander and/or City Administrator have the authority to activate CERT through the Volunteer and Victim Accountability Coordinator (Fire Captain Shift C) or his/her designee who will utilize the City Watch Emergency Notification System or the phone tree to get the word out.

Riverdale is divided into sections and the sections are divided into blocks. Each Section Coordinator has a list of the names and phone number of each Block Captain. The Coordinator calls the first Block Captain who then calls the next person on the list. If callers fail to reach their assigned person, they go on to the next person on the list until they are able to pass on the message. The last person calls the Coordinator to confirm completions of the chain and report the names of those not contacted.

In an emergency situation the Incident Commander and/or City Administrator have the authority to activate CERT which can be done using the City Watch Emergency Notification System or the phone tree. In the event of a major disaster, when telephone communication is not functioning, Block Captains may utilize two-way radios assigned to them by Riverdale City with a dedicated FRS channel to facilitate communication. In these cases, CERT members may need to "self-activate", rapidly assessing the needs of their assigned blocks and utilizing their CERT skill to conduct rescue efforts and minimize life-threatening situations. As soon as CERT members activate, they should turn on their radios and check in with their Coordinator. Monthly radio checks insure that two-way radios are working and properly used. When a major disaster strikes, if radio communication fails due to low radio batteries, inaccessible or damaged radios or interference, communication can be done with runners, volunteers who carry written messages from one location to another. CERT members have received instruction on how to effectively pass messages via runners and will practice the procedure periodically during city-wide mock disasters.

If a Section Coordinator is not available, a Block Captain with few problems on his block should assume the role of Coordinator for that section. With information received from Block Captains, Coordinators can determine areas of critical need and the availability of team members who can support blocks where Block Captains are not functioning or are overwhelmed. CERT command can do the same with information reported by the Coordinators. All reporting and documentation to the EOC should be done using the forms in Appendix D to streamline information and includes the following information:

1. Status of residential high population center such as Riverdale Elementary and/or churches if they are occupied.
2. Fires too large for CERT teams to contain.
3. Location of trapped victims requiring professional assistance to extricate.
4. Number, location and triage status of victims.
5. The location of any section treatment centers that have been established including the number and triage status of the injured at each location. This number will likely grow over time requiring periodic updates.

In a major disaster the CERT organization could also be effective in providing important community information such as reporting infrastructure problems including:

1. Location of downed power lines.
2. Location of broken gas mains.
3. Locations of water line and sewer breaks.
4. Location of any canal breaks.
5. Location of any significant structural damage and/or blocked roads.
6. Location of building with significant structural damage.

Rapid Situational Assessment

Definition:

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

Purpose:

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

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

When Would We Use Rapid Situational Assessment?

Following a moderate to large earthquake, tornado/high wind, or other disaster that potentially affects a large area of the community where damage information is critical to establishing the magnitude of the incident. This does not mean that assessment is done in smaller incidents. Rapid assessment is always accomplished at any incident. Rather, this question is in direct relationship to a city-wide assessment process which is formally declared or directed.

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

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

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

Procedures for implementing this function are:

Mayor and City Council:

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

On Scene Commander:

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

Rapid Situational Assessment Checklist:

The following checklists are used by field personnel and EOC coordinators to document those facilities that are assessed following an emergency, and their condition. You will also note that specific assessment instructions are associated with some of the facilities outlined herein.

High Population Facilities

○ Riverdale Elementary	1160 W 4400 S
○ Good Foundations Academy	5101 S. 1050 W.

