

# **CENTERVILLE CITY**

## **EMERGENCY OPERATIONS PLAN**



**CENTERVILLE**  
**18 UTAH 47**

**SPRING 2016**

April 4, 2017

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ADOPTION

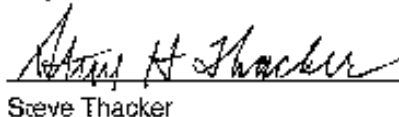
This Emergency Operations Plan was approved by the Mayor and City Manager. The Mayor further directs the Centerville City Emergency Management Director or Assistant to review and update this plan annually.

APPROVED

 2/2/17

Paul Cutler  
Mayor

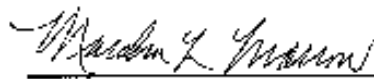
Date

 2/1/17

Steve Thacker  
City Manager

Date

ATTEST

 2/2/17

Marsha Morrow  
City Recorder

Date

December 16, 2016

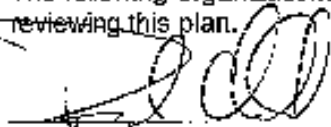
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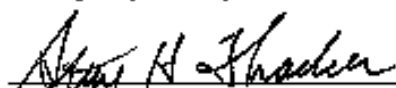
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**SIGNATURE PAGE**

The following organizations and individuals have participated in developing, writing, and/or reviewing this plan.

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Paul Child Date  
Police Chief/Emergency Management Director

 1.18.17  
Emily Davis Date  
Emergency Management Assistant

 1/18/17  
Steve Thacker Date  
City Manager

December 16, 2016

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## PROMULGATION

The residents of Centerville City, recognizing that they face the threat of emergencies and disasters, have come together through the City response and support communities to maintain the overall health, safety, and general welfare of its citizens.

In order to establish an effective response citywide, and to minimize loss of life and property, the Centerville City Emergency Operations Plan has been developed.

In keeping with Utah Code 53-2a, the Centerville City Emergency Management Director, with assistance from the agencies/departments identified within this plan, shall perform the following functions:

- Develop procedures for the protection of personnel, equipment, supplies, and critical public records from the effects of disasters;
  - Develop procedures to ensure the continuity of government and other essential services that may be needed during and after disasters;
  - Develop, attend, and conduct regular emergency management-related training and exercises;
  - Establish policy and develop standard operating procedures to carry out the provisions of the Centerville City Emergency Operations Plan;
  - Identify subject matter experts who will be critical in the response to and support of operations related to managing emergencies or disasters that would directly affect the citizens of Centerville City; and
- Carry out the tasks identified in the Centerville City Emergency Operations Plan.

Furthermore, guidance shall be given regarding the relocation of residents from the city if evacuation becomes necessary.

Centerville City Emergency Management Director shall be responsible for the preparation, coordination, and continuous updating of the Centerville City Emergency Operations Plan and will ensure that this plan is consistent with other county, State, and Federal plans.

The implementation of this plan will be under the direction of the City Manager. He/she will be responsible for all resources, disaster emergency response and recovery actions in the City.

## PREFACE

This plan is a continuation of previous plans that have been developed by Centerville City in partnership with the staff at the Department of Public Safety, Division of Emergency Management, for the State of Utah located in Salt Lake City.

There are two major objectives of this plan:

1. to provide a brief and current analysis of both the natural and man-made hazards specific to the Centerville City; and
2. to give detailed instruction to Centerville City officials regarding preparation for, and response to a major disaster. This plan is designed to be used in conjunction with other emergency response plans in the city and county.

It is hoped that a situation requiring the full-scale use of this plan will never occur. However, this Emergency Operations Plan is a deliberate and current

assessment of the hazards in Centerville City, and provides the basis for a rapid disaster emergency response and recovery action should any of these hazards bring destruction or injury to the city.

## **PART I - HAZARDS**

### **I. HAZARD IMPACTS**

Centerville City is subject to a wide variety of negative impacts from various hazards and threats. The three broad categories of hazards are natural, technological, and domestic security threats.

