

SOUTH WEBER CITY COUNCIL AGENDA

PUBLIC NOTICE is hereby given that the City Council of SOUTH WEBER, Davis County, Utah will meet in a REGULAR public meeting **TUESDAY, 13 OCTOBER 2009** at the City Council Chambers, 1600 E South Weber Dr, South Weber, UT commencing at **6:00 p.m.**

5:30 p.m. PUBLIC WORK MEETING: REVIEW AND DISCUSS AGENDA ITEMS

COUNCIL MEETING:

6:00 p.m. PLEDGE OF ALLEGIANCE: COUNCILMEMBER WOODBURY

PRAYER: COUNCILMEMBER PETERSON

APPROVAL OF AGENDA

DECLARATION OF CONFLICT OF INTEREST

6:05 p.m. CONSENT AGENDA (These items are considered by the City Council to be routine and will be approved by a single motion. There will be no separate discussion on Consent Agenda items prior to the vote, unless removed from the Consent Agenda to be considered separately.)

- ◆ APPROVAL OF 22 SEPTEMBER 2009 COUNCIL MEETING MINUTES
- ◆ APPROVAL OF 29 SEPTEMBER 2009 COUNCIL WORK MEETING MINUTES
- ◆ APPROVAL OF 6 OCTOBER 2009 COUNCIL WORK MEETING MINUTES
- ◆ WARRANT REGISTER

*** PUBLIC HEARING 6:10 p.m. RESOLUTION 09-43: CONDITIONAL USE PERMIT FOR MODEL HOME AT SILVERLEAF ESTATES, LOT 33R, 2371 E. 8300 S./NILSON HOMES**

6:15 p.m. HILL AFB ENVIRONMENTAL MANAGEMENT REPORT: OPERABLE UNIT 2 & AIR SAMPLING DATA UPDATE – Kyle Gorder

*** PUBLIC HEARING 6:45 p.m. ORDINANCE 09-12: AN ORDINANCE AMENDING TITLE 3 BUSINESS AND LICENSE REGULATIONS**

6:55 p.m. RESOLUTION 09-44: AMENDED CONSOLIDATED FEE SCHEDULE

7:00 p.m. RESOLUTION 09-45: ADOPTION OF EMERGENCY OPERATIONS PLAN

7:10 p.m. RESOLUTION 09-46: RESOLUTION COMBINING VOTING PRECINCTS, DESIGNATING POLLING PLACE, AND APPOINTING POLL WORKERS FOR 2009 MUNICIPAL GENERAL ELECTION

7:15 p.m. PURCHASE ORDER #1590: GEOTECH STUDY FOR WATER RESERVOIR #4

7:20 p.m. PURCHASE ORDER #1591: SURVEY FOR WATER RESERVOIR #4

7:25 p.m. PURCHASE ORDER #1592: \$20,000 GAME TIME FOR CANYON MEADOWS PARK PLAYGROUND

**7:30 p.m. MAYOR
CITY COUNCIL ASSIGNMENT UPDATES & OTHER INFORMATION
CITY MANAGER
STAFF
NON SCHEDULED DELEGATION**

8:00 p.m. ADJOURN

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF SOUTH WEBER CITY HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS MAILED, EMAILED OR POSTED TO:

CITY OFFICE BUILDING
CITY WEBSITE www.southwebercity.com
UT PUBLIC NOTICE WEBSITE www.utah.gov/pmn
EACH MEMBER OF GOVERNING BODY

SOUTH WEBER FAMILY ACTIVITY CENTER
RAY'S VALLEY SERVICE
SOUTH WEBER ELEMENTARY
THOSE LISTED ON THE AGENDA

DAVIS COUNTY CLIPPER
STANDARD-EXAMINER
SALT LAKE TRIBUNE
DESERET NEWS

DATE: October 8, 2009

CITY RECORDER: Erika J. Ahlstrom

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, INDIVIDUALS NEEDING SPECIAL ACCOMMODATIONS DURING THIS MEETING SHOULD NOTIFY ERIKA AHLSTROM, 1600 EAST SOUTH WEBER DRIVE, SOUTH WEBER, UTAH 84405 (801-479-3177) AT LEAST TWO DAYS PRIOR TO MEETING.

Agenda times are approximate and may be moved in order, sequence and time to meet the needs of the Council.

Report Criteria:

Invoice.Payment Due Date = {<=} 10/24/2009

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt
127	ACADEMY SPORTS	215497	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	975.00
		215499	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	9,000.00
		215500	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	3,209.00
		215501	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	400.00
		215502	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	271.00
		215503	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	375.00
		215504	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	682.00
		215505	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	299.00
		215506	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	240.00
		215507	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	3,585.00
		215508	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	120.00
		215509	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	1,246.40
		215510	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	84.00
		215511	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	140.00
		215512	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	1,008.00
		215513	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	332.80
		215514	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	2,467.00
		215515	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	75.00
		215516	KNIGHT FOOTBALL EQUIPMENT	09/15/2009	1,461.50
		215551	VOLLEYBALL JERSEYS	09/16/2009	447.50
Total 127					26,418.20
60	AT&T	091309	APPLY TO ACCT#051 268 1919 001	09/13/2009	36.96
		092209	APPLY TO ACCT#051 307 5992 001	09/22/2009	32.24
Total 60					69.20
760	BELL JANITORIAL SUPPLY	410003560	FIRE DEPARTMENT CLEANING SUPPLIES	09/11/2009	92.00
		410003717	PARK SUPPLIES	09/15/2009	69.11
		410003972	PARK RESTROOM SUPPLIES	09/17/2009	46.00
Total 760					207.11
13528	CRAVENS, JOE	100809	RECREATION REFUND - FOOTBALL	10/08/2009	68.43
Total 13528					68.43
1750	DAVIS COUNTY GOVERNMENT	46911	BALIFF DUTIES - (09/03/09-09/17/09)	10/02/2009	197.05
Total 1750					197.05
7130	DIVISION OF WATER QUALITY	07-102	STORM WATER ANNUAL FEE - 2010	09/01/2009	500.00
Total 7130					500.00
2235	DURKS PLUMBING	1626242	SHOP SUPPLIES	09/11/2009	20.37
		1626338	SHOP SUPPLIES	09/11/2009	7.14
		1626845	PARK SUPPLIES	09/14/2009	2.24
		1636790	SHOP SUPPLIES	09/14/2009	15.48
Total 2235					45.23
430	DYNAQUEST TECHNOLOGIES	20013165	COMPUTER SERVICE - MEMORY UPGRADE FOR MAYOR I	09/15/2009	113.37

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt
Total 430					113.37
2310	EVCO HOUSE OF HOSE	3379304	PARKS REPAIRS	09/16/2009	18.50
Total 2310					18.50
2600	FIVE 9S	11192	NEW PHONE & NETWORK LINES FOR MAYORS OFFICE	09/23/2009	194.53
Total 2600					194.53
2643	FREEDOM MAILING SERVICES, INC	15926	NEWSLETTER - OCT/NOV 2009	09/29/2009	367.64
Total 2643					367.64
2652	FUTURA INDUSTRIES	215837	CANYON MEADOWS RAILROAD SUPPLY	09/17/2009	5,605.38
Total 2652					5,605.38
2960	GSBS ARCHITECTS	27084	GENERAL WORK - CANYON MEADOWS	09/11/2009	8,862.00
Total 2960					8,862.00
4835	HD SUPPLY WATERWORKS	9521048	METER ADAPTERS	09/11/2009	357.20
Total 4835					357.20
3680	IWORQ SYSTEMS	3036	INTERNET - CODE ENFORCEMENT SUPPORT	09/14/2009	600.00
Total 3680					600.00
3835	KARREN HENDRIX STAGG ALLEN CO	94029	GENERAL ACCOUNT MANAGEMENT	09/15/2009	2,575.00
Total 3835					2,575.00
6140	LES SCHWAB TIRE CENTER	134886	VEHICLE MAINTENANCE	10/07/2009	502.92
Total 6140					502.92
4125	LOWES PROX	23596	SHOP SUPPLIES	10/08/2009	5.99
		34068	BUS STOP REPAIRS	10/06/2009	6.00
Total 4125					11.99
5010	OFFICE DEPOT	1134868106	OFFICE SUPPLIES - FAC	09/21/2009	148.08
		488903512-001	OFFICE SUPPLIES - CITY OFFICE	09/16/2009	215.44
			OFFICE SUPPLIES - FAC		50.46
		489619675001	OFFICE SUPPLIES - DESK REFERENCE CENTERS	09/23/2009	111.32
Total 5010					525.30
50002	OPTICARE OF UTAH	68634	VISION PREMIUMS - SEPT 2009	09/14/2009	73.96
Total 50002					73.96
5645	QWEST	100109-1	TELEPHONE BILLS - FAC	10/01/2009	193.42
		100109-2	TELEPHONE BILLS - FIRE DEPT	10/01/2009	131.30
		100109-3	TELEPHONE BILLS - CITY SHOP	10/01/2009	47.01

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt
Total 5645					371.73
5870	ROCKY MOUNTAIN POWER	100109-01	POWER BILL - CIVIC CENTER	10/01/2009	46.82
		100109-02	POWER BILL - FRONTAGE ROAD SPRINKLERS	10/01/2009	7.16
		100109-03	POWER BILL - CHERRY FARMS RESTROOMS	10/01/2009	54.97
		100109-04	POWER BILL - 1727 E S W DRIVE	10/01/2009	125.49
		100109-05	POWER BILL - MEMORIAL PARK SPRINKLERS	10/01/2009	136.37
		100109-06	POWER BILL - CEDAR PARK SPRINKLERS	10/01/2009	7.26
		100109-07	POWER BILL - FIRE STATION	10/01/2009	288.12
		100109-08	POWER BILL - CITY HALL	10/01/2009	278.85
		100109-09	POWER BILL - SCHOOL CROSSING	10/01/2009	13.98
		100109-10	POWER BILL - CANYON RIDGE SPRINKLERS	10/01/2009	7.26
		100109-11	POWER BILL - BYRAM PARK ESTATES	10/01/2009	58.66
		100109-12	POWER BILL - PUMP STATION S W DR	10/01/2009	773.01
		100109-13	POWER BILL - STREET LIGHTS	10/01/2009	1,875.52
Total 5870					3,673.47
6090	SAV ON	40029	BASKETBALL SUPPLIES - BASKETBALLS (7)	10/08/2009	376.80
Total 6090					376.80
13482	SHERWIN WILLIAMS CO	3175-4	PAINT FOR FOOTBALL FIELD	09/02/2009	64.45
Total 13482					64.45
6450	SMITH AND EDWARDS COMPANY	20426	CLOTHING - JORDAN BRIGGS BOOTS	09/18/2009	75.95
Total 6450					75.95
13064	SOUTH WEBER IRRIGATION	100709	WATER RENTAL - CANYON MEADOWS PARK	10/07/2009	650.00
Total 13064					650.00
13053	STANGER ELECTRIC, L.L.C	3277	RECREATION SCOREBOARD REPAIRS	09/16/2009	930.26
Total 13053					930.26
7065	UNIFIRST CORPORATION	1072978	FAC TOWELS & MATS - 10/06/09	10/06/2009	26.50
		1072981	CITY MATS - 10/06/09	10/06/2009	23.00
		1072999	FIRE STATION MATS - 10/06/09	10/06/2009	18.50
Total 7065					68.00
7085	UPPERCASE PRINTING, INK	3384	NEWSLETTER - OCT/NOV 2009	10/02/2009	514.08
Total 7085					514.08
7335	UTAH MUNICIPAL CLERKS ASSN	100709	UMCA MEMBERSHIP DUES - 2009-2010	10/07/2009	150.00
Total 7335					150.00
30200	UTAH STATE TAX COMMISSION	093009	MONTHLY STATE WITHHOLDING - SEPT 2009	09/30/2009	1,585.11
Total 30200					1,585.11
7650	WASATCH INTEGRATED WASTE MGM	093009	DUMP/BURN FEES - SEPT 2009	09/30/2009	12,075.00
		10284	BURNING FEES FOR SHOP CLEANUP	09/30/2009	55.64

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt
Total 7650					<u>12,130.64</u>

Total Paid: -
Total Unpaid: 67,903.50
Grand Total: 67,903.50

Dated: _____
Mayor: _____
City Recorder: _____

Report Criteria:
Invoice.Payment Due Date = {<=} 10/24/2009

South Weber City Planning Commission
Staff Backup Report

Date of Planning Commission Meeting: **September 10, 2009**

City Council: October 13, 2009

Title: ~~Conditional Use Permit #2009-5: Temporary Sales Trailer~~

RES 09-43 **Conditional Use Permit #2009-6: Model Home**

Scheduled Time: ~~6:35 & 6:40 pm~~ 6:10 pm public hearing

RECOMMENDATION

Because this item was advertised as two separate public hearings, please hold both public hearings and then approve the conditional use applications for a temporary sales trailer and model home on lot 33R of the Silverleaf Estates subdivision.

BACKGROUND

March 26, 2009, Nilson homes was granted 6 month extension for a model home located on lot 2 of the Silverleaf Estates subdivision. This extension has now expired and the developer has made application and been issued a building permit to complete the basement of the home and remove the sales office (which is required for issuance of a Certificate of Occupancy).

As of March 2009, only 52% of the approved subdivision has been completed:

Phase One: 21 Lots, 20 Sold
Phase Two: 12 Lots, 3 Sold
Phase Three: 15 Lots, 2 Sold

On September 2nd, Nilson Homes made application for both a temporary sales trailer and a model home. Only one application was submitted because all of the information is the same; however, two fees were paid as it considered two separate conditional uses.

This subdivision is in the Residential Moderate Zone, which allows both the Temporary Sales Trailer and a Model Home as conditional uses for a term of one year, with the approval time starting from the date a business license is issued for first the sales trailer and then the model home. They should be permitted from operating at the same time.

Nilson Homes plans to place the temporary sales trailer to the west of lot 33R until completion of the home on lot 33R in October 2010. Operating hours for both will be from 1:00 p.m. to 7:00 p.m. See Planning Commission minutes 10 September for additional information.

ATTACHMENTS

- Conditional Use Applications #2009-5 (Temporary Sales Trailer), #2009-6 (Model Home)
- March 3, 2009 Memo showing remaining lots
- City Ordinance 10-7J, Conditional Uses

RESOLUTION 09-43

CONDITIONAL USE PERMIT MODEL HOME – NILSON HOMES 2371 East 8300 South, Silverleaf Subdivision

WHEREAS, the South Weber City Planning Commission has recommended approval of the Conditional Use Permit for a Model Home located at 2371 East 8300 South (Lot 33R, Silverleaf Subdivision, Phase 3) for Nilson Homes, after reviewing the application at a public hearing on September 10, 2009, subject to the following condition:

Subject to city ordinance with the lighting plan to be residential and focused on the home, and hours of operation to be 1:00 p.m. to 7:00 p.m. Monday – Friday and 10:00 a.m. to 5:00 p.m. on Saturday.

BE IT THEREFORE RESOLVED by the South Weber City Council that the Conditional Use Permit for a Model Home located at 2371 East 8300 South (Lot 33R, Silverleaf Subdivision, Phase 3) for Nilson Homes is hereby approved subject to the following conditions:

1. The lighting plan shall be residential and focused on the home.
2. The hours of operation shall be 1:00 p.m. to 7:00 p.m. Monday – Friday and 10:00 a.m. to 5:00 p.m. on Saturday.
3. The model home shall be used as a temporary real estate sales office for the sale of building lots or residences within Silverleaf Estates Subdivision and shall not be used for a general real estate office (SWC Code 10-7J).
4. All applicable City, County and State licenses shall be secured prior to opening for business.
5. The conditional use permit will be valid for a period of one year from the date the model home is open for business.
6. The applicant shall comply with all conditions set forth in SWC Code 10-7J.
7. The uses and conditions prescribed in the conditional use permit shall be implemented within one year from date of issuance (SWC Code 10-7-10).

PASSED AND APPROVED by the City Council of South Weber this 13th day of **October 2009**.

APPROVED

Brent V. Petersen, Mayor

Attest:

Erika J. Ahlstrom, City Recorder

SOUTH WEBER PLANNING COMMISSION MEETING

DATE OF MEETING: 10 September 2009

TIME COMMENCED: 6:30 p.m.

PRESENT: COMMISSIONERS:

Delene Hyde
Tim Grubb
Rorie Stott
Mark Perkins
Rod Westbroek

CITY MANAGER:

Matt Dixon (excused)

DEPUTY RECORDER:

Emily Thomas (excused)

CITY RECORDER:

Erika Ahlstrom

CITY PLANNER:

Scott Hess

TRANSCRIBER:

Michelle Clark

A public work/discussion meeting was held at 6:00 p.m. to discuss agenda items, correspondence, and/or future agenda items.

VISITORS: Bruce Nilson and Rolan Hill.

APPROVAL OF THE AGENDA: Commissioner Grubb moved to approve tonight's agenda as written. Commissioner Westbroek seconded the motion. Commissioners Hyde, Grubb, Stott, Perkins, and Westbroek voted yes. The motion carried.

APPROVAL OF 09 JULY 2009 PLANNING COMMISSION MEETING MINTUES: Commissioner Grubb moved to approve the minutes of 09 July 2009 Planning Commission Meeting as written. Commissioner Westbroek seconded the motion. Commissioners Hyde, Grubb, Stott, and Westbroek voted yes. Commissioner Perkins abstained. The motion carried.

DECLARATION OF CONFLICT OF INTEREST: The Planning Commission did not report any conflict of interest.

Commissioner Hyde excused Matt Dixon and Emily Thomas from tonight's meeting.

Commissioner Grubb moved to open the public hearing for conditional use permit #2009-5. Commissioner Westbroek seconded the motion. Commissioners Hyde, Grubb, Perkins, Stott, and Westbroek voted yes. The motion carried.

* * * * * **PUBLIC HEARING** * * * * *

CONDITIONAL USE APPLICATION #2009-5: TEMPORARY SALES TRAILER, WEST OF 2371 EAST 8300 SOUTH (PART OF SILVERLEAF ESTATES FUTURE DEVELOPMENT); NILSON HOMES:

On September 2, 2009, Nilson Homes made application for both a temporary sales trailer and a model home. Only one application was submitted because all of the information is the same; however, two fees were paid as it considered two separate conditional uses.

This subdivision is in the Residential Moderate Zone, which allows both the temporary sales trailer and a model home as conditional uses for a term of one year, with the approval time starting from the date a business license is issued for the first sales trailer and then the model home. Nilson Homes plans to place the temporary sales trailer west of lot 33R until completion of the model home on lot 33R.

Scott Hess, City Planner, stated the sales trailer will be temporary from October 2009 to March 2010. He stated adequate off-street parking is to be provided for employees working in the model home, as well as at least two (2) parking spaces for visitors touring the model home. Staff asked about sewer hookup for temporary trailer. The trailer needs to be removed within 14 days of completion of the model home. Mr. Nilson was reminded that all infrastructure should be completed as per the Subdivision Ordinance requirements prior to the construction of the model home. (Ord. 98-16, 7-28-1998).

Commissioner Grubb moved to close the public hearing for conditional use permit #2009-5. Commissioner Stott seconded the motion. Commissioners Hyde, Grubb, Perkins, Stott, and Westbrook voted yes. The motion carried.

******* PUBLIC HEARING CLOSED *******

Scott Hess asked if they could do a temporary sewer hookup off of lot 33. Bruce Nilson stated the sewer is in the middle of the lot and it would be cumbersome. Mr. Nilson proposed a portable toilet. Scott asked Mr. Nilson to meet the site plan for the position of the trailer. Scott said city ordinance requires a lighting plan. He asked if there will be lighting outside. Mr. Nilson said there will be electricity and therefore, there would be lighting. Scott recommended the lighting not be intrusive such as a porch light. Mr. Nilson said the sign will be the same size as the other sign already up there.

Commissioner Westbrook moved to approve conditional use permit #2009-5 subject to the following:

- 1) Conform with layout of site plan submitted;**
- 2) Parking will be allowed on the street;**
- 3) Use of a portable restroom facility will be allowed;**
- 4) A gravel pathway will be installed for access to the trailer;**
- 5) Lighting of a residential nature may be installed subject to city ordinance;**
- 6) Business hours shall be from 1:00 p.m. to 7:00 p.m. Monday through Friday; 10:00 a.m. to 5:00 p.m. Saturday.**
- 7) Removal of trailer within 14 days of the model home completion.**

Commissioner Perkins seconded the motion. Commissioners Hyde, Grubb, Perkins, Stott, and Westbrook voted yes. The motion carried.

Commissioner Grubb moved to open the public hearing for conditional use permit #2009-6. Commissioner Stott seconded the motion. Commissioners Hyde, Grubb, Perkins, Stott, and Westbroek voted yes. The motion carried.

***** PUBLIC HEARING *****

CONDITIONAL USE APPLICATION #2009-6: MODEL HOME, 2371 EAST 8300 SOUTH (LOT 33R, SILVERLEAF ESTATES PHASE 2); NILSON HOMES:

Commissioner Hyde asked if there was any public comment.

Rolan Hill, 570 E. South Weber Drive, asked where the sales trailer will be located.

Commissioner Grubb stated it will be located west of lot 33R.

Scott Hess, City Planner, stated this is a model home that meets all set back requirements. It will be used as a model home and the permit will be good for one year. The model home will require a business license. He reminded the developer to make sure they have a business license with the city. Erika said the business license from the previous model home does not transfer to the new model home.

Commissioner Stott moved to close the public hearing for conditional use permit #2009-6. Commissioner Perkins seconded the motion. Commissioners Hyde, Grubb, Perkins, Stott, and Westbroek voted yes. The motion carried.

***** PUBLIC HEARING CLOSED *****

Mr. Nilson asked about positioning outside lighting on the model home. Commissioner Grubb said as long as the lighting is facing the home and not intrusive. Mr. Nilson asked about a yard lamp. The Planning Commission agreed that would be okay.

Commissioner Grubb moved to recommend approval of the conditional use permit #2009-6 subject to city ordinances with the lighting plan to be residential and focused on the home, and hours of operation to be 1:00 p.m. to 7:00 p.m. Monday – Friday and 10:00 a.m. to 5:00 p.m. on Saturday. Commissioner Stott seconded the motion. Commissioners Hyde, Grubb, Perkins, Stott, and Westbroek voted yes. The motion carried.

ADJOURN: Commissioner Perkins moved to adjourn the Planning Commission meeting at 6:49 p.m. Commissioner Grubb seconded the motion. Commissioners Hyde, Grubb, Perkins, Stott, and Westbroek voted yes. The motion carried.

APPROVED: _____ Date
Chairperson, Delene Hyde

Attest: _____
Deputy Recorder: Emily Thomas

Transcriber: Michelle Clark

Planning Commission Work Meeting
September 10, 2009

The meeting began at 6:00 p.m.

Commissioners Present: Delene Hyde, Tim Grubb (6:20 p.m.) Rorie Stott, Mark Perkins, Rod Westbroek.

Staff Present: City Recorder Erika Ahlstrom, City Planner Scott Hess.

Scott discussed there will be two public hearings for two separate conditional use permits. Nilson Homes is moving out of a model home in Silverleaf Estates. They have applied for a sales trailer to be used until the completion of a new model home in the subdivision. The sales trailer will be located on lot 64 of phase 4, and the model home will be located on lot 33 of phase 3.

Scott said the applicant will need to address off street parking and discuss a lighting plan. A model home requires off street parking for employees and two visitors, but he is unsure of the city's requirement for off street parking for a sales trailer. He recommends requiring two off street gravel spaces for the trailer. Scott discussed that if Nilson Homes installs a 4' X8' sign similar to what they have for the current model home it will be acceptable.

It was discussed that the sales trailer will need to be removed when the model home is complete as they can only have one sales office.

Commissioner Grubb arrived at this time (6:20 p.m.). He was updated on discussion up to this point.

Erika read the conditions set on the conditional use permit Nilson Homes received in 2006 for a sales trailer. It allowed street parking, required the trailer to be placed ten feet back, required the trailer to have sewer hook up, and the conditional use was limited to a maximum of four months. Erika said City Code (10-11-10F) specifies "Mobile sales offices shall be removed within fourteen (14) days of a model home completion within the same development for which the mobile office is needed."

Scott and the Commissioners discussed the parking issue and determined it will be acceptable to allow street parking.

Commissioner Stott proposed some changes to clarify items in the July 9 minutes.

Work meeting adjourned at 6:28 p.m. Work meeting minutes by Erika Ahlstrom, City Recorder.

OFFICE USE: Date Received: 9/2/09 Application #: 2009-5 Fee: \$400 Receipt #: 13066785
2009-6

CONDITIONAL USE PERMIT APPLICATION

Business Name: Nilson Homes
Property Owner: Nilson Homes Phone: 801 392-8100
Mailing Address: 5617 S. 1475 E. Ogden Fax: 801-399-0802
Applicant/Agent (if not owner): _____ Phone: _____
Mailing Address: _____ Fax: _____

Property Address: 2371 East 8300 South, South Weber, UT.
Street City/State/Zip
Parcel I.D. Number: 09-352-0033 Acres or Sq. Ft. of Parcel: 2.62 Zone: RM
No. Residential Units (if applicable): 1 Sq. Ft. Business (if applicable): _____
Legal Description (may be attached on separate sheet): LOT 33 R SILVERLEAF
ESTATES Phase 2

Proposed Use (in detail): NEW HOME TO BE BUILT AND USED
AS A MODEL HOME. TEMPORARY TRAILER TO
BE PLACED ON SAME LOT TO BE USED AS
A SALES TRAILER UNTIL HOME IS COMPLETED

Anticipated number of customers coming to the proposed business site on a daily basis:

0- 1 - 10 11 - 20 21 +

Anticipated number of employee: 1 Hours of operation: 1pm - 7pm

Estimated cost of total site development (including building, equipment, materials, storage): \$595,000

Parking facilities: DRIVEWAY

Sign description (if any): 4x8

Development Schedule (if applicable): Present the proposed time table for the initiation and completion of proposed construction. Projects contemplated in phases should be so noted. SALES TRAILER

MOVED TO LOT BEFORE OCT 1ST. HOME TO
START AROUND OCT 1ST AND COMPLETED MARCH 1, 2010

PUBLIC NOTICE AUTHORIZATION: I (we) do hereby give permission to South Weber City to place a city "public notice" sign on the property contained in this application for the purpose of notification of the conditional use application:

Signed: Bruce Wilson
Property Owner

Property Owner

To be completed and signed by Applicant

APPLICANT AFFIDAVIT

State of Utah)
County of Weber)

I (We) Bruce Wilson, being duly sworn, depose and say I (we) am (are) the sole owner(s)/
Property Owner(s) or Agent
agent of the owner(s), of the property involved in this application, to wit, _____,
Property Address

South Weber, Utah, and that the statements and answers contained herein, in the attached plans, and other exhibits, thoroughly and to the best of my ability, present the argument in behalf of the application. Also, all statements and information are in all respects true and correct, to the best of my knowledge and belief.

Dated this 31 day of AUGUST, 2009.

Signed: Bruce Wilson
Applicant (Property Owner or Agent)

Applicant (Property Owner or Agent)

Subscribed and Sworn before me this 31st day of August, 2009.



Notary Public: Kathleen Kimber

To be completed and signed by Property Owner if not Applicant

AGENT AUTHORIZATION

State of Utah)
County of _____)

I (We) _____, the sole owner(s) of the real property located at
Property Owner(s)
_____, South Weber City, Utah, do hereby appoint _____,
Property Address

as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and to appear on my (our) behalf before any city boards considering this application.

Dated this _____ day of _____, 20_____.

Signed: _____
Property Owner

Property Owner

Subscribed and Sworn before me this _____ day of _____, 20_____.

Notary Public: _____

33, SLE

SLE MODEL HOME
 2371 EAST 8300 SOUTH
 SOUTH WEBER, UTAH 84405

ENTRADA

BUYER INITIALS

DATE

BUYER INITIALS

DATE

DATE:

26 AUGUST 2009

REVISIONS:

-

-

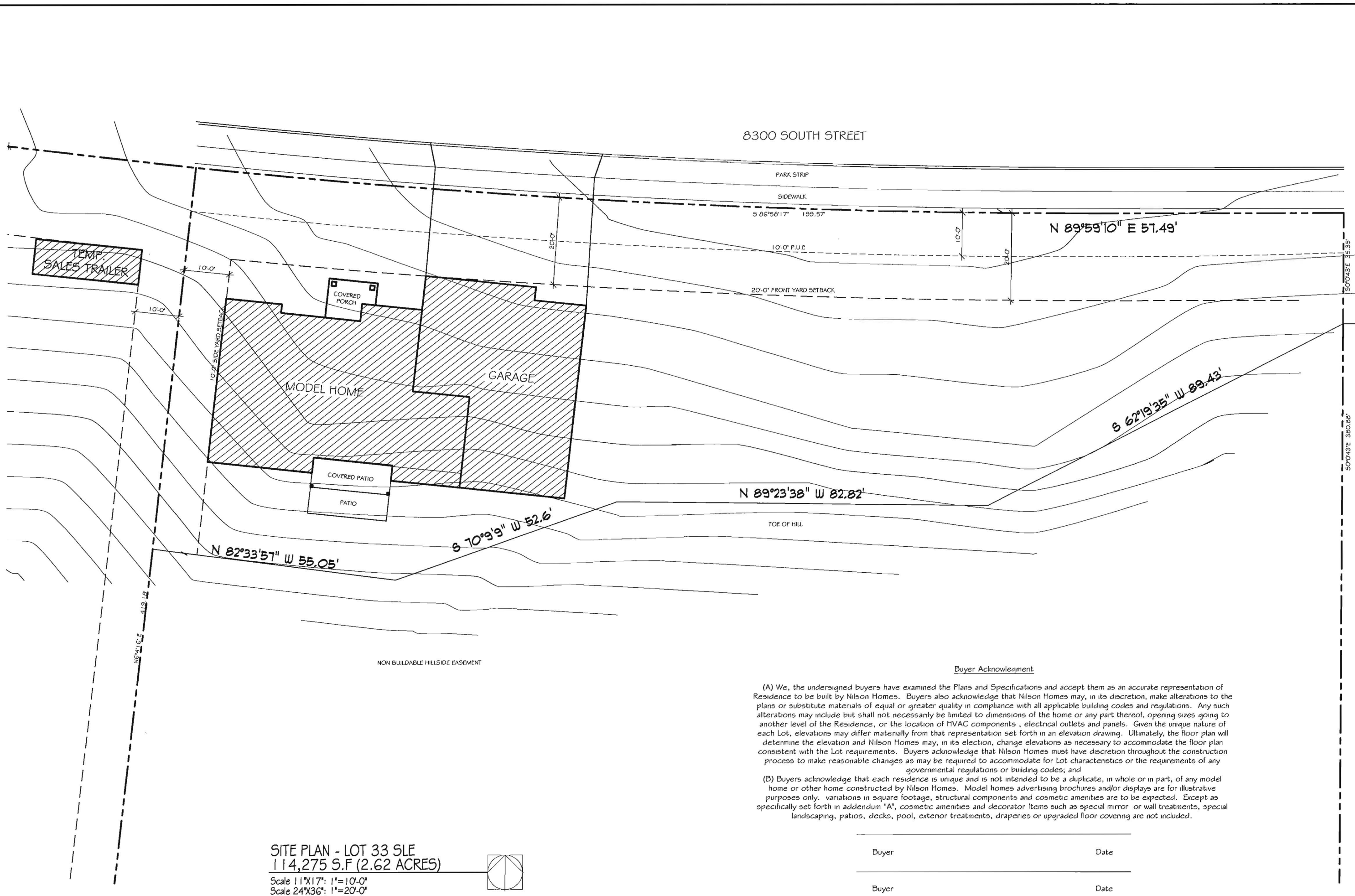
-

SITE PLAN

-

AI.0

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8300 SOUTH STREET

PARK STRIP

SIDEWALK

5.06°50'17" 199.57'

10'-0" P.U.E.

20'-0" FRONT YARD SETBACK

N 89°59'10" E 51.49'

50°43'E 35.35'

50°43'E 380.88'

N 89°23'38" W 82.82'

TOE OF HILL

S 62°19'35" W 89.43'

S 70°9'9" W 52.6'

N 82°33'57" W 55.05'

NON BUILDABLE HILLSIDE EASEMENT

Buyer Acknowledgment

(A) We, the undersigned buyers have examined the Plans and Specifications and accept them as an accurate representation of Residence to be built by Nilson Homes. Buyers also acknowledge that Nilson Homes may, in its discretion, make alterations to the plans or substitute materials of equal or greater quality in compliance with all applicable building codes and regulations. Any such alterations may include but shall not necessarily be limited to dimensions of the home or any part thereof, opening sizes going to another level of the Residence, or the location of HVAC components, electrical outlets and panels. Given the unique nature of each Lot, elevations may differ materially from that representation set forth in an elevation drawing. Ultimately, the floor plan will determine the elevation and Nilson Homes may, in its election, change elevations as necessary to accommodate the floor plan consistent with the Lot requirements. Buyers acknowledge that Nilson Homes must have discretion throughout the construction process to make reasonable changes as may be required to accommodate for Lot characteristics or the requirements of any governmental regulations or building codes; and

(B) Buyers acknowledge that each residence is unique and is not intended to be a duplicate, in whole or in part, of any model home or other home constructed by Nilson Homes. Model homes advertising brochures and/or displays are for illustrative purposes only. Variations in square footage, structural components and cosmetic amenities are to be expected. Except as specifically set forth in addendum "A", cosmetic amenities and decorator items such as special mirror or wall treatments, special landscaping, patios, decks, pool, exterior treatments, draperies or upgraded floor covering are not included.

Buyer _____ Date _____

Buyer _____ Date _____

SITE PLAN - LOT 33 SLE
 114,275 S.F (2.62 ACRES)

Scale 1/4"=10'-0"
 Scale 1/8"=20'-0"



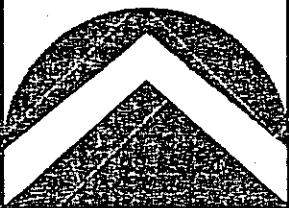
SILVERLEAF ESTATES SUBDIVISION PHASE 2

A PART OF NORTHEAST QUARTER OF SECTION 2, T.4N., R.1W., S.L.B.&M., U.S. SURVEY
SOUTH WEBER CITY, DAVIS COUNTY, UTAH

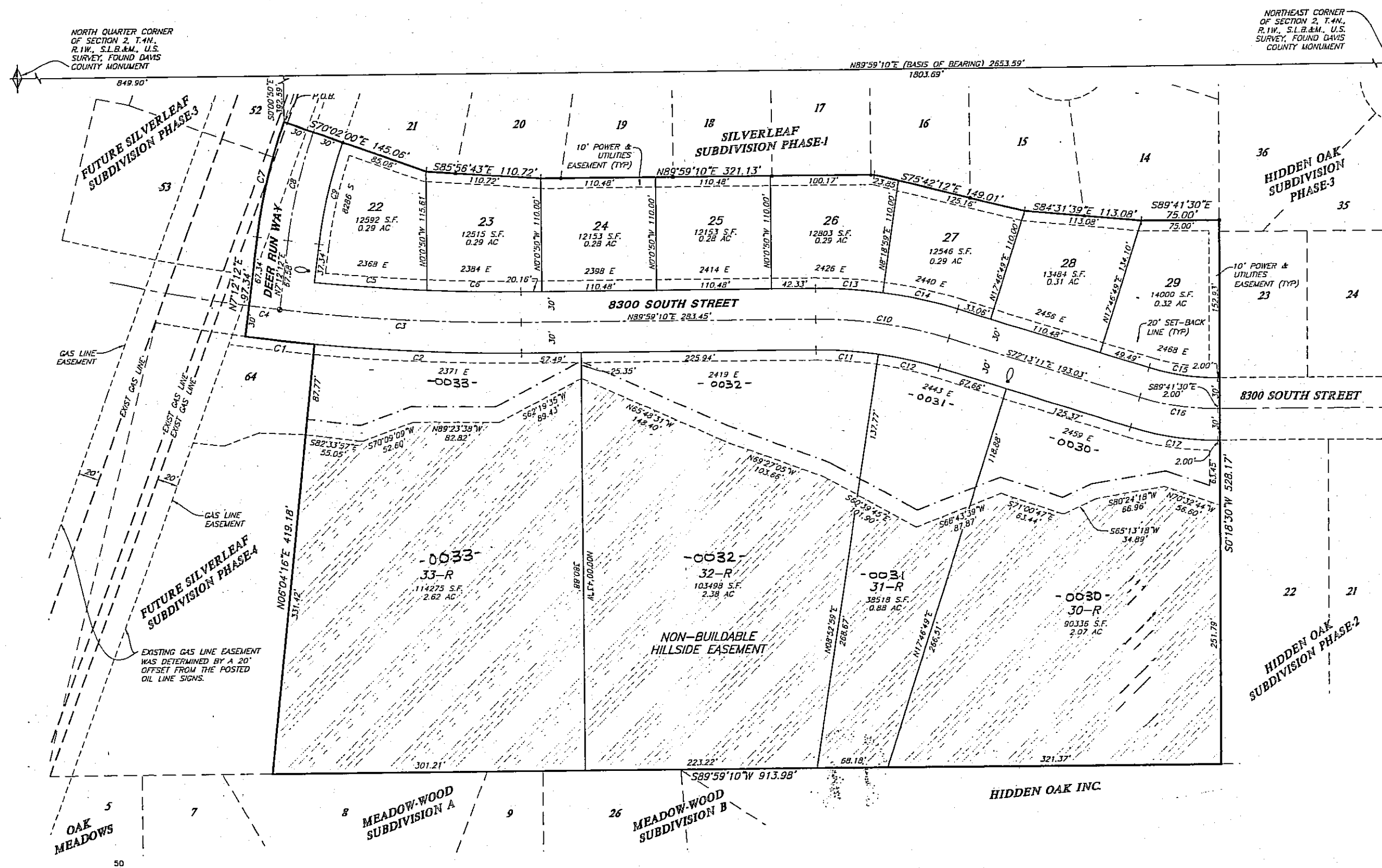
PREFIX
09-352

LAST #
0033

N



SCALE:
1" = 100'



DEVELOPMENT: SILVERLEAF ESTATE PH. 2
CITY: SOUTH WEBER LOTS: 22 THRU 33

NE 1/4 OF SEC. 2, T.4N., R. 1 W
S.L.M. DAVIS COUNTY, UTAH

Legend

- NON-BUILDABLE EASEMENT
- GAS - EXISTING GAS LINE
- SECTION CORNER
- STREET MONUMENT
- SET 5/8 REBAR
- STREET LIGHT
- R - LOTS ON SENSITIVE LAND AND ARE THEREBY UNDER ADDITIONAL RESTRICTIONS

NOTES:

UTILITIES SHALL HAVE THE RIGHT TO INSTALL, MAINTAIN, AND OPERATE THEIR EQUIPMENT ABOVE AND BELOW GROUND AND ALL OTHER RELATED FACILITIES WITHIN THE PUBLIC UTILITY EASEMENTS IDENTIFIED ON THIS PLAT MAP AS MAY BE NECESSARY OR DESIRABLE IN PROVIDING UTILITY SERVICES WITHIN AND WITHOUT THE LOTS IDENTIFIED HEREIN, INCLUDING THE RIGHT OF ACCESS TO SUCH FACILITIES AND THE RIGHT TO REQUIRE REMOVAL OF ANY OBSTRUCTIONS INCLUDING STRUCTURES, TREES AND VEGETATION THAT MAY BE PLACED WITHIN THE P.U.E. THE UTILITY MAY REQUIRE THE LOT OWNER TO REMOVE ALL STRUCTURES WITHIN THE P.U.E. AT THE LOT OWNER'S EXPENSE, OR THE UTILITY MAY REMOVE SUCH STRUCTURES AT THE LOT OWNER'S EXPENSE. AT NO TIME MAY ANY PERMANENT STRUCTURES BE PLACED WITHIN THE P.U.E. OR ANY OTHER OBSTRUCTION WHICH INTERFERES WITH THE USE OF THE P.U.E. WITHOUT THE PRIOR WRITTEN APPROVAL OF THE UTILITIES WITH FACILITIES IN THE P.U.E.