Check Schools first only when Schools are in session:

Churches:

○ LDS	1056 W 4400 S
○ LDS	4210 S 300 W
○ LDS	1175 W 5500 S
○ LDS	4000 S Parker Drive
○ Alpine Church	1275 W 5000 S
○ Refuge Church	4800 S 1700 W

Check Churches if incidents occur during Sunday/Church hours or other activities:

Essential Facilities:

○ Riverdale Fire Station/EOC/ Rec. Center	4334 S Parker Drive
○ Riverdale Police/ Administration Buildings	4600 S Weber River Drive
○ Riverdale City Public Works Building	4600 S Weber River Drive(rear)
○ Riverdale City Water Tank #1	500 W 5400 S
○ Tank #2 and #3 Well #1	5440 S Freeway Park Drive
○ Well#2	5102 S 1050 W
○ Weber Basin Well 1	4800 S 700 W
○ Weber Basin Well 2	5790 S South Weber Drive

Davis and Weber main canal	south foot hill below Hill AFB
Roy Water Secondary Water	5550 S Freeway Park Drive
Rocky Mountain Power Substation	3975 S Pacific Ave
Rocky Mountain Power Substation	4800 S 1500 W
Rocky Mountain Power Substation	South Weber Drive
Riverdale Senior Center	4433 S. 900 W.
Stoney Brooke	4390 S. 700 W.

Check Davis and Weber Canal and Roy Water only after "Earth quake event"

Transportation Routes:

Major surface streets

- Riverdale Road
- 4400 S
- 700 W
- Parker Drive
- Freeway Park Drive
- 300 West
- Ritter Drive

Bridges:

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

Unique Hazards:

O Union Pacific Rail Yards Riverdale Road @ Weber River	
O Weber River through Riverdale City	
O America First Credit Union	1344 W 4675 S
O Hill Air Force Museum	5600 S Freeway Park Drive
O Stone Brook Assisted Living Center	4390 S 700 W
O Riverdale Senior Center	4433 S 900 W
O Gas Stations:	
o 7-Eleven	4090 S Riverdale Road
o Sinclair	686 W Riverdale Road
o Chevron	4104 S Riverdale Road
o Conoco	1055 W Riverdale Road
o Sam's Club Fueling Station	4945 S 900 W
O Questar Main High Pressure Line	Under Freeway Park Drive

Report all damage to on Scene Commander or EOC.

Possible Disasters:

Flood ____

Earthquake ____

Wildfire Fire ____

Winter Storm ____

Airplane Crash/Fallen Aircraft ______________________________

Hazardous Materials Incident/Contamination ____________________

Disease Outbreak/Pandemic/Epidemic/Infestation__________________

Mudslide ____

Canal Break/Dam Failure ______________________________

Blackout ____

Civil Unrest/Riot/Sabotage ______________________________

Heat Wave Event ____

Terrorism Using Chemical, Biological, Radiological, Nuclear or Explosive Weapons_________

Nuclear Event/War ____

Severe Thunderstorm/Severe Winter Storm____

Tornado____

Multiple Structure Fires ____

Drought____

High Winds/Micro Bursts____

Explosion ____

Severe Drought/Blight ____

Oil Spill____

Utility/Transportation Emergency ____

ACRONYMS KEY

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

APPENDIX A

Map of Riverdale
(See Attachment)

Streets Map of Riverdale
(See Attachment)

Map of utility lines in Riverdale
(See Attachment)

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

Mutual Aid Agreements
(On File Records Room)

City Organizational Chart
(See Attachment)

Directory organized by function, group or jurisdiction

Employee Directory
(On file with HR Manager)

Pre-negotiated Agreements (Supplies)
(On File Records Room)

ATC-20 Standards
(See Attachment)

Resources

Utah Resources

Be Ready Utah: www.BeReadyUtah.org
Department of Public Safety—Emergency Services and Homeland Security: www.des.utah.gov
Utah Citizen Corps: www.citizencorps.utah.gov
Utah Commission on Volunteers: www.volunteers.utah.gov
Utah Emergency Management Association: www.uema.net
Utah Voluntary Organizations Active in Disaster: www.uvoad.org
Utah Department of Public Safety: www.publicsafety.utah.gov
211 Information and Referral: www.informationandreferral.org

Citizen Corps Resources

National Citizen Corps: www.citizencorps.gov
Medical Reserve Corps: www.medicalreservecorps.gov
Community Emergency Response Teams (CERT): www.citizencorps.gov/cert
Fire Corps: www.usaonwatch.org
Volunteers in Police Service: www.policevolunteers.org