#### **A. Natural Hazards**

- Climate Hazards
- High Winds
- Debris Flows/Mudslides
- Earthquakes
- Liquefaction/Slope Failure
- Rockfalls
- Fires
- Flooding
- Pandemic

#### **B. Technological Hazards**

- Dam Failure
- Fallen Aircraft
- Hazardous Material Spills and Transportation Accidents
- Power Outages
- Cyber Attack

#### **C. Domestic Security Threats**

- Nuclear
- Terrorism/Weapons of Mass Destruction (WMD)

## **PART II - PLAN ORGANIZATION**

### **I. Emergency Operations Plan**

The City Emergency Operations Plan consists of the following:

- A. The Basic Plan. Provides an overview of the purpose, scope, applicability, situation and concept of operations of general city response activities.
- B. The Emergency Support Functions. The City EOP applies a functional approach that groups the capabilities of city departments and agencies, into Functions. These are identified as Emergency Support Functions (ESF) and each ESF describes the policies, situation, planning assumptions, concept of operations and responsibilities for the identified primary and support response organizations.
- C. Appendices. Provide supplemental information necessary to address response to all hazards.

## **PART III - CENTERVILLE CITY EMERGENCY OPERATIONS PLAN**

### **I. PURPOSE**

The purpose of this plan is to develop comprehensive emergency management objectives that will provide a response system to accomplish the following goals:

- *minimize or mitigate the effects of an emergency;*
- *preserve life and minimize damage;*
- *prioritize the city's response during emergencies;*
- *repair or restore public infrastructure or services;*

- *establish a recovery system in order to return the community to its normal state of affairs; and*
- *manage citizen participation through use of the Citizen Corps Council*

## II. CONCEPT OF OPERATIONS

- A. **General.** Local government has the primary responsibility for emergency management activities. *When an emergency response requires a whole or partial execution of this plan, the Emergency Operation Center (EOC) will be activated to assist in the management of the incident or event.*

Once in effect, *the City Manager, Assistant City Manager, Police Chief, Public Works Director, or the Emergency Management Director* possesses the legal authority to marshal the resources of the community and provide appropriate leadership and direction.

Local operations will be organized and managed under the *Incident Command System (ICS)* and the principles of the *National Incident Management System (NIMS)*; therefore the following principles apply:

1. Emergency functions for various departments involved in emergency management will generally parallel their normal, day-to-day functions.
2. Emergency management is more than an operations plan in that it accounts for activities before, during and after emergency situations.
3. Emergency responses may be implemented in stages, as needed using the principles of *ICS* and may

be expanded as needed to fit the specific emergency (see *Appendix G for a summary of ICS Operations*).

- B. **ESF Structure.** Assigned agencies have been grouped together under the *Emergency Support Functions (ESF)*, either as primary or support agencies. When this plan is activated, each *ESF* has been assigned a number of functions and is responsible for managing the activities of the *ESF* and ensuring the missions are carried out as necessary.

### C. **Emergency Management Stages**

1. **Mitigation.** These activities eliminate or reduce the probability of a disaster occurring. They also include those long-term activities that lessen the undesirable effects of unavoidable hazards.
2. **Preparedness.** These activities develop the response capabilities needed should an emergency arise. Planning and training are among the activities conducted under this phase.
3. **Response.** This phase is where the actual provision of emergency services occurs during a crisis. These activities help reduce casualties and damage and speed up the recovery. Response activities include warning, evacuation, rescue, and other similar operations.
4. **Recovery.** This is both a short- and a long- term process. Short-term operations restore vital services to the community and provide for basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly

those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, restoration of vital government services, and reconstruction of damaged areas.