LOTS DESIGNATED AS RESTRICTED ("R") SHALL BE SUBJECT TO SPECIAL REQUIREMENTS AND APPROVAL BY SOUTH WEBER CITY REGARDING SITE GRADING AND SETBACKS INCLUDING THE FOLLOWING:

- SITE GRADING TO PROVIDE MAXIMUM SLOPE OF TWENTY PERCENT (20%) OVER THE BUILDING FOOTPRINT.
- BUILDING FOUNDATION MUST BE LOCATED A MINIMUM HORIZONTAL DISTANCE OF THIRTY FEET (30 FT) FROM THE TOE OF THE HILL WHICH IS DEFINED AS THE POINT AT WHICH THE SLOPE EXCEEDS THIRTY PERCENT (30%).
- RETAINING WALLS, INCLUDING BUILDING FOUNDATIONS, MAY BE USED TO RELOCATE THE TOE OF THE HILL BY RETAINING HILL SLOPES ONLY AND MUST BE LOCATED OUTSIDE OF THE AREA DESIGNATED AS UNBUILDABLE.
- NO EXCAVATION SHALL BE MADE IN AREAS DESIGNATED AS UNBUILDABLE OR WHICH UNDERMINE THE TOE OF THE HILL.
- COMPLETION OF GRADING AND RETAINING WALLS MAY BE REQUIRED AT SPECIFIC TIMES WITH THE CONSTRUCTION SEQUENCE WHERE FUTURE ACCESS MAY BE LIMITED.
- ALL LOTS ARE ELIGIBLE FOR 20' FRONT SET BACK

Curve Table

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	1880.00'	67.15'	67.15'	N82°54'20"W	02°02'48"
C2	1880.00'	189.66'	189.66'	N86°58'17"W	06°05'06"
C3	1850.00'	233.03'	232.88'	N82°11'10"W	07°13'02"
C4	1850.00'	30.00'	30.00'	N82°18'56"W	00°55'45"
C5	1820.00'	108.93'	108.91'	N85°27'21"W	03°25'45"
C6	1820.00'	90.29'	90.29'	N86°35'53"W	02°50'33"
C7	518.10'	115.41'	115.18'	N13°35'08"E	12°45'49"
C8	488.10'	108.73'	108.51'	N13°35'08"E	12°45'49"
C9	458.10'	102.05'	101.84'	N13°35'08"E	12°45'49"
C10	418.75'	130.05'	129.53'	S81°07'01"E	17°47'39"
C11	388.75'	60.37'	60.31'	S85°33'55"E	08°53'49"
C12	388.75'	60.37'	60.31'	S76°40'08"E	08°53'49"
C13	448.75'	65.24'	65.19'	S55°50'55"E	08°19'49"
C14	448.75'	74.12'	74.04'	S76°57'06"E	09°27'50"
C15	220.00'	67.09'	66.83'	N80°57'21"W	17°28'19"
C16	250.00'	76.24'	75.94'	N80°57'21"W	17°28'19"
C17	280.00'	85.38'	85.05'	N80°57'21"W	17°28'19"



Notice the Difference.

March 3, 2009

To Whom It May Concern:

Concerning the conditional permit for our model located in the Silverleaf Estates subdivision, 2451 E 8200 S, there has been one change. The name on the previous application was Darcie Liptrot and Jed Iverson. We are requesting the name to be changed to Donna Hess, our Sales Manager. Other than that everything else is the same.

We would also like to request an extension to be granted from the Planning Commission. Our first phase has a total of 21 lots in which 20 of been sold. The second phase has 12 lots with 3 homes sold, and the third phase has 15 lots with 2 homes sold. This is a total of 52% sold and completed.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Cris Ashby".

Cris Ashby
Nilson Homes
801-392-8100

ARTICLE J. MODEL HOMES

10-7J-1: PURPOSE:

There may also arise the need to construct and occupy a model home with a temporary real estate sales office for the sale of building lots or residences within a specific development. It is the purpose of this Article to set forth conditions under which these uses may occur. (Ord. 98-16, 7-28-1998)

10-7J-2: CONDITIONS REQUIRED:

A conditional use for a model home to be used for a sales office for sale of real estate within the same development and the construction management office that the model home resides in may be permitted for a period of one year provided the following conditions are met:

- A. Time extensions may be granted by the Planning Commission provided that a maximum of two (2) extensions of six (6) months each may be granted. Extensions may only be granted if not more than eighty percent (80%) of the subdivision is sold.
- B. Adequate off-street parking is provided for employees working in the model home, as well as at least two (2) parking spaces for visitors touring the model home.
- C. A signage and lighting plan is provided showing size and location of all signs and associated lights.
- D. The hours of operation must be noted and approved.

E. A model home shall not be used for a general real estate office.

F. A business license must be obtained to operate a business in a model home in the City.

G. All infrastructure should be completed as per the Subdivision Ordinance¹ requirements prior to the construction of the model home. (Ord. 98-16, 7-28-1998)

Footnotes - Click any footnote link to go back to its reference.

[Footnote 1](#): See [Title 11](#) of this Code.

SOUTH WEBER CITY COUNCIL

Staff Backup Report

Date of City Council Meeting: **13 Oct 2009**

Title: **Ordinance 09-12: Amending Title 3 Business and License Regulations**

Scheduled Time: **6:45 p.m. (public hearing)**

RECOMMENDATION

Approve recommended amendments to Business and License Regulations and associated fees.

BACKGROUND

The Business and License Regulations have not been updated or modified for several years; consequently the city code no longer complies with state regulations in regards to Solicitors/Peddlers. Earlier this year the city had a safety audit from the Utah Local Government Trust, at which time they provided the city with a state approved model ordinance concerning solicitors/peddlers. Staff has taken this model ordinance and filled in the proper information and codified the model to match ordinance numbering. It has been placed at the end of the business license ordinance.

Along with making these changes, staff felt it would also be beneficial to look at the rest of the ordinance and make improvements where necessary. The current ordinance classifies businesses in large, unexplainable, categories and has little value when it comes to application, as the majority of businesses fall into the home occupation category. The proposed ordinance would create eleven categories instead of the twenty-five defined in the code or the thirty-five classified in the current fee schedule, as well as define more clearly the types of businesses that are required to have a yearly fire inspection verses one every three years.

In working with the Fire Department, there were two issues that needed to be and have been addressed with the proposed changes:

1. Fire Inspections are not currently done on rental units. State law allows the city to require a fire inspection on a rental no more than once every 36 months, or if there is a legitimate reason. Chief Graydon and staff feel that it is important for the safety of the tenant as well as a reassurance for the owner that rental homes are safe. These fire inspections will have a defined checklist and will not be something that will be difficult to pass or cause unnecessary hardship to either the owner or the tenant.

2. Fire Inspections are currently done all at the same time, beginning in January of each year. Because there are so many licenses that require an inspection and because we have a volunteer fire department, it often takes weeks or even months to get the necessary inspections completed. This year alone, we had several businesses that did not get their inspection until April. Along with this, we do not currently charge for inspections and consequently there is no money allocated in the budget for the time taken to complete the fire inspections. The proposed changes not only state that fire inspections can be done throughout the year; which will ease the burden on the fire department, but it will also add a fire inspection fee to ensure the inspectors are being compensated somewhat for their time.

Changing the Fee

After the September 15, 2009 work meeting, staff was directed to categorize “like” businesses and to create a fee justification table for each of the proposed categories. Based on comments at the meeting, staff has broken down the total fee by the amount of time it takes to process each portion of each type (category) of application (See Fee Justification Chart attached).

Staff has also created a chart showing the actual revenues collected for Business Licenses from 2007, 2008, 2009, and then projected the fiscal impact of changing the business license fees according to staff’s recommendations. As shown in the chart, the impact will be an actual decrease in license revenues. After the October 6th work meeting, this chart was updated to reflect the addition of the mining category.

CONCLUSION

By adopting the new ordinance, the City will be up-to-date with the changes made by the state as well as have an ordinance that is more streamlined and easier to apply and understand.

ATTACHMENTS

- Ordinance 09-12
- Fee Justification Chart – Updated October 7, 2009
- Fiscal Impact Chart – Updated October 7, 2009

Rental Application Form

ORDINANCE 09-12

AN ORDINANCE AMENDING TITLE 3 BUSINESS AND LICENSE REGULATIONS

WHEREAS, the South Weber City Council established Title 3 Business and License Regulations to promote business practices that are in compliance with applicable state and federal regulations, as well to establish consistent licensing requirements for businesses located throughout the City; and

WHEREAS, the South Weber City staff has reviewed and made recommendations to update the licensing requirements for such businesses; and

WHEREAS, the South Weber City Council has reviewed the amendments and recommendations by the City staff;

NOW THEREFORE BE IT ORDAINED by the legislative body of South Weber City as follows:

SECTION 1: The South Weber City Code shall be amended as follows:

SECTION 2: South Weber City Code, Title 3, Chapter 1, Section 3, Articles A, B, C, D, and F shall be amended to read as follows:

- A. Contents: All applications for licenses shall be made in writing and submitted to the City business license official upon a prepared form, which may be obtained from the business license official. Each application shall show the following: *(the rest of article A remains unchanged)*
- B. Filing; Fee Accompanied: Each application for a license under this Title shall be filed by the applicant with the City business license official and shall be accompanied by the license fee required to be paid for the issuance of the license desired. In the event the applicant decides to withdraw the application before a business license is issued, one-half ($1/2$) of the fee paid shall be nonrefundable. Applications received by the City business license official shall be numbered in the order of their receipt and shall be filed in numerical sequence.
- C. Investigation:
 - 1. Required: After receipt of an application for a license, such application shall be submitted to the appropriate official for investigation as required by this chapter.
 - 2. Officials And Agencies: Within ten (10) business days after receipt by the city business license official of each application for a license, the business license official, at his or her discretion, may refer the application to the Davis County Sheriff, Building Inspector, Fire

Department, Health Department or other official or body, for the purpose of investigation and inspection of:

- a. The general reputation and character of the person making the application, or directly interested therein;
- b. The general reputation of those who would patronize the business if such license were granted;
- c. The nature and kind of the applicant's business;
- d. Where the application is for the continued operation of a business theretofore permitted by the laws of the city, whether such business has been conducted in a lawful manner and in accordance with the standards of the city as a whole;
- e. Whether the operation of the business has and will meet the health and safety requirements required for similar businesses; and
- f. Any other fact or facts which might have an effect on the granting or denial of the license.

3. Report Of Investigation: Upon being requested to do so by the city business license official, the Davis County Sheriff, Building Inspector, Fire Inspector, Health Inspector or other official or body shall conduct the investigation and inspection provided for in this subsection C, and within fifteen (15) business days after receiving such request, the person shall submit a report of the investigation to the business license official, together with his recommendations as to whether the license should be granted or denied.

D. Disposition Following Investigation: After receiving the report and recommendation prescribed in subsection C3 of this section, the business license official shall make such disposition respecting the granting or denying of the license applied for, or may order further investigation concerning the application as the official shall, in his or her sole discretion, deem necessary to effect the purpose of the provisions in this Title.

F. Denial; Appeal To City Council: In the event the business licensing official shall deny any application for a license, the reasons for such denial shall be placed on the application so denied by the business licensing official who shall return the application, together with one-half ($\frac{1}{2}$) of the amount of fees deposited. The licensing official shall also inform the applicant of his or her right to appear before the city council to appeal the denial. If the applicant makes such an appearance, upon presentation to the city council of sufficient reasons why such application should not be denied, the city council may in its discretion set aside the denial and approve the application. If the application is approved, the city council shall dispose of the matter in accordance with subsection E of this section. The applicant will resubmit to the city the amount of the fee that was refunded by the licensing official.

SECTION 3: South Weber City Code, Title 3, Chapter 1, Section 4, article B shall be amended to read as follows:

B. License Period

1. Calendar Year: All licenses issued shall be valid for a period of one calendar year. Those new licenses which are approved after the calendar year begins are only valid through the remaining months of the calendar year. Exception: New licenses issued after November 1 shall be valid through December 31 of the following year.
2. Temporary License: A "temporary business" is any business that operates within the city for less than ninety (90) calendar days each year that has either a temporary or permanent location/structure. If the structure is temporary in nature, it shall be removed from the premises no more than ten (10) business days after license has expired.. A license fee for a temporary business shall be payable prior to the commencement of business. The license shall be effective for the period as stated on the license, but shall not exceed ninety (90) days. All regulations contained herein shall apply to a temporary license.
3. Renewal: At the time of annual renewal, an inspection may be made to assure compliance with the ordinances of the City. If any changes have been made to the business, a new license may be required.

SECTION 4: South Weber City Code, Title 3, Chapter 1, Section 5, article A6 shall be amended to read as follows:

6. The signature of the business license official or designee.

SECTION 5: South Weber City Code, Title 3, Chapter 1, Section 6, article A shall be amended to read as follows:

- A. Permitted: Where two (2) or more types of duly licensed businesses are conducted within a single establishment by the same person, and in accordance with Title 10-11-11, a combination license may be issued therefore. However, such combination license shall not include licenses for beer, Christmas tree lots or fireworks stands.

SECTION 6: South Weber City Code, Title 3, Chapter 1, Section 7, shall be amended to read as follows:

TRANSFER OF LICENSE:

No license granted or issued under any of the provisions of any ordinance of the city shall be in any manner assignable or transferable, or authorize any person other than the person therein mentioned or named to do business, or authorize any other business than is therein mentioned or named to be done or transacted; provided however, that any person to whom one or more licenses have been issued to transact or carry on some business at a definite location in the city

may, except as hereinafter provided, make application for the transfer of any or all of his said licenses for the sole purpose of transacting or carrying on the same business as is therein mentioned at some other definite location in the city by himself. Any person wishing to make such a transfer shall file an application with the city business license official. No application shall be approved unless the business as conducted in the new location shall be conducted in the same manner and by the same persons as was the case when such business was conducted in the original location. The business license official, after examination of all appropriate reports, may in his discretion, deny or grant the transfer of such licenses strictly within the above limitations.

SECTION 7: South Weber City Code, Title 3, Chapter 1, Section 9 shall be amended to read as follows:

INSPECTIONS; RIGHT OF ENTRY:

A. Inspections are required for all new businesses upon initial application and are subject to inspections at time of renewal as stated in section 3-1-9B.

B. Inspection Schedule for Renewals:

1. Home Occupation Without Patrons/Employees: Once every three (3) years

2. Home Occupations With Patrons/Employees: Annually

3. Commercial: Annually

4. Rental Units: Once every three (3) years, or if South Weber City has reasonable cause to believe that a condition in the rental dwelling is in violation of an applicable law or ordinance.

5. Construction: Annually

6. Mining: Annually and throughout the year as needed

C. Required inspections may be conducted throughout the year and held on file by the business license official until time of renewal.

D. It is unlawful for any person licensed under the provisions of this title to refuse permission to any inspector sent by the licensing official to enter the premises and inspect the same.

SECTION 8: South Weber City Code, Title 3, Chapter 1, Section 10, article B shall be amended to read as follows:

B. Certification Upon Request: The business license official shall certify a copy of this section to any licensing authority in the state who shall request the same.

SECTION 9: South Weber City Code, Title 3, Chapter 2, Section 1 shall be amended to read as follows:

3-2-1: TYPES OF BUSINESSES:

1. A. License Required: It shall be unlawful for any person to operate any of the following types of businesses within the City without first making an application to the City and obtaining a business license. Home Occupation Without On-Site Patrons/Employees: Any business conducted from a residence that has neither patrons nor employees frequenting the business at any time.
2. Home Occupation With On-Site Patrons/Employees: Any business conducted from a residence that has patrons and/or employees frequenting the business.
3. Group Home: A residential facility for elderly or handicapped persons consistent with the zoning of the desired location, that is occupied on a twenty four (24) hour basis by eight (8) or fewer individuals in a family-type arrangement and in conformance with applicable standards of the Utah Department of Social Services.
4. Commercial: Any business conducted for profit that is not located within a residence.
5. Rental Units: A building or part of a building that is used or designated for use as a residence by one or more persons, and is available to be rented, loaned, or leased for a period of one month or more.
6. Construction: A person or business that builds, excavates, or completes any work towards the completion of (i.e. electrical, mechanical) a building or structure and whose business is located within the City.
7. Mining: Those activities conducted on the surface of the land for the exploration for development of or the extraction of mineral deposits from its natural occurrences, including surface mining and surface effects of underground mining, including on site transportation or other primary processing.
8. Peddlers/Solicitors: See Chapter 8 of this Title, Residential Solicitation
9. Vending Machines: Any machine, device or contrivance designed or intended to be operated or used for the distribution or sale of perishable and/or non-perishable items in response to payment of some charge by insertion of a cash, coin, slug, or card.
10. Temporary Business: Any business conducted for less than ninety (90) day calendar days each year with either a permanent or non-permanent structure .
11. Occupations Not Expressly Identified: The license for all businesses and occupations not otherwise provided for in this Title shall be determined according to the currently

adopted fee schedule. The business must comply with any applicable Federal, State, and local regulations.

B. Zoning Approval: Nothing in this subsection shall be construed to allow a business in violation of Title 10 Zoning Regulations or to excuse any operator of a business from receiving any further approvals from the appropriate zoning authorities.

SECTION 10: South Weber City Code, Title 3, Chapter 4, Section 13, Article A shall be amended to read as follows:

A. Specified: The business license official shall approve the issuance of a license to the applicant within thirty (30) days after receipt of a completed application, unless the official finds one or more of the following: *(the rest of this article remains unchanged)*.

SECTION 11: South Weber City Code, Title 3, Chapter 4, Section 15, shall be amended to read as follows:

NOTICE OF CHANGE OF INFORMATION: Any change in the information required to be submitted under this Chapter for either a sexually oriented business license or sexually oriented business employee license shall be given, in writing, to the business license official and the Sheriff's Department within fourteen (14) days after such change.

SECTION 12: South Weber City Code, Title 3, Chapter 4, Section 27, Article B shall be amended to read as follows:

B. Civil Penalty: In addition to revocation or suspension of a license, as provided in this Chapter, each violation of this Chapter shall, upon citation by the business license official, require the licensee to pay a civil penalty. Such fines shall be deducted from the cost bond posted pursuant to this Chapter, unless paid within ten (10) days of notice of the fine or the final determination after any appeal.

SECTION 13: South Weber City Code, Title 3, Chapter 8 shall be added to read as follows:

**CHAPTER 8
RESIDENTIAL SOLICITATION**

- 3-8-1 Purpose
- 3-8-2 No Other City License or Approval Required
- 3-8-3 Definitions
- 3-8-4 Exemptions from Chapter
- 3-8-5 Solicitation Prohibited
- 3-8-6 Registration of Solicitors
- 3-8-7 Application Form
- 3-8-8 Written Disclosures

3-8-9	When Registration Begins
3-8-10	Issuance of Certificates
3-8-11	Form of Certificate and Identification Badge
3-8-12	Maintenance of Registry
3-8-13	Non-Transferability of Certificates
3-8-14	Denial, Suspension or Revocation of a Certificate of Registration
3-8-15	Appeal
3-8-16	Deceptive Soliciting Practices Prohibited
3-8-17	“No Soliciting” Notice
3-8-18	Duties of Solicitors
3-8-19	Time of Day Restrictions
3-8-20	Buyer’s Right to Cancel
3-8-21	Penalties

3-8-1: PURPOSE:

Residents of South Weber City have an inalienable interest in their personal safety, well-being, and privacy in their residences, as well as their ability to provide or receive information regarding matters of personal belief, political or charitable activities, and goods and services lawfully in commerce. The City has a substantial interest in protecting the well-being, tranquility, personal safety, and privacy of its citizens, which includes the ability to protect citizens from unwanted intrusions upon residential property. The City also has a substantial interest in protecting citizens from fraud or otherwise unfair consumer sales practices as well as criminal activity.

There must be a balance between these substantial interests of the City and its citizens, and the effect of the regulations in this Chapter on the rights of those who are regulated. Based on the collective experiences of City officials derived from regulating business activity, protecting persons and property from criminal conduct, responding to the inquiries of citizens regarding door-to-door solicitation, the experience of its law enforcement officers and those affected by door-to-door canvassing and solicitation, as well as judicial decisions outlining the boundaries of constitutional protections afforded and denied persons seeking to engage in door-to-door solicitation, the City adopts this Chapter to promote the City’s substantial interests in:

- (1) Respecting citizen’s decisions regarding privacy in their residences;
- (2) Protecting persons from criminal conduct;
- (3) providing equal opportunity to advocate for and against religious belief, political position, or charitable activities; and
- (4) Permitting truthful and non-misleading door-to-door solicitation regarding lawful goods or services in intrastate or interstate commerce.

The City finds that the procedures, rules and regulations set forth in this Chapter are narrowly tailored to preserve and protect the City interests referred to herein while at the same time balancing the rights of those regulated.

3-8-2: NO OTHER CITY LICENSES OR APPROVAL REQUIRED:

- A. Registered Solicitors and persons exempt from registration need not apply for, nor obtain, any other license, permit, or registration from the City to engage in door-to-door solicitation.
- B. Any Business licensed by the City under another City Ordinance that uses employees, independent contractors, or agents for door-to-door solicitation in an effort to provide any tangible or intangible benefit to the Business, shall be required to have such Solicitors obtain a certificate, unless otherwise exempt from registration.
- C. Those Responsible Persons or Entities associated with Registered Solicitors need not apply for, nor obtain, any other license, permit, or registration from the City, provided they do not establish a temporary or fixed place of business in the City.
- D. Nothing herein is intended to interfere with or supplant any other requirement of federal, state, or other local government law regarding any license, permit, or certificate that a Registered Solicitor is otherwise required to have or maintain.

3-8-3: DEFINITIONS: For the purposes of this Chapter, the following definitions shall apply:

ADVOCATING	Speech or conduct intended to inform, promote, or support religious belief, political position, or charitable activities.
APPEALS OFFICER	The City Council or designee of the City responsible for receiving the information from the City and Appellant regarding the denial or suspension of a Certificate and issuing a decision as required by this Chapter.
APPELLANT	The person or entity appealing the denial or suspension of a Certificate, either personally as an Applicant or registered Solicitor, or on behalf of the Applicant or Registered Solicitor.
APPLICANT	An individual who is at least sixteen (16) years of age and not a corporation, partnership, limited liability company, or other lawful entity who applies for a Certificate permitting door-to-door solicitation.
APPLICATION FORM	A standardized form provided by the City to an applicant to be completed and submitted as part of registration.

B.C.I. An original or copy, dated no older than 180 days prior to the date of the Application, of either: (1) a Utah Department of Public Safety Bureau of Criminal Identification verified criminal history report personal to the Applicant; or (2) verification by the Utah Department of Public Safety Bureau of Criminal Identification that no criminal history rising to the level of a Disqualifying Status exists for the Applicant.

BUSINESS A commercial enterprise licensed by the City as a person or Entity under this Title, having a fixed or temporary physical location within the City.

CERTIFICATE A temporary, annual, or renewal Certificate permitting door-to-door solicitation in the City applied for or issued pursuant to the terms of this Chapter.

CHARITABLE ACTIVITIES Advocating by persons or Entities that either are, or support, a charitable organization.

CHARITABLE ORGANIZATION Includes any person, joint venture, partnership, limited liability company, corporation, association, group, or other entity:

- A. That is:
 - (i) A benevolent, educational, voluntary health, philanthropic, humane, patriotic, religious or eleemosynary, social welfare or advocacy, public health, environmental or conservation, or civic organization;
 - (ii) For the benefit of a public safety, law enforcement, or firefighter fraternal association; or
 - (iii) Established for any charitable purpose; and
- B. That is tax exempt under applicable provisions of the Internal Revenue Code of 1986 as amended, and qualified to solicit and receive tax deductible contributions from the public for charitable purposes.
- C. Charitable Organization includes a chapter, branch, area, or office, or similar affiliate or any person soliciting contributions within the state for a charitable organization

that has its principal place of business outside the City or State of Utah.¹

**COMPETENT
INDIVIDUAL**

A person claiming or appearing to be at least eighteen (18) years of age and of sufficiently sound mind and body to be able to engage in rational thought, conversation, and conduct.

**COMPLETED
APPLICATION**

A fully completed Application Form, a B.C.I, two copies of the original identification relied on by the Applicant to establish Proof of Identity, and the tendering of Fees.

**CRIMINALLY
CONVICTED**

The final entry of a conviction, whether by a plea of no contest, guilty, entry of a judicial or jury finding of guilt, which has not been set aside on appeal or pursuant to a writ of habeas corpus. The criminal conviction is that offense of which the Applicant or Registered Solicitor was convicted, without regard to the reduced status of the charge after completion of conditions of probation or parole, and charges dismissed under a plea in abeyance or diversion agreement.

**DISQUALIFYING
STATUS**

Anything specifically defined in this Chapter as requiring the denial or suspension of a Certificate, and any of the following:

A. The Applicant or Registered Solicitor has been criminally convicted of: (I) felony homicide, (ii) physically abusing, sexually abusing, or exploiting a minor, (iii) the sale or distribution of controlled substances, or (iv) sexual assault of any kind.

B. Criminal charges currently pending against the Applicant or Registered Solicitor for: (I) felony homicide, (ii) physically abusing, sexually abusing, or exploiting a minor, (iii) the sale or distribution of controlled substances, or (iv) sexual assault of any kind.

C. The Applicant or Registered Solicitor has been criminally convicted of a felony within the last ten (10) years;

¹Charitable Solicitation Act UCA § 13-22-2(1)(a) & (b).

D. The Applicant or Registered Solicitor has been incarcerated in a federal or state prison within the past five (5) years;

E. The Applicant or Registered Solicitor has been criminally convicted of a misdemeanor within the past five (5) years involving a crime of: (I) moral turpitude, or (ii) violent or aggravated conduct involving persons or property.

F. A Final Civil Judgment been entered against the Applicant or Registered Solicitor within the last five (5) years indicating that: (I) the Applicant or Registered Solicitor had either engaged in fraud, or intentional misrepresentation, or (ii) that a debt of the Applicant or Registered Solicitor was non-dischargeable in bankruptcy pursuant to 11 U.S.C. § 523(a)(2), (a)(4), (a)(6), or (a)(19);

G. The Applicant or Registered Solicitor currently on parole or probation to any court, penal institution, or governmental entity, including being under house arrest or subject to a tracking device;

H. The Applicant or Registered Solicitor has an outstanding arrest warrant from any jurisdiction; or

I. The Applicant or Registered Solicitor is currently subject to a protective order based on physical or sexual abuse issued by a court of competent jurisdiction.

DOOR TO DOOR SOLICITATION

The practice of engaging in or attempting to engage in conversation with any person at a Residence, whether or not that person is a competent Individual, while making or seeking to make or facilitate a home solicitation sale, or attempting to further the sale of goods and or services.

ENTITY

Includes a corporation, partnership, limited liability company, or other lawful entity, organization, society or association.

FEES

The cost charged to the Applicant or Registered Solicitor for the issuance of a Certificate and/or Identification Badge, which shall

not exceed the reasonable costs of processing the application and issuing the Certificate and/or Identification Badge.

**FINAL CIVIL
JUDGEMENT**

A civil judgment that would be recognized under state law as a judgment to which collateral estoppel would apply.

GOODS

One or more tangible items, wares, objects of merchandise, perishables of any kind, subscriptions, or manufactured products offered, provided, or sold.

**HOME SOLICITATION
SALE**

To make or attempt to make a sale of goods or services by a Solicitor at a residence by means of door-to-door solicitation, regardless of

A. The means of payment or consideration used for the purchase;

B. The time of delivery of the goods or services; or

C. The previous or present classification of the Solicitor as a solicitor, peddler, hawker, itinerant merchant, or similar designation.

**LICENSING
OFFICER**

The City employee(s) or agent(s) responsible for receiving from an Applicant or Registered Solicitor the Completed Application and either granting, suspending, or denying the Applicant's Certificate.

**NO SOLICITATION
SIGN**

A reasonably visible and legible sign that states "No Soliciting," "No Solicitors," "No Salespersons," "No Trespassing," or words of similar import.

**POLITICAL
POSITION**

Any actually held belief, or information for, against, or in conjunction with any political, social, environmental, or humanitarian belief or practice.

**REGISTERED
SOLICITOR**

Any person who has been issued a current Certificate by the City.

REGISTRATION

The process used by the City Licensing Officer to accept a Completed Application and determine whether or not a Certificate will be denied, granted, or suspended.

RELIGIOUS BELIEF

Any sincerely held belief, or information for, against, or in conjunction with, any theistic, agnostic, or atheistic assumption, presumption or position, or religious doctrine, dogma, or practice regardless of whether or not the belief or information is endorsed by any other person or public or private entity.

RESIDENCE

Any living unit contained within any building or structure that is occupied by any person as a dwelling consistent with the zoning laws of the City, together with the lot or other real property on which the living unit is located. This does not include the sidewalk, public street or public rights of way.

**RESPONSIBLE
PERSON OR
ENTITY**

That person or entity responsible to provide the following to an Applicant, Registered Solicitor, and the Competent Individual in a Residence to whom a sale of goods or services is made or attempted to be made by means of a home solicitation sale:

A. Maintaining a state sales tax number, a special events sales tax number, computing the sales taxes owing from any Sale of Goods or Services, paying the sales taxes, and filing any required returns or reports;

B. Facilitating and responding to requests from consumers who desire to cancel the sale pursuant to applicable contractual rights or law; and

C. Refunding any monies paid or reversing credit card charges to those persons who timely rescind any sale pursuant to applicable contractual rights or law.

**SALE OF GOODS
OR SERVICES**

The conduct and agreement of a Solicitor and the competent individual in a residence regarding a particular good(s) or service(s) that entitles the consumer to rescind the same within three days under any applicable federal, state, or local law.

SERVICES

Those intangible goods or personal benefits offered, provided, or sold to a Competent Individual of a Residence.

**SOLICITING
OR SOLICIT**

Means any of the following activities:

A. Seeking to obtain sales or orders for the exchange of goods, wares, merchandise or perishables of any kind, for any kind of remuneration or consideration, regardless of whether advance payment is sought;

B. Seeking to obtain prospective customers to apply for or to purchase insurance, subscriptions to publications, or publications;

C. Seeking to obtain contributions of money or any other thing of value for the benefit of any person or Entity;

D. Seeking to obtain orders or prospective customers for goods or services.

E. Seeking to engage an individual in conversation at a residence for the purpose of promoting or facilitating the receipt of information regarding religious belief, political position, charitable conduct, or a home solicitation sale.

F. Other activities falling within the commonly accepted definition of soliciting, such as hawking or peddling.

**SOLICITOR OR
SOLICITORS**

A person(s) engaged in door-to-door solicitation.

**SUBMITTED IN
WRITING**

The information for an appeal of a denial or suspension of a Certificate, submitted in any type of written statement to the City offices by certified, registered, priority, overnight or delivery confirmation mail, facsimile, or hand delivery.

**SUBSTANTIATED
REPORT**

An oral, written, or electronic report:

A. That is submitted to and documented by the City;

B. By any of the following:

1. A Competent Individual who is willing to provide law enforcement or other City employees with publicly available identification of their name, address, and any other reliable means of contact;

2. City law enforcement or Licensing Officer; or

3. Any other regularly established law enforcement agency at any level of government;

C. That provides any of the following information regarding a Registered Solicitor:

1. Documented verification of a previously undisclosed disqualifying status of a Registered Solicitor;

2. Probable cause that the Registered Solicitor has committed a disqualifying status which has not yet been determined to be a disqualifying status;

3. Documented, eye-witness accounts that the Registered Solicitor has engaged in repeated patterns of behavior that demonstrates failure by the Registered Solicitor to adhere to the requirements of this Chapter; or

4. Probable cause that continued licensing of the Registered Solicitor creates exigent circumstances that threaten the health, safety, or welfare of any individuals or entities within the City.

WAIVER

The written form provided to Applicant by the City wherein Applicant agrees that the City may obtain a name/date of birth BCI

background check on the Applicant for licensing purposes under this Chapter, and which contains Applicant's notarized signature.

3-8-4: EXEMPTIONS FROM CHAPTER: The following are exempt from Registration under this Chapter:

A. Persons specifically invited to a residence by a competent individual prior to the time of the person's arrival at the residence;

B. Persons whose license, permit, certificate or registration with the State of Utah independently permits them to engage in door to door solicitation to offer goods or services to an occupant of the residence;

C. Persons delivering goods to a residence pursuant to a previously made order, or persons providing services at a residence pursuant to a previously made request by a competent individual;

D. Persons advocating or disseminating information for, against, or in conjunction with, any religious belief, or political position regardless of whether goods, services, or any other consideration is offered or given, with or without any form of commitment, contribution, donation, pledge, or purchase; and

E. Persons representing a Charitable Organization. The charitable exemption shall apply to students Soliciting contributions to finance extracurricular social, athletic, artistic, scientific or cultural programs, provided that the solicitation has been approved in writing by the school administration, and that such student solicitors carry current picture student identification from the educational institution for which they are soliciting.

F. Those Persons exempt from registration are not exempt from the duties and prohibitions outlined in Sections 000-017, 000-018 and 000-019 while Advocating or Soliciting.

3-8-5: SOLICITATION PROHIBITED: Unless otherwise authorized, permitted, or exempted pursuant to the terms and provisions of this Chapter, the practice of being in and/or upon a private residence within the City by solicitors, for the purpose of home solicitation sales or to provide goods or services, is prohibited and is punishable as set forth in this Chapter.

3-8-6: REGISTRATION OF SOLICITORS: Unless otherwise exempt under this Chapter, all persons desiring to engage in door-to-door solicitation within the City, prior to doing so, shall submit a Completed Application to the Licensing Officer and obtain a Certificate.

3-8-7: APPLICATION FORM: The Licensing Officer shall provide a standard Application Form for use for the Registration of Solicitors. Upon request to the Licensing Officer, or as otherwise provided, any person or Entity may obtain in person, by mail, or facsimile, a copy of

this Application Form. Each Application Form shall require disclosure and reporting by the Applicant of the following information, documentation, and fee:

A. Review of Written Disclosures. An affirmation that the Applicant has received and reviewed the disclosure information required by this Chapter.

B. Contact Information.

1. Applicant's true, correct and legal name, including any former names or aliases used during the last ten (10) years;
2. Applicant's telephone number, home address and mailing address, if different;
3. If different from the Applicant, the name, address, and telephone number of the Responsible Person or Entity; and
4. The address by which all notices to the Applicant required under this Chapter are to be sent.