Nonprofit and Professional Associations

American Red Cross: www.redcrossutah.org
Institute for Business & Home Safety: www.ibhs.org
National Emergency Management Association: www.nemaweb.org
National Fire Protection Association: www.firewise.org
Public Entity Risk Institute: www.riskinstitute.org
U.S. Chamber of Commerce: www.uschamber.com

Government Resources

Federal Emergency Management Agency (FEMA): www.fema.gov
U.S. Department of Homeland Security: www.ready.gov
U.S. Small Business Administration www.sba.gov
National Voluntary Organizations Active in Disaster: www.nvoad.org
Environmental Protection Agency: www.epa.gov

Business Continuity Planning Organizations and Publications

Association of Contingency Planners Utah Chapter: www.acputah.org
Disaster Recovery Institute International: www.drii.org
Global Partnership for Preparedness: www.globalpreparedness.org
The Business Continuity Institute: www.thebci.org
Contingency Planning and Management: www.contingencyplanning.com
Disaster Recovery Journal: www.drj.com
Disaster Resource Guide: www.disaster-resource.com
Disaster Recovery Yellow Pages: www.theDRYP.com

Cyber Security Sites

Department of Homeland Security National Cyber Alert System: www.us-cert.gov
National Cyber Security Partnership Small Business Cyber Security Guidebook: www.cyberpartnership.org/CommonSenseGuideBus.pdf
National Cyber Security Alliance, Stay Safe Online: www.staysafeonline.info/

Special Needs Resources

Center for Disability and Special Needs Populations: www.disabilitypreparedness.org
Disaster Preparedness for People with Mobility Impairments: www.nobodyleftbehind2.org
American Humane Association: www.americanhumane.org

APPENDIX B

Locations of possible shelters within Riverdale City*

Riverdale Community Building	4360 S Parker Drive
Riverdale Senior Center	4433 S 900 W
Riverdale Elementary School	4400 S 1050 W
LDS Ward Building	4400 S 1000 W
LDS Ward Building	4000 S Parker Drive
LDS Ward Building	1175 W 5500 S
Christian Heritage School	5120 S 1050 W
Alpine Church	5050 S 1275 W
Good Foundations Academy	5101 S. 1050 W.

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

APPENDIX C

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PERSONNEL RESOURCES SIGN-IN FORM…………………………………………………………………..

BRIEFING ASSIGNMENT FORM………………………………………………………………………….

VICTIM TREATMENT AREA RECORD……………………………………………………………………….

COMMUNICATIONS LOG……………………………………………………………………………………..

EQUIPMENT INVENTORY…………………………………………………………………………………

GENERAL MESSAGE……………………………………………………………………………………………

PRELIMINARY DAMAGE ASSESSMENT REPORT

EVACUATION ANNEX

JIC SET UP

DRAFT MUTUAL AID AGREEMENT

SHELTER REGISTRATION FORM

MASS TRANSIT LIST:

WEBER COUNTY SCHOOL DISTRICT

UTA

GREYHOUND

STRUCTURAL BUILDING SAFETY EVALUATION FORMS

DRAFT PROCLAMATION LOCAL EMERGENCY

DIRECTORY

Riverdale Emergency Management Services Coordinator/ Fire Chief: 801-394-5541 ext. 1284
Riverdale Police Chief: 801-394-5541 ext. 1255
Riverdale Public Works Director: 801-394-5541 ext.1217
Riverdale CERT Coordinator: 801-394-5541 ext.1282 Cell: 801-791-0160
Riverdale Volunteer Coordination Center Director: 801-394-5541 ext.1271
Local American Red Cross Chapter: 801-605-3672
Weber/Morgan Health Department: 801-399-7100
Riverdale Medical Reserve Corps Coordinator
Riverdale Citizen Corps Council Chair
UVOAD/COAD Chair
Call 211 for help in managing spontaneous volunteers

Good Foundations Academy Headmaster Peggy Downs 801-393-2950 (work) 303-579-6502 (cell)

Phone Company Directory Contact Names and Numbers

Utility Companies Directory Contact Names and Numbers

ARES Directory Contact Names and Numbers

CERT Directory Contact Names and Numbers

RIVERDALE CHURCHES

RIVERDALE CIVIC GROUPS

Part 3 – Post Disaster Recovery

RESPONSE

Disasters and emergencies involve significant risks to life safety and welfare. Natural disasters, such as floods, involve contaminated flood water and debris that can produce a myriad of hazards. Major fires produce smoke, toxic gases, and the possibility of structural collapse. Hazardous materials events usually involve toxic materials that can cause numerous types of health hazards. Terrorism threats can involve chemical, biological, radiological, nuclear, or explosive devices. Major earthquakes can impact virtually every aspect of our society.