D. Coordination with Cities, Counties and the State

1. When the emergency exceeds the city's capability to respond, assistance will be requested from:
  - Davis County; then
  - Northern Region consisting of the following counties: Weber, Morgan, Box Elder, Cache and Rich; or State of Utah
  - State of Utah; then
  - Federal government to provide assistance to the State when appropriate.
2. All mutual aid agreements and understandings will need to be entered into by duly authorized officials and are to be formalized in writing whenever possible.
3. The *Centerville City EOP* is specifically designed to handle emergency situations within its municipal boundaries. However, many emergencies will reach far beyond the boundaries of Centerville City. When such emergencies occur, they will then be managed either by the county, state, or federal government with Centerville City performing its part in conjunction with other governmental agencies.
4. *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. For a more complete discussion please review the Davis County EOP.*

- *The disaster or eminent disaster occurs.*
- *Activate the Centerville City EOP and EOC.*
- *Establish radio and/or direct line communications with the Davis County Emergency Management Director.*
- *Establish emergency cost record-keeping system.*
- *Conduct initial damage assessment and prepare a Preliminary Damage Assessment Report. File this report with the State Division of Emergency Management (See page ESF 5-5)*
- *Determine the kinds and quantities of State and Federal assistance to be requested, if needed.*
- *Issue Local State of Emergency Declaration. (See page ESF 5-7)*

E. Relationship between Emergency Management and Incident Command. The police, fire or public works departments generally initiate implementation of the Incident Command System. The affected department(s) notifies the City Manager (in accordance with any previously established standard operating procedures) when:

- Emergency response needs exceed one's authority to perform.
- Actions required are contrary to established protocols.
- Incidents involving multiple deaths.
- Incidents involving severe environmental damage.
- Resource needs are greater than those available.



- Whenever circumstances are such that the Incident Commander believes the City Manager should be notified.

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

*The City Manager, Assistant City Manager, Police Chief, Public Works Director, Emergency Management Director, or Emergency Management Assistant (in order listed) will determine whether a partial or full activation of the EOC is necessary to provide the needed services and will keep the Mayor and City Council informed to the extent possible. The EOC can be activated, when:*

- The designated City Official deems it necessary.
- The EOC is needed to support overall management of the incident.
- The EOC is needed to assist the Incident Commander in handling the response.

### **III. EMERGENCY OPERATIONS CENTER (EOC)**

- A. General. The nature and scope of the incident determine the extent to which the EOC is staffed and the role it will play. This will be in addition to Incident Command Post(s) established to coordinate site response. The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.

- B. Activation. The EOC can be activated by the City Manager, Assistant City Manager, the Police Chief, the Public Works Director, or the Emergency Management Director. Upon activation of the EOC, the person activating it will notify those responsible for EOC operation to respond immediately to the EOC.

- C. Location. The EOC is located on the first floor of the Centerville City Community Center, 250 North Main, unless circumstances dictate that it be moved to the alternate EOC or elsewhere. The alternate EOC is located at Public Works Building, 655 North 1250 West.

- D. EOC Staff. All EOC staff members are to review and be prepared to implement this plan and *any needed supplemental plans* (SOPs). The staff at the EOC involves the following five groups and the respective personnel:

i. Policy Group;

- City Manager
- Assistant City Manager
- Mayor
- Police Chief
- Public Works Director
- Emergency Management Director or Assistant
- City Attorney
- City Council
- Public Information Officer

ii. Operations Group;

- Communications Supervisor
- Communications Specialists
- Other Agency Representatives

iii. Planning Group;

- Various Elected Officials and Technical Staff as needed, such as Mayor, City Council Members, City Administrators, City Engineer, Building Official, Information Technologist, Health Department, Hazmat, Police, Fire, Weather, or other disciplines