C. Proof of Identity. An in-person verification by the Licensing Officer of the Applicant's true identity by use of any of the following which bear a photograph of said Applicant:

1. A valid driver license issued by any State;
2. A valid passport issued by the United States;
3. A valid identification card issued by any State;
4. A valid identification issued by a branch of the United States military.

Upon verification of identity, the original identification submitted to establish Proof of Identity shall be returned to the Applicant.

D. Proof of Registration with Department of Commerce. The Applicant shall provide proof that either the Applicant, or the Responsible Person or Entity, has registered with the Utah State Department of Commerce;

E. Special Events Sales Tax Number. The Applicant shall provide a special events sales tax number for either the Applicant, or for the Responsible Person or Entity for which the Applicant will be soliciting;

F. Marketing Information.

1. The goods or services offered by the Applicant, including any commonly known, registered or trademarked names;
2. Whether the Applicant holds any other licenses, permits, registrations, or other qualifications required by federal or state law to promote, provide, or render advice regarding the offered goods or services.

G. BCI Background Check. The Applicant shall provide:

1. An original or a copy of a BCI background check as defined in this Chapter.
2. A signed copy of a Waiver whereby Applicant agrees to allow the City to obtain a name/date of birth BCI background check on Applicant for purposes of enforcement of this Chapter.²

H. Responses to Questions Regarding “Disqualifying Status.” The Applicant shall be required to affirm or deny each of the following statements on the Application Form:

1. Has the Applicant been criminally convicted of: (I) felony homicide, (ii) physically abusing, sexually abusing, or exploiting a minor, (iii) the sale or distribution of controlled substances, or (iv) sexual assault of any kind.
2. Are any criminal charges currently pending against the Applicant for: (I) felony homicide, (ii) physically abusing, sexually abusing, or exploiting a minor, (iii) the sale or distribution of controlled substances, or (iv) sexual assault of any kind.
3. Has the Applicant been criminally convicted of a felony within the last ten (10) years;
4. Has the Applicant been incarcerated in a federal or state prison within the past five (5) years;

²See Utah Code Ann. §53-10-108(1)(b).

5. Has the Applicant been criminally convicted of a misdemeanor within the past five (5) years involving a crime of: (I) moral turpitude, or (ii) violent or aggravated conduct involving persons or property.

6. Has a Final Civil Judgment been entered against the Applicant within the last five (5) years indicating that: (I) the Applicant had either engaged in fraud, or intentional misrepresentation, or (ii) that a debt of the Applicant was non-dischargeable in bankruptcy pursuant to 11 U.S.C. § 523(a)(2), (a)(4), (a)(6), or (a)(19);

7. Is the Applicant currently on parole or probation to any court, penal institution, or governmental entity, including being under house arrest or subject to a tracking device;

8. Does the Applicant have an outstanding arrest warrant from any jurisdiction; or

9. Is the Applicant currently subject to a protective order based on physical or sexual abuse issued by a court of competent jurisdiction.

I. Fee. The Applicant shall pay such fees as determined applicable by the City, which shall not exceed the reasonable cost of processing the application and issuing the Certificate and/or Identification Badge.

J. Execution of Application. The Applicant shall execute the Application Form, stating upon oath or affirmation, under penalty of perjury, that based on the present knowledge and belief of the Applicant, the information provided is complete, truthful and accurate.

3-8-8: WRITTEN DISCLOSURES: The Application Form shall be accompanied by written disclosures notifying the Applicant of the following:

A. The Applicant's submission of the Application authorizes the City to verify information submitted with the Completed Application including:

1. The Applicant's address;
2. The Applicant's and/or Responsible Person or Entity's state tax identification and special use tax numbers, if any;
3. The validity of the Applicant's Proof of Identity;

B. The City may consult any publically available sources for information on the Applicant, including but not limited, to databases for any outstanding warrants, protective orders, or civil judgments.

C. Establishing Proof of Identity is required before registration is allowed;

D. Identification of the fee amount that must be submitted by Applicant with a Completed Application;

E. The Applicant must submit a BCI background check with a Completed Application;

F. To the extent permitted by State and/or federal law, the Applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection;

G. The City will maintain copies of the Applicant's Application Form, Proof of Identity, and Identification Badge. These copies will become public records available for inspection on demand at the City offices whether or not a Certificate is denied, granted, or renewed.

H. The criteria for Disqualifying Status, denial, or suspension of a Certificate under the provisions of this Chapter.

I. That a request for a temporary Certificate will be granted or denied the same business day that a Completed Application is submitted.

3-8-9: WHEN REGISTRATION BEGINS: The Licensing Officer shall not begin the Registration process unless the Applicant has submitted a Completed Application. The original identification submitted to establish Proof of Identity shall be returned after the Licensing Officer verifies the Applicant's identity. A copy of the identification may be retained by the Licensing Officer. If an original B.C.I. background check is submitted by the Applicant, the Licensing Officer shall make a copy of the B.C.I. and return the original to the Applicant.

3-8-10: ISSUANCE OF CERTIFICATES: The Licensing Officer shall review the Completed Application submitted by the Applicant and issue a Certificate in accordance with the following:

A. **Temporary Certificate.** A temporary Certificate shall issue allowing the Applicant to immediately begin door-to-door solicitation upon the following conditions:

1. Applicant's submission of a Completed Application;
2. Applicant's submission of the required fee;
3. Applicant establishes Proof of Identity;

4. The Applicant's representations on the Application Form do not affirmatively show a Disqualifying Status;
5. The B.C.I. does not affirmatively show a Disqualifying Status; and
6. The Applicant has not previously been denied a Certificate by the City, or had a Certificate revoked for grounds that still constitute a Disqualifying Status under this Chapter.

B. A temporary Certificate will automatically expire after twenty-five (25) calendar days from issuance, or upon grant or denial of an annual Certificate, whichever period is shorter.

C. Annual Certificate. Within twenty-five (25) calendar days of the issuance of a temporary Certificate the City shall:

1. Take any and all actions it deems appropriate to verify the truthfulness and completeness of the information submitted by the Applicant, including, but not limited to those disclosed with the Application Form.
2. Issue written notice to the Applicant and the Responsible Person or Entity, if any, that the Applicant either:
 - (i) Will be issued an annual Certificate, eligible for renewal one year from the date of issuance of the temporary Certificate; or
 - (ii) Will not be issued an Annual Certificate for reasons cited in Section 000-014 of this Chapter.

D. Renewal Certificate. An annual Certificate shall be valid for one year from the date of issuance of the temporary Certificate and shall expire at midnight on the anniversary date of issuance. Any annual Certificate that is not suspended, revoked, or expired may be renewed upon the request of the Registered Solicitor and the submission of a new completed application and payment of the fee, unless any of the conditions for the denial, suspension or revocation of a Certificate are present as set forth in section 3-8-14, or a Disqualifying Status is present.

3-8-11: FORM OF CERTIFICATE AND IDENTIFICATION BADGE.

A. Certificate Form. Should the Licensing Officer determine that the Applicant is entitled to a Certificate, the Licensing Officer shall issue a Certificate to the Applicant. The Certificate shall list the name of the Registered Solicitor and the Responsible Person or Entity, if any, and the date on which the Certificate

expires. The Certificate shall be dated and signed by the License Officer. The Certificate shall be carried by the Registered Solicitor at all times while soliciting in the City.

B. Identification Badge. With both the temporary and annual Certificates, the City shall issue each Registered Solicitor an Identification Badge that shall be worn prominently on his or her person while soliciting in the City. The Identification Badge shall bear the name of the City and shall contain: (a) the name of the Registered Solicitor; (b) address and phone number of the Registered Solicitor, or the name, address, and phone number of the Responsible Person or Entity is provided; a recent photograph of the Registered Solicitor; and (d) the date on which the Certificate expires.

3-8-12: MAINTENANCE OF REGISTRY : The Licensing Officer shall maintain and make available for public inspection a copy or record of every Completed Application received and the Certificate or written denial issued by the City. The Applicant's BCI background check shall remain a confidential, protected, private record not available for public inspection. The Licensing Officer may furnish to the head of the City's law enforcement agency a listing of all Applicants, those denied, and those issued a Certificate.

3-8-13: NON-TRANSFERABILITY OF CERTIFICATES: Certificates shall be issued only in the name of the Applicant and shall list the Responsible Party or Entity, if any. The Certificate shall be non-transferable. A Registered Solicitor desiring to facilitate or attempt to facilitate Home Solicitation Sales with different: (a) Goods or Services; or (b) Responsible Person or Entity, from those designated in the originally submitted Completed Application, shall submit a written change request to the Licensing Officer. A new Certificate based on the amended information shall issue for the balance of time remaining on the Solicitor's previous Certificate before the amendment was filed. Before the new Certificate is given to the Registered Solicitor, the Registered Solicitor shall obtain a revised Identification Badge from the City, after payment of the Fee for the Identification Badge.

3-8-14: DENIAL, SUSPENSION OR REVOCATION OF A CERTIFICATE OF REGISTRATION:

A. Denial. Upon review, the Licensing Officer shall refuse to issue a Certificate to an Applicant for any of the following reasons:

1. Denial of Temporary Certificate.

- a. the Application Form is not complete;
- b. the Applicant fails to (1) establish Proof of Identity, (2) provide a B.C.I. or (3) pay the Fees;
- c. the Completed Application or B.C.I. indicates that the Applicant has a Disqualifying Status; or

- d. The Applicant has previously been denied a Certificate by the City, or has had a Certificate revoked for grounds that still constitute a Disqualifying Status under this chapter.

2. Denial of Annual Certificate.

- a. The information submitted by the Applicant at the time of the granting of the temporary Certificate is found to be incomplete or incorrect;
- b. Since the submission of the Completed Application, the Applicant is subject to a previously undisclosed or unknown Disqualifying Status;
- c. Failure to complete payment of the Fees;

- d. Since the submission of the Application, the City has received a Substantiated Report regarding the past or present conduct of the Applicant;
- e. Since the submission of the Application, the City or other governmental entity has either criminally convicted or obtained a civil injunction against the Applicant for violating this Chapter or similar Federal, State, or municipal laws in a manner rising to the level of a Disqualifying Status; or
- f. Since the submission of the Application, a Final Civil Judgment has been entered against the Applicant indicating that: (I) the Applicant had either engaged in fraud, or intentional misrepresentation, or (ii) that a debt of the applicant was non-dischargeable in bankruptcy pursuant to 11 U.S.C. § 523(a)(2), (a)(4), (a)(6), or (a)(19).

3. Denial of Annual Certificate Renewal.

- a. The information submitted by the Applicant when seeking renewal of a Certificate is found to be incomplete or incorrect;
- b. Since the submission of the renewal Application, the Applicant is subject to a previously undisclosed or unknown Disqualifying Status;
- c. Failure to complete payment of the Fees;
- d. Since the submission of the Application or granting of a Certificate, the City has received a Substantiated Report regarding the past or present conduct of the Solicitor;
- e. The City or other governmental entity has either criminally convicted or obtained a civil injunction against the Applicant for violating this Chapter or similar Federal, State, or municipal laws in a manner rising to the level of a Disqualifying Status; or
- f. Since the submission of the Application, a Final Civil Judgment has been entered against the Applicant indicating that: (I) the Applicant had either engaged in fraud, or intentional misrepresentation, or (ii) that a debt of the applicant was non-dischargeable in bankruptcy pursuant to 11 U.S.C. § 523(a)(2), (a)(4), (a)(6), or (a)(19).

B. Suspension or Revocation. The City shall either suspend or revoke a Certificate when any of the reasons warranting the denial of a Certificate occurs.

C. Notice of Denial or Suspension. Upon determination of the Licensing Officer to deny an Applicant's Completed Application or to suspend a Registered Solicitor's Certificate, the City shall cause written notice to be sent to the Applicant or Registered Solicitor by the method indicated in the Completed Application. The Notice shall specify the grounds for the denial or suspension, the documentation or information the City relied on to make the decision, the availability of the documentation for review by Applicant upon one (1) business day notice to the City, and the date upon which the denial or suspension of the Certificate shall take effect. It shall further state that the Applicant or Registered Solicitor shall have ten (10) business days from the receipt of the notice of denial or suspension to appeal the same. The denial or suspension of the Certificate shall be effective no sooner than two (2) calendar days from the date the notice is sent, unless that suspension is because of exigent circumstances outlined in Section 3-8-3, in which case, the suspension is effective immediately. The denial or suspension shall remain effective unless and until the order is rescinded, overturned on appeal, or determined by a court to be contrary to equity or law. Failure to appeal the suspension of a Certificate automatically results in its revocation.

3-8-15: APPEAL: An Applicant or Registered Solicitor whose Certificate has been denied or suspended shall have the right to appeal to the City Council or its designee. Any appeal must be submitted by either the Applicant, the Responsible Person or Entity, or legal counsel for either who: (a) documents the relationship with the Applicant or Responsible Person or Entity; or (b) is licensed or authorized by the State of Utah to do so, and makes the assertion of an agency relationship. The following procedures and requirements shall apply:

A. Any appeal must be submitted in writing to the City Recorder with a copy to the License Officer within ten (10) business days of the decision from which the appeal is taken. Such appeal shall describe in detail the nature of the appeal, the action complained of and the grounds for appeal.

B. Upon request of the Applicant or Registered Solicitor, within one business day, the City will make available any information upon which it relied in making the determination to either deny or suspend the Certificate.

C. The Appeals Officer shall review, de novo, all written information submitted by the Applicant or Registered Solicitor to the Licensing Officer, any additional information relied upon by the Licensing Officer as the basis for denial, suspension or revocation, and any additional information supplied by the City, Applicant or Registered Solicitor. Any additional information submitted by any party to the appeal to the Appeals Officer shall be simultaneously submitted to the opposing party. If

desired, any party shall have three (3) business days to submit rebuttal documentation to the Appeals Officer regarding the additional information submitted by the opposing party.

D. The Appeals Officer will render a decision no later than fifteen (15) calendar days from the date the appeal was taken, unless an extension of time is agreed upon by the parties. In the event that any party to the appeal submits rebuttal information as allowed in Section 3-8-15 (3), the fifteen (15) calendar days shall be extended to include the additional three (3) days for rebuttal.

1. The denial or suspension of the Certificate shall be reversed by the Appeals Officer if upon review of the written appeal and information submitted, the Appeals Officer finds that the Licensing Officer made a material mistake of law or fact in denying or suspending the Applicant or Registered Solicitor's Certificate.

2. If the written appeal and information submitted indicates that the Licensing Officer properly denied or suspended the certificate of the Applicant or Registered Solicitor, the denial or suspension of the Certificate shall be affirmed and constitute a determination that the suspended Certificate is revoked.

3. The decision of the Appeals Officer shall be delivered to the Applicant or Registered Solicitor by the means designated in the completed Application, or as otherwise agreed upon when the Appeal was filed.

E. After the ruling of the Appeals Officer, the Applicant or Solicitor is deemed to have exhausted all administrative remedies with the City.

F. Nothing herein shall impede or interfere with the Applicant's, Solicitor's, or City's right to seek relief in a court of competent jurisdiction.

3-8-16: DECEPTIVE SOLICITING PRACTICES PROHIBITED:

A. No Solicitor shall intentionally make any materially false or fraudulent statement in the course of Soliciting.

B. A Solicitor shall immediately disclose to the consumer during face-to-face Solicitation; (I) the name of the Solicitor; (ii) the name and address of the entity with whom the Solicitor is associated; and (iii) the purpose of the Solicitor's contact with the person and/or competent individual. This requirement may be satisfied through the use of the badge and an informational flyer.

C. No Solicitor shall use a fictitious name, an alias, or any name other than his or her true and correct name.

D. No Solicitor shall represent directly or by implication that the granting of a Certificate of Registration implies any endorsement by the City of the Solicitor's goods or services or of the individual Solicitor.

3-8-17: “NO SOLICITATION” NOTICE:

A. Any occupant of a Residence may give notice of a desire to refuse Solicitors by displaying a “No Solicitation” sign which shall be posted on or near the main entrance door or on or near the property line adjacent to the sidewalk leading to the Residence.

B. The display of such sign or placard shall be deemed to constitute notice to any Solicitor that the inhabitant of the residence does not desire to receive and/or does not invite Solicitors.

C. It shall be the responsibility of the Solicitor to check each residence for the presence of any such notice.

D. The provisions of this Section shall apply also to Solicitors who are exempt from registration pursuant to the provisions of this Chapter.

3-8-18: DUTIES OF SOLICITORS:

A. Every person Soliciting or Advocating shall check each Residence for any "No Soliciting" sign or placard or any other notice or sign notifying a solicitor not to solicit on the premises, such as, but not limited to, "No Solicitation" signs. If such sign or placard is posted such Solicitor shall desist from any efforts to solicit at the Residence or dwelling and shall immediately depart from such property. Possession of a Certificate of Registration does not in any way relieve any solicitor of this duty.

B. It is a violation of this Chapter for any person Soliciting or Advocating to knock on the door, ring the doorbell, or in any other manner attempt to attract the attention of an occupant of a Residence that bears a “No Solicitation” sign or similar sign or placard for the purpose of engaging in or attempting to engage in advocating, a home solicitation sale, door-to-door soliciting, or soliciting.

C. It is a violation of this Chapter for any Solicitor through ruse, deception, or fraudulent concealment of a purpose to Solicit, to take action calculated to secure an audience with an occupant at a residence.

D. Any Solicitor who is at any time asked by an occupant of a Residence or dwelling to leave shall immediately and peacefully depart.

E. The Solicitor shall not intentionally or recklessly make any physical contact with, or touch another person without the person's consent;

F. The Solicitor shall not follow a person into a residence without their explicit consent;

G. The Solicitor shall not continue repeated Soliciting after a person and/or competent individual has communicated clearly and unequivocally their lack of interest in the subject, goods or services of the solicitor;

H. The Solicitor shall not use obscene language or gestures.

3-8-19: TIME OF DAY RESTRICTIONS: It shall be unlawful for any person, whether licensed or not, to Solicit at a Residence before 9:00 a.m. or after 9:00 p.m Mountain Time, unless the Solicitor has express prior permission from the resident to do so.

3-8-20: BUYER'S RIGHT TO CANCEL: In any Home Solicitation Sale, unless the buyer requests the Solicitor to provide goods or services without delay in an emergency, the seller or Solicitor shall present to the buyer and obtain buyer's signature to a written statement which informs the buyer of the right to cancel within the third business day after signing an agreement to purchase. Such notice of "Buyer's right to cancel" shall be in the form required by § 70C-5-103, Utah Code Annotated, 1953, or a current version thereof or any State or Federal law modifying or amending such provision.

3-8-21: PENALTIES: Any person who violates any term or provision of this Chapter shall be guilty of a Class B Misdemeanor and may be punished by a fine and/or a jail sentence.

SECTION 14: This ordinance shall take effect upon posting.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, Utah this 13th day of October, 2009.

MAYOR: Brent V. Petersen

ATTEST:

Erika J. Ahlstrom, City Recorder

CERTIFICATE OF POSTING

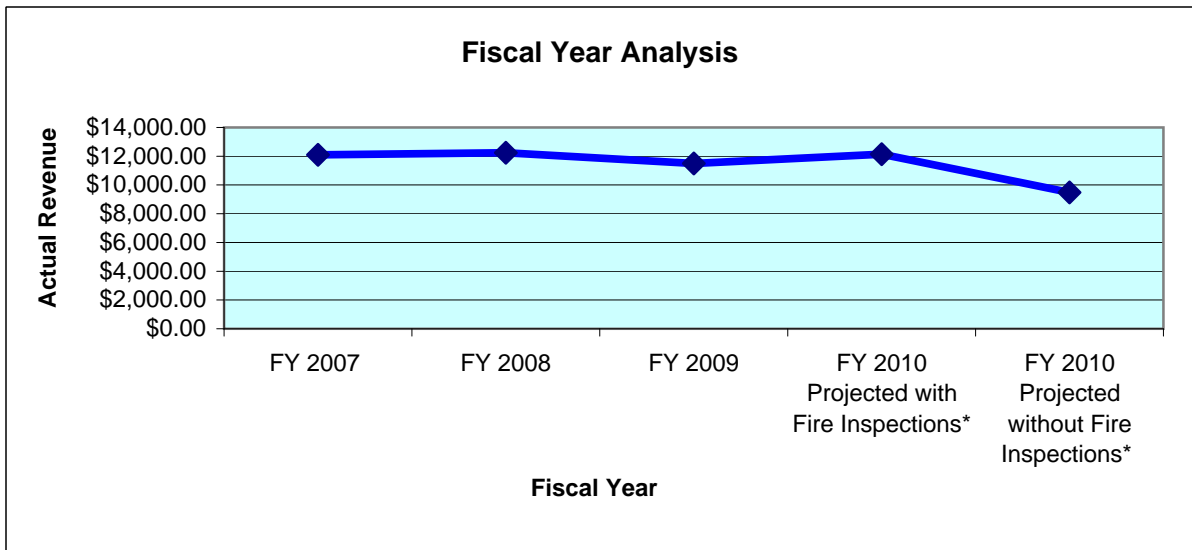
I, the duly appointed recorder for the City of South Weber, hereby certify that *Ordinance 09-12: An Ordinance Amending Title 3 Business and License Regulations* was passed and adopted the 13th day of October, 2009, and certify that copies of the foregoing Ordinance 09-12 were posted in the following locations within the municipality this ____ day of _____, 2009.

1. Ray's Valley Service, 1589 E. South Weber Drive
2. South Weber Elementary, 1285 E. Lester Drive
3. South Weber Family Activity Center, 1181 E. Lester Drive
4. South Weber City Building, 1600 E. South Weber Drive
5. South Weber City website www.southwebercity.com

Erika J. Ahlstrom, City Recorder

Type of Business	Clerical (Database Entry/Printing/Quarterly Reporting/Renewals/BL webpage) Time/Cost	Verification of Info (i.e. license #s, zoning) Time/Cost	Overall Verification/Approval of Application	Fire Inspection Frequency Per Code	Fire Inspection	Adtl Building Inspection	Total Cost (When Fire Inspection Required, if totals same, inspection required yearly)	Total Cost	Comparison to Current 2008 Fee (Business Examples)
Home Occupations w/o patrons/employees	1.5 hr/\$25.00	0.25 hr/\$4.00	0.5 hr/\$13.00	1 Every 3 Years	\$15/hr Min 1 hr	NA	\$57.00	\$42.00	\$40.00 (Home Office)
Home Occupations w/patrons/employees	1.5 hr/\$25.00	0.5 hr/\$8.00	0.5 hr/\$13.00	Every Year	\$15/ hr Min 1 hr	NA	\$61.00	\$61.00	\$100.00 (Daycare / Preschool)
Commercial	1.5 hr/\$25.00	0.5 hr/\$8.00	0.5 hr/\$13.00	Every Year	\$15/ hr Min 1 hr	NA	\$61.00	\$61.00	\$175.00 (Rays)
Construction	1.5 hr/\$25.00	0.5 hr/\$8.00	0.5 hr/\$13.00	Every Year	\$15/ hr Min 1 hr	NA	\$61.00	\$61.00	\$175.00 (Excavation/Construction i.e. Kaps)
Rental Units	1.5 hr/\$25.00	0	0.25 hr/ \$4.00	1 Every 3 Years	\$15/hr Min 1 hr	NA	\$44.00	\$29.00	\$30.00 (2 or less units) \$50 (more than 2 units)
Group Home	1.5 hr/\$25.00	0.5 hr/\$8.00	0.5 hr/\$13.00	Every Year	\$15/hr Min 1 hr	NA	\$61.00	\$61.00	\$75.00 (Pryme Corp Group Home)
Vending Machines	1.5 hr/\$25.00	0	0.5 hr/\$13.00	NA	NA	NA	\$38.00	\$38.00	\$15.00 per machine/year (Redbox)
Solicitors/Peddlers	1.5 hr/\$25.00	0.5 hr/\$8.00	0.5 hr/\$13.00	NA	NA	NA	\$46.00	\$46.00	\$10 + \$5/employee
Temporary Business (Less than 90 Days)	1.5 hr/\$25.00	0.5 hr/\$8.00	0.5 hr/\$13.00	Depends on Business Type	\$15/ hr Min 1 hr	NA	\$61.00	\$61.00	\$35 (Corn maze, snow cone)
Mining	1.5 hr/\$25.00	0.5 hr/\$8.00	0.5 hr/\$13.00	Every Year	\$15/ hr Min 1 hr	\$47/inspection /April - Oct = 28 X 47 = 1316	\$1,377.00	\$1,377.00	\$200/year

*Employee time reflects wage + benefits



*Numbers will vary depending on where license falls in fire inspection schedule & based on every license renewing (as of 9/29/09 172 licenses)

DATA:

FY 2007	\$12,094.00
FY 2008	\$12,238.50
FY 2009	\$11,497.50
FY 2010 Projected with Fire Inspections*	\$12,141.00
FY 2010 Projected without Fire Inspections*	\$9,478.00

For Office Use Only

Application/License #: _____
Approved By: _____ Date: _____
License Fee: \$ _____ Receipt #: _____
Initial Fire Inspection: _____ Next: Every 3 years



**BUSINESS LICENSE
RENTAL UNITS APPLICATION**

Property Information (Attach additional sheets if needed)

Address #1: _____ Parcel #: _____

Rental Agreement (Please provide copy to City for file)

Address #2: _____ Parcel #: _____

Rental Agreement (Please provide copy to City for file)

Address #3: _____ Parcel #: _____

Rental Agreement (Please provide copy to City for file)

Owner Information

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____

Best Way/Preferred Method of Contact:

___Email ___Phone ___Fax ___Mail

Property Manager Information

Check here if same as Owner

Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____

Best Way/Preferred Method of Contact:

___Email ___Phone ___Fax ___Mail

Yes, please notify Owner Property Manager if the South Weber Utility bill becomes delinquent for two consecutive months and a shut off notice has been issued for any of the above properties listed.

Emergency Contact

Name: _____ Phone: _____

To be completed and signed by Applicant

APPLICANT AFFIDAVIT

State of Utah)
County of _____)

I (We) _____, being duly sworn, depose and say I (we) am (are) the sole owner(s)/
Property Owner(s) or Agent
agent of the owner(s), of the property involved in this application, to wit, _____,
Property Address

South Weber, Utah, and that the statements and answers contained herein, in the attached plans, and other exhibits, thoroughly and to the best of my ability, present the argument in behalf of the application. Also, all statements and information are in all respects true and correct, to the best of my knowledge and belief; and in consideration of obtaining this business license, I have read and agree to all conditions set forth in Title 3, Business & License Regulations & Title 8-1-2 Water Use & Service, of the South Weber City Code

Dated this _____ day of _____, _____.

Signed: _____
Applicant (Property Owner or Agent) Applicant (Property Owner or Agent)

Subscribed and Sworn before me this _____ day of _____, 20_____.

Notary Public: _____

To be completed and signed by Property Owner if not Applicant

AGENT AUTHORIZATION

State of Utah)
County of _____)

I (We) _____, the sole owner(s) of the real property located at
Property Owner(s)
_____, South Weber City, Utah, do hereby appoint _____,
Property Address

as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and to appear on my (our) behalf before any city boards considering this application.

Dated this _____ day of _____, _____.

Signed: _____
Property Owner Property Owner

Subscribed and Sworn before me this _____ day of _____, 20_____.

Notary Public: _____

NOTE: If a secondary agent authorization is needed, such as an apartment manager, two agent authorizations will be required. You may copy this page for this purpose, or obtain another form at the City office.

SOUTH WEBER CITY COUNCIL

Staff Backup Report

Date of City Council Meeting: **13 Oct 2009**

Title: **RES 09-44 Amending Consolidated Fee Schedule**

Scheduled Time: **6:55 p.m.**

RECOMMENDATION

Approve amendments to fee schedule.

BACKGROUND

Substantive changes are as follows in order of appearance in fee schedule:

Chapter 1: Property Plat Research for Public Notice Labels – This is a service the staff will offer for the convenience of applicants (developers, conditional use permit applicants, etc.) if they do not want to do this research themselves or go to the county for this information.

Public Works Standards – Cost increased due to new standards that were adopted consisting of more pages. Not cost prohibitive because this information is available for free on the city's website, or for \$5 on a CD.

Asterisks have been added to items that are available on website. Most applications and forms are available on the website, and can be provided on a CD for \$5 if desired.

Chapter 7: Business License Fees – Fees were discussed along with amendments to City Code regulating business licensing. Changes reflect recommendations of Council.

Chapter 11: Court Fees – Provided by Court Clerks to reflect current county fees.

Chapter 14: Garbage Deposit – Clarified deposit is required for Rental Units and properties not connected to City water in accordance with RES ~~09-010~~.⁹⁵⁻⁰¹⁰

Chapter 17: Vacation of Street... - Reduced fee due to change in Utah code required less number of public notices.

Chapter 21: Sewer Fees – Deposit information added.

Chapter 22: Water Rates – Changes reflect tiered water rates increase approved by RES 08-40, effective October 1, 2009. Also, deposit clarification added.

Chapter 23: Utility Fees – Deposit information added.

RESOLUTION 09-44
A RESOLUTION AMENDING
CONSOLIDATED FEE SCHEDULE

BE IT HEREBY RESOLVED, by the City Council of South Weber City, State of Utah, as follows:

WHEREAS, various departments of the municipal government of South Weber City charge fees to offset the expense of providing certain municipal services; and

WHEREAS, these fees are reviewed regularly and adjusted as needed; and

WHEREAS, amendments to the fee schedule are necessary to reflect changes based on ordinances and resolutions approved by the City Council, and organizational changes to accurately reflect current practices and changes in programs.

NOW THEREFORE, be it hereby resolved by the South Weber City Council that the attached amended fee schedule set forth herein is hereby adopted and shall be effective upon passing of this resolution, and that any other amendments shall be changed or added by resolution.

PASSED AND ADOPTED by the City Council of South Weber this 13th day of October 2009.

APPROVED

Brent V. Petersen, Mayor

Attest:

Erika J. Ahlstrom, City Recorder

CONSOLIDATED FEE SCHEDULE

(Amended by Resolution 09-44 13; ~~24 March~~ 13 October 2009)

CHAPTER 1: ADMINISTRATIVE CHARGES

1. **Budget *** \$.25 per page
2. **Copies**
\$.25 per (8 ½" x 11") copy (black & white)
\$.75 per (11" x 17") copy (black & white)
\$1.75 per (8 ½" x 11") copy (color)
\$2.25 per (11" x 17") copy (color)
3. **City Lapel Pins and Paperweights** \$3.00 each
4. **Fax Machine**
\$4.50 first page

\$2.00 each additional page

\$1.50 extra for outside of U.S.
5. **History Books** \$5 (one free copy per household to new residents)
6. **Keys**
Main Bldgs: Minimum \$50 and cost to re-key

Inside Rooms: Minimum \$15 or non-essential

Master Keys: Min of \$75 and cost to re-key
7. **Maps ***
\$.25 (8 ½" x 11") black & white
\$.75 (11" x 17") black & white
\$2.25 (11" x 17") color
8. **General Plan *** \$29 Bound Booklet w/Colored Maps
(available for free in electronic format on website)
9. **Ordinance Book *** \$74 Does not include binder and/or tabs
(subject to change/supplied by Sterling Codifiers)
10. **Audio Recordings** \$ 5 per CD
11. **General Research** \$10 per hour minimum for records research (payable in advance) plus \$.25 per each page copied, plus the cost of envelope and postage
12. **Property Plat Research for Public Notice Mailing Labels** \$100

(Chapter 1 cont'd)

CHAPTER 1: ADMINISTRATIVE CHARGES cont'd

- 13. Subdivision Book* \$15
- 1314. Public Works Standards * ~~\$15~~ \$50
- 1415. Request for Special Mtg. \$450 (Resolution 96-021)
- 1516. Use of City Chambers \$50 minimum charge (maximum use 2 hrs) - Non-City activity
Res 96-018
- 17. Information or Forms on CD \$5 per CD

** Information is available for free in electronic format on City website*

CHAPTER 2: ANIMAL CONTROL

Dog Licensing Fees (as set by Davis County effective 20 August 2007)

- 1. Unaltered - 1 year \$24
- 2. Neutered - 1 year \$12
- 3. Late Fee \$20
- 4. Duplicate Fee \$ 6
- 5. Senior Citizen Owner (age 60 & over) Rates for License:
 - Unaltered - 1 year \$10
 - Neutered - Lifetime \$20

Violation Fees: In accordance with Davis County Animal Control fees.

CHAPTER 3: ANNEXATION

- Application Fee: \$ 50
- Processing Fee: \$ 900 (Minimum)

Any additional costs of processing, including reasonably necessary professional fees**, above \$900 will be charged to the applicant. Applicant will furnish mylar and pay all associated recording costs.

**Professional services may include but are not limited to Engineering and Legal services. Prior to granting final approval and/or a building permit all professional service fees incurred to date shall be paid in full. The City will bill the applicant for 100% of the City's actual professional service costs as said fees are incurred.

CHAPTER 4: BEER LICENSE FEES (Resolution 97-033)

- 1. Class A \$250 + bond (Sell in original container to consume off premises).
- 2. Class B \$375 + bond (Sell in original container to consume on/off premises).
- 3. Class C \$500 + bond (Serving both beer and liquor for consumption on/off premises).

CHAPTER 5: BOARD OF ADJUSTMENT

- 1. Appeals** \$100 Per Appeal (Non-Refundable) This fee is for appeal of a single issue/action. Appeal of more than one issue/action may not be combined under one appeal fee and will be charged \$100 per issue/action under appeal.
- 2. Variances** \$200 (Non-Refundable)

CHAPTER 6: BUILDING PERMIT FEES

Fees are based upon the current International Building Code, International Plumbing Code, International Mechanical Code, International Fire Code, National Electrical Code, and the NFPA Standards.

The building permit valuations shall be based on the tables found in the current edition of the Building Standards Magazine. Other fees include:

1. Permit Fees

- | | |
|-----------------------------------|---|
| A. Plan Check Fee | 30% of Building Fee or \$47 minimum |
| B. State Fee | 1% of Building Fee (charged on all building permits) |
| C. Central Weber Sewer Fee | \$2,449.65 (depending on ERU's); \$116.65 is handling fee for Central Weber.
An additional \$75 (CW Res 98-2) SWC 04-005 if connecting directly in Central's Line. |
| D. Electrical | \$47.47 – Pay full amount when submitted
(Includes state fee) |
| E. Fire Damage | \$47 per inspection plus plan check fee |
| F. Agricultural Building | Computed as a carport or garage |
| G. Remodeling | \$47 per inspection plus plan check fee (as determined by the Building Inspector-if no footings or foundation) |
| H. Swimming Pool | \$94; additional inspections \$47 each plus plan check fee |
| I. Wood Stoves | \$47 per inspection |
| J. Deck (After Home Built) | \$47 per inspection plus plan check fee |

(Chapter 6 cont'd)

CHAPTER 6: BUILDING PERMIT FEES cont'd

- K. Demolition** \$94 + \$500 performance bond fee
(Minimum 2 inspections at \$47 each)
- L. Sign Permit** \$147.50 (includes \$50 completion bond
which is refundable when sign is taken down)
- M. Parking Lots** Site Plan Review by Planning Commission.
Cost of two inspections: (1) Completion
(2) Compliance to PC requirements
- N. Communication Tower** \$1,000 (Res. 96-026)
- O. After Hours Inspection Fee** \$94 per inspection
- P. Penalty Fee** \$50 (This will be charged after a
second "failed" inspection on the same item and/or inspection. Fee is
payable prior to third inspection being performed).
- Q. Owner Transfer Fee** \$25

A minimum fee of \$47 will be charged for any building permit; as well as electrical, mechanical, or plumbing permits.

2. Completion Fees

A. Commercial

Commercial building permits, new construction, or renewals or additions will be charged based on the valuation of the permit from the presently used International Building Code:

Valuations \$10,000 and above. \$1,500
Valuations below \$10,000 \$ 500

B. Residential

All New Home Construction. \$ 500

C. Remodeling Additions

Valuations \$10,000 and above. \$ 200
Valuations below \$10,000 \$ 50

D. Miscellaneous Building Permits

All building permits will be charged a minimum completion fee of \$50.