Riverdale's priorities for response:

1. Saving lives
2. Stabilizing the incident
3. Protecting & restoring critical facilities (systems)
4. Reducing property damage
5. Protecting the environment

Response Time - Residents may think that government is slow to respond. It typically takes the federal government at least 72 hours to respond to a local emergency. The response to Hurricane Katrina demonstrated that local, state, and federal governments can be overwhelmed and the community's expectations sometimes do not match the government's capabilities.

Public Information - Residents may report difficulty getting critical information about the disaster from the news media. Despite our efforts to communicate through the media by issuing regular news releases, local media often choose to edit the information significantly, which can make it inaccurate, or not use it at all in their reports. Our efforts to foster positive working relationships with all facets of the media include media briefings and polling media to see how they want to receive information, so they will use the information in their reports. These positive relationships are critical during times of disasters, as our staff works diligently to provide information to our residents.

RECOVERY

Recovery involves all of the cleanup and restoration activities that are necessary to be able to return the area to normal. This involves getting all of the damage repaired, utilities restored, and the debris cleaned up. Recovery is often the hardest phase of the disaster and may continue for an extended time. As soon as it is safe to do so, Riverdale Building Inspectors, Public Works Inspectors and Engineers will conduct preliminary damage assessments to determine the level of property damage and the parts of the critical infrastructure that may be damaged.

During the recovery phase, Riverdale has taken steps to be able to provide:

- Drinking water
- Emergency shelter
- Emergency medical transport/treatment
- Assistance in seeking disaster assistance

But we normally do not provide:

- Batteries
- Flashlights
- Ice
- Generators
- Food (except in shelters and mass feeding sites)
- Transportation

These items can typically be purchased or arranged through retail establishments. If you receive questions from your constituents about these issues, you may want to refer them to the phone book or Riverdale's Emergency Manager or City Recorder who have compiled lists of vendors and supplies while coordinating staff 72 hour kits.

The City of Riverdale has the primary responsibility for protecting its residents from disasters, and for helping them to recover when disaster strikes. Government agencies at all levels are key partners in this process, offering resources and programs that will help the City of Riverdale, its residents, and business owners pick up the pieces and return the community back to normal as quickly as possible.

Disaster recovery is rarely an easy process. It is financially, physically, and emotionally exhausting for everyone involved. Confusion and misinformation about relief programs often becomes an enormous source of frustration for the community members who are impacted, and for the local officials who are involved in the response. The constant delivery of information to the public regarding recovery efforts will be necessary.

Residents have their own priorities which may be different than those of the City's. Residents are often unaware of the scope of a disaster and may have unrealistic expectations about what the City of Riverdale can do for them as everyone works to recover.

Disaster Recovery Considerations

- *Debris Removal* - Debris removal on private property is typically not covered by FEMA or Riverdale and is the property owner's responsibility. If you have a constituent who has a significant problem with debris removal, call the Emergency Manager who may have information about volunteer organizations able to assist private individuals.
- *Rebuilding* - Residents may want to rebuild their house or business in the flood plain or hazard area. This brings up zoning and local ordinance issues that may need to be addressed by the City Council.
- *Generators and sandbags* – May be available from hardware stores, equipment supply companies, and equipment rental businesses but may run out during disasters. Encourage residents to have enough basic supplies on hand so that they can be on their own for at least 72 hours.

One of the most important contributions that City Council members can make is to point constituents in the right direction for the information they need. That might be to a FEMA Tele-registration number, a local assistance center, or there may be a need for volunteers to help with debris removal or other cleanup activities. If you have a constituent who has a special need for items or services, contact the EOC or the Emergency Manager.