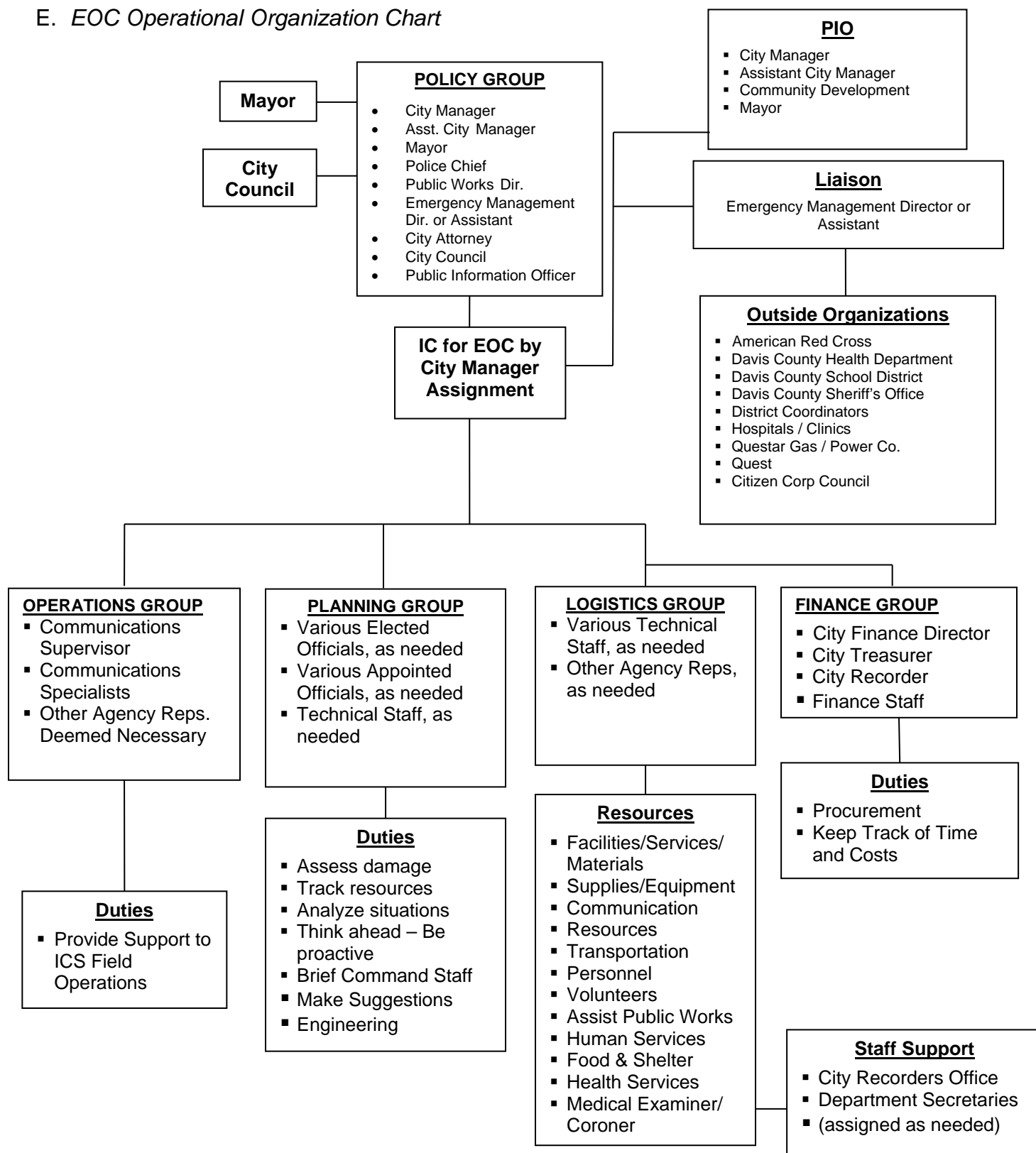
iv. Logistics Group;

- Various Technical Staff as needed, such as Emergency Response Director, Parks & Recreation Staff, Volunteer Organizations Reps, Utility Company Reps, Other local, county, or state reps, etc.

v. Finance Group;

- City Finance Director
- City Treasurer
- City Recorder
- Finance Staff

## E. EOC Operational Organization Chart



- F. Communications. As incoming information deemed critical to the emergency response is received by the EOC, it will be sorted and sent to the appropriate ESF for management and response. If the information calls for or affects additional ESF entities or agencies, then information sharing and coordination will be expected to take place. If outside help is needed as part of an ESF response, then County EOC will be contacted by the City EOC to make a request for assistance. For Centerville City, use of WebEOC or other system can be used for gathering and routing such emergency response information.
- G. Critical information. All ESF entities or agencies must assess situations as they arise and ask five basic questions when analyzing a situation and/or formulating a response:
- Who and/or what (population, environment, jurisdictions) does this affect?
  - What ESF response agencies does this affect?
  - What ESF response agencies should respond?
  - What will my response do to or require of other ESF agencies?
  - What information needs to be shared to assist in the coordination of a response scenario?
  - Who else needs to be informed or know about this situation?