CHAPTER 7: BUSINESS LICENSES

~~New application fee: \$10, plus business license fee as follows:~~

<i>1. Home Occupations without patrons/employees</i>	<i>\$42</i>
<i>2. Home Occupations with patrons/employees</i>	<i>\$61</i>
<i>3. Group Home</i>	<i>\$61</i>
<i>4. Commercial</i>	<i>\$61</i>
<i>A. Beer License (Retail)</i>	<i>Class A - \$250 per year</i> <i>Class B - \$350 per year</i> <i>Class C - \$500 per year</i>
<i>B. Beer License Bond</i>	<i>\$5,000 per license</i>
<i>C. Cabarets</i>	<i>Class A - \$200 per year</i> <i>Class B - \$100 per year</i>
<i>D. Sexually Oriented Businesses (Res.97-013)</i>	<i>\$250 per business</i>
<i>1. Outcall Service</i>	<i>\$400 per business</i>
<i>2. Employee Licenses</i>	<i>\$150 per employee</i>
<i>5. Rental Units</i>	<i>\$29</i>
<i>6. Construction</i>	<i>\$61</i>
<i>7. Mining</i>	<i>\$1,377</i>
<i>8. Solicitors/Peddlers</i>	<i>\$46</i>
<i>9. Vending Machine</i>	<i>\$38</i>
<i>10. Temporary Business</i>	<i>\$61</i>
<i>11. Fire Inspection (Minimum 1 hour)</i>	<i>\$15/hr*</i>

**If a fire inspection is scheduled and not completed due to failure on the applicant's part, a \$15 fee will be assessed in addition to the completed inspection fee.*

~~1. Auto Courts, Campgrounds \$ 75, plus \$5 for each space over five (5)
and Trailer Camps~~

~~2. Auto-Related \$ 75 per year~~

3. Auctioneers and Auction Houses	\$ 10 per day \$ 25 per week \$ 50 per quarter year \$1.00 per year
4. Bakeries Wholesale	\$ 50 per year, plus \$10 for ea. over one Retail \$ 75 per year
5. Beer License (Retail)	Class A \$250 per year Class B \$350 per year Class C \$500 per year
6. Beer License Bond	\$5,000 per license
7. Cabarets	Class A \$200 per year Class B \$100 per year
8. Carnivals and Circuses	\$100, plus \$25 per day
9. Christmas Tree Lot	\$ 75 per year
10. Cleaning Establishments including Laundry and Dry Cleaning	\$125 per year
11. Cosmetologist/Barber	\$100 per year, plus \$25 per chair over three
12. Contractor	\$175 per year, unless carried on as an authorized home occupation, then \$ 75 per year
13. Dance Hall	\$100 per year
14. Day Care and Preschools	\$100 per year, unless carried on as authorized home occupation, then \$75 per year

(Chapter 7 cont'd)

CHAPTER 7: BUSINESS LICENSES cont'd

15. Entertainment Devices	\$ 10 for each device over two
16. Food, Dry Goods, and Groceries	\$ 75 per year
17. Gravel Pit	\$200 per year
18. Group Home	\$ 75 per year
19. Lodging Facility	\$150 per year, plus \$25 for each room over four
20. Nursery/Florist	\$ 75 per year
21. Professional Services	\$75
22. Peddlers	\$ 5 per day, plus \$5 per employee \$ 10 per week, plus \$5 per employee \$ 25 per month, plus \$5 per employee \$ 50 per year, plus \$5 per employee
23. Real Estate	\$ 75 per year
24. Rental Dwelling Units	\$ 30 (Owning two or less units) \$ 50 (Owning three or more units) Plus \$ 3 per Unit (Res.00-032)
25. Restaurant	\$100 per year, plus \$1 per seat over 25
Take-Out Only	\$ 75 per year
26. Retail Sales	\$ 75 per year
27. Service Station-Retail	\$100 per year, plus \$10 per pump
28. Sexually Oriented Businesses (Res.97-013)	\$250 per business
Outcall Service	\$400 per business
Employee Licenses	\$150 per employee
29. Solicitors	\$ 10 registration fee per year & \$5 per employee
30. Storage Sheds	\$ 50 per year, plus \$2 per unit
31. Temporary Business	\$ 35

(Chapter 7 cont'd)

~~CHAPTER 7: BUSINESS LICENSES cont'd~~

- ~~32. Theater~~ ————— \$ 50 per year, plus \$50 per screen or stage
- ~~33. Vending Machines~~ ————— \$ 15 per machine per year
- ~~34. All Other Occupations~~ ————— \$ 40 per year
Not specifically provided for that require a fire inspection every three years
- ~~35. All Other Occupations~~ ————— \$ 35 (Res. 04-34)
Not specifically provided for that does not require a fire inspection
- ~~36. All Other Occupations~~ ————— \$ 75 per year
Not specifically provided for that require a fire inspection every year
- ~~37. Duplicate Business License~~ ————— \$ 5
- 38. 12. Amendment to Original** \$ 10 (Staff approval)
Application/License \$ 25 (P/C approval)
- 39 13. Combination License** Where 2 or more businesses are conducted within a single establishment by the same person, combination license may be issued. Fee based on full regular fee for business which carries highest annual rate, plus ½ of the regular rate for each other business. (SWC Code 3-1-6)

Late Payment on Business License:

A 50% penalty shall be assessed to the fee for any business fees which have not been paid by 1 February. A 100% penalty shall be assessed for any business license which has not been paid by 1 March. (SWC Code 3-1-~~3E4E~~)

FILING FEE REFUNDS: (SWC Code 3-1-3B)

If applicant decides to withdraw application before a license is issued, one half of the fee shall be non-refundable.

If business license official denies application, the application shall be returned with one half (1/2) of the amount of fees deposited. If applicant appeals to City Council and the Council approves the application, the applicant will resubmit to the City the amount of fee that was refunded by the licensing official

CHAPTER 8: CIVIC CENTER (7355 S. 1375 E.)

RENTAL: \$200 Deposit, plus fees listed below
Bldg. will only be put on "hold" for 24 hrs without receipt of deposit.

FEES: The following fees shall be assessed for the use of the Civic Building:

1. **City Government Related Meeting** No Charge. However, all rules shall be Adhered to; as well as clean-up.
2. **Other Governmental, Nonprofit Organizations, & Residents**
Multi-Purpose Room \$25 for first hour and \$10 each additional hour (one-hour minimum and four hour maximum rental) Fee to be paid in full before key will be checked out.
3. **Private, Commercial Organizations, & Non-Residents**
Multi-Purpose Room \$35 for first hour and \$10 each additional hour (one-hour minimum and four hour maximum) Fee to be paid in full before key will be checked out.
4. **Deposit Policy** In addition to the rental fees (above) a \$200 security deposit is required for all rentals. A minimum \$50 payment is due at the time the reservation is made and the balance paid at the time the key is picked up. Deposits made via check will be cashed.

The Fee and security deposit may be refunded in full if the reservation is canceled three (3) weeks prior to use. A refund of 50% of the fee and 100% of the security deposit may be made if the reservation is canceled less than 3 weeks, but more than 48 hours prior to scheduled use.

South Weber City reserves the right to refuse rental to any person or entity for any reason with or without cause.

CHAPTER 9: COMMUNITY SPONSOR

1. Annual Recognition Levels – Country Fair Days (CFD)

- **Platinum Supporter = \$800 +**
 - Company's Banner* displayed in Family Activity Center for 12 months
 - 1/4 page ad in each City Newsletter (6 times a year)
 - Recognition in all CFD promotional materials
 - Recognition on South Weber City's website (for one year)
- **Gold Supporter = \$500 - \$799**
 - Company's Banner* displayed at Family Activity Center during week of CFD
 - 1/8 page ad in each City Newsletter (6 times a year)
 - Recognition in all CFD promotional materials
 - Recognition on South Weber City's website (for one year)

(Chapter 9 cont'd)

CHAPTER 9: COMMUNITY SPONSOR cont'd

- **Silver Supporter = \$300 - \$499**
 - 1/8 page ad in 3 issues of City Newsletter
 - Recognition in all CFD promotional materials
 - Recognition on South Weber City's website
- **Bronze Supporter = \$200 - \$299**
 - 1/8 page ad in 1 issues of City Newsletter
 - Recognition in all CFD promotional materials
 - Recognition on South Weber City's website

***For Banner specifications and options please contact the City.**

2. Newsletter Advertising

1. **Full Page** (8 ½ x 11)
 - a. \$ 400/issue
 - b. \$ 2,000/year (6 issues)
2. **Half Page**
 - a. \$ 200/issue
 - b. \$ 1,000/year (6 issues)
3. **Quarter Page**
 - a. \$ 100/issue
 - b. \$ 500/year (6 issues)
4. **Eighth Page**
 - a. \$ 50/issue
 - b. \$ 250/year (6 issues)

CHAPTER 10: CONDITIONAL USE PERMITS

- | | |
|--|--|
| 1. Commercial | \$500 plus 100% of professional services (includes one site plan meeting) Additional site plans see (4) below. |
| 2. Standard Residential and/or Agricultural | \$200 plus 100% of professional services** (includes one site plan meeting where applicable) Additional site plans see (4) below. |
| 3. Amendment | ½ of what original fee would be if it were a new application plus 100% of professional services** (includes one site plan meeting). Additional site plans see (4) below. |
| 4. Site Plan | \$150 per meeting plus 100% of reasonably necessary professional services** |

**Professional services may include but are not limited to Engineering, Inspection and Legal services. Prior to granting final approval and/or a building permit all professional service fees incurred to date shall be paid in full. The City will bill the applicant for 100% of the City's actual professional service costs as said fees are incurred.

CHAPTER 11: COURT FEES FOR ORDINANCE VIOLATIONS

- Class B Misdemeanors** – \$100 bail (*plus 85% state surcharge*), Mandatory Court Appearance
- Class C Misdemeanors** – \$ 50 bail (*plus 35% state surcharge*)
- Infractions** - \$ 25 bail (*plus 35% state surcharge*)

CHAPTER 12: EXCAVATION FEES (SWC Code 7-3- 6; Ord 09-02 & Res. 09-07)

- 1. Base Permit Fee** \$94
(Two Inspections)
- 2. Additional Inspection Fee** \$47 each
- 3. Potholes 100 sq. ft. or less** \$112 each
Roads less than 2 Years Old (NPC * 100 s.f. * L2F) / SSFF = (\$2.80 * 100 s.f.* 0.4) / 0.045=**\$112**
- 4. Potholes 100 sq. ft. or less** \$70 each
Roads more than 2 Years Old (NPC * 100 s.f. * M2F) / SSFF = (\$2.80 * 100 s.f.* 0.25) / 0.045=**\$70**
- 5. Diminished Road Integrity Fee** Total Square Feet X \$1.12
Roads less than 2 Years Old NPC * L2F * TSF = \$2.80 * 0.4 * TSF = **\$1.12 * TSF**
- 6. Diminished Road Integrity Fee** Total Square Feet X \$0.70
Roads Older than 2 Years NPC * M2F * TSF = \$2.80 * 0.25 * TSF = **\$0.70 * TSF**
- 7. Escrow/Financial Guarantee** Total Square Feet X \$2.80 (*NPC)

NPC = New Pavement Cost = \$2.80/s.f.
 SSFF = Small Square Footage Compensation Factor, less than 2' X 2' = 0.045
 TSF = Total Square Footage of excavation site restoration
 L2F = Roads less than 2 years old factor = 40% = 0.4
 M2F = Roads more than 2 years old factor = 25% = 0.25

* City Engineer Approved - New Pavement Cost (3” asphalt, 8” roadbase) = NPC = \$2.80/s.f.

CHAPTER 13: FAMILY ACTIVITY CENTER - 1181 E. Lester Drive (Res. 04-34)

1. Membership Fees*

A. Residents

Individual Pass (1 key tag*)	\$2 day	\$20 month	\$100 – 6 Months	\$180 Yr
Family Pass (2 key tags*)	\$3 day	\$30 month	\$150 – 6 Months	\$270 Yr

B. Non-Residents

Individual Pass (1 key tag*)	\$3 day	\$25 month	\$125 – 6 Months	\$200 Yr
Family Pass (2 key tags*)	\$5 day	\$40 month	\$175 – 6 Months	\$300 Yr

C. Discounted Membership Fees

Senior Citizens (Age 70 & up)	50% discount on all membership fees.
SW Firefighters (In Good Standing)	Free, monthly <u>individual</u> pass as long as firefighter remains in good standing.
SW Employees**	Free, monthly individual pass as long as (full/part time) employee is full time or part time.

*Replacement and Extra keys may be purchased for \$5.

**Employees may purchase family passes by paying the difference between the individual and family pass fee.

2. Rental Fees for Family Activity Center - Reservations made with Rec. Department

A. Multi Purpose Room

- i. Residents \$25.00 for first hour and \$10 for each additional hour (one hour minimum and four hour maximum rental)
- ii. NonResidents \$35.00 for first hour and \$10 for each additional hour (one hour minimum and four hour maximum rental)

B. Aerobics Room \$15.00 for first hour and \$5 for each additional hour (minimum one-hour and maximum four-hour rental).

C. Gymnasium \$15.00 per hour-during hours of operation
(Half-court only)

Exempt from Rental Fees: City Sponsored Activities

All rentals are subject to availability as determined by the Recreation Department. The City reserves the right to refuse rental of the FAC facilities to any person or entity for any reason with or without cause.

CHAPTER 14: GARBAGE COLLECTION FEES (Monthly):

- | | |
|----------------------------------|---|
| 1. Residential Container | \$13.00 |
| Extra Container | \$ 6.25 (Four-month minimum) |
| 2. Commercial Container | \$48.65 (300-gallon container) |
| Extra Container | \$30.45 |
| 3. County or Non-Resident | \$15.00 (90-gallon container) |
| Extra Container | \$ 7.00 (Four-month minimum) |
| 4. Deposit | Two-Month Deposit (Res 95-010) |
| | <i>(Required for Rental Units and properties not connected to City water.</i> |
| | <i>Payable when application is filled out)</i> |

*A business or resident may have two 90-gallon containers at the residential rate. Upon request of a third container, the commercial rate will then be charged in that the first two 90-gallon containers will be billed as one commercial 300-gallon container and the additional containers will be charged at the commercial extra container rate. All home occupations are considered residential - not residential and business.

CHAPTER 15: IMPACT FEES

Fees paid on new residential/commercial building permit. **CALCULATIONS BASED ON THE SUMMARY OF CALCULATED IMPACT FEES** (SWC Code 11-6; Table 1-1):

- | | |
|-----------------------------------|---|
| 1. Parks | \$ 817 dwelling |
| | Single Family residence =1 dwelling |
| | Each unit of a multi-unit dev. = 1 dwelling |
| 2. Public Safety Buildings | \$ 126 dwelling |
| | Single Family residence =1 dwelling |
| Multi-Unit Residential | \$ 56 dwelling |
| | Each unit at a multi-family dev = 1 dwelling |
| | \$0.19 per sq ft. of commercial building |
| 3. Recreation | \$ 834 dwelling |
| | Single Family residence = 1 dwelling |
| Multi-Unit Residential | \$ 691 dwelling |
| | Each unit of multi-unit dev = 1 dwelling |
| 4. Storm Sewer | \$ 665 |
| 5. Sewer | \$1,561 |
| | <u>Multi-Unit Residential</u> (Based on ERU's -See Res. 01-022) |
| | One Bedroom Unit \$ 585 |
| | Two Bedroom Unit \$ 1,248 |
| | Three Bedroom Unit & Up \$ 1,561 |
| 6. Transportation | \$ 689 |
| 7. Water | \$1,366 |

CHAPTER 16: PARK FEES

Park Bowery and Other Reservable Area Fees

Monday through Thursday, except Holidays, is half price for residents. **Non-residents pay full price:**

A. Cherry Farms Park Bowery*	Full Price
Resident	\$30
Non-Resident	\$50
B. Central West Park-Large Bowery* (Fire Station)	Full Price
Resident	\$30
Non-Resident	\$50
C. Central West Park-Small Bowery	Non-Reservable
D. Posse Picnic Area	
Resident	\$25
Non-Resident	\$40
E. Posse Arena	Non-Reservable
F. Volleyball Courts*	\$35 10 hour time limit
G. Ball Diamond*	\$35
H. Stage*	\$50 No time limit

*Reservations must be made and paid for at the Family Activity Center.

Fees are not refundable due to weather. No refunds for cancellations-unless canceled two weeks in advance.

CHAPTER 17: PLANNING & DEVELOPMENT FEES

1. Subdivisions: (Private & Public)

A. Minor Subdivision (1-10 Lots)

Sketch Plan Review	\$400 for first meeting and \$150 for each subsequent meeting plus 100% of professional services**
*Preliminary	\$500 plus 100% of professional service**
*Final	\$600 plus 100% of professional service**

*If preliminary and final are combined on a "Minor" subdivision, the "final" fee will be charged.

Amendments to Preliminary or Final (prior to recording of original submission)	1/2 of original fee, plus 100% of reasonably necessary professional services**
---	--

B. Major Subdivision (11 plus lots)

Sketch Plan Review	\$500 for first meeting and \$150 for each subsequent meeting plus 100% of professional services**
Preliminary	\$600 plus 100% of professional services**
Final	\$700 plus 100% of professional services**

Amendments to Preliminary of Final (prior to recording of original submission)	1/2 of original fee, plus 100% of reasonably necessary professional services**
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In addition, every developer/builder for either minor or major subdivisions will pay the actual cost for all recording fees including any escrow & developer agreements or any other security agreements and any additional submittals requested by the City.

Escrow:

Sidewalk	\$40 per running ft
Curb & Gutter	\$60 per running ft

2. Escrow Agreement

Administrative Fee on all Escrow Agreements .5% percent (.005) of total escrow

Escrow Contingency 15% (.15) of estimated approved total cost of required improvements

(Chapter 17 cont'd)

CHAPTER 17: PLANNING & DEVELOPMENT FEES cont'd

Escrow Guarantee	10% (.10) of estimated approved total cost of required improvements
3. Vacation of Plat, Street or Easement or any Amendments to a Recorded Subdivision Plat	\$1,000 300 plus 100% of professional services** & recording fees
4. Site Plan	\$150 per meeting plus 100% of reasonably necessary professional services**

**Professional services may include but are not limited to Engineering, Inspection and Legal services. Prior to granting final approval and/or a building permit all professional service fees incurred to date shall be paid in full. The City will bill the applicant for 100% of the City's actual professional service costs as said fees are incurred.

CHAPTER 18: RECREATION FEES

1. Impact Fee Ord.04-9, Ord. 07-03

	\$ 834 dwelling Single Family residence = 1 dwelling
Multi-Unit Residential	\$ 691 dwelling Each unit of multi-unit dev = 1 dwelling

2. Activities

Refunds: Penalty fee on refunds before activity starts. No refund after team selection.
Fees: Additional charge per event for non-residents (See below)

A. Basketball

Jr. Jazz	\$35 Early Registration \$40 Regular Registration \$5 Additional Fee -(Non-resident)
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B. Soccer

(Includes Fall & Spring)	\$26 Pre-K \$40 Kindergarten and up \$5 Additional Fee - (Non-resident)
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C. Softball

	\$35 Early Registration \$40 Regular Registration \$ 5 Additional Fee- (Non-resident)
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(Chapter 18 cont'd)

CHAPTER 18: RECREATION FEES cont'd

D. Baseball	\$35 Early Registration \$40 Regular Registration \$ 5 Additional Fee- (Non-resident)
E. Tee-Ball	\$25 Early Registration \$30 Regular Registration \$ 5 Additional Fee- (Non-resident)
F. Coach Pitch	\$25 Early Registration \$30 Regular Registration \$ 5 Additional Fee- (Non-resident)}
G. Volleyball	\$25 Early Registration \$30 Regular Registration \$ 5 Additional Fee – (Non-resident)
H. Flag Football	\$30 Early Registration \$35 Regular Registration \$ 5 Additional Fee – (Non-resident)
I. Dodge ball	\$30 Early Registration \$35 Regular Registration \$ 5 Additional Fee – (Non-resident)
J. Breakfast w/Santa	\$ 3.00 per person / \$10.00 per family
K. High School Basketball	\$25.00 per person
L. Powder Puff Football	\$25.00 per person
M. . Cheer	\$25.00 per person

CHAPTER 19: RENTAL OF COUNTRY FAIR DAYS EQUIPMENT

Two checks will be written. One for the rental fee and one for a damage fee. This damage retainer check will be refunded if equipment returns in satisfactory condition. However, the check will not be returned until a week after the equipment has been returned. The damage fee will be 50% of the original cost of the items.

	Rental Fee	50% Damage Retainer Fee
1. Booths	\$15 per booth	\$200
	\$ 5 per top cover	\$ 70

Careful attention should be given to avoid scratching paint. All booths must be cleaned thoroughly before being returned.

(Chapter 19 cont'd)

CHAPTER 19: RENTAL OF COUNTRY FAIR DAYS EQUIPMENT cont'd

2. Bleachers \$25 \$175

3. Barbecue Grill/Trailer \$50+\$5 for propane \$200

User shall sign a Hold Harmless Agreement. The City shall complete the City Grill Checklist. Cannot be taken outside city limits & only rented to bonafide group; not on an individual basis.

All items will be inspected prior to leaving the City Shop and again on return of the items.

No Country Fair Day items may be taken outside the City limits. The items can only be rented by a bonafide group and not on an individual basis.

All items are to be reserved, checked out, and paid for at the City Office prior to picking items up. If any damage to any of the items should result, the renter will pay all costs to repair/ replace the item. Items cannot be rented during Country Fair Days.

The council room sound equipment and speakers will not be rented. It will only be used for City functions. The Council member in charge of Country Fair Days will be responsible for making sure the sound equipment & speakers is in working order when it is checked out and again when it is checked back in. Utmost care will be given to this system.

CHAPTER 20: RETURNED CHECK FEES

These fees include/not limited to non-sufficient fund checks, stopped payment checks or canceled accounts where funds are not available.

Returned Check Fee \$20 - Returned from Bank

Accounts sent to the attorney for collection will be charged according to reasonable attorney fees as stated in the Code of Judicial Administration Rule 4.505.

If a person's check for their utility payment is returned from the bank on two (2) separate occasions within a 12-month period, the City will be compelled to make this individual comply with the following procedures:

1. Discontinue water service until the check has been taken care of with cash funds.
2. Required to pay turn-off fee.
3. Required to pay all fees associated with returned checks.
4. Hereinafter, all utility payments will then need to be paid with cashier's check, money order or cash. No personal checks will be accepted for a one-year period.

CHAPTER 21: SEWER FEES

1. Sanitary Sewer Fees (Waste Water)

A. Monthly User Fees:

(Increased 01 Jan 2009; Res 08-56)

i)	Residential	\$ 23.32
ii)	Existing Small Businesses	\$ 30.07
iii)	Church	\$ 54.57
iv)	School	\$ 226.82
v)	Ray's Valley Service Station	\$ 35.07
vi)	Job Corps	\$ 1,567.82
vii)	Non-City Residential	\$ 36.07
viii)	Deposit	Two-Month Deposit

Any new businesses will be determined by ERU's.

CALCULATIONS BASED ON SUMMARY OF CALCULATED IMPACT FEES (SW Code 11-6; Table 1-1)

B. Basement Apartments	One impact fee, double monthly rates.
C. Duplexes/Twin Homes	Two impact fees and each unit billed a monthly fee
D. Sewer Inspection Fee	\$47
E. Sewer Impact Fee (see chapter 15)	
F. Central Weber Sewer (Res. 04-005 & 006)	\$2,449.65, (plus \$75 if connecting directly to Ctrl Weber Sewer Line (\$2,333 to Central Weber + \$116.65 (5% to SWC for admin fee)

2. Storm Sewer

A. Impact Fee	\$ 665 (Single Family) See SW Code 11-6 Table 1-1 for multi unit & non residential
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CALCULATIONS BASED ON THE SUMMARY OF CALCULATED IMPACT FEES (SW Code 11-6; Table 1-1)

B. Monthly Utility Fee	\$ 6
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- 3. ~~C.~~ Deposit for Rentals** Two-Month Deposit (*Res 95-010*)
(*Required for Rental Units and properties not connected to City water.*
Payable when application is filled out)

CHAPTER 22: WATER FEES

- 1. Impact Fee (Connection Fee)** \$1,366 plus the difference between the actual cost of water meter and standard ¾” meter if a meter other than the standard ¾” is required :

*Connection Fee includes cost of standard meter, delivery, inspection & administrative charges.

2. Water Rates (Res. 08-40)

A. Per Month per 6,000 gallons \$ 22.00 (Excess water is \$1.00 per thousand gallons after the minimum usage of 6,000 gallons)

<i>Gallon Allotment</i>	<i>Residential Using Secondary Water for Outdoor Needs</i>	<i>Residential w/Secondary Water Available</i>	<i>Residential w/o Secondary Water Available</i>	<i>Commercial</i>
Base Rate				
6,000	\$22.00	\$22.00	\$22.00	\$22.00
Overage Charges				
6,001-8,000	1.40	1.40	1.40	1.40
8,001-10,000	1.75	1.75	1.75	1.75
10,001+	2.50			
10,001-15,000		5.00	1.90	
15,001-31,000		5.50	2.05	
31,000+		6.00	2.50	
10,001-30,000				1.85
30,001-60,000				1.95
60,001+				2.50

Definitions

Residential Using Secondary Water for Outdoor Needs shall mean property owners who have *access to a pressurized irrigation system and who choose to use pressurized irrigation system to water their property.

Residential w/Secondary Water Available shall mean property owners who have access to a pressurized irrigation system, but who choose to use culinary water to water their property.

Residential w/o Secondary Water Available shall mean property owners who do not have *access to a pressurized irrigation system and who choose to use culinary water to water their property.

Commercial shall mean any property whose primary use is commercial in nature and shall include both conforming as well as legal non-conforming uses.

**Access to Pressurized Irrigation* shall mean a distance of ninety (90) feet or less exists between any property boundary (within a secondary service district) to a pressurized secondary irrigation system.

- B. Late Fee if not paid by the 18th of the Month** \$5

(Chapter 22 cont'd)

CHAPTER 22: WATER FEES cont'd

C. Shut-Off Fee for Non-Payment	\$25
After Posted Business Office Hours including weekends & holidays.	Meters will not be turned back on until business hours (SWC Code 8-1-4B)
If after-hours service requested by City Manager or Mayor	\$40 charge added to bill
D. Deposit for Rentals	Two-Month Deposit
<i>(Res 95-010. Payable when application is filled out)</i>	

Note: Once a Shut-off Fee has been assessed, the fee shall be due and payable even if for some reason the water is not actually turned off.

CHAPTER 23: UTILITY BILLING

1. Standard Residential (minimum monthly charges)

Water	\$22.00	After 6,000 gallons, \$1 per 1,000 gallons
Garbage	\$13.00	(Extra Container \$6.25)
Storm Sewer	\$ 6.00	
Sewer	\$18.00	
TOTAL	\$59.00	

2. Deposit *Two-Month Deposit (Res 95-010)*
(Required for Rental Units and properties not connected to City water. Payable when application is filled out)

3. Putting Utilities on Hold

The City agrees to not charge the above monthly utility fees for Water & Garbage Collection only under the following conditions:

- a. The resident must be out of town for a minimum of two full months, and
- b. Resident must notify South Weber City prior to the first day of the first month for which they desire the services be placed on hold, and
- c. Resident understands that these services will only be held in one-month increments and that the city will not prorate nor split monthly fees. For example, if resident leaves mid-month the resident will be required to pay the full monthly water and garbage fees for that month. Likewise, if the resident returns mid-month the resident will be required to pay the full monthly service fees for water and garbage for the month in which they returned.

Residents that do not meet the above established conditions who desire to have their water and garbage services be held will be charged a \$20 reconnect fee.

CHAPTER 24: ZONING/ORDINANCES

- | | |
|--|--------------|
| 1. Change in Zoning and/or Ordinances | \$225 |
| 2. Amending Zoning Maps* | \$125 |
| (*Refundable if rezoning request is denied) | |

RESOLUTION 08-40

Adoption of Culinary Water Rates Increase, Rate Schedule, and Definitions

BE IT HEREBY RESOLVED, by the City Council of South Weber City, State of Utah, as follows:

WHEREAS, South Weber City owns and operates a culinary water system in order to provide culinary water to its residents; and

WHEREAS, state law requires that charges and fees collected by the city through the sale of culinary water be accounted for in an enterprise fund; and

WHEREAS, in April 2007 the city, in an effort to better manage its enterprises (water, sewer, storm sewer, and garbage) separated what had always been one consolidated enterprise fund into separate funds for each of the respective utilities; and

WHEREAS, after one full year of observation of the new water enterprise fund, the city determined that the operation and maintenance costs of delivering water was quickly outpacing the revenues generated through water sales and further determined that a rate study should be conducted in order to determine how the rates should be adjusted to allow the city to be able to continue maintaining and growing its water system; and

WHEREAS, the city determined that the water rates need to not only be sufficient to cover annual operation and maintenance expenses, but also to pay for major improvements that need to be made to the system such as a new 1.5 million gallon water storage tank, increased cost of purchasing Weber Basin water, and new electronic meters to replace old electronic meters and manual read meters; and

WHEREAS, the city contracted with the independent firm Lewis Young Robertson & Burningham to complete a water rate analysis study and make recommendations to the city regarding its water rates; and

WHEREAS, the city concluded the water rates need to be increased in order to make the water utility fund solvent as quickly as possible without further dependence on other funds; and

WHEREAS, the City Council carefully reviewed and considered the rate increase proposals provided by Lewis Young Robertson & Burningham; and

WHEREAS, the City Council held a public hearing on 12 August 2008 to allow public comment on the proposed water rate increases; and

Adoption of Culinary Water Rates Increase, Rate Schedule, and Definitions

WHEREAS, the City Council desires to encourage water conservation and the use of secondary water for outdoor needs.

NOW THEREFORE, the City Council of South Weber City adopts the following Water Rate Increases, Rate Schedule and Definitions:

The following Rates shall be effective October 1, 2008 for a period of one year (shall reflect on November 1, 2008 statements):

Culinary Water Rates

		<u>Gallon Allotment</u>
Base Rate	\$22.00	6,000
Overage	\$ 1.00 per 1,000 gallons	6,001 +

The following Rates and Definitions shall be effective October 1, 2009 (shall reflect on November 1, 2009 statements):

Culinary Water Rates

Gallon Allotment	Residential Using Secondary Water for Outdoor Needs	Residential w/Secondary Water Available	Residential w/o Secondary Water Available	Commercial
Base Rate				
6,000	\$22.00	\$22.00	\$22.00	\$22.00
Overage Charges				
6,001-8,000	1.40	1.40	1.40	1.40
8,001-10,000	1.75	1.75	1.75	1.75
10,001+	2.50			
10,001-15,000		5.00	1.90	
15,001-31,000		5.50	2.05	
31,000+		6.00	2.50	
10,001-30,000				1.85
30,001-60,000				1.95
60,001+				2.50

Definitions

Residential Using Secondary Water for Outdoor Needs shall mean property owners who have *access to a pressurized irrigation system and who choose to use pressurized irrigation system to water their property.

Residential w/Secondary Water Available shall mean property owners who have access to a pressurized irrigation system, but who choose to use culinary water to water their property.

Adoption of Culinary Water Rates Increase, Rate Schedule, and Definitions

Residential w/o Secondary Water Available shall mean property owners who do not have *access to a pressurized irrigation system and who choose to use culinary water to water their property.

Commercial shall mean any property whose primary use is commercial in nature and shall include both conforming as well as legal non-conforming uses.

*Access to Pressurized Irrigation shall mean a distance of ninety (90) feet or less exists between any property boundary (within a secondary service district) to a pressurized secondary irrigation system.

The Base Rate as well as all Overage Rates shall be adjusted for inflation on October 1 of each year based on the most recent 6 month average Municipal Cost Index with the first increase to take effect October 1, 2010.

PASSED AND RESOLVED by the City Council of South Weber this **26th day of August, 2008.**

APPROVED

Signatures on file with original document

MAYOR PRO TEM: Michael Poff

Attest:

Erika J. Ahlstrom, City Recorder

SOUTH WEBER CITY COUNCIL

Staff Backup Report

Date of City Council Meeting: **October 13, 2009**

Title: **RES 09-45 Adoption of Emergency Operations Plan**

Scheduled Time: **7:00 p.m.**

RECOMMENDATION

Approve the new South Weber City - Emergency Operations Plan.

BACKGROUND

Emergency Preparedness was identified as one of this year's areas of focus for the City Council. Several goals were established related to Emergency Preparedness. One of the goals established for 2009 was to complete an update of the Emergency Operations Plan (EOP). Staff has reviewed FEMA's recommendations for effective EOPs, reviewed the format of the National Response Plan, and has reviewed plans from other communities in order to insure the city's plan is in compliance with federal guidelines.

An EOP is a key component of an emergency operations program. It establishes the overall authority, roles, and functions performed during an emergency. The emergency operation program is in continuous operation and includes nonemergency activities such as training and exercises. The EOP does not come into play for nonemergency activities.

The EOP is activated to guide emergency response and recovery, and is implemented only after being triggered by emergencies. Even during emergencies, only those parts of the EOP that are required for the response are activated. This EOP describes how the city will do business in an emergency. The plan:

- Assigns responsibility to organizations and individuals for carrying out specific actions during an event.
- Establishes lines of authority and organizational relationships, and shows how all actions will be coordinated.
- Describes how people and property will be protected in emergencies and disasters.
- Identifies personnel, equipment, facilities, supplies, and other resources that can be made available – within the city or by agreement with other cities – for use during response and recovery operations.
- Identifies steps to address mitigation concerns during response and recovery operations.

The plan addresses areas the city has a responsibility to focus on during an emergency in order to protect the public. Some areas include:

- Warning and Communications
- Emergency Public Information
- Mass Care
- Evacuations, etc.

The EOP is basically broken down into two parts; the Basic Plan and the Functional Annexes.

The Basic Plan provides an overview of the city's response organization and policies. It also cites the legal authority for conducting emergency operations, describes the hazards that the EOP is intended to address, explains the general concept of emergency operations, and assigns responsibility for emergency planning and operations.

Functional Annexes include those parts of the plan that are organized around broad functions (i.e. evacuation, communication). Each annex focuses on one function that the city believes will be necessary during an emergency. The number of annexes may shrink or grow depending on the city's needs, capabilities, and resources.

The process of completing this plan does not stop at the adoption of this document. The following shows a breakdown and tentative timeline for achieving not only our emergency preparedness goal, but also federal compliance:

- **September** – Council Review Draft of Basic Plan
- **October** – Council adopted tentative Emergency Operations Plan
- **October** – Everyone involved directly with the Emergency Operations Center completed all required classes
- **October** – Emergency Operations Center in working order
- **November** – Hold tabletop exercise
- **November** – Fully utilizing the table top exercise to tweak the plan to address things maybe not thought of when plan was written
- **December** – Council adopt Emergency Operations Plan
- **December** – Plan distributed to all involved entities

Before you read through this plan, it is important that you fully understand how an emergency situation will be managed and that our approach is to be prepared with action not reaction.

When an emergency occurs and the Incident Commander (the person who is running the incident on-site) determines that more resources are needed than what are readily available, the Incident Commander will contact the Emergency Management Director (Matt). The Incident Commander will inform the Emergency Management Director that the situation is growing too large to handle and the Emergency Management Director

will then decide whether or not to activate the Emergency Operations Center (EOC) located at the Fire Station or as alternate the City Office.

Once activated, each member of the EOC, that is needed, will be notified. The illustration attached depicts how the EOC will operate; notice that the Mayor & Council are an appendage to the Policy Group, meaning when a legislative decision is needed, a quorum of council members will need to be present to approve such decisions. There are also four branches made up of staff and volunteers that will aid in the various areas of the emergency. Once an emergency is over, after-action reports must be created and provided to the Emergency Program Manager. Once all the reports are received, they will be compiled and distributed to everyone involved in the emergency.

Training and review of this plan will be conducted regularly throughout the year. Additionally, annual table top exercises will be held to test the plan and the city's readiness.

CONCLUSION

This is the first step in getting the city ready for a disaster. There has been a lot of work put in to getting this plan ready. I would like to recognize the efforts of Emily Thomas, Deputy City Recorder, for helping to coordinate the completion of this plan. This document will be a living document and one that will change and grow with the city. Training and testing the plan will be our next focus.

ATTACHMENTS

- How the Emergency Operations Plan Works
- Emergency Operations Basic Plan Draft

RESOLUTION 09-45

ADOPTION OF EMERGENCY OPERATIONS PLAN

WHEREAS, the City Council of South Weber recognizes that it is critical to develop a comprehensive emergency management program to prepare for, respond to, and properly manage any unusual occurrence that brings to the community elements of an emergency; and

WHEREAS, South Weber City prioritizes the protection of life and property, and the continuation of essential services during such incidents or events; and

WHEREAS, an Emergency Operations Plan is a key component by to establish the overall authority, roles, and functions performed during an emergency; and

WHEREAS, the purpose of the Emergency Operations 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 to emergencies, provide the necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs.

BE IT THEREFORE RESOLVED by the South Weber City Council that the attached Emergency Operation Plan is adopted.

PASSED AND ADOPTED by the City Council of South Weber this **13th** day of **October 2009**.