Types of Federal Disaster Assistance

None of FEMA's programs are designed to replace individual losses 100% -- only to bring living conditions back to a "safe and habitable" condition. The majority of federal disaster assistance is conveyed in the form of U.S. Small Business Administration (SBA) Loans, not grants. Public and private entities will complete stacks of paperwork, undergo numerous inspections, and devote hundreds of staff-hours toward reimbursement for disaster-related losses. Despite these complexities, federal disaster relief is all that many individuals have to rely on to rebuild their lives. This is particularly true for those homeowners without flood insurance – and 30% of disaster related claims occur outside federally designated floodplain areas.

Not all federal disaster relief programs are activated for every disaster. Presidential decisions about relief programs are based on the preliminary damage assessment and any subsequent information that may be discovered. Some disaster declarations will provide only Individual Assistance (private) or only Public Assistance (government). Hazard mitigation opportunities are available in most situations**.** Riverdale's efforts in the damage assessment process will help ensure that residents obtain as many benefits as possible under the law.

Federal disaster assistance available under a major disaster declaration falls into three general categories:

- *Individual Assistance* - aid to individuals, families and business owners.
- *Public Assistance* - aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities.
- *Hazard Mitigation Assistance* - funding for measures designed to reduce future losses to public and private property. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.

A brief overview of each of these programs follows.

Individual Assistance

This assistance is directed towards residents, business owners, individuals, and families - In every case, the disaster victim must register for assistance to establish eligibility. FEMA (or the providing agency) will verify eligibility and determine a need before assistance is offered. Individual Assistance includes the following programs.

- *Temporary Housing Assistance* - assures that people whose homes are damaged by disaster have a safe place to live until repairs can be completed. These programs are designed to provide funds for expenses that are not covered by insurance**.** They are available only to homeowners and renters who are legal residents of the United States and who were displaced by the disaster. Non-legal residents may be eligible for similar types of assistance through the American Red Cross or other non-governmental agencies.
- *Home Repair Assistance* - helps repair a home to a "habitable" condition. The amount of the check is based on structural damage, as determined by a FEMA inspection.
- *Rental Assistance* - provides for rent until affected structure becomes habitable.
- *Mortgage and Rental Assistance (MRA*) - provides a check to pay the rent or mortgage to prevent eviction or foreclosure.
- *Small Business Administration Disaster Loans* - The SBA can provide three types of disaster loans to qualified homeowners and businesses: Home Disaster Loans to homeowners and renters, Business Physical Disaster Loans to business owners to repair or replace disaster-damaged property, and Economic Injury Disaster Loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period. For many individuals the SBA disaster loan program is the primary form of disaster assistance**.**

- *Individual and Family Grants (IFG)* - The IFG provides funds for the necessary expenses and serious needs of disaster victims that cannot be met through insurance or other forms of disaster assistance (including low interest loans from the Small Business Administration). Among the needs that can be met through the IFG Program are housing, personal property, medical, dental, funeral, transportation and required flood insurance premiums.

Other FEMA programs for individuals include Disaster Unemployment Assistance, Legal Services, Tax Relief Considerations and Crisis Counseling.

Public Assistance

Once the President has declared a Major Disaster, the FEMA Public Assistance Program funds the repair, restoration, reconstruction, or replacement of public facilities or infrastructure which has been damaged or destroyed by the disaster. The disaster declaration will designate which counties are eligible for assistance. Local governments within designated counties may apply for assistance. Certain private nonprofit (PNP) organizations may also receive assistance. Eligible PNP's include educational, utility, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public.

As soon as practicable after the declaration, the State (Grantee), assisted by FEMA, conducts briefings for all potential applicants (subgrantees) to inform them of the assistance available and how to apply for it. Interested subgrantees must file a Request for Public Assistance (RPA) with the State within 30 days after the area is designated eligible for assistance.