No one agency can respond in a vacuum. All actions to be taken will likely affect other agencies and therefore must be communicated and coordinated.

- H. Direction and Control. Direction and control of the EOC will be vested in the City Manager or when temporary control elements are needed, a designee may be assigned, who also serves as chair of the policy group. Other members of the policy group, as well as the Mayor and City Council, will advise the City Manager. The EOC, or portion of, is designed to operate 24-hours a day until the emergency is resolved or the *City Manager, Assistant City Manager, Police Chief, Public Works Director, Emergency Management Director, or Emergency Management Assistant* decides the EOC is no longer necessary.

#### **IV. CONTINUITY OF COMMAND PROVISIONS**

It is prudent to provide for emergency interim leadership succession to local government offices of this city in the event the incumbents thereof are unavailable or unable to discharge the duties of their offices.

If the City Manager is absent, the Assistant City Manager or designee will assume the authority of that position. In the event both the City Manager and the Assistant City Manager are unavailable, the chain of command is as follows unless designated otherwise by the Mayor:

- Police Chief
- Public Works Director
- Emergency Management Director or Assistant

If any other member of the emergency organization is absent during a declared emergency, the vacancy will be filled by City Manager through appointments. The line of succession for each ESF is according to the operating procedures established by each department.

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Most of the departments in Centerville City have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures.

Specific responsibilities are outlined below under the Task Assignments Section of this plan as well as in individual annexes. Responsibilities for certain organizations that are not part of the local government are also presented.

### **A. Task Assignments (i.e. City Departments).**

#### **1. *Administration – Emergency Management Division***

- Coordination of all phases of emergency management
- Comprehensive emergency management planning with periodic updates
- Staff training
- Resource management
- Communications/warnings

#### **2. *Law Enforcement***

- Maintenance of law and order
- Traffic control
- Control of restricted areas
- Protection of vital installations
- Emergency communications with radio equipment
- Warning support
- Damage assessment support
- Liaison and coordination with other law enforcement
- Aerial rescue support
- Medical rescue support
- Support to EOC and Incident Command Post(s)

#### **3. *Public Works***

- Maintenance of water and sewer system
- Maintenance of debris and garbage disposal operations
- Road and bridge repairs
- Fuel storage
- Provision of equipment
- Maintenance of water pressure
- Damage assessment support
- Provision of potable water
- Coordination with Health Department on water testing
- Search and rescue support
- Traffic control support
- Support to EOC and Incident Command Post(s)

#### **4. *Finance***

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- Maintenance of records
- Procurement of supplies
- Support to EOC

5. *Parks and Recreation*

- Provide logistics support for city personnel, volunteers and victims
- Coordinate use of supplies and resources in meeting human needs
- Transport supplies, resources, equipment and personnel, as needed
- Coordinate with Red Cross and health services providers to set up shelters and prepare facilities to meet human needs
- Coordinate use of volunteers
- Assist public works with field operations
- Provide equipment and personnel for debris clearance, especially trees and other natural barriers

6. *Legal*

- Legal advice

7. *Engineering*

- Flood control
- Damage assessment support
- Support to EOC and Incident Command Post(s)

8. *Community Development*

- Planning
- Damage assessment support
- Building inspection(s)
- Resource support and Public Information

9. *Court*

- EOC support staff
- Support staff for other departments as needed

**VI. PRESERVATION OF RECORDS** - In order to develop after action reports, all messages and logs will be maintained and submitted to the Emergency Management Director or Assistant immediately after deactivating emergency operations. These records will serve as historical documents and may be used in writing after-action reports.

**VII PLAN DEVELOPMENT AND MAINTENANCE** - If a plan is to be effective, its contents must be known and understood by those responsible for its implementation. The Emergency Management Director and involved department directors should brief appropriate public/private sector officials in emergency management and in this plan in particular.

This plan should be reviewed annually and tested by a simulated emergency, regardless of actual events, in order to provide practical, controlled, operational experience to those individuals who have emergency responsibilities. The Emergency Management Director will be responsible to review the plan annually and update the plan as necessary under the direction of the City Manager.