APPROVED

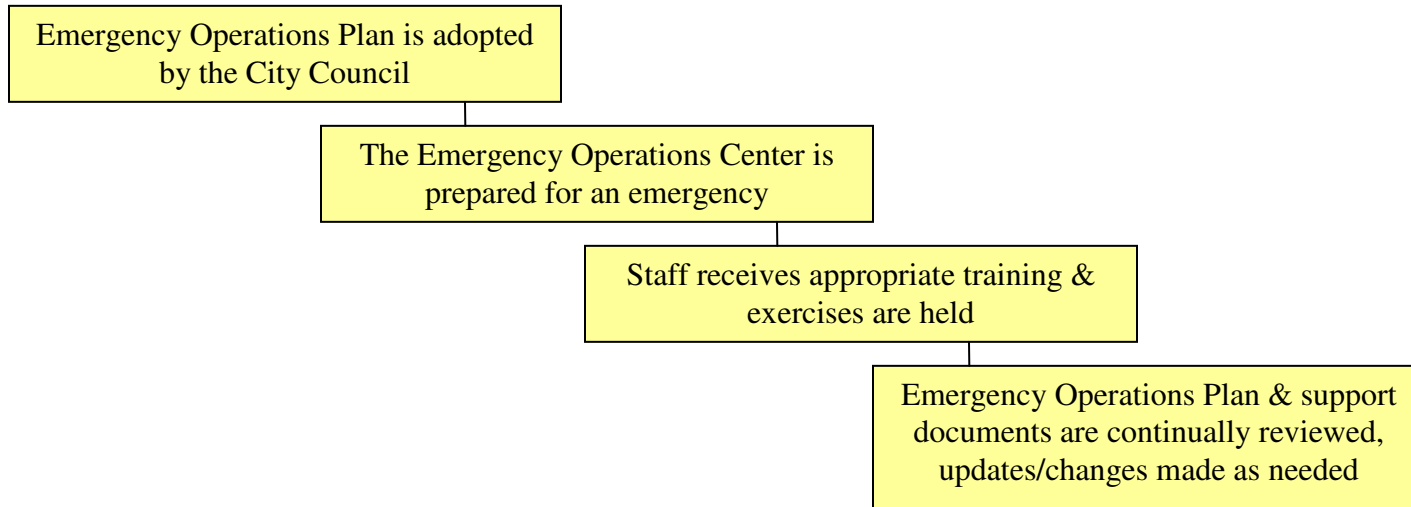
Brent V. Petersen, Mayor

Attest:

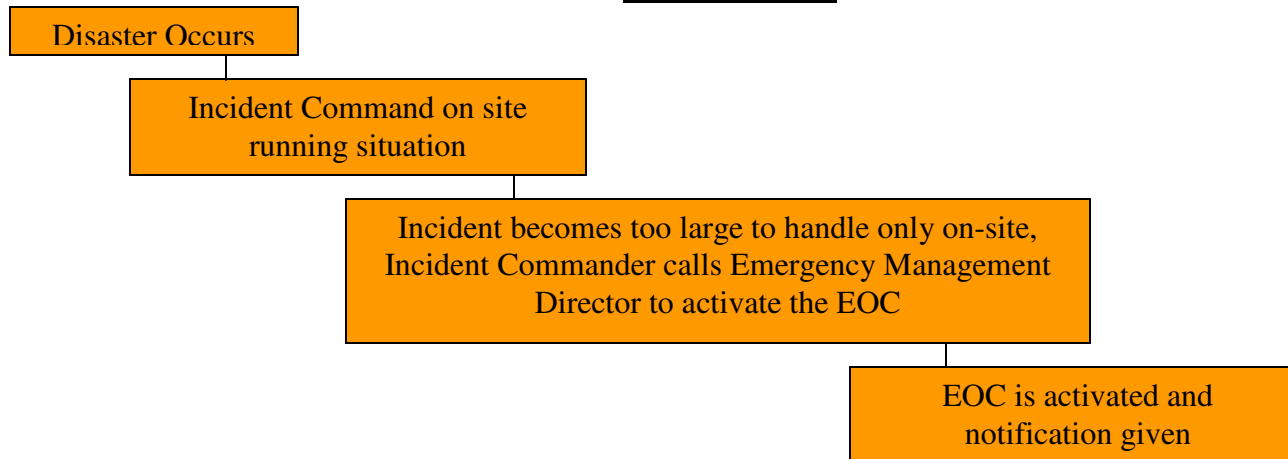
Erika J. Ahlstrom, City Recorder

How the Emergency Operations Plan Works

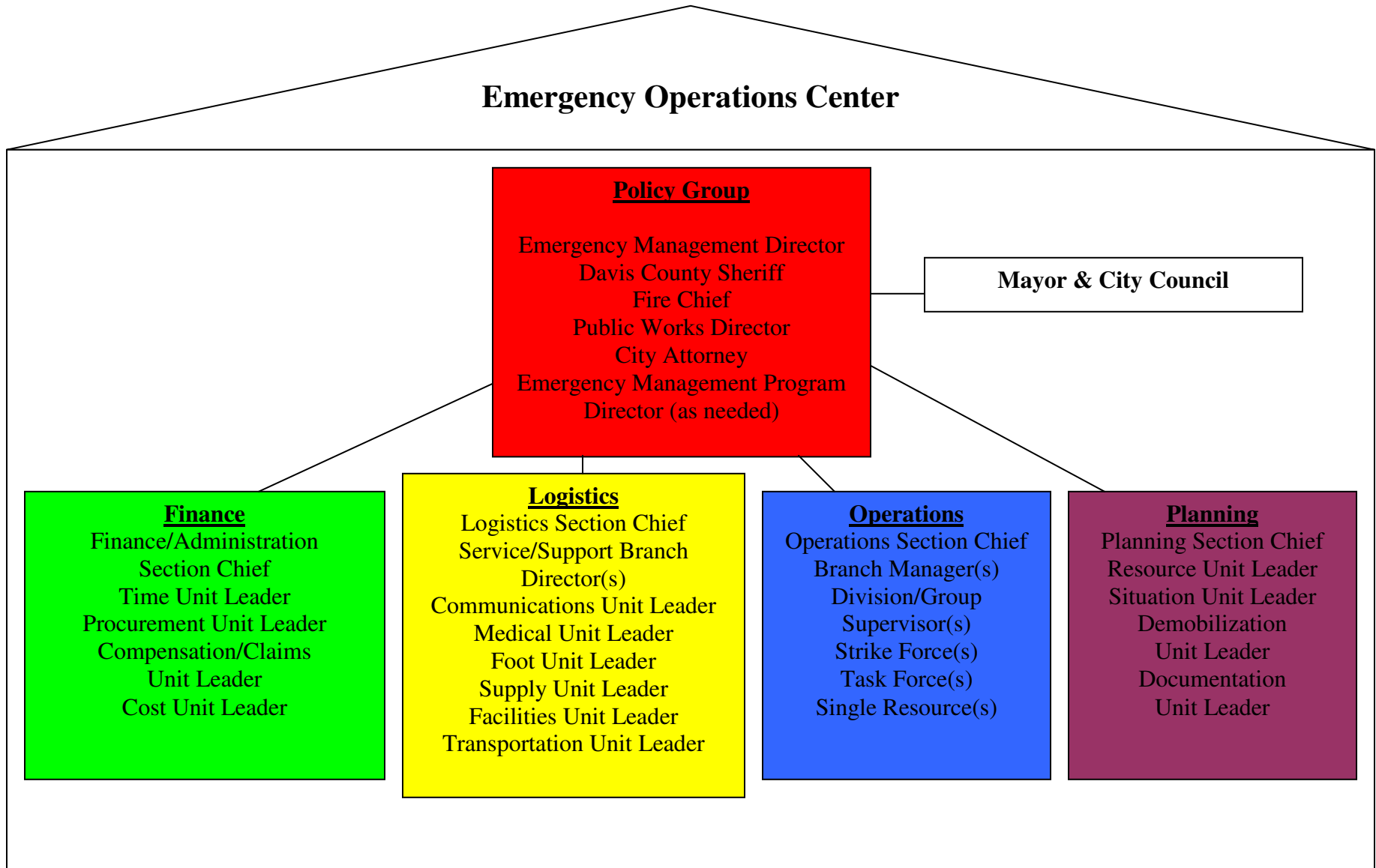
PRE-DISASTER



DISASTER



How the Emergency Operations Plan Works



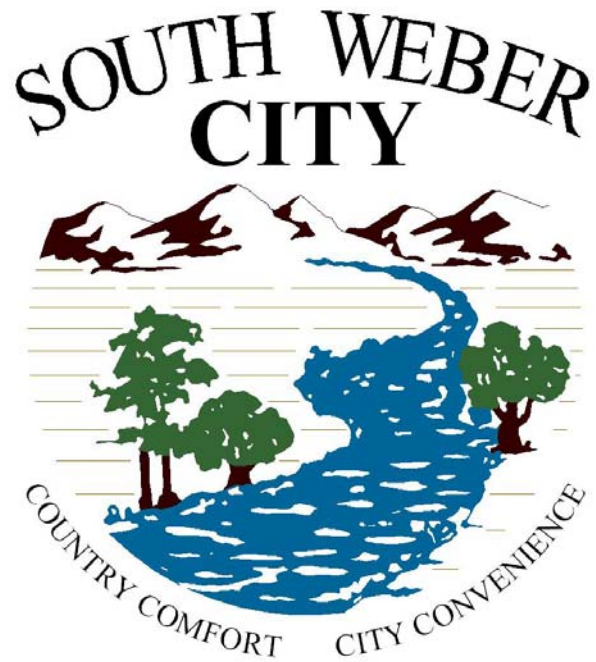
How the Emergency Operations Plan Works

Post-Disaster

Demobilization

Within 15 workdays following termination of disaster, each agency involved in the response efforts will provide the Emergency Management Program Manager an after-action report outlining their involvement in the disaster.

The Emergency Management Program Manager will compile a summary After-Action report and submit a cop of the completed report to each of the involved agencies and the Utah Department of Public Safety Division of Homeland Security Office of Emergency Services.



Emergency Operations Plan

2009

Promulgation Statement

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for South Weber City, Utah. It provides a framework for use in performing emergency functions prior to, during and after an event or incident in the city.

This Emergency Operations Plan includes four phases of emergency management. They are:

Prevention – those activities, which eliminate or reduce the probability of an incident, also known as mitigation;

Preparedness – those plans and activities developed ahead of time to save lives and minimize damage;

Response – immediate activities which prevent loss of lives and property and provide emergency assistance; and,

Recovery – short and long term activities, which return all systems to normal or improved standards.

This plan is prepared in accordance with federal, state and local statutes. It will be tested, revised and updated as required. All recipients are requested to advise the Emergency Operations Manager regarding recommendations for improvements.

Signed:

Matthew J. Dixon, City Manager

Date: _____

Signatories

Brent V. Petersen, Mayor

Stephen Noel, City Attorney

Matthew J. Dixon, City Manager

Joe Cravens, Recreation Director

Thomas Graydon, Fire Chief

Davis County Sherriff

Mark Larsen, PW Director

Erika Ahlstrom, Recorder

Jami Jones, Treasurer

DRAFT

South Weber City Emergency Operations Plan Basic Plan

Introduction

South Weber City, in accordance with the Emergency Management Act of 1981 (Utah Code 53-2, 63-5), desires to mitigate, prepare for, respond to, and recover from all types of emergency incidents, including both natural and man-made hazards. The primary objectives are to save lives and protect public health and property.

Complex and emerging threats demand a unified and coordinated approach to incident management. The National Strategy for Homeland Security; Homeland Security Act of 2002; and Homeland Security Presidential Directive-5 (HSPD-5) direct the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and state, local and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

South Weber City recognizes these policies and utilizes NIMS as a basis for the Incident Command System (ICS) structure. NIMS created a standard incident management system that is scalable and modular, and can be used in incidents or events of any size or complexity. These functional areas include command, operations, planning, logistics and finance/administration. The NIMS incorporates the principle of Unified Command, ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

Homeland Security Presidential Directive (HSPD-8) is a companion policy to HSPD-5, and provides guidance and standards, through the NIMS Integration Center (NIC), for preparedness activities. These include training, exercising, employee certification, credentialing and national resource typing protocols.

The South Weber City Emergency Operations Plan, using NIMS concepts and principles, addresses the consequences of an incident. It is applicable to natural disasters, human-caused incidents and planned events.

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 to emergencies, provide the necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs.

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 officials and citizens in responding to most emergency situations. Once in effect, the City Manager, 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 citizens, neighborhoods, public employees and public officials can fully cooperate during emergency situations. This plan is a common sense approach to preparedness that encourages action, not reaction. This plan does not take the place of personal, family, or neighborhood preparedness.

Each participating organization or department should depend upon its own expertise to develop functional annexes and emergency support function procedures describing how to carry out its assignments in support of this plan.

In accordance with the National Incident Management System (NIMS), the decision level authority rests at the lowest practical level for the event or incident. It is the intent of this plan to identify responsibilities and delegate them to the appropriate organization. The plan also includes specific assignments and responsibilities needing special attention during events that are outside normal City operations.

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 departments and organizations;
- Identifies actions to be taken to coordinate with the county, state, and federal counterparts as appropriate;
- Provides a source of planning information to local community organizations, businesses and residents within South Weber City.

Policies

It is the policy of South Weber City to prepare for, respond to, and properly manage any unusual occurrence that brings to the community elements of an emergency. South Weber City prioritizes the protection of life and property, and the continuation of essential services during such incidents or events.

The City Manager, in conjunction with City Department Heads, shall exercise initiative, sound judgment, and cooperation when responding and handling events or incidents that require extraordinary measures to resolve. The South Weber City Administration will exercise their assigned responsibilities to support the efforts of the Incident/Unified Command.

A formal Declaration of Emergency, issued by the Mayor or the Mayor's designee, provides the legal authority to take actions deemed reasonable and necessary to resolve an incident. The declaration of emergency gives orders, rules and regulates the full effect of the law. Under such conditions, a curfew or other necessary measures can be imposed. Standard procedures may be expedited, especially in the area of purchasing. The declaration activates all provisions in the plan. The declaration is also a request for assistance. The request for assistance follows a pre-designated sequence: Davis County, the State of Utah (including the National Guard), and then Federal (including the Military).

During times of emergency, the City will strive to continue the regular delivery of services, as much as possible. During extraordinary incidents, some disruption of regular services can be expected. The City will continue regular operations as soon as possible, with prioritized response where critical needs arise. Employees and departments not directly engaged in the resolution of the emergency will extend every effort to restore and maintain City services and functions to pre-emergency levels.

It may be necessary to combine resources where needed to work through incidents.

Each Department Head shall provide a chain of command that will allow the continuation of routine services at the highest level possible during emergency operations. This sequential command chain will be recorded in the Emergency Operations Center. It is anticipated that upper management levels of the departments may be largely engaged in the resolution of the emergency; hence the importance of prior designation of the responsibility for continued services and routine tasks within each department. The City expects individual employees to continue assigned functions and pick up additional duties likely to result from the reassignment of resources in order to maintain the pre-emergency level of services.

All South Weber City employees are expected to do whatever possible to contribute to the proper resolution of incidents. This may require efforts that go above and beyond the call of regular duties and responsibilities. Employees set an example of service, and building teamwork among residents to assist in the successful resolution of incidents.

City employees have a responsibility to stay and assist at the job, if necessary. To fulfill this responsibility, employees should discuss, in advance, the possibility of not being able to respond to home and family due to the demands of their job assignments. They should prepare their family with skills of shutting off power, gas and water, if necessary. Families should have an emergency plan, food and water, and emergency supplies available to take necessary actions. It may be helpful to pre-arrange with a neighbor or a fellow employee on a different shift to assist with securing the employee's family's safety.

Managers should be aware of family concerns and allow employees time to respond and take care of immediate family needs as soon as possible. Once off duty employees have

secured their families, they are encouraged to fill-in for on-duty employees allowing them an opportunity to assist their own families.

The State of Utah has adopted statutes requiring all persons exercising police authority to be "Certified" by the State of Utah. Only Certified Officers will be able to exercise police power, even in times of disaster or emergency.

Situation and Assumptions

Situation

South Weber 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:

- **Climate Hazards:** South Weber City is prone to the effects of severe weather. These are usually thunderstorms and snowstorms. The City is also prone to severe windstorms referred to as "East Winds." Historically, Davis County has experienced gusts of over 110 mph and sustained winds of 80+ mph. Severe storms result in secondary problems dealing with power, heating, and travel.
- **Landslide:** There are a number of canyons and hillsides surrounding South Weber City. Homes and other structures have been constructed on top of or through the alluvial fans. Landslides and debris flows will continue to occur over time, thus threatening residents and critical infrastructure. There are canyons on the east bench that do not currently have debris basins constructed to contain debris flows. Although these canyons are outside of incorporated city limits, city officials should work with Davis County and the Bureau of Reclamation in seeing that debris basins get constructed where necessary.
- **Floods:** The potential for flooding due to spring runoff and especially from summer thunderstorms is high in South Weber. Aging agriculture irrigation canals are prevalent throughout Davis County. As farmlands are developed, the infrastructure remains to supply water to farmers downstream. These canals can fail, inundating down slope property. Davis and Weber County Canals Company maintains a large irrigation ditch running through South Weber City along the southern hillside. Any incident causing a break in this line would likely result in massive flooding.
- **Wildfire:** Numerous homes have been constructed along the east and south benches. Many of these structures border the Forest Service Boundary or are in areas of old scrub oak growth. In some areas there is little, if any, natural break between wildland Forest Service areas and residential areas. There are some roads and "fire breaks" that are in ill repair, or have not been maintained for years. They have become ineffective as firebreaks and hazardous to fire apparatus. The potential for catastrophic damage from wildfire increases yearly.

- **Earthquake:** Davis County is located along the Wasatch Fault between the shores of the Great Salt Lake and the foothills of the Wasatch Mountain Range. The majority of the population lives within five (5) miles of the fault. Major traffic arteries run north and south and either cross over or run within one half (½) mile of the fault. South Weber City is located at the northern part of Davis County. A major earthquake in the area would result in loss of life and in millions of dollars in damage to residential structures, businesses, industries, and critical infrastructure.
- **Soil Liquefaction:** Liquefaction occurs when there is a sudden large decrease in shear strength of sandy soils caused by the collapse of the soils structure, in which the soil loses its bearing capacity, and also by a temporary increase in pore-water pressure, or water saturation during earthquake ground shaking. Liquefaction is common in areas of shallow ground water and sandy or silty sediments. The result is that soils will flow even on the gentlest of slopes. Lateral spreading is a type of failure that results in surficial soil layers breaking up and moving up to three feet (3') or more, independently over the liquefied layer. On slopes more than five percent (5%), flow failures can move miles of soil at up to tens of miles per hour. On slopes less than 0.5 percent the bearing capacity will lessen and can cause buildings to settle or tip. No matter the slope percent, ground cracking and differential settlement will occur. Liquefaction can also cause foundation materials to liquefy and fail and/or cause sand boils. Sand boils are deposits of sandy sediment ejected to the surface during an earthquake along fissures. Liquefaction can occur during earthquakes of magnitude 5.0 or greater. Most of South Weber City lies within a liquefaction zone and may suffer the effects of liquefaction during an earthquake.
- **Shortages:** The shortage of energy, food, and water supplies could threaten the welfare of the citizens of South Weber. The dependency upon out-of-state resources can become a problem when normal deliveries are interrupted.
- **Hazardous Materials:** South Weber City has several major transportation routes passing through it. These routes include one major freeway, one major highway, a gas pipeline, and one major railway. Many types of materials are transported by truck, rail, or pipeline daily. Some of this material is hazardous in nature and if released into the environment, could cause personal injury and/or property damage.
- **Fallen Aircraft:** Hill Air Force Base sits on the south west border of South Weber City. The flight pattern for aircraft is directly over the City. An aircraft crash in South Weber City would result in possible loss of life and/or property damage.
- **Dam Failure:** There are two water features in South Weber City that are considered to be dams. One is an open irrigation reservoir and the other is a canal. The reservoir is concrete lined with rubber lining on the sides. The canal

consists of enclosed box culvert or open concrete lined channel. The reservoir is owned and operated by the South Weber Water Improvement District and is located on the south hillside of the City at approximately 1900 East and 8200 South. The canal is owned and operated by the Davis & Weber Counties Canal Companies and runs through the City from East to West from Weber Canyon to the West boundary of the City. The reservoir is used for the storage of irrigation water. The canal is used for the storage and transportation of irrigation water.

Failure of these water features could occur in a number of ways or a combination thereof:

- (1) If storm water influence overwhelms the dam, spillway, outlet capacities and/or the canal channel capacity.
- (2) If a blockage in the canal diverts water out of the canal causing excessive erosion and eventually potential structural failure
- (3) If groundwater or surface water become excessive and weaken the structural integrity of the hillside upon which these features have been constructed, potentially causing a global hillside failure
- (4) If excessive seepage from inside these water features compromises the structural integrity of the hillside upon which these features have been constructed, potentially causing a global hillside failure
- (5) Earthquake ground shaking or liquefaction could potentially cause structural failure of these water features and/or global hillside failure

Hazard ratings are determined by downstream uses, size, height, volume and incremental risk/damage assessments. The hazard ratings are: Low – insignificant property loss; Moderate – significant property loss; and High – possible loss of life. Both of these water features in South Weber City have a high hazard rating.

- **Terrorism/Criminal Acts:** Due to the proximity of South Weber City to Hill Air Force Base, South Weber is a potential target for domestic or international terrorism. Terrorists use any and all forms of destructive activity to promote their cause. The use of a weapon of mass destruction in or near South Weber City would have devastating consequences to our citizens and emergency responders. The probability of being able to warn citizens and responders of an impending terrorist attack is greatly dependent on investigation and surveillance of Federal, State, and local law enforcement agencies and their intelligence capabilities. Protection of critical infrastructure within the City will lessen the probability of, and/or the effect of a terrorist attack.
- **Pandemic:** Influenza pandemic could substantially disrupt the community. Potential consequences include severe stress on the ability of hospitals and health care providers to care for the sick and disruption of essential community services. Slowing the spread of the pandemic virus could potentially reduce the number of people who become ill. Measures to slow the spread of the pandemic virus which themselves interrupt community activities (e.g., school closures, home

isolation/quarantine, event cancellations, facility closures) can have adverse economic and social effects.

- **Power Outages:** Power outages are a common occurrence and are generally short lived. In the event of an extended outage; the Highway 89 pump station and the Fire Station are equipped with backup generators. The City also has one portable generator that can be used for various needs. The Highway 89 pump station backup generator runs on diesel fuel, while the Fire Station backup generator runs on natural gas, and the portable generator runs on gasoline. These generators will need to be filled on a regular basis.
- **Civil Disturbance:** The rural nature of South Weber City makes this community fairly immune to a civil disturbance. In the event of a situation the Davis County Sheriff will be contacted for support.

Assumptions

1. South Weber City will continue to be exposed to the hazards noted above as well as to others that may develop in the future;
2. South Weber City officials recognize their responsibilities with regard to public safety and well-being;
3. South Weber City officials will assume their responsibilities in the implementation of this 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. South Weber 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 time of actual emergency or disaster;
7. The National Incident Management System (NIMS) will be used to allow proper coordination between local, state and federal organizations;
8. The Incident Command System (ICS) as a part of NIMS will enable the effective and efficient incident management by integrating a combination facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using ICS.

Concept of Operations

General

1. South Weber City is responsible to undertake comprehensive emergency management to protect life and property from the effects of hazardous events. Local government has the primary responsibility of emergency management activities.

2. When the emergency exceeds the City's capability to respond, assistance should be requested from Davis County, then the State of Utah. The Federal government should be asked to provide assistance to the State when appropriate.
3. This plan is based on the concept that the emergency functions for various departments will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources should be employed in both cases.
4. Day-to-day functions not contributing directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions should be redirected to accomplish emergency tasks.
5. This plan applies to all types of hazards. It is more than an operations plan in that it accounts for activities before, during, and after emergency situations.
6. 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 and terminology covering the Incident Command System (ICS), Unified Command (UC), management of resources, and reporting. The full-scale implementation of the emergency management organization involves the activation of the Emergency Operations Center (EOC), which serves as an Incident Command post at the highest level within the City.
7. The South Weber City Fire Department will be the coordinating agency for all activity in connection with Emergency Management.

Direction and Control

1. Except when incidents are handled at the Incident Command Post (ICP), central control from the Emergency Operations Center (EOC) should provide the requisite direction and control.
2. Direction and control of the Emergency Operations Center (EOC), when activated, is vested in the City Manager, who should serve as chair of the policy group. Other members of the policy group, as well as the Mayor and City Council, may advise the City Manager.
3. The City Manager or his designee is responsible for the execution of the plan and for minimizing the effects of a disaster.
4. The City Manager may designate others to assume temporary control of the EOC as required.

5. The EOC is designed to function as needed up to 24 hours a day until the emergency is resolved, or the City Manager decides it is no longer necessary.
6. The primary EOC is located in the Fire Department. The alternate EOC is located in the City Hall.

Continuity of Government

It is important that the City prepare to ensure the continuity of essential governmental functions to the greatest extent possible under circumstances that may disrupt normal operations. Readiness requires that the City be able to continue meeting the needs of its people despite the fear, chaos, and suffering disasters breed. Discontinuity in the City's ability to conduct the public's business is reflected in lost information, revenue, programs, credibility, and confidence, with increased vulnerability, chaos, and human suffering. Continuity of Government is best ensured through effective Continuity of Operations Planning.

Continuity of Operations (COOP) Planning

All City departments are required to maintain department specific Continuity of Operations Plans to provide continued essential city services in addition to their assigned emergency/disaster response and recovery responsibilities in the event of a full or partial failure of mission critical systems. 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 departments will be prioritized in the response and recovery operations directed and coordinated at the EOC so that essential City services can be performed.

The City Manager will discharge the duties of the Emergency Management Director. If unavailable, the Fire Chief or designee will act in the City Manager's behalf. If the Fire Chief is unavailable, the Deputy Fire Chief will act in the City Manager's behalf. If any other member of the emergency organization is absent during a declared emergency, the City Manager or his designee should fill the vacancy.

Coordination with Cities, County and State

1. Mutual Aid. Should South Weber City resources prove inadequate during emergency operation, requests should 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 South Weber's Emergency Operation Plan is a part of an overall approach to emergency management in Davis County and the State of Utah and works in coordination with other agency's plans. The South Weber Plan is specifically designed to handle emergency situations within its 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 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 Emergency Management Plan
 - Issue a local declaration of a "State of Emergency"

Declaration of a Local State of Emergency

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

1. To acknowledge that the City has experienced a disaster and has responded to the best of its ability;
2. To alert the Davis County Emergency Services Director and State of Utah Division of Homeland Security that local resources are being fully utilized and that county and state assistance may be requested; and
3. To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

When an emergency or disaster situation is, or is likely to exceed the response capabilities of the City, and the combined efforts of Davis County and possibly the State are considered essential for an effective response/recovery, the Mayor, or his designee may issue an executive order or proclamation that a state of disaster or severe emergency exists in the City. 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. This declaration must be issued before county, state and/or federal assistance can be requested. The declaration should be forwarded to the Davis County Emergency Management Director in an expedient manner, i.e., voice followed by hard copy.

The declaration of a “State of Emergency” by the Mayor or his designee 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 (Utah Code 63-5a-6(b)).

When South Weber City has proclaimed an emergency, the City Manager will govern by proclamation and has the authority to impose all necessary regulations to preserve the peace and order of the City, including but not limited to:

1. Imposing curfews in all or portions of the city;
2. Ordering the closure of any business;
3. Closing to public access any public building, street or other public area;
4. Calling upon regular and/or auxiliary law enforcement agencies and organizations;
5. Providing/requesting mutual aid to/from other political subdivisions; and
6. Obtaining commitments of local resources in accordance with emergency plans.

Response Procedures

The fire, police or public works departments generally initiate implementation of the Incident Command System (ICS). The affected department notifies the City Manager when:

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

Once notified, the City Manager and Incident Commander together should make an assessment to determine what resources the City Manager can provide 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 should keep the Mayor and City Council informed and determines partial or full activation of the Emergency Operations Center (EOC) as necessary.

The EOC may be activated by the City Manager, in coordination with the Fire Chief under the following conditions:

- If the incident is such that the Incident Command System needs to be expanded;
- If the City Manager deems it necessary;
- To support overall management of the incident; and
- To assist the Incident Commander in handling the response to the immediate incident scene.

The Incident Command System (ICS) functions of operations, planning, logistics and finance are supported at the EOC. At this time, the Command Post becomes an extension of the Operations Section within the EOC.

Activation of the Emergency Operations Center (EOC)

See Appendix 1 to the Basic Plan

Public Information Procedures

Public Information will be coordinated through the Emergency Management Director who coordinates with the media for the distribution of emergency public information, press releases, and interviews with city officials. The Emergency Management Director may establish a Joint Information Center (JIC) to expand this function and monitor all forms of media. (See ESF – 14 for more detailed information.)

Voluntary/Private Organizations

Utah has a number of faith-based and voluntary organizations that provide assistance in responding to emergencies, disasters or major catastrophes. Generally, the Church of Jesus Christ of Latter Day Saints and the American Red Cross take the lead in most voluntary efforts. A large number of voluntary organizations, including the American Red Cross and Salvation Army have aligned themselves with the Utah Voluntary Organizations Active in Disaster (UVOAD). Although each voluntary organization is a stand-alone group, they readily communicate with each other, exchange ideas, supplies, equipment and volunteers. UVOAD is not a controlling group and membership is completely voluntary by the organizations. In addition to the voluntary/private individuals and organizations, there are a few individuals throughout the City that actively participate on Community Emergency Response Teams (CERTs). As a local resource, these qualified and trained CERT members may be used in a number of support roles to augment required emergency support functions. South Weber City maintains a listing of trained CERT members.

Roles and Responsibilities

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 prevention, 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 should 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 South Weber City in addition to their normal duties. The function applies to all parts of the Plan when a specific part is not designated. Each department is responsible for developing and maintaining its own departmental emergency plan with its Standard Operating Guidelines (SOG), which should 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, South Weber City 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 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 the 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. Responsibilities include, but are not limited to, supporting and enacting resolutions and ordinances in support of emergency preparedness, mitigation response and recovery activities.

Emergency Management Director (City Manager)

The City Manager functions as the Emergency Management Director and is responsible for the overall administration of the City's emergency operations. The emergency duties of the Emergency Management Director include, but are not limited to:

1. Sets policy for emergency response organization.
2. Assumes responsibility for the overall response and recovery operations.
3. Activates the South Weber Emergency Operations Plan (including the EOC) when needed.
4. Coordinates with the Mayor and City Council.
5. Uses all available resources of the city as reasonably necessary to cope with the disaster.
6. Transfers the direction, personnel, or functions of city departments or divisions for the purpose of performing or facilitating emergency operations.
7. Declares a state of emergency in the absence of the Mayor.
8. Authorizes the strategy for recovery.

Emergency Program Manager (Deputy City Recorder)

The Deputy City Recorder functions as the Emergency Management Program Manager (EPM) and acts as an advisor to the City Manager for disaster prevention, preparedness, response and recovery. The EPM is responsible for the planning, coordination and operation of Emergency Management activity in South Weber City. The duties of the EPM include, but are not limited to:

1. Develop and update the City's EOP before, during and after exercises and actual emergencies.
2. Develop, update, and carry out an effective comprehensive exercise plan.
3. Provide or arrange appropriate orientation, training and exercise opportunities to City employees involved in the City's EOP.
4. Receive, review and approve departmental emergency operations plans and updates on an annual basis.
5. Develop, coordinate and monitor mutual aid agreements and MOUs for emergency aid and assistance.
6. Oversee the efforts of the EOC Manager in preparing, establishing and coordinating the operation of the South Weber Emergency Operations Center.
7. Coordinate efforts with the South Weber Citizen Corps Council, including volunteer district coordinators and CERT teams.
8. Oversee the recruitment of volunteer personnel and agencies to augment personnel and facilities of the City for emergency management purposes.
9. Prepare a process ahead of time to effectively deal with spontaneous volunteers.
10. Review and update city ordinances to facilitate effective emergency prevention, preparedness, response and recovery efforts.

Public Information Officer (PIO) (Mayor)

1. Functions in accordance with ESF 14 – Public Information Systems.
2. Provides the public accurate, timely, and useful information and instructions throughout the emergency period.
3. Manages all information released both internally and externally.
4. Advises the Emergency Management Director, Department Heads and Public Officials on matters of emergency public information.
5. Establishes and maintains a working relationship with local media.
6. Prepares a call-down list for disseminating emergency public information to groups that do not have access to normal media (e.g. employees)
7. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.

EOC Manager (City Recorder)

1. Manages the EOC as a physical facility (e.g. layout and set-up), oversees its activation, and ensures it is staffed to support response organizations' needs.
2. Ensures that EOC communication systems are in place.
3. Ensures that sufficient personnel are assigned to the EOC.
4. Reviews and updates listings that include phone numbers of emergency response personnel to be notified of emergency situations.
5. Designates one or more facilities to serve as the alternate EOC.
6. Coordinate with the Fire Chief.

Department Heads

Department Heads of city departments are responsible for emergency operations within their departments as follows:

General

1. Continue to perform routine day-to-day department tasks as needed.
2. Provide EOC representation as required in this plan or as requested by the City Manager.
3. Become familiar with departmental responsibilities outlined in this plan, including the appendixes and ESF annexes.
4. Develop, maintain, and exercise department plans, standard operating procedures and checklists necessary for accomplishing assigned tasks.
5. Maintain a current resource database of all department equipment, personnel and materials available to perform assigned functions.
6. Primary agencies/departments that have a lead role in an ESF should develop and maintain an appropriate response capability and ensure that all personnel assigned

7. Supporting agencies/departments with a supporting role in an ESF should assist primary agencies/departments in preparing and maintaining SOPs and should provide support for ESF operations. Each supporting agency/department should participate in the process of exercising, reviewing and maintaining and implementing this plan.
8. Train department employees at least annually in their emergency roles and responsibilities.
9. Provide departmental technical/operational response to disasters or their effects.
10. Maintain administrative control of department employees when tasked to support other agencies or jurisdictions.
11. Coordinate plans, procedures and preparations with appropriate governmental, private and volunteer agencies. Consider entering into working agreements with these agencies to promote effective emergency response and relief efforts.
12. Assist in assessing and reporting damages to any City owned facility or property to the EOC.
13. Record and report all costs incurred in carrying out emergency operations. Best practices must be followed on all financial/logistical record keeping.

Specific

Fire Department

- The Fire Chief functions in the Policy Group of the EOC, when activated. (See Appendix 1).
- See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
- Provides primary services for ESFs 04 – Fire and Rescue Operations, 08 – Health and Medical, 09 – Urban Search and Rescue, 10 – Hazardous Materials Response, and Annex A - Evacuation. Provides support services for ESFs 06 – Mass Care.

Sheriff's Department

- The Sheriff's Department will function as a part of the Policy Group of the EOC, when activated. (See Appendix 1).
- See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
- Provides primary services for ESFs 2 – Communications and Warning, 13 – Public Safety and Security and Annex A - Evacuation. Provides support services for ESFs 01 - Transportation, 06 – Mass Care, 08 – Health and Medical, 09- Search and Rescue Operations, 10 – Hazardous Materials

Public Works

- The Public Works Department Head functions in the Policy Group of the EOC, when activated. (See Appendix 1).
- See detailed responsibilities of the Operations Section of the EOC in Appendix 1.
- Provides primary services for ESF 01 – Transportation and ESF - 03 – Public Works. Provides support services for ESF 09 – Search and Rescue Operations, ESF 10 – Hazardous Materials, and Annex A – Evacuation.

- The Facilities Maintenance division functions with the Logistics Section of the EOC to provide support services to make sure City facilities are operational.

Recreation Director

- See detailed responsibilities for Logistics Section in Basic Plan Appendix 1.
- Provides primary services for ESFs 01 – Transportation (Tracking and Providing Vehicle Resources) 11 – Food and Water. Provides support services for ESFs 01 – Transportation (Open and Maintain Traffic Routes), 03 – Public Works, 05- Information Analysis and Planning, 06 – Mass Care, 07 – Resource Management, 08 – Health and Medical and Annex A – Evacuation.

Finance (Treasurer)

- See detailed responsibilities in Basic Plan Appendix 1, under Finance Section.
- Provides support services through cost and procurement units for ESF 07 – Resource Management.
- Provides accounting and financial services for receipt and disbursement of emergency funds.
- See detailed responsibilities for the Planning Section in Basic Plan Appendix 1.
- Provides primary services for ESFs 05 – Information Analysis and Planning, 07 – Resource Management. Provides secondary services for Annex A – Evacuation.

Administration

- The City Manager functions as the Emergency Management Director.
- The City Recorder provides secretarial support to the City Manager in the EOC, when activated.
- The City Attorney functions in the Policy Group of the EOC, when activated. (See Appendix 1).
- The City Manager functions as the Public Information Officer (PIO) and provides primary services for ESF 14 – Public Information Systems.
- Obtains legal counsel from City Attorney as needed.
- Provides guidance for the development of ordinances and resolutions in support of emergency operations.
- Consults with the City Attorney to review actions taken to ensure compliance with local, state and federal laws and regulations.
- Provides secondary services for Annex A – Evacuation.
- The City Deputy Recorder/Emergency Program Manager functions in the Policy Group of the EOC, when activated (See Appendix 1).
- The City Deputy Recorder/Emergency Program Manager functions as a liaison with Volunteer District Coordinators, American Red Cross, Amateur Radio Emergency Services (ARES) and other liaison contacts.

- Functions with the Logistics Section of the EOC to track employees and facilitate communications between the employees and their families and tracks and coordinates volunteer services.
- The Information Technology (IT) Division functions with the Logistics Section to provide technical support of computers, networks, communication equipment, data management, etc. (See ESF 02 – Communications).
- The IT Division protects the city’s computer systems, networks and files in the event of a disaster.

After-Action Reports

Following a City response to an emergency, disaster, or major catastrophe, the Emergency Management Program Manager will coordinate the preparation of an after-action report documenting the City’s response efforts. Within 15 workdays following the termination of a disaster, each agency involved in the response effort will provide the Emergency Management Program Manager with an after-action report outlining that agency’s involvement in the disaster.