Each project is classified into one of the following categories: (A) Debris Removal; (B) Emergency Protective Measures; (C) Road Systems and Bridges; (D) Water Control Facilities, Buildings, Contents and Equipment, Utilities, Parks, Recreational and Other. FEMA reviews and approves the project grant applications and obligates the Federal share of the costs (at least 75 percent) to the State. The State then disburses funds to subgrantees. The remaining local share (no more than 25 percent) is the responsibility of the subgrantee. The State usually does not cover any of these costs.

For small projects, payment of the Federal share of the estimate is made upon approval of the project. For large projects, reimbursement payment are made on the basis of actual costs, although interim payments may be made as necessary. Once FEMA obligates funds to the State, further management of the assistance, including disbursement to subgrantees, is the responsibility of the Utah Department of Public Safety, Division of Emergency Management.

Hazard Mitigation Assistance - Hazard mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters. Eligible mitigation projects include acquisition or relocation of properties located in high hazard areas; elevation of flood prone structures; seismic and wind retrofitting of existing structures; and protecting existing structures against wildfire.

Part 4 – Hazard Mitigation Plan

Section 1 - Introduction

The City of Riverdale is vulnerable to natural and technological (human-caused) hazards that threaten the health, welfare and security of our residents. The cost of response to and recovery from potential disasters can be substantially reduced when attention is turned to mitigating their impacts and effects before they occur or re-occur.

Hazard mitigation is defined as any cost-effective action that has the effect of reducing, limiting, or preventing vulnerability of people, property, and/or the environment to potentially damaging, harmful, or costly hazards. Hazard mitigation actions, which can be used to eliminate or minimize the risk to life and property, fall into three categories: first, those that keep the hazard away from people, property and structures; second, those that keep people, property and structures away from the hazard; and third, those that do not address the hazard at all but rather reduce the impact of the hazard on the victims such as insurance. This mitigation plan has strategies that fall into all three categories.

Hazard mitigation actions must be practical, cost effective, environmentally and politically acceptable. Actions taken to limit the vulnerability of society to hazards must not in themselves be more costly than the anticipated damages.

Capital investment decisions must be considered in conjunction with natural hazard vulnerability. Capital investments can include homes, roads, public utilities, pipelines, power plants, chemical plants, warehouses and public works facilities. These decisions can influence the degree of hazard vulnerability of a community. Once a capital facility is in place, few opportunities will present themselves over the useful life of the facility to correct any errors in location or construction with respect to hazard vulnerability. It is for these reasons that zoning ordinances, which could restrict development in high vulnerability areas, and building codes, which could ensure that new buildings are built to withstand the damaging forces of hazards, are the most useful mitigation approaches a city can implement.

Often, hazard mitigation is a neglected aspect within emergency management. When local governments place a low priority on mitigation implementation activities relative to the perceived threat, some important mitigation measures may be neglected in favor of higher priority activities. Mitigation success can be achieved, however, if accurate information is portrayed through complete hazard identification and impact studies, followed by effective mitigation management. Hazard mitigation is the key to greatly reducing long-term risk to people and property from natural hazards and their effects. Preparedness for all hazards includes response and recovery plans, training, development, management of resources and the need to mitigate each jurisdictional hazard.

1.1 Adoption of Wasatch Front Regional Plan

The City of Riverdale is subject to the Wasatch Front Natural Hazard Pre-Disaster Mitigation Plan as the jurisdictions multi-hazard mitigation plan and has resolved to execute the actions in the plan.

1.2 Inclusion of Pre-Disaster Mitigation Plan

Due to its size, the full copy of the plan is not included herewith, but a copy of the plan is available in the office of the Riverdale City Recorder. The Wasatch Front Natural Hazard Pre-Disaster Mitigation Plan is also available online at: http://www.wfrc.org/new_wfrc/index.php/wfrc-publications/natural-hazard-mitigation

Please refer to the Wasatch Front Natural Hazard Pre-Disaster Mitigation Plan for a full description of:

- identified goals and objectives of the plan
- regional data
- capabilities assessment
- risk assessment
- regional hazards
- County –wide mitigation strategies

Section 2 – Executive Summary of Pre-Disaster Mitigation Plan

2.1 Plan Mission

The Wasatch Front Regional Council (WFRC) developed the Pre-Disaster Mitigation Plan in partnership with the jurisdictions it serves to substantially and permanently reduce the region's vulnerability to natural hazards. The plan is intended to promote sound public policy and protect or reduce the vulnerability of the residents, critical facilities, infrastructure, private property and the natural environment within the region. This can be achieved by increasing public awareness, documenting resources for risk reduction and loss-prevention and identifying activities to guide the development of a less vulnerable and more sustainable community.