The Emergency Management Director will send out a planning letter of instruction, which provides specific annual review guidelines and milestones guiding the review of the EOP by City Staff.

## **PART IV - EMERGENCY RESPONSE NEIGHBORHOOD NETWORKS**

### **I. General**

In the event of a disaster or emergency involving the citizens of Centerville, Utah Emergency Response Neighborhood Networks (ERNNs) have been established to coordinate an effective citywide disaster response. The emergency response neighborhood network system has been established as part of the Centerville City Emergency Operations Plan (EOP) and conforms to Utah State Code 53-2a requiring the City to develop procedures for:

- A. The protection of personnel, equipment, supplies, and critical public records from the effects of disasters;
- B. To ensure the continuity of government and other essential services that may be needed during and after disasters;
- C. The development, attention and conduct of regular emergency management related training and exercises;
- D. The establishment of policy and standard operating procedures to carry out the provisions of the Centerville Emergency Operations Plan (EOP).

### **II. Scope**

In order to understand the specific functions of these neighborhood networks it is important to grasp the scope of the EOP and the range of potential actions affecting its citizens. In the EOP specific standard operating procedures address the function of government, the continuity of operations, and emergency support functions. These include:

- A. Transportation
- B. Communications
- C. Public works and engineering
- D. Firefighting
- E. Emergency Management
- F. Mass Care, Housing and Human Services
- G. Resource Support
- H. Public Health and Medical Services
- I. Urban Search and Rescue
- J. Oil and Hazardous Materials Response
- K. Agriculture and Natural Resources
- L. Energy
- M. Public Safety and Security
- N. Long-term Community Recovery and Mitigation
- O. External Affairs

The creation of ERNNs is recognition by the City that not all services will be available during times of crises because such services will be overwhelmed due to the demand for

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emergency services. During emergencies government services will be directed to meet critical priorities. Citizens living within ERNNs will need to be prepared to provide basic emergency services until government services become available. The ERNNs manage internal resources to meet the needs of citizens during emergencies and disasters until City services are restored.

ERNNs assist government emergency services throughout the disaster cycle or critical events. These networks also provide local intelligence of emergency events during the disaster cycle. This is done through communications and other intelligence and information gathering activities for the Emergency Operations Center (EOC) and within their networks. ERNNs are part of the City Emergency Management and National Incident Management Systems (NIMS).

ERNNs are flexible and organized to execute basic emergency management functions within their boundaries. This includes: planning, organizing, leading and controlling specified activities or functions as directed by the EOC.

### **III. Key functions.**

During emergencies or emergency exercises, ERNNs perform the following key functions:

- A. Report vital emergency information and intelligence to the EOC or other NIMS entities as specified and directed by the EOC. Information must be communicated within channels stipulated by the City Emergency Management Director, Assistant, or EOC. Redundant communications that move emergency information via amateur radio from the ERNN or district to the EOC is managed by the Centerville Citizen Corps Council.
- B. Manages the deployment of teams to assist in medical triage, damage assessment, and light search and rescue within the neighborhood network.
- C. Responds to EOC requests to recruit volunteer manpower and logistical support. Upon notification and direction from the EOC, dispatches volunteers to the Volunteer Coordination Center (VCC). Volunteers arriving at the VCC will be processed and dispatched to where the greatest need exists.
- D. Responds to orders issued by the EOC for evacuation. The ERNN assists in coordinating neighborhood evacuation (see Appendix B – Evacuation).

### **IV. Contingency Support Activities.**

ERNNs may be called upon to assist in supporting vital ESF operations. These may include assisting in communications (ESF 2), public works and engineering (ESF 3), firefighting (ESF 4); mass care, housing and human services (ESF 6), public health and medical services (ESF 8), search and rescue (ESF 9); public safety and security (ESF 13); and long-term community recovery and mitigation (ESF 14). Networks that do not have the resources will not be expected to support contingency support activities. In addition to the ESF's just enumerated, ERNNs should be prepared to support emergency evacuation as described in the EOP, Appendix B – Evacuation.