The Emergency Management Program Manager will compile a summary After-Action Report and submit a copy of the completed report to each of the involved agencies, outlining best practices and lessons learned. The Emergency Management Program Manager will also send a copy to the Utah Department of Public Safety Division of Homeland Security Office of Emergency Services.

Training and Exercises

Training

Department Heads should provide employees at least annual training on the departmental and City Emergency Operations Plans. Requests for training courses or assistance in training personnel will be coordinated through the City Manager.

Exercises

Exercise of this plan should be conducted in accordance with South Weber City’s Comprehensive Exercise Plan. The Comprehensive Exercise plan is dynamic, updated and adjusted as necessary and should provide for:

1. Orientation seminars to be held on as needed basis for training of individuals who have responsibilities within this plan.
2. Tabletop exercises to be held at least annually.
3. Functional exercises to be held at least every two years.
4. Full-scale exercises to be held at least every five years. (May be waived in lieu of an actual disaster requiring the full implementation of this plan.)

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 Program Manager should review this plan annually and update the plan as needed under the direction of the City Manager.

Each Department Head should review and update all tasks and responsibilities assigned to them as needed based on experience in emergencies, deficiencies identified through drills and 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.

Any user of this plan is encouraged to recommend changes that the user feels might enhance or clarify particular portion of the area being addressed. Suggested changes should be submitted to the Emergency Management Program 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 the footer of each page. The Emergency Management Program Manager should forward approved changes to all persons and organizations having a copy of the plan. Changes should be noted on the Revision Log and added or replaced in each plan copy.

Appendix 1 to the Basic Plan Emergency Operations Center

Primary Agency: South Weber City Emergency Management

Purpose

The purpose of this Standard Operating Procedure (SOP) document is to establish a standardized process and to outline guidelines for activating, staffing, equipping and conducting emergency operations within the City Emergency Operations Center (EOC). This document also includes the requirements and processes for deactivation of the EOC following an incident or event.

Situation and Assumptions:

- The majority of incidents will be addressed via normal response protocols. However, if the incident requires a more extensive response the Emergency Operations Center (EOC) may be partially or fully activated. Regardless of the activation level, any EOC activation must be communicated to the EOC policy group.
- EOC activation may or may not be followed by a declaration of emergency.
- The Fire Station will function as the primary EOC. This facility will be utilized to coordinate emergency response and recovery.
- An alternate EOC is located at the City Offices.
- The EOC may be partially or fully activated during an incident by the Emergency Management Director (City Manager), the Incident Commander or as needed during a Type 3, Type 2, or Type 1 incident.
- The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.
- The EOC is organized into five (5) Sections: Policy Group, Operations Section, Planning Section, Logistics Section and Finance/Administration Section.

Concept of Operations

Pre-disaster: The EOC will be kept in an operational status with plans and procedures available; maps and charts ready; information and warning and communications channels operational; current assignment checklists and training of positions by the Emergency Operations Center Manager.

During a disaster:

1. **Activation:** The EOC will be activated and made operational by order of the Emergency Management Director (City Manager) or his designee. The following events may cause the EOC to be activated:
 - a. Actual or forecasted weather conditions indicate potential flood, high windstorms or other severe weather related problems.
 - b. An act or suspected act of terrorism.
 - c. The incident extends beyond the capabilities of local control.
 - d. The incident extends into multiple operational periods.
 - e. Any special event requiring the potential response from multiple agencies.
2. **Alerting:** Davis County Sherriff Dispatch is responsible for alerting City EOC staff, county and private cooperating agencies.
3. **Setup:** The Operations Section is responsible for maintaining this area.
 - a. The Operations Section is responsible for ensuring the EOC charts, status boards, and display materials are permanently located in the EOC.
 - b. The Planning Section is responsible for ensuring that copies of the Emergency Operations Plan and related annexes, SOP's and checklist are available in the EOC.

Functional Responsibilities

Emergency operations will continue as the situation dictates and at the direction of the Emergency Management Director. The operation will be comprised of the following elements:

Policy Group

The EOC Policy Group is responsible for developing policy. Members of this section include:

- City Manager (Emergency Management Director)
- Davis County Sheriff Chief
- Fire Chief
- Public Works Director
- City Attorney

- City Deputy Recorder (Emergency Management Program Manager/Liaison Officer)

Operations Section (Dependent on Type of Emergency – Fire Chief, Sheriff, Public Works Director)

The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan provides the necessary guidance for response operations. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by the span of control considerations.

Major responsibilities of the Operations Section Chief include:

- Assisting the Incident Commander in determining tactical strategies;
- Determining tactics to achieve command objectives;
- Determining work assignments and resource requirements;
- Identifying, assigning, and supervising resources;
- Managing tactical operations;
- Assisting in the development of the operations portion of the Incident Action Plan. This usually requires filling out the ICS 215 prior to the Planning Meeting;
- Supervising the execution of the operations portion of the Incident Action Plan;
- Maintaining close contact with subordinate positions;
- Ensuring safe tactical operations;
- Requesting additional resources to support tactical operations;
- Approving release of resources from active assignments (not release from the incident);
- Making or approving expedient changes to the operations portion of the Incident Action Plan;
- Maintaining close communication with the Incident Commander.

Members of the Operations Section include:

- Operations Section Chief
- Branch Manger(s)
- Division/Group Supervisor(s)
- Strike Force(s)
- Task Force(s)
- Single Resource(s)

Planning Section (Deputy City Recorder &/or Treasurer)

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for

use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan, formal briefings, or through map and status board displays.

Major responsibilities of the Planning Section Chief include:

- Collecting and managing all incident-relevant operational data;
- Providing input to the Incident Commander and Operations Section Chief for use in preparing the Incident Action Plan;
- Coordinating the preparation and documentation of the Incident Action Plan;
- Conducting and facilitating planning meetings;
- Reassigning personnel already on-site to ICS organizational positions as needed and appropriate;
- Establishing information requirements and reporting schedules for Planning Section units;
- Determining the need for specialized resources to support the incident;
- Assembling and disassembling task forces and strike teams not assigned to Operations;
- Establishing specialized data collection systems as necessary (e.g. weather);
- Assembling information on alternative strategies and contingency plans;
- Providing periodic predictions on incident status;
- Reporting any significant changes in incident status;
- Compiling and displaying incident status information;
- Overseeing the preparation of the Demobilization Plan;
- Incorporating Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan.

Members of the Planning Section include:

- Planning Section Chief
- Resource Unit Leader
- Situation Unit Leader
- Demobilization Unit Leader
- Documentation Unit Leader

Logistics Section (Recreation)

The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical services (for responders)

Major responsibilities of the Logistics Section Chief include:

- Managing all incident logistics;
- Ensuring that resource ordering procedures are communicated to appropriate agency ordering points;
- Developing a transportation system to support operational needs;
- Ensuring that the Logistics Section can support the IAP;
- Completing assigned portions of the written IAP;
- Placing order(s) for resources;
- Providing logistical input to the Incident Commander for preparing the Incident Action Plan;
- Briefing Logistics Branch Directors and Unit Leaders as needed;
- Identifying anticipated and known incident service and support requirements;
- Requesting/ordering additional resources, as needed;
- Developing as required, the Communications, Medical, and Traffic Plans;
- Overseeing demobilization of the Logistics Section.

Members of the Logistics Section include:

- Logistics Section Chief
- Service/Support Branch Director(s)
- Communications Unit Leader
- Medical Unit Leader
- Food Unit Leader
- Supply Unit Leader
- Facilities Unit Leader
- Transportation Unit Leader

Finance Section (Treasurer & City Recorder)

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section, only when the involved agencies have a specific need for financial services.

Major responsibilities of the Finance/Administration Section Chief include:

- Managing all financial aspects of an incident;
- Providing financial and cost analysis information as requested;
- Providing cost implications of incident objectives, as required;
- Ensuring that the IAP is within the financial limits established by the Incident Commander;
- Evaluating facilities, transportation assets, and other contracted services to determine if any special contract arrangements are needed;
- Ensuring compensation and claims functions are being addressed relative to the incident;
- Gathering pertinent information from briefings with responsible agencies;
- Developing an operating plan for the Finance/Administration Section; fill Section supply and support needs;

- Meeting with assisting and cooperating agency representatives as needed;
- Maintaining daily contact with agency(s) representative's administrative headquarters on finance matters;
- Ensuring that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy;
- Providing financial input for demobilization planning;
- Ensuring that all obligation documents initiated at the incident are properly prepared and completed;
- Briefing agency administrative personnel on the incident-related financial issues needing attention or follow up.

Members of the Finance Section include:

- Finance/Administration Section Chief
- Time Unit Leader
- Procurement Unit Leader
- Compensation/Claims Unit Leader
- Cost Unit Leader

Organizational Responsibilities for Response Functions

	Policy Group	Finance	Logistics	Operations:	Fire Department	Sheriff's Department	Public Works	Planning	Emergency Management Direc	Public Information Officer	Administration	Emergency Program Manager	IT	Rocky Mtn Power, Questar
Develop Policy During an Emergency	P													
ESF 01: Transportation			P/S			S	P							
ESF 02: Communication & Warning						P					S		P/S	
ESF 03: Public Works			S				P							
ESF 04: Fire & Rescue					P									
ESF 05: Information Analysis & Planning		P	S											
ESF 06: Mass Care		P			S	S								
ESF 07: Resource Management		S	S											
ESF 08: Health & Medical			S		P	S								
ESF 09: Search & Rescue Operations					P	S	S							
ESF 10: Hazardous Materials Response					P	S	S							
ESF 11: Food & Water			P											
ESF 12: Energy														P
ESF 13: Public Safety & Security						P								
ESF 14: Public Information Systems										P				
Annex A: Evacuation		S	S		P	P	S				S			
Volunteers											P/S	P		

P= Primary Responsibility

P/S= Depending on the Circumstances of Event

S= Secondary Responsibility

Incident Types

Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity.

Type 5

- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions other than the Incident Commander, are not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

Type 4

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a Task Force or Strike Team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

Type 3

- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages:
 - initial action incidents with a significant number of resources,
 - an extended attack incident until containment/control is achieved, or
 - an expanding incident until transition to a Type 1 or Type 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Type 2

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command and general staffing.
- Most of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

Type 1

- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Authorities and References

Federal

- Emergency Interim Succession Act, 63-5B Title 44, CFR Federal Emergency Management Agency Regulations, as amended.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- Title 44, CFR Federal Emergency Management Agency Regulations, as amended.
- The Superfund Amendment and Reauthorization Act, Title III (SARA), as amended.
- Homeland Security Presidential Directive 5 (HSPD-5): Management of Domestic Incidents; Disaster Response Recovery Act, 63-5A
- Homeland Security Presidential Directive 8 (HSPD-8): National Preparedness

Utah Statues

- Emergency Management Act of 1981, Utah Code 53-2, 63-5
- Disaster Response and Recovery Act, Utah Code 63-5A

Federal Publications

- National Response Plan
- National Incident Management System

ACRONYMS

ALS	Advanced Life Support
DOC	Department Operations Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FOG	Field Operations Guide
FUL	Food Unit Leader
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC/UC	Incident Command or Unified Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LNO	Liaison Officer
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research & Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
UC	Unified Command
US&R	Urban Search and Rescue

Emergency Support Function 1 Transportation

ICS Function 1: Operations Section is to open and maintain traffic routes.

Primary: Public Works

Support: Davis County Sheriff Utah Highway Patrol
Utah Department of Transportation

ICS Function 2: Logistics Section is to track and provide vehicle resources

Primary: Logistics Section of the EOC – Ground Support Unit

Support: Utah Transit Authority Davis School District

Purpose

To identify those actions that city departments and supporting agencies must undertake to provide transportation for people and equipment in response to a disaster emergency. This document supports the South Weber Emergency Operations Plan and addresses streets maintenance and transportation resources for relief services and supplies in support of emergency operations.

Situation & Assumptions

A disaster may severely damage the City’s transportation infrastructure. Disasters result in an influx of personnel and equipment responding to the site. They often also result in people either trying to get to the disaster site to see or volunteer, or people trying to leave the site. Fallen trees or other debris may block critical transportation routes.

It may be necessary to evacuate the population of a given area for their protection from a hazard (See ESF 10). Generally this evacuation will be a small-scale movement of people living within a few blocks of the affected area. However, in the event of a major disaster, it may be necessary to evacuate thousands of people or the entire city (See ESF Annex A Evacuation).

The primary objective is to provide safe and adequate routes of transportation to effectively facilitate the safe movement of people from the disaster area prior to or immediately after the incident, and for personnel and equipment responding to the disaster. Full coordination of all departments and support agencies is essential to ensure success.

1. All public vehicles from city entities not otherwise engaged in the disaster response, will be available as resources for allocation by the Logistics Section of the EOC.

2. Transportation infrastructure may sustain significant damage in a disaster. The damage will influence the means and accessibility to parts of the city for response and relief services and supplies.
3. Disaster response, which requires transportation capacity, may be difficult to effectively coordinate during the immediate post-disaster response period.
4. The requirement for immediate lifesaving transportation following a disaster may exceed the capability of readily obtainable assets in South Weber City.
5. Gradual clearing of access routes will allow a sustained flow of emergency relief.

Concept of Operations

It is important to establish transportation routes during a disaster to maximize response of personnel and equipment. It may also be necessary to open routes that may be closed or cluttered. A high emphasis must be maintained in this effort for a successful response. In order to assure that responders can reach disaster areas, law enforcement and public works officials shall:

1. Designate response routes as needed.
2. Clear roadways of debris.
3. Establish roadways around barriers.
4. Limit civilian traffic as needed.
5. Coordinate with UDOT.
6. Coordinate with UTA for bus use and routing. (Consider assistance from Logistics Section of EOC)
7. Coordinate with Davis School District for use of busses and trucks. (Consider assistance from Logistics Section of EOC.)

The IC will determine if on-hand transportation resources are adequate. Davis School District buses or UTA buses may be used to provide additional transportation for evacuation of the public, movement of emergency workers to and from staging areas, and movement of special populations. If more transportation resources are required, the IC may request additional resources directly from the Davis School District and UTA, or request assistance through the Logistics Section of the EOC.

As transportation resources become available, attempt to assign drivers familiar with that type of vehicle. Bus communications systems may be used to gather damage assessment and situation information. Bus dispatchers or transit centers receiving this information should forward it to the communications unit of the EOC by an alternate means of communication (telephone or other radio systems).

Emergency transportation provided during the evacuation and return period should include special provisions for handicapped and injured persons.

In accordance with City, County and State authorization, provisions may be made to use the full width of the roadway to travel in a single direction to double capacity.

Functional Responsibilities

Public Works Department

1. The Public Works Director, or designee, will oversee the opening and maintenance of transportation routes during a disaster.
2. Determine the usable and unusable portions of the city streets, condition of bridges and overpasses.
3. Communicate with the EOC when activated.
4. Provide barricades to prevent public access to roads that have been determined to be unsafe.
5. Recommend possible evacuation routes and assist law enforcement in establishing and controlling evacuation routes.
6. Coordinate the emergency transport of material and equipment.
7. Provide for the removal of wreckage, debris, and the temporary repair of lightly damaged roadways and bridges.
8. Recommend priority for the repair or restoration of local highways, roads, and streets.
9. Develop and maintain standard operating procedures (SOPs) to support the use of city vehicles and road maintenance equipment during an emergency or disaster.
10. Ensure City resources are available to open and maintain transportation routes.
11. Arrange for vehicle and equipment maintenance and support during disaster operations.
12. Collect and report “windshield” damage assessment and situation report to the EOC. (Public works field personnel will report to their supervisor the conditions of roadways, bridges, traffic controls, etc. they encounter in the city. This information will then be provided to the Planning Section of the EOC when activated.)
13. Record all costs for transportation related to emergency or disaster operations.

Logistics Section of EOC – Transportation Unit

1. Develop and maintain available transportation resource lists including vehicles, equipment, fuel and maintenance.
2. Locate and provide transportation resources as needed.
3. When the EOC is fully operational, track and coordinate transportation resources.

Davis County Sheriff, Utah Highway Patrol

1. Enforce emergency traffic regulations and closures.
2. Coordinate information regarding damaged or impassable roads with the EOC.
3. Assist with planning and controlling emergency evacuation routes.
4. Assign personnel to traffic control points to maintain a smooth flow of traffic.

Utah Department of Transportation

1. Open and maintain State roads during an emergency.
2. Provide assistance to Public Works to open and maintain City roads.

Utah Transit Authority

1. Provide emergency transportation services.
2. Support public safety and public works operations.
3. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
4. Be prepared to provide buses as “mobile shelters” at emergency scenes for victims and responders.
5. Record all costs for transportation related to the emergency or disaster.
6. Collect and report damage assessment and situation information. Report to the EOC.

Davis County School District

1. First priority will be to provide safe transportation to students within their jurisdiction in response to an emergency or disaster.
2. Provide emergency transportation services.
3. Support public safety and public works operations.
4. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
5. Be prepared to provide buses as “mobile shelters” at emergency scenes for victims and responders.
6. Record all costs for transportation related to the emergency or disaster.
7. Collect and report damage assessment and situation information to the EOC.

Life Flight, Air Med, UHP Helicopter and other Aerial Assets

1. Identify and fly routes to gather damage assessment, traffic and situational information.
2. Provide medical evacuation or individual evacuation within equipment capabilities.

ESF 1 Appendix 1

Traffic Control for Mass Evacuation

General Traffic Flow

1. All of the evacuees assigned to evacuation areas will travel either west or east on SR-60 (South Weber Drive). Evacuees traveling east will then travel north or south on Highway 89. Evacuees traveling west will travel to I-84. Evacuees will receive specific directions based on the location of receiving areas and the areas affected by the emergency.
2. Traffic control stations, rest areas and roadblocks will be established to control traffic flow and handle emergencies.
3. Unplanned traffic should be kept off the routes described above and diverted to other routes until the evacuees have reached their host destinations.

Traffic Operations

1. The Davis County EOC will notify the receiving County EOC when the evacuating traffic begins to move toward their county. If Cache County, within 2 hours.
2. Traffic control stations will be established and manned by law enforcement personnel. County Public Works and the Department of Transportation District 1 and 2 will erect the appropriate directional signs, barricades and roadblocks to channel the evacuees to their destinations and to prevent unplanned vehicles from impeding evacuee traffic flow.
3. Assistance to stalled vehicles or other emergencies will be coordinated through the appropriate dispatch centers.

Emergency Support Function 2 Communications

ICS Function:	Operations
Primary:	Davis County Sheriff
Support:	Davis County Dispatch, City Watch, Information Technology (IT) Division, Amateur Radio Emergency Services (ARES), 211 – United Way

Purpose

To provide guidance for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operations requirements of the City in responding to, and recovering from, emergencies and disasters. The systems include wireless and non-wireless voice and data transport networks.

Situations & Assumptions

1. South Weber City is at all times subject to a variety of potential emergencies and/or disasters, requiring advanced warning, public safety and community response, and the ability to communicate and share information.
2. The sudden and unanticipated nature of an incident, such as an earthquake, or act of terrorism, will require an immediate response to save lives, protect property, and preserve the environment.
3. During a widespread emergency or disaster, emergency responders, and city administration will require timely information on which to base their decisions and focus response and recovery activities. Concurrently, widespread damage to commercial telecommunications facilities is likely. At a time during which the ability to communicate becomes most critical, the capability may be significantly reduced or even nonexistent.
4. Initial reports of damage may be fragmented and provide an incomplete picture of damage to communications facilities.
5. Weather and/or other environmental factors may restrict mobile or transportable communications equipment into the affected area.
6. Conditions following the event will necessitate the careful consideration of sites for establishing staging areas, shelters, assistance centers, alternate operations centers and ad-hoc communications infrastructure.
7. The EOC will likely be activated.

Concept of Operations

Existing city owned telecommunications, information systems, and networks are currently deployed and operational in support of emergency management citywide.

Assigned personnel within their departments perform everyday PIO assignments. In the event of a disaster or extraordinary event resulting in a need for coordinated information dissemination, the EOC should be activated to the level necessary. The PIO in the EOC Policy Group shall appoint a PIO as the lead person for coordinating all responsibilities in the JIC, including coordinating and assigning responsibilities to other PIO's and establishing a location for the JIC.

The Davis County Dispatch Supervisor shall have the responsibility of assuring the functionality of emergency communications equipment for the dispatch center. The EPRT supervisor will ensure that all communication equipment is functioning, and will assign personnel to staff all necessary communications positions in the EOC, working with and utilizing ARES members as necessary.

Telephone

1. Normal communications will be by telephone throughout the crisis period. All mass care facilities, feeding facilities and other disaster recovery offices will establish telephone answering and communication procedures.
2. The volume of telephone traffic will be heavy at certain local points, such as the EOC, and it may overload the normal system. Augmented manning additional lines and telephone equipment may be required.

Radio

1. Radio communication is the primary source of communication by emergency responders.
2. Radio augmentation will be required at all disaster relief centers and will be vital to coordinate all activities.
3. Ham radio will be a vital link in the communication process for an emergency.
4. At this time South Weber City does not have a working radio communication system.

Operations

1. The Dispatch Supervisor at the EOC, with the assistance of the LAN Administrator from the Management Services Department will coordinate the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
2. EOC phone numbers are found in Appendix 1 of this ESF and also within the Emergency Operations Plan.
3. Activation, manning and operation of the emergency communication system will be located in Davis County Sheriff Dispatch and the EOC. Volunteer ARES radio personnel will be located in the Emergency Communications Center (ECC) located in the EOC.
4. Communications coordination with the Davis County EOC may be done by commercial telephone or radio.
5. Commercial telephone exists between the South Weber EOC, the National Weather Service (NWS), the City Davis County Sheriff, radio and TV stations serving the South Weber City area. The Emergency Alert System (EAS) is available from South Weber City's EOC to KSL Radio and KALL Radio in Salt Lake City, Utah. See Appendix 2.
6. In the event that telephone communications are lost with the South Weber City EOC or communications assistance is otherwise needed, amateur radio will provide coverage as needed.

Warnings

1. Warnings will be given to the public via appropriate means. This may include using an alert and notification system such as Davis County’s CityWatch (see Appendix 5), AM/FM radio, television, public address systems, and mobile sirens via Davis County Sheriff or fire vehicles.
2. The South Weber Citizen Corps Council has established a localized community system whereby the City provides notification through District Coordinators as a vital means for disseminating warnings.
3. At the present time, there are four (4) established systems to give broad scale warnings to the citizens. They are:
 - a. The EAS (Emergency Alert System)
 - b. City’s AM radio station.
 - c. Davis County Sheriff’s Alert and Notification System (City Watch).
 - d. Calling tree through the district coordinators.
4. Fixed sirens no longer exist.
5. Through the Utah State Homeland Security “ULEIN” system. (Utah Law Enforcement Information Network)

Distribution of Warnings

1. Public Information Officer (PIO) - Upon need to provide warnings or information to any part of the population, the PIO will be tasked with designing appropriate messages. In situations when time is of the essence and no PIO is immediately available, any law enforcement or fire official may present an appropriate message.
2. Emergency Alert System (EAS) - KSL is the Local Primary broadcast station for the Wasatch Front. Alerts and warnings can be made direct to them via telephone, Davis County EOC or through the State EOC. The specific procedure for activating the EAS with a message is in Appendix 3.
3. Local Law Enforcement/Fire - Warnings may be appropriately channeled to the Davis County Sheriff Department, Davis County Sheriff’s Office, and/or other law enforcement and fire agencies in surrounding communities. In these cases, notification would be made via telephone, or amateur radio.
4. Alert & Notification System - Warnings, alert and notifications can be distributed to specific areas or to persons belonging to “call lists” via South Weber City’s Emergency Notification System. Any warning/messaging needed within South Weber City should be given to the Davis County dispatch center.
5. Emergency Operations Center (EOC) - In the case of a mass disaster, radio and television systems may not be functional. Warnings from the county or the state would be sent to individual city EOC’s via 800 MHz, amateur radio, for dissemination to the public.

Emergency Public Information

1. The primary responsibility for the release of public information and for issuing instructions to the public rests with the Emergency Operations Director (City Manager). He may delegate to the Public Information Officers the tasks of coordinating releases of information,

providing prepared news releases to the media and distributing instructions to the public relative to the crisis situation.

2. Any individual who desires to release any official public information will submit the release to the Emergency Operations Director or to the Public Information Officer for approval.
3. Any information released by other persons will not be considered official. The news media will be so informed.
4. Any person, department, or agency releasing information to the public without clearance must bear the responsibility for any legal repercussions resulting from the release.

Functional Responsibilities

Emergency Services Director (City Manager)

1. Ensure that appropriate public information (prepared news releases to the media) and instructions to the public relative to the crisis situation are being issued. This may be delegated to the PIO.
2. Approve all official releases of public information. Inform the news media that any releases by other persons will not be considered official.

Davis County Dispatch

1. The Davis County Dispatch is responsible to assure the functionality of emergency communications equipment, and to assign personnel to staff all necessary communications positions in the dispatch center and EOC, working with and utilizing ARES members as necessary.
2. The Dispatch Supervisor at the EOC, with the assistance from the Information Technology (IT) Division of Management Services Department will coordinate the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
3. The Dispatch center is responsible to alert key officials when the City Manager activates the Emergency Operations Center (EOC).
4. The Dispatch Supervisor has specific Mass Evacuation Communication instructions outlined in Appendix 4 to this ESF.

Information Technology (IT) Division (Dynaquest)

1. The Information Technology (IT) Division of Management Services Department will assist the web content manager to coordinate the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
2. The Information Technology Division will provide all telecommunications equipment necessary to operate the Emergency Operations Center (EOC).
3. The Information Technology Division will be onsite (LAN Administrator) to assist and answer all questions regarding Emergency Operations Center Telecommunications.

Amateur Radio Emergency Services

1. Amateur radio resources should be utilized as needed to augment communication at the EOC.

South Weber City Emergency Operations Plans – ESF 2
Communications

2. In the event the Federal Communication Commission (FCC) prohibits all amateur radio volunteers from using the radio, the Davis County Amateur Radio Emergency Services (DCARES) would be called to assist.
3. A current list of ARES members assigned to the South Weber City ECC is found in Appendix 2 of this ESF. A complete list of ARES members is in the South Weber City Emergency Operations Plan.

ESF 2 Communication Appendix 1 Phone List – August 12, 2009

EMERGENCY MANAGEMENT DIRECTOR (CITY MANAGER):

Matthew Dixon mdixon@southwebercity.com
 2008 North 3900 West 801-388-4667 (c) * SD 52
 Plain City, Utah 84404 801-731-4521 (h) * SD 51

FINANCE SECTION / EOC MANAGER (CITY RECORDER):

Erika Ahlstrom eahlstrom@southwebercity.com
 2560 West 5725 South 801-791-7848 (c) * SD 55
 Roy, Utah 84067

PLANNING SECTION/ EMERG OP PLAN. MANAGER

(DEPUTY RECORDER):

Emily Thomas ethomas@southwebercity.com
 1864 East 7775 South 801-458-7723 (c) * SD 03
 South Weber, Utah 84405

DEPUTY RECORDER

Cynthia Benson cbenson@southwebercity.com
 1185 East 1350 South 801-779-4271 (h) * SD 56
 Clearfield, Utah 84015 801-510-1855 (c) SD 57

FINANCE SECTION (TREASURER):

Jami Jones jjones@southwebercity.com
 1873 East 5775 South 801-941-1860 (c) * SD 26
 South Ogden, Utah 84405 801-479-4228 (h) *

COURT CLERKS:

Laurie Sorensen lsorensen@southwebercity.com
 1937 East 7775 South 801-479-1725 (h) * SD 34
 South Weber, Utah 84405

Debbie Cowdin dcowdin@southwebercity.com
 7815 South 2000 East 801-476-0613 (h) * SD 09
 South Weber, Utah 84405

RECEPTIONIST:

Stephanie Nicholson snicholson@southwebercity.com
 1870 East Erica Way 801-475-6431 (h) SD 02
 South Weber, Utah 84405 801-941-0589 (c) SD 27

OPERATIONS SECTION - PUBLIC WORKS (PW DIRECTOR):

Mark Larsen mlarsen@southwebercity.com
 6755 East 1900 North 801-458-4835 (c) SD 19
 Croydon, Utah 84018 801-845-9091 (h) SD 18

PUBLIC WORKS :

Bryan Wageman 801-791-5765 (c) SD 38
 147 West 2150 North
 Harrisville, Utah 84404

Robert Steele 801-628-6393 (c) SD 25
 524 North 4000 South
 Clearfield, Utah 84015

Clint Olsen 801-710-9345 (c) SD 29
 332 East 4475 South
 Washington Terrace, Utah 84405

Jordan Briggs 801-721-2596 (c) SD 11
 288 East 2275 North #30
 North Ogden, Utah 84414

LOGISTICS SECTION (RECREATION DIRECTOR):

Joe Cravens jcravens@southwebercity.com
 1065 East 5850 South 801-476-1170 (h)* SD
 South Ogden, Utah 84405 801-698-2084 (c) SD 05

RECREATION COORDINATORS:

Larry Birt Larry.W.Birt@irs.gov
 464 East 6659 South 801-388-2038 (c)
 South Weber, UT 84405

RECREATION:

Meagan Sorensen 801-668-3049 (c)
 1937 East 7775 South
 South Weber, UT 84405

Jamie Jacobsen 801-698-4797 (c)
 2405 East Deer Run Drive
 South Weber, UT 84405

Hailee Harris 801-814-4179 (c)
 7746 South 2175 East
 South Weber, UT 84405

Jordan Hunsaker 801-336-6903 (c)
 1876 East 2125 North
 Layton, UT 84104

Jordan Galbraith 801-645-7227 (c)
 2393 East 8100 South
 South Weber, UT 84405

Blake Buchanan 801-686-7144 (c)
 6393 Raymond Drive
 South Weber, UT 84405

Whitney Clydesdale 801-686-2323 (c)
 7841 South Peachwood Drive
 South Weber, UT 84405

Samantha Jones 801-698-0877 (c)
 1988 East 7700 South
 South Weber, UT 84405

OPERATIONS SECTION - FIREFIRE CHIEF & ASSISTANT:

Tom Graydon, Chief utgraydons@msn.com
 2056 Cedar Bench Drive 801-391-9070 (c) SD 44
 South Weber, Utah 84405 801-476-1438 (h) SD 43
 Frank Patrick, Assistant 801-589-0441 (c) SD 58

CITY ENGINEER:

Jones & Associates brandonj@jonescivil.com
 Brandon Jones 801-476-9767 (o) SD 41
 1716 East 5600 South 801-476-9768 (f)
 South Ogden, Utah 84403 801-391-9621 (c) SD 42

CITY PLANNER:

Davis County Planner shess@daviscountyutah.gov
 Scott Hess 801-444-2300 x 3278
 P.O. Box 618 801-451-3281 (f)
 Farmington, Utah 84025

SWC JUSTICE COURT JUDGE:

Reuben J. Renstrom reuben@utahsttorneys.com
 517 East 1200 South 801-544-5306 (o) SD 12
 Kaysville, Utah 84037 801-628-6688 (c)

CITY ATTORNEY: Civil

Smith, Knowles & Hamilton PC
 Stephen Noel snoel@smithknowles.com
 4723 Harrison Blvd #200 801-476-0303 (o) SD 39
 Ogden, Utah 84403 801-340-2966 (f)

CITY PROSECUTOR:

Weber County Attorney callred@co.weber.ut.us
 Christopher Allred 801-399-8614 (o) SD 01
 1634 Navajo Drive 801-399-8304 (f)
 Ogden, Utah 84403

CITY TRANSCRIBER:

Michelle Clark mclark1166@gmail.com
 2388 East 7975 South 801-645-1183 (c)*
 South Weber, Utah 84405 801-479-7394 (h) SD 07

SWC Official Phone List – August 12, 2009

POLICY GROUP/CITY COUNCIL:

PIO Mayor Brent V. Petersen bvpetersen@datc.edu
 6890 South 475 East 801-698-1509 (c) SD 14
 TERM EXP 1/2010 801-479-4447 (h) SD 13

Michael Poff michaelpoff@juno.com
 6591 South 475 East 801-476-9735 (h) SD 16
 TERM EXP 1/2012 801-540-6930 (c)* SD 49

Farrell Poll fpoll@americafirst.com
 2316 East 7800 South 801-479-4936 (h) SD 21
 TERM EXP 1/2010 801-726-6399 (c)*

M. Scott Peterson m.scott.peterson@gmail.com
 7968 South 2250 East 801-622-9040 (h) SD 22
 TERM EXP 1/2010 801-682-5372 (c)*

Scott Woodbury woodburys@gmail.com
 2161 East 7800 South 801-479-6233 (h) SD 23
 TERM EXP 1/2012 801-529-6600 (c)*

Dave Thomas dthomas@co.summit.ut.us
 7875 South 2250 East 801-479-7479 (h) SD 17
 TERM EXP 1/2012

PLANNING COMMISSION:

Delene Hyde, Chair chydes4@msn.com
 349 East 6650 South 801-479-1959 (h) SD46
 TERM EXP 1/2010 801-540-0580 (c)*

Rorie Stott, Co-Chair imakeithappen@hotmail.com
 7364 South 1700 East 801-479-0157 (h) SD 30
 TERM EXP 1/2012 801-336-8951 (c)* SD 64

Timothy Grubb tgrubb@backmantitle.com
 6926 South 475 East 801-476-4189 (h) SD 35
 TERM EXP 1/2014 801-678-1074 (c)*

Rod Westbroek 801-475-7098 (h) SD 37
 2538 East 8150 South 801-589-3444 (c)*
 TERM EXP 1/2011

Mark Perkins mdperkins@comcast.net
 2288 East Deer Run Dr 801-479-8711 (h)
 TERM EXP 1/2013 801-920-6238 (c)*

BOARD OF ADJUSTMENT:

Annette Gardner, Chair 801-479-4903 (h)
 346 East 6650 South TERM EXP 7/2013

John Kirkland 801-476-9086 (h)
 2116 East 7400 South 801-452-3661 (c)*
 TERM EXP 7/2013

Neil Miller nmiller@farmingtonutah.gov
 2412 East Deer Run Dr 801-479-1478 (h)
 TERM EXP 7/2010 801-430-2324 (c)

Leslie Waters 801-479-6634 (h)
 7981 South 2175 East TERM EXP 7/2009

Chris Wooton christian.wootton@hill.af.mil
 8148 South Cedar Circle 801-476-9046 (h)
 TERM EXP 7/2013 801-777-9456 (c)

YOUTH CITY COUNCIL:

Mayor - Sam Jones gradof2009@hotmail.com
 1988 East 7700 South 801-479-6249 (h)
 TERM EXP

Mayor Pro-tem kenzie_a91@hotmail.com
 Mckenzie Andersen 801-388-7532 (h)
 7464 South 1300 East
 TERM EXP

NEIGHBORHOOD WATCH:

John Massengale johnm405@msn.com
 7998 South 2250 East 801-479-0619 (h)

CITY BUILDINGS:

SWC City Office swc@southwebercity.com
 1600 East South Weber Drive 801-479-3177 (o)
 South Weber, Utah 84405 801-479-0066 (f)

SWC City Shop 801-476-7265 (o) SD 33
 1727 East South Weber Drive
 South Weber, Utah 84405

SWC Fire Station 801-476-8907 (o)
 7365 South 1375 East 801-475-6487 (f)
 South Weber, Utah 84405

Family Activity Center 801-476-4445 (o) SD 31
 1181 East Lester Drive 801-476-4442 (f)
 South Weber, Utah 84405

CITY PARKS:

Central Park – 7365 South 1375 East
 Cherry Farms Park – 8100 South & 2100 East
 Veteran’s Memorial Park – 1900 East & South Weber Drive
 Canyon Meadows Park – 675 East & Petersen Parkway

Other Phone Numbers

Davis County Sheriff Dispatch 801-444-2280
 Animal Control 801-444-2200
 Weber Basin Water 801-771-1677
 South Weber Water Improvement District 801-475-4749
 South Weber Water Improvement – Rorie 801-336-8951
 South Weber Irrigation Company – Louise 801-479-1635
 Davis/Weber Canal Company 801-774-6373
 Robinson Waste 801-825-3800
 Blue Stakes 800-662-4111
 South Weber Elementary 801-402-3750
 Rocky MTN Recycling – Pete (Driver) 801-835-4841
 Rocky MTN Recycling – Office 801-975-1820
 Davis County Information 801-444-2300
 Job Corp 801-479-9806
 Dynaquest 801-393-6903
 Dynaquest – Sara 801-409-0152
 Staker Parsons 801-731-1111
 Post Office – Pacific Ave 801-627-4521
 Central Weber Sewer 801-731-3011
 UDOT 801-620-1600
 United Way 211

ESF 2 Appendix 2 Dispatch Centers

Davis County Sheriff's Office

801 451-4150
801 451-4151
801 451-4152
801 451-4153
801 451-4154
801 451-4250
801 451-4141

Layton City Dispatch

801 497-8300

Clearfield City Dispatch

801 525-2806

Bountiful City Dispatch

801 298-6000

UTA Dispatch

801-626-1222

UTA Maintenance Shop

801-626-1233

Amateur Radio Emergency Services

Tim Seeley – Emergency Coordinator for DC ARES

H: 801-544-7928

M: 801-628-7929

William E. Moyes – South Weber ECC Coordinator

1984 W. Mark St. Layton, UT 84041

H: 801 825-7178

M: 801 698-9379

Ed Dollmeyer KB7OLE – Assistant South Weber ECC Coordinator

615 Rosewood Lane, Layton, UT 84041

H: 801 444-0160

W: 801 779-9582

South Weber City Emergency Operations Plans – ESF 2
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Gary Greggson KD7HIP – Assigned to the South Weber ECC
959 E. 325 S. Layton, UT 84041
H: 801 546-8367

Bob Craven – Radio Officer for the State of Utah
H: 801 298-7477
M: 801 971-2535
W: 801 538-9663
P: 801 249-6263

Rich Fisher
H: 801 773-9312
M: 801 698-3104
W: 801 775-2296


ESF 2 Appendix 3

Emergency Alert System (EAS) Activation Procedure

Only persons pre-authorized by the City may activate the EAS. KSL keeps a list on file, which is updated as needed by the EOD.