2.2 Plan Update

The 2008 plan represents an update of the Pre-Disaster Mitigation Plan that was approved by the cities, counties, the State and by FEMA in 2003. All of the demographic data, maps, vulnerability assessments and mitigation strategies have been revised to reflect the constant growth throughout the five county areas. Development pressures in hazard areas will continue to increase the risk to residents. The entire plan was reviewed and analyzed by the planning team throughout the planning process and again at the final draft stage before submittal to the state and FEMA.

2.3 Plan Organization

The plan was developed and organized within the rules and regulations established under 44 Code of Federal Regulations (CFR), Section 201.6 and contains a discussion on the purpose and methodology used to develop the plan, a profile on communities within WFRC, as well as a hazard identification study and a vulnerability analysis of eight hazards. To assist in the explanation of the above-identified contents there are several appendices included which provide more detail on specific subjects. This is intended to improve the ability of communities within the WFRC planning district to respond to emergencies and disasters. It will also document valuable local knowledge on the most efficient and effective ways to reduce loss.

2.4 Plan Funding

The plan was funded and developed under the Pre-Disaster Mitigation Program provided by the Federal Emergency Management Agency (FEMA) and the Utah Department of Public Safety, Division of Homeland Security (DHLS).

2.5 Plan Participation

Plan participation was completed as a result of a collaborative effort between the WFRC, DHLS, city and county emergency managers, fire departments, sheriff's offices, public works departments, planning commissions, assessor's offices, city and county geographic information systems (GIS) departments, special service districts, school districts, elected officials, public employees and citizens of the cities and towns within Davis, Morgan, Salt Lake, Tooele and Weber Counties. Interviews were conducted with stakeholders from the communities and workshops were conducted during the plan development phase. Additionally, through public hearings, workshops and draft plan displays, ample opportunity was provided for public participation. Any comments, questions and discussions resulting from these activities were given strong consideration in the development of this plan.

Section 3 – Plan Maintenance and Implementation

3.1 Monitoring, Evaluating and Updating the Plan

Periodic monitoring and updates of the Pre-Disaster Mitigation Plan are required to ensure that the goals and objectives for the region are kept current and that local mitigation strategies are being carried out. The plan has been designed to be user-friendly in terms of maintenance and implementation.

3.2 Annual Review Procedures

Local jurisdictions shall annually review this plan, as required by the Utah Division of Homeland Security (DHLS), or as situations dictate such as following a disaster declaration. If the participating jurisdictions or DHLS determines that a modification of the plan is warranted, an amendment to the plan may be initiated.

3.3 Revisions and Updates

Each county emergency manager will regularly monitor and annually review the plan and is responsible to make revisions and updates. The annual review is required to ensure that the goals and objectives for the region are kept current. More importantly, revisions may be necessary to ensure the plan is in full compliance with federal regulations and state statutes. This portion of the plan outlines the procedures for completing such revisions and updates. The plan will also be revised to reflect lessons learned or to address specific hazard incidents arising out of a disaster.

3.4 Five Year Plan Review

The entire plan including any background studies and analysis shall be revised and updated every five years to determine if there have been any significant changes in the region that would affect the plan. Increased development, increased exposure to certain hazards, the development of new mitigation capabilities or techniques and changes to federal or state legislation are examples of changes that may affect the condition of the plan.
The Natural Hazard Pre-Disaster Mitigation Planning Committees and Local Working Groups, with a potential membership representing every jurisdiction in the WFRC Region, will be reconstituted for the five year review/update process. Typically, the same process that was used to create the original plan will be used to prepare the update.