### **V. Types of Emergency Response Neighborhood Networks.**

ERNNs are organized to meet the needs of residents and businesses within the City. Networks may be organized into residential neighborhoods (traditional and non-traditional)



and business districts. At the present time there are five residential ERNNs. In the future business districts may be organized into ERNNs. A network may also be referred to as an emergency district.

## **VI. Organization of Emergency Response Neighborhood Networks**

- A. Business Networks. In the future business districts may be grouped into business emergency districts.
- B. Traditional Networks. Residential networks are organized as districts. Districts include areas and blocks. Volunteers serve as district leaders, area leaders and block captains. District leaders organize activities addressing the four key functions (*see Key Functions, previous page*). District leaders also sit as voting members in the Citizen Corps Council and recommend volunteers to serve on Citizen Corps functional committees. Networks will be organized under the traditional model unless they have received a waiver to organize under the conditions specified for a non-traditional emergency district.
- C. Non-Traditional Networks. Non-governmental organizations such as churches may approach the City to organize their members and/or those who reside within their geographic units into districts that mirror their organizational structure. The City recognizes the important and vital role non-governmental organizations play in supporting emergency management and provides flexibility in the way they wish to organize members and residents living within geographic boundaries.

In order for non-traditional districts to exist, they must approach the City with a written request describing how they wish to be organized, how they will fulfill district key functions, and how they will address contingency support activities. Once approved, non-traditional districts will be included as an appendix to this plan.

As a minimum, these districts must have an emergency district leader who will serve as a liaison for their district to the EOC and City Emergency Management Director/Assistant. The Emergency District Leader must abide by the by-laws of the Citizen Corps Council, and serve as an active voting member. Non-traditional districts are requested to support the Citizen Corps functional committees by recommending volunteers to the Citizen Corps Council.

As a condition of approval, non-traditional districts agree to participate in City sponsored exercises which are designed to practice key functions. Exercise dates are approved by the Citizen Corps Council of which emergency district leaders are voting members.

## **VII. The Centerville Citizen Corps**

In an effort to strengthen ERNNs the City Council has organized and funded the Centerville Citizen Corps. The mission of the Centerville Citizen Corps is “to engage the citizens of Centerville in collaboration with communities within the region, in activities to be safer, stronger, and better prepared in preventing, preparing for, responding to and recovering from emergencies and disasters of all types, including natural and technological disasters and acts of terrorism.”

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- A. Purpose. The purpose of the Citizen Corps is to strengthen Centerville's emergency management abilities by giving residents living within their networks opportunities to engage in emergency preparedness activities.
- B. Organization. The Citizen Corps is composed of a Council representing the ERNNs, functional committee chairs, the City staff and an elected City official who is appointed by the Mayor as the Citizen Corps Chair. The Citizen Corps has adopted a set of by-laws that authorizes them to organize emergency preparedness activities that serve the readiness of each ERNN, the City Staff, and its residents.
- C. Functional Committees. At present there are four volunteer functional committees. Functional committees support and strengthen the ERNNs ability to respond to sudden onset disasters and emergencies. They provide a vital role in accomplishing the mission of the Centerville Citizen Corps. These committees and their descriptions are as follows:

i. **Community Emergency**

**Response Teams (CERT)**. The CERT committee develops an annual plan that addresses initial CERT training, refresher training, practice exercises and competitions, and participation in City sponsored exercises. Training and practice topics include:

- Disaster Preparedness
- Fire Safety
- Disaster Medical Operations
- Light Search and Rescue Operations
- CERT Organization and Decision-making
- Disaster Psychology
- Terrorism and CERT

ii. **Medical Reserve Corps (MRC)**.

The MRC is committed to improve the health and safety of communities by organizing and utilizing public health, medical and other volunteers. The Centerville MRC includes medical and public health professionals such as physicians, nurses, pharmacists, dentists, veterinarians and epidemiologists. The committee is an extension of the Davis County Public Health Department Medical Reserve Corps. The purpose of the MRC is to strengthen the public health system by improving health knowledge, to include disease prevention and improving public health preparedness. To do this the MRC engages volunteers in programmed activities that strengthen the emergency preparedness of the citizens of Centerville. Planning, training and programmed activities include:

- Developing a strategic plan consistent with guidelines described by the Office of the Civilian Volunteer Medical Reserve Corps ([www.medicalreservecorps.gov/selfevaluationtools](http://www.medicalreservecorps.gov/selfevaluationtools)).
- Serving the ERNNs through education of public health threats and how the Davis County Public Health Department is dealing with them.
- Providing direct assistance to the County in countering public health threats.