1. Create a message or instruction to be broadcast.
2. Call KSL at 801 575-6397.
3. Use the following format upon calling KSL:
“This is _____ from South Weber City. I request that the Emergency Alert System be activated for the city of South Weber because of (the type of emergency situation at hand).”

Then provide the following information:

- a. Who the requesting person is.
- b. Give your authentication number. (insert # here) 
- c. Whether the message is for immediate or delayed broadcast.
- d. The area of the city involved.
- e. Describe the nature of the emergency.
- f. Actions being taken.
- g. The message or instructions to the public.

ESF 2 Appendix 4

Mass Evacuation Communications Procedures

Population Evacuation

1. When mass evacuation is contemplated, the Dispatch Supervisor will:
 - a. Establish twenty-four (24) supervisory communications coverage in the South Weber City EOC.
 - b. Notify all dispatch centers listed in Appendix 2 of this ESF to alert their forces and be prepared for duty at traffic control locations as required.
 - c. Page all City supervisory personnel to respond to the EOC for evacuation briefing.
 - d. Call in the ARES command group to respond to the South Weber City for evacuation briefing.
 - e. Pre-assign radio channels for officers/dispatchers/fire fighters.

2. When Population Evacuation officially begins, the Dispatch Supervisor will:
 - a. Notify all city departments and radio units.
 - b. Support the Emergency Operations Director (EOD) and other agencies as required by providing radio communications between all traffic control points and the City EOC, as well as any other locations where radio communications are needed.
 - c. Provide the communications necessary to control the movement of the populace along the designated routes to their proper reception center locations. This would be coordinated with Police Department of affected cities and the Utah Highway Patrol.

3. As soon as possible, when it is determined that population evacuation is likely; the PIO should distribute appropriate instructions to the public as an Emergency Public Information Package (EPI). This may be done by:
 - a. Distributing camera-ready instructions signed by the appropriate authorities at all the appropriate media outlets.
 - b. Instructing the media when to publish them.
 - c. Television and radio broadcasts may continually present repeated portions of these instructions that may be helpful to the public as the crisis develops and the evacuation progresses.

ESF 2 Appendix 5

Davis County CityWatch Polices & Procedures

1. Overview

CityWatch is an Alert and Notification Program that has been purchased by the Utah Department of Health through the Federal Public Health Preparedness and Response for Bioterrorism Grant for the purpose of notifying Health Care Providers and/or the public of urgent/emergent health related information. It may also be used to notify the general public of any health or property protection measures (see Section 2, CityWatch Applications below.) It is currently maintained by the Davis County Health Department using funding through the Federal Bioterrorism Grant.

The CityWatch server resides at the Davis County Sheriff's Office. Client software resides on computers in the Davis County Sheriff's Dispatch Center and on computers of the Davis County Emergency Services Coordinator and the Davis County Health Department Epidemiologist.

The system allows for up to 27 simultaneous calls. It can currently only call commercially available phone numbers. Unlisted numbers are not in the system. If the call is picked up by an answering machine, it will leave the message on the machine. Notifications can be sent in two languages.

Call lists can also be created on the system to notify specific groups of people.

2. CityWatch Applications:

- Health Alerts
- HAZMAT Alerts
- Lost Children
- Crime Alerts
- Weather Warnings
- Hazard Warnings
- Terrorism Warnings
- Military
- Special Needs
- Utilities Notifications
- Personnel Call-Ups/Notifications
- EOC, Fire, SWAT, Medical Clinics, Hospitals, etc.

3. Process:

Call List Notifications:

Various departments and cities within the county may create call lists. Call lists must be created in Microsoft Excel and must be formatted with specific field/column names (see Attachment A). Lists will be submitted to the Davis County Emergency Services Coordinator for entering into CityWatch (see Attachment B). Those entities/departments will then be provided with the call list “number” associated with the list and instructions on how to make notifications. The originator of the call list is responsible for ensuring that the most current call list is submitted to the individuals listed above.

Emergency Notifications:

1. Davis County Dispatch will be notified of the need to send an emergency notification (see Attachment B). The requester needs to supply the following information:

- Type of emergency
- Boundary of notification
- Urgency
- Message to be delivered.

If the requester has access to sending the alert needed, they will send the alert and notify the Davis County Dispatch the alert has been sent.

2. Using CityWatch mapping, the area specified will be selected and a call list will be generated.

3. The call “List #” will then be given to the requester so that the requester can record a message and send the notification.

Cancellation of Notification:

In the event that the notification needs to be cancelled before completion, the notification will be cancelled through the CityWatch Data Manager program by following the appropriate procedures, or via the phone by following the appropriate procedures.

Reports:

Following the completion of a notification sent out through the CityWatch system, Davis County Emergency Management (Emergency Services Coordinator) will forward a final summary report to the individual/agency initiating the notification. The final summary report will include:

- Number of calls completed
- Number of calls with ring, but no answer
- Number of calls busy
- Number of calls with operator intercept

The summary report will finalize the calls that were successful and the number of calls that were not completed (due to invalid number, no answer, etc.).

4. Format of Message:

At a minimum, the following components need to be included in the main message of the voice notification. These items must be included in the message recorded by the individual/agency requesting the notification be made:

- Category of message (see Section 5, Message Category)
- Name of organization/agency sending message
- Name of individual or requesting agency recording the message
- Date and time of message
- Body of message – message must be neutral and state only facts, no opinions
- If necessary, a phone number/website where individuals can go for more information.

The typical message should be no longer than 30 seconds. The longer the message, the longer it will take for the calls to be completed.

The CityWatch system details several ways in which notifications can be sent. The individual/agency requesting the notification will need to determine those parameters before the message is sent out (see Attachment C).

5. Message Category

In order to correctly convey the importance and urgency of notifications made through the CityWatch system, the following categories have been designated:

- **Announcement:** Announces an event such as an awards ceremony, news conference, and community event. Also announces new data, program, issues, rankings, reports, and awards. This type of notification should only be sent out to pre-established call lists and should not be used for notification of the general public.
- **Advisory:** Indicates the presence of a trend or event, information about which should be shared as a matter of proactively protecting the public. Prevention information to avoid a risk or an unpleasant outcome might be shared here. Examples include air quality advisory, utilities notifications, road closure notifications, missing children.
- **Alert:** Alerts the public to issues that may involve risk for a certain portion of the population where the message would include specific risks and how to prevent them or report occurrence of them. Examples include boil order, terrorism warning, weather warnings, crime alerts, health alerts.
- **Warning:** Provides substantial information to warrant warning the general public to avoid certain activities, travel to certain areas. This category is the most severe and should only be used in dire emergency situations that imminently threaten life, safety and property. Examples include hazardous material spill, terrorist attack.

Each message sent through the CityWatch system should include the message category (see Section 4, Format of Message).

6. Coordination

At a minimum, the following should be contacted prior to sending out notifications through the City Watch system (see Attachment B):

- Davis County Emergency Management
- Emergency Manager of the affected jurisdiction
- Dispatch Center of the affected jurisdiction.

Additional organizations/agencies should be contacted as the situation necessitates.

7. Priority Notifications

In the event that two or more notifications need to be sent at the same time, Davis County Emergency Services in conjunction with Davis County Health Department have the final authority to prioritize and send notifications accordingly. Notifications to protect health, safety and property will always take precedence over other notifications.

8. Long Distance Phone Charges:

Calls resulting in long distance phone charges will be charged to the agency requesting the notification.

9. Training/Education

Davis County Emergency Services in conjunction with Davis County Health Department and Information Systems will be responsible for providing education and training on proper use of the CityWatch system.

10. Tests of system

Davis County Dispatch Center Manager will be responsible for assigning dispatch personnel to test the system on a weekly basis. Tests of the system will be conducted using pre-established call lists. Test notifications will not be sent to the general public. Results of the weekly tests will be forwarded to the Davis County Emergency Services (Emergency Services Coordinator).

South Weber City Emergency Operations Plans – ESF 2
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Attachment A – Call List Format

Pre-established call lists can be stored in CityWatch and then activated as needed to send notifications. The call lists must be in Microsoft Excel and should be submitted to either Davis County Emergency Services (Emergency Services Coordinator) or Davis County Health Department (Emergency Response Coordinator).

The Microsoft Excel spreadsheet must contain the following column heading as illustrated in the example below.

FullName	Voice1	Voice2	Voice3	Fax	Pager	SecurityCode
Joe Smith	8011111234	8011111235		8011111236	8011111237	1234
Barbara Jones	8012221234	8012221235	8012221236			1223

FullName field must be completed.

Voice number fields must be completed when sending notifications to voice channels. Voice number fields will only use escalation when Voice1, Voice2, Voice3 are used. Enter phone numbers as 10-digit numbers only.

Fax field is required when sending to fax channels.

Pager field is required when sending to pager channels. Notifications will be sent out only in numeric format.

SecurityCode field only needed when notifications are marked as sensitive deliver (i.e. individual receiving the call would be required to enter the security code before the message would be delivered).

South Weber City Emergency Operations Plans – ESF 2
Communications

Attachment B – Contact Information

Individuals authorized to initiate CityWatch outcalls:

<u>Name</u>	<u>Title</u>	<u>Agency</u>	<u>Work Number</u>	<u>Alternate Number</u>	<u>Fax Number</u>
		Davis County Dispatch	801-451-4150		801-451-4044
Brent Peters	Emergency Services Coordinator	Davis County Sheriff's Office	801-451-4129	801-668-8152 (cell) 801-541-1373 (cell)	801-451-4167
Ivy Melton-Sales	Emergency Response Coordinator	Davis County Health Department	801-451-3525	801-599-9378 (mobile)	801-451-3464
Brian Hatch	Epidemiologist	Davis County Health Department	801-451-3325	801-510-6427 (mobile)	801-451-3464

Contact list for coordination of CityWatch outcalls:

<u>Name</u>	<u>Title</u>	<u>Agency</u>	<u>Work Number</u>	<u>Alternate Number</u>	<u>Fax Number</u>
		Bountiful City Dispatch	801-298-6000		801-292-6441
		Clearfield City Dispatch	801-525-2806		801-525-2862
		Davis County Dispatch	801-451-4150		801-451-4044
		Layton City Dispatch	801-497-8300		801-497-8399
Anne Blankenship	Emergency Management	Woods Cross City	801-292-1695		
Brent Chandler	Emergency Director	West Bountiful City	801-299-1025		
Paul Child	Emergency Manager	Centerville City	801-292-8441		
	Emergency Director	West Point City	801-825-0355		
Jon Hadlow	Emergency Coordinator	Bountiful City	801-298-6000		

South Weber City Emergency Operations Plans – ESF 2
Communications

<u>Name</u>	<u>Title</u>	<u>Agency</u>	<u>Work Number</u>	<u>Alternate Number</u>	<u>Fax Number</u>
Brian Hatch	Epidemiologist	Davis County Health Department	801-451-3325	801-510-6427 (mobile)	801-451-3464
Sgt Sue Campbell	Emergency Services Coordinator	Davis County Sheriff's Office	801-451-4129	801-668-8152 (cell)	801-451-4167
John Massengale	Emergency Coordinator	South Weber City	801-479-3177		
Jim Mason	Emergency Manager	Layton City	801-546-8502	801-721-2627	801-546-8577
Mike Moyes	Emergency Manager	Syracuse City	801-825-1477		
Linda Russell	Emergency Services Director	Fruit Heights	801-546-0861	801-940-1394	801-546-0058
John Thacker	Emergency Director	Kaysville City	801-546-1235		
Carl Trussel	Emergency Manager	Sunset City			
Paul White	Emergency Director	Farmington City	801-536-8614		
Ivy Melton-Sales	Emergency Response Coordinator	Davis County Health Department	801-451-3525		801-451-3464

Attachment C – Notification Format

When utilizing the CityWatch system, several parameters need to be set before notifications can be sent. The individual/agency requesting use of the CityWatch system will be responsible for identifying the parameters appropriate for the message being sent. Davis County Dispatch, Davis County Emergency Services and Davis County Health Department can provide assistance in determining the best parameters for the message being sent.

There are four parts to a voice notification:

1. Opening prompt
2. Main message
3. Confirmation prompt
4. Closing prompt

Opening prompt

The opening is the first thing the called party hears when the telephone is answered.

Main message

The message as recorded by the individual/agency requesting the notification. Please refer to Section 4, Format of Message, for components that must be included in the main message. If no opening prompt is played, the main message plays twice.

Confirmation prompt

This plays after the main message and allows the caller to confirm receipt or to repeat the message.

Closing prompt

This is the final broadcast prompt played to the called party.

The CityWatch system has developed 5 templates to be used for notifications. The template chosen for the notification determines how much interaction the person receiving the call has. The table below describes the five templates. The broadcast is considered complete when the section in GREEN is done.

Template	Opening Prompt	Main Message	Confirmation Prompt	Closing
	Greets the called party and instructs to press any digit to receive message	Delivers your message specific to this broadcast	Requires called party to press 1 to confirm receipt of the message	Thanks the called party and hangs up
1	Initial digit required to get message	Message Played	Confirmation Required	Plays & hangs up

South Weber City Emergency Operation Plans – ESF 2
Communication

2	Initial digit required to get message	Message Played	Not Played [omitted]	Plays & hangs up
3	Played but NO initial digit required	Message Played	Confirmation Required	Plays & hangs up
4	Played but NO initial digit required	Message Played	Not Played [omitted]	Plays & hangs up
5	Not Played [omitted]	Message Played Message Played	Not Played [omitted]	Plays & hangs up

Before sending a notification, the following parameters will need to be determined.

Number of Call Attempts

The system default for number of call attempts is three, meaning the system will try to call the number to deliver the message three times before the delivery is marked as unsuccessful. The most attempts allowed in the system are nine.

Attended Mode

Individual/agency sending a notification needs to determine whether or not they want the CityWatch system to make outcalls in attended mode (require live answer). Calls made in attended mode require an initial digit be entered in order for the called party to receive the broadcast message. Calls made in attended mode will NOT leave messages on answering machines.

Secure Outcalls

For voice broadcast messages that involve confidential information or are required that specific individual(s) listen to the message, the secure outcalls feature should be activated. When a member is called, the system will ask the called party to enter their Member ID to receive the message. Once the valid ID is entered, the broadcast message will be played. This feature can only be used on pre-established call lists where the members of the list are aware of their valid Member ID.

Select Notification Channels.

- Voice Channels – notification will be sent to telephone devices only.
- Fax Channels - notification will be sent to fax machines only.
- Pager Notification – notification will be sent to numeric pagers only.

Determine message delivery.

- General delivery (WHAT IS GENERAL???)
- Sensitive delivery (WHAT IS SENSITIVE???)

Record notification message (please refer to Section 4, Format of Message).

Select style of notification.

South Weber City Emergency Operation Plans – ESF 2
Communication

- Normal – places calls to numbers as identified either by GIS mapping or pre-established call lists.
- Team Builder – allows the user to send an outcall to an established broadcast list and determine a number of volunteer responses that, when reached, will end the broadcast. For example, if 25 volunteers are needed to assist in a project and your broadcast list contains over 100 people. After beginning the outcall, CityWatch will keep count of the first 25 people who respond as volunteers by answering the correct prompts. Once 25 people have responded, CityWatch will stop the outcall from contacting the remaining people on the broadcast list.

Select delivery schedule.

- Immediate – notification will begin immediately.
- Scheduled – notification will be scheduled to begin at a selected date and time.

Notification Priority

- Priority Broadcast – notification will be sent until completed. Any other notifications in process will be halted to send notifications marked as a Priority Broadcast. This could entail that notifications are sent 24 hours a day. **This option should only be used in extreme emergency situations.**
- Normal Broadcast – notification will be sent starting at 8:00 am and will continue until 9:00 pm (if not completed prior to 9:00 pm). If notification is not completed between this time frame, the CityWatch system will continue the notification at 8:00 am the following day.

Emergency Support Function 3 Public Works

ICS Function:	Operations
Primary:	Public Works Department
Support:	PW from surrounding cities County Public Works Utah Dept of Transportation

Purpose

Public Works provides support for lifesaving and protecting actions following a disaster, which includes mechanical and technical assistance and evaluation, engineering services, construction management and inspection, some emergency contracting, debris clearance, emergency repairs to roads, bridges, water and sewer lines and other public facilities.

Situation and Assumptions

A disaster may result in unprecedented personal injury and property damage. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure public safety. Debris may make streets and highways impassable or severely limit access for emergency vehicles. Sufficient resources may not be available to meet emergency requirements. County, State and Federal assistance may be requested to identify and deploy resources from outside the city to ensure a timely, efficient, and effective response and recovery from the event.

Planning Assumptions

1. Access to the disaster areas will be dependant upon the reestablishment of roads and bridges. Aerial surveillane if possible will provide initial, general information.
2. In many locations debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.
3. Rapid assessment of the disaster area will be required to determine critical response time and potential workloads.
4. Emergency environmental waivers and legal authority will be granted to dispose of materials from debris clearance and demolition activities.
5. Engineering and construction personnel along with construction equipment and supplies will be required to protect public health and safety.
6. High demand will be placed upon fleet vehicles and equipment requiring parts, along with maintenance and repair personnel to keep this equipment operational.
7. Communications with field operations will be crucial to the effective utilization of those assets.

8. Expenditures for supplies, equipment and contract services must be processed quickly and efficiently. This will require staff to expedite and account for these expenditures according to Federal Emergency Management Agency guidelines.
9. Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.

Concept of Operations

The Public Works Department actively supports city response and recovery activities. Close coordination is maintained with county, state and federal officials to determine their potential tasks. Public Works provides overall damage assessment information to the City EOC. Public works will co-locate personnel at the EOC to coordinate support, as necessary.

The Engineering Division of Public Works is responsible to provide public works and engineering assistance, as resources permit, to meet city needs related to emergencies and disasters.

Functional Responsibilities

Public Works Director

Prior to an Event

1. Ensure that Public Works staff receives preparedness training that helps them identify and mitigate the effects of hazards at home and in the work place to minimize damage, injury, and disruption following an event.
2. Ensure that field personnel have proper protection and equipment available in advance of an event.
3. Develop policies and procedures for emergency response and recovery personnel deployment and communications activities (See Appendix 1).
4. Maintain liaison with the County and State support agencies, the U.S. Army Corps of Engineers, and other federal representatives.
5. Train engineering staff in emergency procedures.
6. Develop, maintain and distribute a database of architects, engineers, contractors, and equipment supplies that can provide support during emergencies or disasters (See Appendix 4 & 5).
7. Develop, maintain and distribute a phone notification list and communications process for rapid contact of key division, department and support agency personnel. (See ESF 2 Appendix 1).
8. Conduct periodic departmental training and exercises and participate in citywide exercises.

During an Event

1. The Public Works Director will ensure that activities meet the demands of saving lives, as well as protecting property and the environment.

South Weber Emergency Operations Plan
ESF 3 - Public Works

2. The Public Works Director will establish procedures to record expenditures and will keep site-specific records of equipment and personnel hours (See Appendix 3).
3. Provide for emergency removal of debris from public streets and roads to allow for possible evacuations, reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.
4. Provide temporary repair or replacement of emergency access routes, which includes streets, roads, bridges, and any other facilities necessary for passage of rescue personnel.
5. Provide emergency clearance of debris from the damaged areas.
6. Provide emergency restoration of critical public facilities including temporary restoration of water supplies and wastewater treatment systems.
7. Provide emergency demolition or stabilization of damaged structures and facilities designated by structural engineers as immediate hazards to the public health and safety.
8. Participate in needs and damage assessments including structural inspections. Provide trained personnel to conduct post earthquake safety analysis of buildings.
9. Provide emergency technical and operational assistance to the Sheriff's Department for the control of traffic.
10. Provide and maintain an inventory of city public works equipment and its deployment status.
11. Coordinate with support agencies to supply requested services and resources.
12. Contract with architects, engineers, contractors, and equipment suppliers to provide requested services and equipment.

ESF 3 Appendix 1

Public Works Emergency Standard Operating Procedures

Introduction

The functions of Public Works in any disaster or emergency are to, first, provide services to sustain life, second property conservation. The Public Works' function in any emergency or disaster is generally the same as normal operations, to provide useable streets, prevent flooding, potable water, and sewer sanitation. It should be anticipated and trained for that in the event of a disaster or major emergency water lines may break, streets may become impassable, and sewer systems might not function properly.

Functional Responsibility Checklist

A. Public Works Director

1. Will report to the Emergency Operations Command (EOC) center at the fire station to receive assignments from the Command Staff and dispatch personnel and resources on a priority basis.
2. Will coordinate outside contractors and companies brought in on an as needed basis.
- 3.. In the event that the Public Works Director is unavailable the Water Lead will be alternate personnel.

B. Water & Sewer Lead

1. Will receive assignments from the EOC on a priority basis.
2. Is responsible for potable water, water line control, sewer line control, and the sanitation of each.
3. Will contract with community resources as needed.

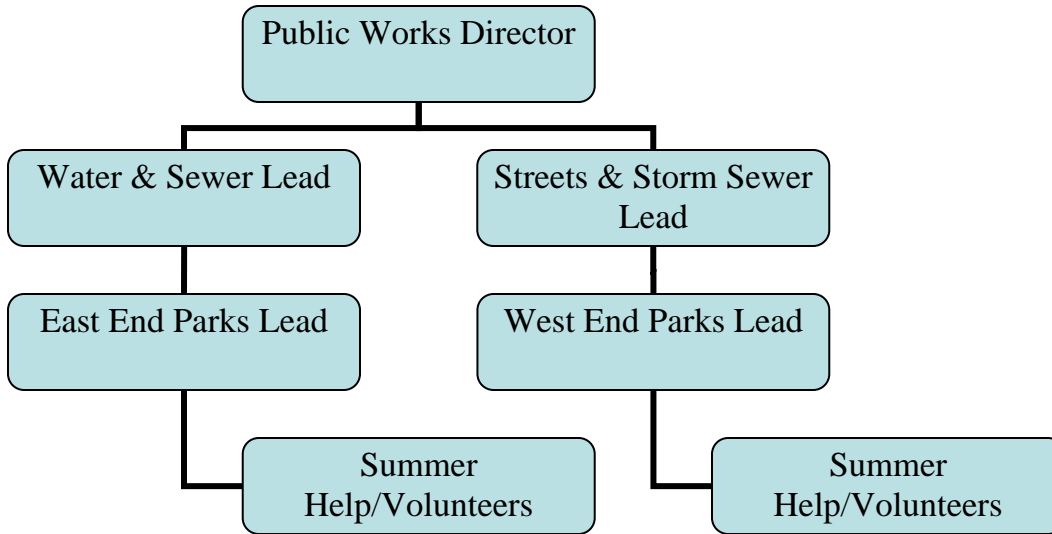
C. Streets & Storm Water Lead

1. Will receive assignments from the EOC on a priority basis.
2. Will work to create passable streets in the event of an emergency or disaster.
3. Assist the Police and Fire department during evacuation procedures with barricades and other traffic control devices as needed.
4. Will contract with community resources as needed.

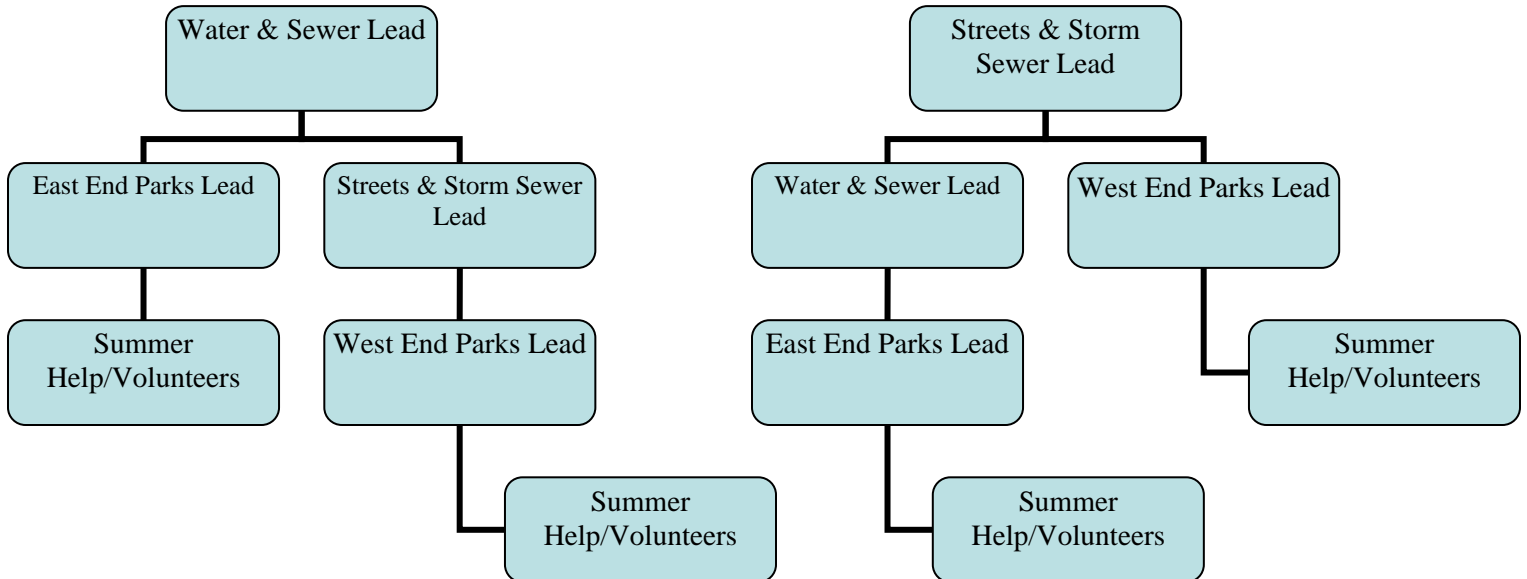
D. East & West End Parks Leads

1. Will assist with an Emergency as needed.

ESF 3 Appendix 2 Public Works Organization Chart



In the event that the Public Works Director is not available, each position would rotate as follows and dependant upon the needs of the emergency.



ESF 3 Appendix 3
SOUTH WEBER CITY
TIME and EQUIPMENT SHEET
Return this Completed Sheet to the Public Works Director

Employee Name and Number:	Title:
Event:	Status: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Volunteer
Department:	Supervisor:

Date	Start Time	End Time	Total Hrs.	Vehicle	Equipment / Supplies Used
EVENT TOTALS:					

Employee Signature:	Date:
Supervisor Signature:	Date:

ESF 3 Appendix 4 City Owned Vehicles & Equipment

VEHICLES	Fuel Type	Transmission
¾ ton Ford pickup regular cab	gas	Automatic
¾ ton Ford pickup regular cab	gas	Automatic
¾ ton Ford pickup extended cab	gas	Automatic
¾ ton Ford pickup extended cab	diesel	Automatic
¾ ton utility bed	gas	Standard
Ford Ranger	gas	Standard

EQUIPMENT	Location
580 Case backhoe	shop
2 Bobtail dump truck	shop
portable welder	shop
2 -16' flatbed trailers with 2' sides	shop
10000 watt generator	shop
miscellaneous signs and barricades	shop
2-3"centrifical water pumps	shop
Steam cleaner	shop
miscellaneous power tools IE skill saw drills chain saw	shop
lights	shop
cut off saw	shop
asphalt saw	shop
fencing	shop
cooker/grill	shop

FUEL	Location	Requirement
Diesel Fuel Tank	City Shop	Power for Pump



ESF 3 Appendix 5

Local Contractors & Available Vehicles & Equipment

VEHICLES	Fuel Type	Transmission	Company	Contact
Dump Truck (14 yrds)	Diesel	Manual	Kastle Rock	Layne Kap 801-479-5364 801-725-5510
Konasta Loader (3 yrds)	Diesel	Manual		
Case Rubbertire Backhoe 580	Diesel	Manual		
Konasta Trackhoe (3 yrds)	Diesel	Manual		
Konasta Mini trackhoe (1/2yrd)	Diesel	Manual		
Cat Skidsten (1/2 yrd)	Diesel	Manual		
9 Dumptrucks 12 Work Trucks 2 Water Trucks 7 Loaders	Diesel	Manual	Kieth Kap & Sons	Keith Kap 801-725-2698 Korey Kap 801-725-2698 Wylee Kap 801-725-2712 Brad 801-430-3758 Justin 801-564-7996

EQUIPMENT	Company	Contact
Honda GAS Generator 3500 wat	Kastle Rock	Layne Kap 801-479-5364 801-725-5510
14 Trailers 8 Excavators 3 Compactors 3 Tractors 1 Scraper 1 Swather	Kieth Kap & Sons	Keith Kap 801-725-2698 Korey Kap 801-725-2698 Wylee Kap 801-725-2712 Brad 801-430-3758 Justin 801-564-7996


FUEL	Approx Amount	Company	Contact
On Road Diesel	1000 Gal	Kastle Rock	Layne Kap 801-479-5364 or 801-725-5510
Off Road Diesel	800 Gal	Kastle Rock	Layne Kap 801-479-5364 or 801-725-5510

South Weber Emergency Operations Plan
ESF 3 - Public Works



Emergency Support Function 4

Fire and Rescue Operations

ICS Function:	Operations
Primary:	Fire Department 
Support:	Neighboring Fire Departments

Purpose

To establish plans, procedures, policy and guidelines for fire protection and response. The fire protection and rescue functions in any disaster situation are generally the same as those performed by fire fighting and rescue personnel in normal operations. However, in a large-scale incident, their functions will be more complex, resources spread thin and all operations will require a high level of coordination with other agencies and disciplines. This document supports the South Weber Emergency Operations Plan, fire fighting and urban search and rescue operations in a disaster.

Situation & Assumptions

Almost every disaster will greatly affect the fire department. This is due to the vast nature of response provided to the community by this discipline. The South Weber Fire Department provides fire protection, emergency medical response, and hazardous materials incident response.

A large-scale disaster may:

1. Result in extra-ordinary demands on the fire department.
2. Overwhelm capabilities within South Weber City.
3. Result in destruction to response equipment.
4. Require mutual aid from outside of the city.
5. Disrupt the continuity of daily operations.
6. Not change the priority of safe operations at all times.

Concept of Operations

The South Weber Fire Department shall execute direction and control of fires within South Weber City. Direction and control of joint urban fire fighting operations will be in accordance with the provisions of existing mutual aid agreements using the National Incident Management System.

The South Weber Fire Department will provide the initial fire protection, hazardous materials and emergency medical response within the city.

Support may be provided by other fire departments in accordance with existing mutual aid agreements.

Functional Responsibilities

1. Assessment of damage to South Weber City Fire Department apparatus and buildings.
2. The Battalion Chief will do a roll call for all on duty personnel.
3. Inform the City Manager if a level 2 or 3 emergency to determine activation of the EOC.
4. In most cases, fire and rescue units are the first to be dispatched to an emergency fire, hazmat or emergency medical situation. The Battalion Chief will establish incident command and coordinate movement of resources until relieved of duty.
5. In the event of a major disaster, following a “roll call”, each station will drive major routes within their area to make a damage assessment.
6. Structures that pose the most threat to life will be checked as soon as possible, i.e. hospitals, schools in session, nursing homes, theaters (if open), malls, mobile home parks, apartments, etc.
7. Check locations that pose a threat to public safety as soon as possible, i.e. pipelines, freeway over-passes, etc.
8. Response forces are properly trained to save lives. This shall be their first priority upon responding to the emergency.
9. Protecting property will be the next highest priority of rescue forces.
10. Fire personnel will be assigned to visit, inspect, and periodically re-inspect each public shelter, congregate housing, mass feeding area, and evacuations center coordinated through the EOC to maintain fire safety standards and to provide fire protection. Special care will be necessary to see that fire exits and passageways remain as clear as possible.
11. Fireguards in all facilities will conduct periodic fire drills, when practical, to help familiarize occupants with the fire escape pathways and exits.
12. Assist in the dissemination of warning to the public.
13. Assist in search and rescue operations.
14. Advise decision-makers of the risks associated with hazardous materials, as well as the circumstances for using water, foams, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials.
15. Alert all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.

Emergency Support Function 5 Information Analysis and Planning

ICS Function: Coordination – Planning & Information Analysis

Primary: Community & Economic Development – Planning Section

Support: Operations Section
Logistics Section

Purpose

To collect, analyze, process, and disseminate information about a potential or actual emergency to support planning and enhance South Weber City's overall ability to make decisions and provide needed assistance to the community.

Situation & Assumptions

1. In an emergency or disaster, there is a need for a central collection point in the EOC where situation information can be compiled, analyzed, prioritized and prepared for use by decision makers.
2. The field units are the most immediate sources of vital information for the EOC staff regarding damage and initial response needs.
3. There is an immediate and continuous demand by officials involved in response and recovery efforts for information about the developing or ongoing emergency or disaster.
4. There may be a need to rapidly deploy field observers or assessment personnel to the emergency/disaster area to collect additional critical information about resource requirements for victims or to conduct an immediate situation assessment to determine initial response requirements.
5. Early in the course of the event little information will be available and the information received may be vague and inaccurate.
6. Reports from Incident Command (IC) will improve as the event progresses.

Concept of Operations

City agencies and volunteer organizations located in the Emergency Operations Center (EOC) work to meet the information requirements of the EOC staff. The City, and possibly the county and state agencies represented in the EOC, will develop their own reporting procedures with their IC field representatives. Information will be shared by updating information on status boards, making announcements, and routing messages to other member of the staff and/or preparing periodic situation reports.

The Planning Section Chief will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions. The EOC's Planning Section is responsible to manage information received in the EOC. This section is responsible to collect, analyze, report, and display the current information. The Planning Section assures that action plans are developed, as needed.

The Resource Unit Leader functions under the direction of the Planning Section Chief and maintains a system for keeping track of the current location and status of all resources committed to incident operations. An individual, who changes the status of a resource, such as equipment location and status, is responsible for promptly informing the Resources Unit. Resources at an incident can have one of **three status conditions**:

1. **Assigned** resources are personnel, teams, equipment or facilities that have checked in (or in the case of equipment and facilities, receipted for) and are supporting incident operations.
2. **Available** resources are those that have been assigned to an incident and are ready for a specific work detail or function.
3. **Out-of-Service** resources are those that have been assigned to an incident, but are unable to function for mechanical, rest, or personal reasons; or because their condition makes them unusable.

The Situation Unit gathers processes and disseminates situation information and intelligence. This unit may require the expertise of technical specialists and operations and information security specialists.

The Documentation Unit maintains complete incident documentation and files, maintains an accurate record of steps taken to resolve the incident, provides copying services, and assists the Planning Section Chief in the preparation of the Incident Action Plans (IAP) for each operational period.

The Demobilization Unit develops and distributes an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization after the incident when this is necessary. State, federal and private resources may require specific instructions, unfamiliar to South Weber City, for demobilization. Note that many city and county provided resources, because they are local, do not require specific demobilization instructions. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.

Technical specialists, such as meteorologists, environmental impact experts, and flood control experts, etc. may be called in as needed and work in anywhere within the organization, including the command staff.

Functional Responsibilities

Community Development Director - Planning Section Chief

1. Oversee all incident related data gathering and analysis regarding incident operations and assigned resources.
2. Develop alternatives for tactical operations.
3. Conduct planning meetings.
4. Prepares the Incident Action Plan (IAP) for each operational period.

Resource Unit (Leader)

1. Maintain a master list of all resources (personnel, teams, facilities, supplies and major items of equipment) committed to incident operations.
2. Track the status and location of all resources available for use.
3. Make certain all assigned personnel and other resources have checked in at the incident.

Situation Unit (Leader)

1. Collect, process, and organize ongoing situation information.
2. Prepare maps, gather and disseminate information and intelligence for use in the IAP.
3. Prepare situation summaries.
4. Develop projections and forecasts of future events related to the incident.

Documentation Unit (Leader)

1. Maintain accurate and complete incident files, including a complete record of the major steps taken to resolve the incident.
2. Provide duplication services to incident personnel.
3. Assists the Planning Section Chief in the preparation of the Incident Action Plan (IAP).
4. File, maintain, and store incident files for legal, primarily because this unit prepares the IAP and maintains many of the files and records that are developed as part of the overall IAP and planning function.

Demobilization Unit (Leader) (as needed) When required, the demobilization unit's duties include:

1. Develop an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.
2. Once the Incident Demobilization Plan has been approved, ensure that it is distributed both at the incident and elsewhere as necessary.