If the participating jurisdictions or DHLS determine that the recommendations warrant modification to the plan, an amendment may be initiated as described below.

3.5 Plan Amendments

The Utah DHLS State Hazard Mitigation Officer, Local Mitigation Committee, or Mayor/City Administrator of an affected community will initiate amendments and updates to the plan. Further details on the amendment process are discussed in the plan.

3.6 Implementation through Existing Programs

Once the plan is promulgated, participating cities and counties will be able to include the plan’s information in existing programs and plans. These could include Riverdale’s General Plan, Capital Improvements Plan, Emergency Operations Plan, State Mitigation Plan, or City Mitigation Plans. Many of the mitigation actions developed by the cities and counties have elements of mitigation implementation including the National Flood Insurance Program (NFIP), the Utah Wildland-Urban Interface Code, the Building Code Effectiveness Grading System (BCEGS), and Community Rating System (CRS), all of which have been implemented.

3.7 Process

It will be the responsibility of Mayor/Council/Planning Commissioner(s) of each jurisdiction, as he/she/they see fit, to ensure these actions are carried out no later than the target dates unless reasonable circumstances prevent their implementation (i.e. lack of funding availability).

3.8 Funding Sources

Although all mitigation techniques will likely save money by avoiding losses, many projects are costly to implement. The WFRC jurisdictions shall continue to seek outside funding assistance for mitigation projects in both the pre- and post-disaster environment. A portion of the plan identifies the primary federal and state grant programs for WFRC jurisdictions to consider, and also briefly discusses local and non-governmental funding sources.

Part 5 – Preparedness Plan

PREPAREDNESS

- Preparedness involves activities that are done before a disaster; such as training, planning, community education and exercises. Riverdale City encourages others to have plans and emergency supplies for both their home and workplace and encourages people to get involved in their community and promote a neighborhood approach to emergency preparedness. Effective incident management begins with prevention and preparedness activities conducted continually, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification & certification standards; and equipment acquisition/certification.

Riverdale's Community Preparedness Programs

- *Riverdale Get Ready* – This two-hour course is designed to help the residents of Riverdale learn how to protect themselves and their families against all types of hazards. The focus of the course is on how to develop disaster supplies kits and how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property.
- *Riverdale CERT* - The Community Emergency Response Team (CERT) Program is a twenty-four hour course that educates people about disaster preparedness for hazards that may impact their neighborhood. This course trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.
- *Riverdale Fire Awareness* - This two-hour course teaches residents about the science of fire. They learn how to identify potential fire hazards, information about using smoke and carbon monoxide detectors in their home, how to conduct their own fire drills and some basic information about hazardous materials. Participants also receive hands on training in the use of fire extinguishers.
- *Riverdale Home & Personal Safety* – In this two-hour course participants learn how to make their home safer and more resistant to crime. The course teaches techniques and ideas on how they can deter burglars, vandals and how to establish a safer neighborhood by participating in a Neighborhood Watch group in their area. Participants also learn about how to reduce the risk of identity theft and what to do if their identity is stolen or compromised.
- *First Aid, CPR & AED Training* – These courses include information on how to manage minor injuries and illnesses in the first few minutes until trained emergency responders arrive. The classes include classroom discussions and practical exercises. The AED course teaches CPR and relief of choking in adults & children; Automatic External Defibrillator (AED) use and use of various types of barriers.

Acronyms & Glossary

ARES	Amateur Radio Emergency Services
CFR	Code of Federal Regulations
CRS	Community Rating System
DPS	Department of Public Safety
DEM	Division of Emergency Management
DHLS	Division of Homeland Security
EOC	Emergency Operation Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HSPD	Homeland Security Presidential Directive
ICS	Incident Command System
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
OARC	Ogden Amateur Radio Club
WMHD	Weber/Morgan Health Department
SOG	Standard Operating Guidelines
UDOT	Utah Department of Transportation
UHP	Utah Highway Patrol
USAR	Urban Search and Rescue
UTA	Utah Transit Authority
VOAD	Voluntary Organizations Active in Disaster
WFRC	Wasatch Front Regional Council