- Forming and training MRC teams capable of supporting “point of distribution (POD)” operations.
- Improving health literacy by educating the public on how to prevent diseases.
- Providing training to CERT on disaster medical operations.

iii. **The Be Ready Utah Committee.**

The Be Ready Utah Committee is the education committee on emergency preparedness for the Citizen Corps. Much of the curriculum is made available from the State of Utah’s Be Ready Utah initiative. The committee focuses on emergency preparedness topics that the Citizen Corps Council feels are most pertinent to the residents of the City. This committee establishes an annual campaign which is approved by the Citizen Corps Council. The committee may address such topics as:

- 72-hour emergency supply kits for families, businesses, and schools.
- Information on natural and manmade hazards that might affect Centerville residents.
- Earthquake preparedness.
- Family preparedness plans and kits.
- Business continuity and emergency preparedness by Centerville businesses.

iv. **Communications Committee.** A critical component of the City’s emergency response system is its ability to communicate vital information between ERNNs and the City EOC. The Communications Committee is staffed by volunteers who are communications specialists knowledgeable about communications systems, amateur radio and emergency communications procedures. The committee works closely with ERNN district leaders and the City to streamline information reporting during times of emergency. The committee recommends and supports training activities that test and practice the Centerville Emergency Communications Network. The committee plans and implements an annual activity plan which is approved by the Citizen Corps Council. Activities may include:

- Inventory of City Radio Equipment on loan to the ERNNs.
- Working with the City and Citizen Corps Council to replenish aging communications equipment.
- Planning and testing a communications plan.
- Practicing a net control using amateur radio operators supporting emergency communications.
- Coordinating and/ or providing training for amateur radio operators.
- Providing training on the use of Family Radio Service (FRS) frequencies to ERNNs.
- Solving communications problems that inhibit efficient emergency communications between the ERNNs and the City, and within the ERNNs.
- Works closely with the City to update or coordinate the updating of Citizen Corps emergency information.
- Works closely with the City to strengthen the Centerville Emergency Communications Network.

- Membership in Amateur Radio Emergency Services (ARES) and other relevant amateur radio organizations and networks.
- D. Concept of Operations. When the EOC is activated (see Parts I-IV of this EOP), emergency district leaders may be notified to stand up their ERNN command posts. At the direction of the EOC, emergency districts will perform key functions and contingency support activities. Emergency Districts will communicate with the EOC via the Centerville Emergency Communications Network. Specific standard operating procedures may be included as an appendix to the plan.
- E. Amateur Radio Communications. The Citizen Corps Communications Committee may establish an amateur radio net control upon notification that the EOC has been activated. The Communications Committee will man the amateur radio network until such time that the net is no longer needed or until the emergency has been terminated. The amateur radio network will be tested on a recurring and frequent basis as determined by the Citizen Corps Council.
- F. Termination of Operations. The EOC will officially terminate operations when emergency objectives are met and will communicate a termination order through the Centerville Emergency Communications Network.
- G. Lessons Learned. The City Emergency Management Director or Assistant will call a meeting after the termination order to begin writing an after action report. The Citizen Corps Council will be an active participant in providing input to the after action report.
- H. Communications Exercises (COMEX). The City and the Citizen Corps Council will develop an annual exercise plan to test the Centerville Emergency Communications Network.
- I. Tabletop Exercises (TABEX). The City and the Citizen Corps Council may develop an annual exercise plan that includes tabletop exercises covering emergency scenarios that may affect Centerville City.
- J. Field Training Exercises (FTX's). The City and the Citizen Corps Council will develop an annual exercise plan that includes field training exercises (FTX's) that walk the City through a mock disaster exercising various aspects of the EOP.