Technical Specialists (as needed)

1. These personnel have special skills and are activated only when needed. Specialists may serve anywhere within the organization, including the Command Staff. No

minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically specially certified in their fields or profession.

2. Technical specialists assigned to the Planning Section may report directly to its chief, may report to any function in an existing unit, or may form a separate unit within the Planning Section, depending on the requirements of the incident and the needs of the Section Chief. Technical specialists may also be assigned to other parts of the organization (i.e., to the Operations Section to assist with tactical matters or to the Finance/Administration Section to assist with fiscal matters).
3. The incident will dictate the needs for technical specialists. Below are representative examples of the kinds of specialists that may be required:
 - a. Meteorologist
 - b. Environmental impact specialist
 - c. Flood control specialist
 - d. Explosives specialist
 - e. Structural engineering specialist
 - f. Pharmaceutical specialist
 - g. Veterinarian
 - h. Agricultural specialist
 - i. Infectious disease specialist
4. A specific example of the need to establish a distinct technical unit within the General Staff is the requirement to coordinate and manage large volumes of environmental sampling and/or analytical data from multiple sources in the context of certain complex incidents, particularly those involving biological, chemical and radiation hazards. To meet this requirement, an **Environmental Unit** could be established within the Planning Section to facilitate interagency environmental data management, monitoring, sampling, analysis, and assessment. The Environmental Unit would prepare environmental data for the Situation Unit and work in close coordination with other units and sections with the ICS structure to enable effective decision support to the IC or UC. Technical Specialists assigned to the Environmental Unit might include a Scientific Support Coordinator and Sampling, Response Technologies, Weather Forecast, Resources at Risk, Cleanup Assessment, and Disposal Technical Specialists. Example tasks accomplished by the Environmental Unit would include the following:
 - a. Identifying sensitive areas and recommending response priorities;
 - b. Developing a plan for collecting, transporting, and analyzing samples;
 - c. Providing input on wildlife protection strategies;
 - d. Determining the extent and effects of site contamination;
 - e. Developing site cleanup and hazardous material disposal plans; and
 - f. Identifying the need for and obtaining permits and other authorizations.

Emergency Support Function 6

Mass Care

ICS Function: Operations

Primary: Mass Care Group, American Red Cross (ARC)

Support:	South Weber Fire	Davis County Sheriff
	South Weber PIO	Davis County Health Department
	Ground Support Unit	United Way of Davis County
	LDS Church	Salvation Army
	Southern Baptist Church	

Purpose

To establish plans, procedures, policy and guidelines for the provision of temporary lodging, emergency first-aid, emergency feeding, supplying bulk distribution of emergency relief supplies and clothing of persons forced to leave their homes due to an actual or threatened disaster. It will also be necessary to establish and maintain a welfare information system designed to report on victim status and assist in reuniting families.

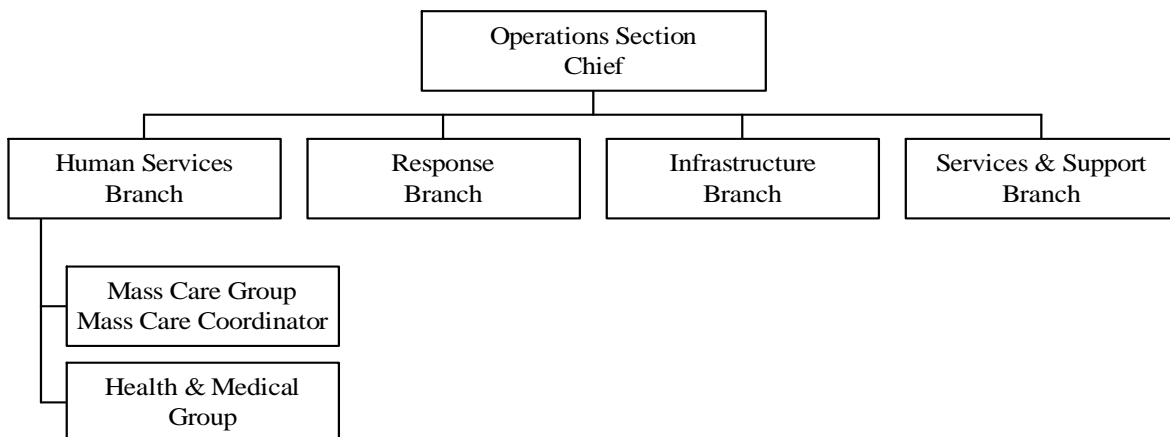
Situation and Assumptions

1. Emergency or disaster conditions and hazards.
2. Facilities may be needed in or near South Weber City to provide mass care to citizens of South Weber City and surrounding areas.
3. South Weber City's hazard analysis identifies numerous hazards that could cause an evacuation of some portion of the City. South Weber City has a resident population of approximately 6,300. The most likely scenarios requiring shelter / mass care range from a few families to as many as 1,000 persons, however we should seriously consider the need to provide shelter and care for many more during a particularly destructive event.
4. While local government has the overall responsibility to protect the population, the American Red Cross will establish, manage, and coordinate shelter/mass care operations within their capability in close coordination with the Mass Care Group Supervisor from the Operations Section of the South Weber EOC.
5. Upon determining that sheltering and/or mass care is needed, the American Red Cross Disaster Services will be notified via dispatch. The Mass Care Group Supervisor will oversee the management and coordination of all shelter/mass care activities until the Red Cross arrives and assumes that responsibility.
6. Other professional/volunteer organizations that normally respond to emergency/disaster situations will coordinate their services through the Operations Section.

7. Assistance may be available from outside South Weber City through mutual aid agreements, and from County, State and Federal level emergency agencies, when appropriate.
8. Facilities and resources planned for shelter/mass care will be made available at the time of need.
9. Experience has shown that, under localized emergency conditions, a high percentage (75 percent or more) of evacuees will seek lodging with friends or relatives, if possible, rather than go to public shelter. But the percentage of people seeking public shelter can be nearly 100% for a Hazardous Materials incident.
10. Essential public and private services in reception areas will continue during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
11. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation may occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

Concept of Operations

Overall responsibility for the care of evacuees and displaced disaster victims within South Weber City rests with the South Weber Emergency Services Director (City Manager). This responsibility has been delegated to the Incident Commander, who may appoint a Liaison Officer to assist with Mass care responsibilities in the field. The Liaison Officer in the field or Mass Care Group Supervisor in the EOC (if established) is the primary point of contact for planning, coordinating, and implementing the shelter program. Services will be provided through the coordinated efforts of the Mass Care Group Supervisor, the Emergency Management Program Manager, the American Red Cross (ARC), Salvation Army, and other volunteer agencies and/ or mutual aid agreements with various support groups.



American Red Cross

1. The ARC provides temporary shelter facilities and feeding stations during an emergency or disaster. If the ARC cannot provide all of the services needed, victims may be referred to community, church, or other social service shelters that may be opened.
2. All organizations, both public and private, who are responsible for institutionalized or special needs groups shall continue to be responsible to provide for specialized care needs during a disaster.
3. When Mass Care facilities are opened, it will be the responsibility of the ARC to maintain administrative control of all functions and staffing needs according to ARC policy.
4. While a coordinated City/ARC decision to activate the ARC is desirable, the ARC may independently activate their operations.

Public Information

1. During an emergency, the Public Information Officer (PIO), in coordination with the ARC and Mass Care Group Supervisor will disseminate information concerning the Mass Care program, including shelter and feeding station locations.

Functional Responsibilities

Emergency Services Director

1. Appoint a Mass Care Group Supervisor prior to a disaster.

Mass Care Group Supervisor (Operations Section of EOC)

1. Develop shelter/mass care program in coordination with the American Red Cross.
2. In coordination with the American Red Cross, identify volunteer agencies and develop emergency agreements (See Appendix 1).
3. Identify potential protective shelters and mass care facilities in coordination with the American Red Cross.
4. Ensure that Shelter Management staff are recruited and trained.
5. Assist the Red Cross with arrangement and coordination of mass feeding.
6. Coordinate the distribution of donated clothing.
7. Coordinate with area officials for supplementary food stocks.
8. Ensure facilities are activated and deactivated as required.
9. Coordinate with Public Information Officer to inform public of shelter and feeding station locations.

Law Enforcement

1. Provide security and law enforcement at shelters/mass care facilities.
2. Provide back-up communications using ARES personnel, if needed.

Fire Service

1. Inspect shelter/mass care sites for fire safety, as needed.
2. Provide shelter personnel in fire safety and fire suppression training, as needed.

Ground Support Unit (Logistics – Support Branch)

1. Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pick-up points, and other support functions as needed.

Health and Medical Group (Operations – Human Services Branch)

1. Coordinate with the American Red Cross Disaster Health Services to insure that all Mass Care Facilities meet all current health code standards.
2. In cooperation with the American Red Cross Disaster Health Services, coordinate medical coverage at Mass Care Facilities.
3. Coordinate Crisis Counseling.

American Red Cross (See Federal Charter and agreement with South Weber City in Appendix 3)

1. Provide victims with food, clothing, shelter and first aid. Assist with recovery needs not met by insurance or government benefits.
2. Staff and operate shelters and/or feeding station facilities.
3. Register evacuees.
4. Provide emergency food and other essential materials.
5. Establish Disaster Assistance Teams and Family Service Centers to provide emergency assistance, as well as the interviewing of families.
6. Process inquiries from concerned families outside the disaster area.
7. Coordinate care with other relief organizations and volunteer groups at mass care facilities.
8. Provide a liaison to the City EOC when requested.

Salvation Army\Church Groups\Volunteer Organizations

1. Assist in mass care operations.
2. Collect and distribute food, clothing, and other supplies.
3. Repair homes.
4. Other volunteer agencies as appropriate

ESF 6 Appendix 1 Mass Care Providers

The following agencies provide disaster relief services in major disasters and traditionally provide extensive assistance to local government.

The American Red Cross

Emergency Roles:

(1) Mass Care; (2) Emergency Assistance to Families; (3) Disaster Nursing Services; (4) Disaster Mental Health Services; and (5) Disaster Welfare Inquiry (to find out the status of family members). The American Red Cross can be self activated, or activated by the City, County or State. There are pre-agreements in place with the schools.

Contacts:

- Fred Henderson, Emergency Services Director
2955 Harrison Blvd.
Ogden, UT 84403
Office Phone: (801) 627-0000
Fax: (801) 627-3549
Cell: (801) 458-3917
E-mail: fredh@redcrossutah.org
- Amy Hanson, Executive Director
2955 Harrison Blvd.
Ogden, UT 84403
Office Phone: (801) 627-0000
Fax: (801) 627-3549
Cell: (801) 656-7363
E-mail: amyh@redcrossutah.org

Note:

If sheltering is not required overnight, the first option is usually to set up a limited space Reception Center where people can meet and share information. If sheltering is needed overnight, then they will arrange for a shelter with adequate facilities. Facilities should provide 40-60 square feet per person; 1 shower per 40 people and 1 toilet per 20 people. Usually the preferences for overnight shelters are schools (preferably high schools and junior highs), then churches, then public buildings, in that order. UTA and school busses make good temporary shelters to keep people out of the weather.

If calling the main number after hours, a recording should give a phone number of the Disaster Action Team (DAT).

Salvation Army

Emergency Role: Mass Care

Contacts:



- Lieutenant George Lopez
Phone (801) 621-3580
Email:

Salt Lake Baptist Association

Emergency Roles: Disaster relief in the form of food, shelter, showers and laundry.

Contacts:

- Mark Madison
Salt Lake Baptist Association
Director, Disaster Relief
12401 South 450 East # G-2
Draper, Utah 84020
Office: 801 619-0574
Cell: 801 971-3488
Fax 801 619-0575
mmadison@slba.org
- Wade Gayler
Utah/Idaho Southern Baptist Convention
Disaster Relief Director
12401 South 450 East #G-2
Draper, Utah 84020
Office: 801 964-2299
Cell: 801 703-8734
Fax: 801 619-0575
wgayler@msn.com
- Diane Von De Linde
Salt Lake Disaster Relief Offsite Coordinator Offsite Coordinator
PO Box 1347
Draper, Utah 84020
Office: 801 572-5350
Cell: 801 633-6938
dianevidl@yahoo.com

Feeding Unit Information:

- Housing: Two 20-foot mobile unit that can be mobilized for any location.
- Capacity: Established to feed up to 10,000 per meal up to 2 meals per day. If Safe-Serv packets are used the number of meals served can be increased.
- Features: Two 20-foot canopies make unit usable in any weather conditions
18 propane burners
4 convection ovens that also burn propane fuel
Power spray for cleaning pots, pans and utensils with drying racks
Gasoline power generator
Trained teams that can be mobilized within 24 hours or less
Two 225-gallon water buffalos on separate trailers for fresh water needs
Four microwave ovens
150-gallon propane capacity
Water purification at 5 gallons per minute

Clean-up and Recovery Unit Information:

- Housing: 12-foot mobile unit that can be mobilized to any location.
- Use: Used for chain saw cleanup following wind, tornado or flood damage. Also available for light building work to stabilize locations so that displaced families can return to homes. The clean-up recovery unit is equipped to meet a variety of disaster situations that require clean up or recovery of properties for individuals or families that have been dislocated including mud out due to floods, fires, or other disasters.
- Features: Equipped with chain saws including all safety equipment
Power generator
Building tools
Trained teams available to be mobilized within 24 hours or less

Shower and Laundry Unit information:

- Housing: 30-foot mobile unit that can be mobilized to any location
- Features: 3 male and 3 female separated shower stalls
Separate washer and dryer
On demand water heating unit
Heated trailer makes the unit available in winter conditions
Self contained 100-gallon propane tank
Two 225 water buffaloes available for water transportations when permanent water supply unavailable
Trained teams that can be mobilized within 24 hours or less

Chaplaincy Unit Information:

Trained chaplains available to assist all mobile units to aid in the emotional and spiritual needs of individuals and families

Child Care Unit Information:

Supplement to sheltering facilities. Assists with child care as parents may need to tend to other critical safety roles or business.

Decontamination Unit Information:

Two hot water shower units. Four shower stalls each with changing facilities inside.

Communications Unit Information

Ham radio operators and equipment. Working on 20 foot mobile communications, site, and incident command unit to be completed by Jan. 2010.

ESF 6 Appendix 2 Mass Care Facilities

The American Red Cross generally coordinates the use of mass care facilities. Facilities considered most suitable for mass care include:

1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
2. Governmental or non-profit facilities such as armories and community centers.
3. Church facilities with kitchens.
4. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.

Facilities that may function well as mass care include, but are not limited to:

Facility	Address	City	Phone Number	Capacity
LDS Chapel 	1401 E South Weber Drive	South Weber		
LDS Chapel	2620 E 8200 S	South Weber		
LDS Chapel	7989 S 2250 E	South Weber		
LDS Chapel	1814 E 7775 S	South Weber		
Family Activity Center	1181 E Lester	South Weber	(801) 476-4445	200
South Weber Elementary	1285 E Lester St	South Weber	(801) 402-3750	798
Northridge High School	2430 N. Hillfield Rd	Layton	(801) 402-8500	2200
Layton High School	440 Wasatch Drive	Layton	(801) 402-4800	1800
Clearfield High School	931 S 1000	Clearfield	(801) 402-8200	
WSU Davis Center	2750 North University Prk Blvd	Layton	(801) 395-3456	1546
Central Davis Jr. High	663 Church Street	Layton	(801) 402-7100	1300
Fairfield Jr. High	951 N. Fairfield Rd	Kaysville	(801) 402-7000	900
North Davis Jr. High	825 S. State St.	Clearfield	(801) 402-6600	1317
Sara Jane Adams Elem.	2200 E Sunset Drive	Layton	(801) 402-3100	760
Crestview Elementary	185 W Golden Ave	Layton	(801) 402-3200	630
East Layton Elementary	2470 E Cherry Lane	Layton	(801) 402-3250	430
Heritage Elementary	1354 W Weaver Lane	Layton	(801) 402-1200	730
E.G. King Elementary	601 E 1000 N	Layton	(801) 402-3300	722
Lincoln Elementary	591W 2000 N	Layton	(801) 402-2450	427
Mountain View Elem.	2025 E 3100 N	Layton	(801) 402-3700	919
Vae View Elementary	1750 W 1600 N	Layton	(801) 402-2800	452
Whitesides Elementary	233 Colonial Ave	Layton	(801) 402-3600	627
Layton Hills Mall	1076 Layton Hills Mall	Layton	(801) 546-3471	500

ESF 6 Appendix 3 Agreement Between Northern Chapter of American Red Cross and South Weber City

General

The Northern Utah Chapter of the American Red Cross, hereafter referred to as the Red Cross, provides and requires identification for all personnel employed by this disaster relief agency, to include its volunteer force, and any other personnel assigned for special duties.

Mobilization

The Executive Director, when notified of any impending or in progress disaster, will activate the Chapter Disaster Response Plan. The Executive Director, or his/her designate, in conjunction with the Chairman of Disaster Services shall coordinate all disaster relief activities as they apply to the Red Cross.

Services Provided:

1. Emergency Mass Care Assistance
2. Food for disaster victims and emergency workers
3. Temporary shelter
4. Medical and nursing aid
5. Clothing

Standard Operating Procedure

The Executive Director or Disaster Chairperson will be notified of any impending or in progress disaster. During this stage, designated committees within the chapter will activate in-house emergency plans that outline specific duties that must be accomplished before or as soon as possible after any disaster occurs. For the benefit of the citizens of Davis County, these plans should include, but are not limited to the following:

1. Notifying Red Cross's designated representatives to take up assigned duties in the EOC to serve as a liaison between the city/county and the Red Cross. The government liaison is to work with the Mass Care Coordinator, if present in the EOC.
2. Notifying the Chapter Communications Coordinator to take up assigned duties at chapter headquarters and establish radio contact with appropriate agencies.
3. Checking all emergency equipment, special clothing, supplies, and special vehicles required to carry out pre-disaster response and recovery duties.
4. Checking fuel to include type, amount needed, and procedure for refueling, location, and time needed.

5. Coordinating, through the Mass Care Coordinator, with the following agencies concerning sheltering:
 - a. Emergency Services Director for evaluation and determination of which buildings will be opened as Red Cross shelters. (For Red Cross-designated shelters, administrative responsibility and financial control are inseparable. Red Cross makes no commitment for expenditures other than designated shelters agreed on by the Red Cross and the South Weber City Emergency Services Director). Shelters will be opened when evacuation begins.
 - b. Law Enforcement may be dispatched to Mass Care Facilities as needed and if available.
 - c. School districts for shelter kits.
 - d. Senior citizens for shelter and first aid kits in designated shelter for the aged and infirm.
 - e. Housing authority for temporary shelter where needed in the recovery stage.
6. Take all precautions necessary to safeguard chapter records.

If disaster occurs, all personnel will report to designated places and proceed with assigned duties. The Emergency Services Director/Mass Care Coordinator will be kept informed on a recurring basis of the status of all shelters used, to include the following:

1. Shelter location
2. Number of sheltered
3. Special requirements

Disaster Recovery

The Red Cross, since its inception, has served as the community agent for disaster relief. Its ability to respond to the needs of the community is based on the organized efforts of many volunteers, on community groups, and on the recognized fields of responsibility of the individual, the family, the community, and the components of the community.

The ability of each of these groups to function in a disaster represents a vital community resource that must be considered when combating the effects of disaster and bringing about an orderly recovery.

It also is during this phase that the Red Cross has a vital role in providing assistance to help alleviate human suffering.

1. Immediate assistance on individual family basis may provide for the following:
 - a. Social services inquiry and information services;
 - b. Emergency assistance for food, clothing, rent, bedding, medical needs, temporary home repairs, and other essentials;
 - c. Referral to government disaster programs.
2. Additional aid for recovery to families may be provided after all other sources are used.

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Authority



Authority for the preceding is contained in Public Law 4, approved January 5, 1905 (33 Stat. 599), as amended.

Emergency Services Director

Date

Northern Utah American Red Cross Executive Director

Date

ESF 6 Appendix 4

Salvation Army Agreement

General

The _____ Corps of the Salvation Army, hereafter referred to as the Salvation Army, identifies all personnel employed by this disaster relief agency, to include its advisory board members, service units, other volunteer forces, and any other personnel assigned for special duties.

Mobilization

The officer-in-charge, when notified of impending disaster, will remain at his/her assigned position at the local area Salvation Army headquarters. From this vantage point, he/she will direct all disaster relief activities as they apply to the Salvation Army. Personnel with pre-disaster assignments will proceed to designated points and carry out their assigned duties.

Take all precautions necessary to safeguard Salvation Army records. Services provided are listed below.

Emergency Mass Care

1. Emergency feeding service
2. Mobile canteen service
3. Collection and distribution of food, clothing, and other supplies
4. Supplementary shelters
5. Counseling and morale building services
6. Specialized skills, such as skills of interpreters and social workers

Emergency Family Services

1. Social service inquiries
2. Survey of family needs

Standard Operating Procedures

The officer-in-charge will be notified of any impending or in-progress disaster. During this phase, designated groups within the corps will activate in-house emergency plans that outline specific duties that must be accomplished before or as soon as possible after any disaster occurs. For the benefit of the citizens of South Weber City, these plans should include, but are not limited to the following:

1. Notifying designated persons to take up assigned duties in the EOC to serve as liaison between the city/county and the Salvation Army. The liaison will work with the Mass Care Coordinator, if present in the Emergency Operations Center.

South Weber Emergency Operations Plan
ESF 6 - Mass Care

2. Checking all emergency equipment, clothing, supplies, and special vehicles required to carry out pre-disaster and recovery duties.
3. Checking fuel, to include type, amount needed, and procedure for refueling, location, and time needed.
4. Entering into any agreement with the American Red Cross and other relief or disaster assistance organizations, whenever such organizations are engaged in providing relief before, during, and after a major disaster.

If a disaster occurs, all personnel will report to designated places and proceed with assigned duties.

The South Weber City Emergency Services Director/Mass Care Coordinator will be kept informed on a recurring basis of the status of all supplementary shelters used by the Salvation Army, to include the following:

1. Collection and distribution of medicine, food, clothing, supplies, or other items;
2. Repairs to homes;
3. Supplementary shelter for those displaced;
4. Household furnishings;
5. Emergency feeding service;
6. Mobile canteen service;
7. Counseling and morale-building service;
8. Specialized skills, such as skills of interpreters and social workers;
9. Social services inquiries;
10. Survey of family needs;
11. Assistance in identification and registration of disaster victims.

Administrative

Any member of the Salvation Army staff and/or volunteer temporarily designated as an agent for the county in making any special purchase or contract for services before, during, or after any disaster will provide the Emergency Services Director with all associated paperwork as soon as possible.

The Emergency Services Director also will be provided daily reports on a recurring basis on the status of all supplementary shelters, their location, and the status of sheltered falling in this special category.

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Authority

Authority for the preceding is contained in the terms prescribed in the Disaster Relief Act of 1974, Section 312.



Emergency Services Director

Date

Corps of Salvation Army

Date

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CONGRESSIONAL CHARTER OF THE AMERICAN NATIONAL RED CROSS

Section 1—Organization

- (a) **FEDERAL CHARTER.** The American National Red Cross (in this chapter, the "corporation") is a body corporate and politic in the District of Columbia.
- (b) **NAME.** The name of the corporation is "The American National Red Cross".
- (c) **PERPETUAL EXISTENCE.** Except as otherwise provided, the corporation has perpetual existence.

Section 2—Purposes

The purposes of the corporation are:

- (1) to provide volunteer aid in time of war to the sick and wounded of the armed forces, in accordance with the spirit and conditions of:
- (A) the conference of Geneva of October, 1863;
 - (B) the treaties of the Red Cross, or the treaties of Geneva, of August 22, 1864, July 27, 1929, and August 12, 1949, to which the United States of America has given its adhesion; and
 - (C) any other treaty, convention, or protocol similar in purpose to which the United States of America has given or may give its adhesion;
- (2) in carrying out the purposes described in clause (1) of this section, to perform all the duties devolved on a national society by each nation that has acceded to any of those treaties, conventions, or protocols;
- (3) to act in matters of voluntary relief and in accordance with the military authorities as a medium of communication between the people of the United States and the armed forces of the United States and to act in those matters between similar national societies of governments of other countries through the International Committee of the Red Cross and the Government, the people, and the armed forces of the United States; and
- (4) to carry out a system of national and international relief in time of peace, and apply that system in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry out measures for preventing those calamities.

Section 3—Membership and Chapters

(a) **MEMBERSHIP.** Membership in the corporation is open to all the people of the United States and its territories and possessions, on payment of an amount specified in the bylaws.

(b) **CHAPTERS.**

(1) The chapters of the corporation are the local units of the corporation. The board of governors shall prescribe regulations related to:

(A) granting charters to the chapters and revoking those charters;

(B) territorial jurisdiction of the chapters;

(C) the relationship of the chapters to the corporation; and

(D) compliance by the chapters with the policies and regulations of the corporation.

(2) The regulations shall require that each chapter adhere to the democratic principles of election specified in the bylaws in electing the governing body of the chapter and selecting delegates to the national convention of the corporation.

Section 4—Board of Governors

(a) **BOARD OF GOVERNORS.**

(1) The board of governors is the governing body of the corporation with all powers of governing and managing the corporation. The board has 50 members. The governors shall be appointed or elected in the following manner:

(A) The President shall appoint 8 governors, one of whom the President shall designate to act as the principal officer of the corporation with the title and functions provided in the bylaws. The other governors appointed by the President shall be officials of departments and agencies of the United States Government, whose positions and interests qualify them to contribute to carrying out the programs and purposes of the corporation. At least one, but not more than 3, of those officials shall be selected from the armed forces.

(B) The chapters shall elect 30 governors at the national convention under procedures for nomination and election that ensure equitable representation of all chapters, with regard to geographical considerations, the size of the chapters, and the size of the populations served by the chapters.

(C) The board shall elect 12 governors as members-at-large. Those governors shall be individuals who are representative of the national interests that the corporation serves, and with which it is desirable that the corporation have close association.

(2) One-third of the members elected to the board shall be elected at each national convention, and take office at that time or as soon as practicable after the convention.

(b) TERM OF OFFICE AND VACANCIES.

(1) The term of office of each governor is 3 years. However, the term of office of a governor appointed by the President (except the principal officer of the corporation) expires if, before the end of the 3-year term, the governor retires from the official position held at the time of appointment as a governor.

(2) The President shall fill as soon as practicable a vacancy in the office of the principal officer of the corporation or in the position of another governor appointed by the President. The board shall make a temporary appointment to fill a vacancy occurring in an elected position on the board. An individual appointed by the board to fill a vacancy serves until the next national convention.

(c) EXECUTIVE COMMITTEE. The board may:

(1) appoint, from its own members, an executive committee of at least 11 individuals to exercise the powers of the board when the board is not in session; and

(2) appoint and remove, or provide for the appointment and removal of, officers and employees of the corporation, except the principal officer of the corporation.

(d) VOTING BY PROXY. Voting by proxy is not allowed at any meeting of the board, at the national convention, or at any meeting of a chapter. However, the board may allow the election of governors by proxy at the national convention if the board believes a national emergency makes attendance at the national convention impossible.

Section 5—Powers

(a) GENERAL. The corporation may:

(1) adopt bylaws and regulations;

(2) adopt, alter, and destroy a seal;

(3) own and dispose of property to carry out the purposes of the corporation;

(4) accept gifts, devises, and bequests of property to carry out the purposes of the corporation;

(5) sue and be sued in courts of law and equity, State or Federal, within the jurisdiction of the United States; and

(6) do any other act necessary to carry out this chapter and promote the purposes of the corporation.

(b) DESIGNATION. The corporation is designated as the organization which is authorized to act in matters of relief under the treaties of Geneva, August 22, 1864, July 27, 1929, and August 12, 1949.

Section 6—Emblem, Badge, and Brassard

(a) EMBLEM AND BADGE. In carrying out its purposes under this chapter, the corporation may have and use, as an emblem and badge, a Greek red cross on a white ground, as described in the treaties of Geneva, August 22, 1864, July 27, 1929, and August 12, 1949, and adopted by the nations acceding to those treaties.

(b) DELIVERY OF BRASSARD. In accordance with those treaties, the delivery of the brassard allowed for individuals neutralized in time of war shall be left to military authority.

Section 7—Annual Meeting

The annual meeting of the corporation is the national convention of delegates of the chapters. The national convention shall be held annually on a date and at a place specified by the board of governors. In matters requiring a vote at the national convention, each chapter is entitled to at least one vote. The board shall determine on an equitable basis the number of votes that each chapter is entitled to cast, taking into consideration the size of the membership of the chapters and of the populations served by the chapters. The board shall review the allocation of votes at least every 5 years.

Section 8—Buildings

(a) OWNERSHIP. The United States Government shall retain ownership of the corporation's permanent headquarters, comprised of buildings erected on square 172 in the District of Columbia, including:

(1) the memorial building to commemorate the service and sacrifice of the women of the United States, North and South, during the Civil War, erected for the use of the corporation;

(2) the memorial building to commemorate the service and sacrifice of the patriotic women of the United States, its territories and possessions, and the

District of Columbia during World War I, erected for the use of the corporation;
and

(3) the permanent building erected for the use of the corporation in connection with its work in cooperation with the Government.

(b) MAINTENANCE AND EXPENSES. Those buildings shall remain under the supervision of the Administrator of General Services. However, the corporation shall care for and maintain the buildings without expense to the Government.

Section 9—Endowment Fund

The endowment fund of the corporation shall be kept and invested under the management and control of a board of 9 trustees elected by the board of governors. The board of governors shall prescribe regulations on terms and tenure of office, accountability, and expenses of the board of trustees.

Section 10—Annual Report and Audit

(a) SUBMISSION OF REPORT. As soon as practicable after July 1 of each year, the corporation shall submit a report to the Secretary of Defense on the activities of the corporation during the fiscal year ending June 30, including a complete, itemized report of all receipts and expenditures.

(b) AUDITING OF REPORT AND SUBMISSION TO CONGRESS. The Secretary shall audit the report and submit a copy of the audited report to Congress.

(c) PAYMENT OF AUDIT EXPENSES. The corporation shall reimburse the Secretary each year for auditing its accounts. The amount paid shall be deposited in the Treasury of the United States as a miscellaneous receipt.

Section 11—Reservation of Right to Amend or Repeal

Congress reserves the right to amend or repeal the provisions of this chapter.

[The Act approved January 5, 1905 (33 Stat. 599), as amended by the Acts approved June 23, 1910 (36 Stat. 604), December 10, 1912 (37 Stat. 647), February 27, 1917 (39 Stat. 946), March 3, 1921 (41 Stat. 1354), June 7, 1924 (43 Stat. 665), February 7, 1930 (46 Stat. 66), May 8, 1947 (61 Stat. 80), June 25, 1948 (62 Stat. 862), July 17, 1953 (67 Stat. 179), and August 12, 1998 (112 Stat. 1494.)]

Related Provisions of the United States Criminal Code

Whoever wears or displays the sign of the Red Cross or any insignia colored in imitation thereof for the fraudulent purpose of inducing the belief that he is a member of or an agent for the American National Red Cross; or

Whoever, whether a corporation, association, or person, other than the American National Red Cross and its duly authorized employees and agents and the sanitary and hospital authorities of the armed forces of the United States, uses the emblem of the Greek red cross on a white ground, or any sign or insignia made or colored in imitation thereof or the words "Red Cross" or "Geneva Cross" or any combination of these words—

Shall be fined not more than \$250 or imprisoned not more than six months, or both.

This section shall not make unlawful the use of any such emblem, sign, insignia, or words which was lawful on the date of enactment of this title. [Sec. 706, Title 18, U.S.C.]

Whoever, within the United States, falsely or fraudulently holds himself out as or represents or pretends himself to be a member of or an agent for the American National Red Cross for the purpose of soliciting, collecting, or receiving money or material, shall be fined not more than \$500 or imprisoned not more than one year, or both. [Sec. 917, Title 18, U.S.C.]

Use of the American National Red Cross in Aid of the Armed Forces

(a) Whenever the President finds it necessary, he may accept the cooperation and assistance of the American National Red Cross, and employ it under the armed forces under regulations to be prescribed by the Secretary of Defense.

(b) Personnel of the American National Red Cross who are performing duties in connection with its cooperation and assistance under subsection (a) may be furnished—

(1) transportation, at the expense of the United States, while traveling to and from, and while performing, those duties, in the same manner as civilian employees of the armed forces;

(2) meals and quarters, at their expense or at the expense of the American National Red Cross, except that where civilian employees of the armed forces are quartered without charge, employees of the American National Red Cross may also be quartered without charge; and

(3) available office space, warehousing, wharfage, and means of communication, without charge.

(c) No fee may be charged for a passport issued to an employee of the American National Red Cross for travel outside the United States to assume or perform duties under this section.

(d) Supplies of the American National Red Cross, including gifts for the use of the armed forces, may be transported at the expense of the United States, if it is determined under regulations prescribed under subsection (a) that they are necessary to the cooperation and assistance accepted under this section.

(e) For the purposes of this section, employees of the American National Red Cross may not be considered as employees of the United States. [Sec. 2602, Title 10, U.S.C.]

Note: As contemplated by the above-quoted statutes, the assistance of the American National Red Cross was tendered to and formally accepted by the President of the United States as of July 17, 1953.

Emergency Support Function 7 Resource Management

ICS Function: Coordination (Planning Section)

Primary: Planning - Resource Unit

Support: Demobilization Unit Supply Unit, Cost Unit, Procurement Unit

Purpose

Resource Management involves the provision of logistical and resource support for emergency operations during the immediate response phase of an emergency or disaster. This support includes personnel, teams, facilities, supplies and major items of equipment available for assignment to or employment during incidents. This ESF also addresses the effort and activity necessary to evaluate, locate, obtain and provide essential material resources.

Situation & Assumptions

1. An emergency or disaster will have immediate impact on City resources.
2. Shortages of vitally needed supplies must be procured and provided for an adequate response and recovery.
3. Significant emergencies or disasters may overwhelm the capabilities and exhaust City resources.
4. In responding to emergency incidents, South Weber City will adhere to the National Incident Management System (NIMS), and National Integration Center (NIC) policies regarding the national typing protocol for personnel, teams, facilities, supplies, and major items of equipment available for assignment to or use during incidents.
5. Response activities will be mission driven and tracked via written/documented Incident Action Plans (IAP).
6. Response requirements will be met from resources outside the emergency/disaster area and resources will be available to the City in support of response operations.
7. Transport of resources will require a staging area. Appropriate location of sites and facilities may be selected prior to an emergency/disaster.
8. Logistical resource support will be required for the immediate relief response.
9. Some resources of the City and mutual aid may not be available to respond to the impacted area due to debris and destroyed buildings.
10. Logistical support necessary to save lives will receive a first priority.
11. Acquisition of large amounts of resources may be done in accordance with an executive order, which would exempt normal procedures for purchasing.

12. Requests for and utilization of additional resources will become necessary in a large-scale emergency or disaster.

Concept of Operations

1. In the event of an emergency or disaster, the City will first make use of local resources.
2. In an emergency operation, each responding agency will be responsible for conserving and controlling its own resources.
3. Requests for additional outside equipment or other assistance will be a coordinated effort.
4. The South Weber Emergency Services Director (City Manager) has executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands. If necessary, voluntary controls will be the preferred method of resource management, although mandatory controls may be required as a temporary measure.
5. Resources will be acquired from public and private sources and mobilized in a manner that recognizes the criticality of missions. This strategy ensures resources are acquired in the most efficient manner possible and allocated in support of pre-established response and recovery priorities.
6. The EOC will prioritize resource mobilization based on the following response and recovery criteria:
 - a. Health and safety protection
 - b. Restoration of critical infrastructure
 - c. Protect public property & environment
 - d. Initiate long-term recovery
7. Requests for resources will be stated in terms of mission requirements and the particular resource specified.
8. In cases where there is a known or impending threat, resources may be pre-positioned in order to expedite response efforts.
9. Resources committed to an incident will remain available to that incident until the resource is released by Incident/Unified Command or recalled by their own organization.

Functional Responsibilities

Resource Unit (Coordination – Planning)

1. Make certain all assigned personnel and other resources have checked in. Using ICS Form 211.
2. Maintain a master list of all resources committed to incident operations.

South Weber Emergency Operations Plan
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3. Develop a system to tracking the current location and status of all resources assigned or dispatched to the incident.
4. Collect, update and process data; track resources; and display their readiness status. This will enhance information flow and provide real-time data in a fast-paced environment.
5. Develop procedures to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status.
6. Develop pre-incident agreements among parties providing or requesting resources in order to enable effective and efficient resource management during incident operations.
7. Categorize resources by size, capacity, skill and other characteristics in accordance with NIMS and the NIMS Integration Center. This makes the resource ordering and dispatch process more efficient and ensures that incident command receive resources appropriate to their needs.
8. Utilize standardized processes and methodologies to order, identify, mobilize, dispatch and track resources required to support incident management activities.
9. Upon receiving and responding affirmatively to a resource request, it is incumbent on the lending organization to mobilize and transport the requested resource. The resource mobilization and transportation effort, whether with owned or rented vehicles or through third-party services, are services that can be invoiced.
10. Provide specific information to the lender organization where the incoming resources should be staged.
11. Provide a point of contact at the staging area and a communication link. In cases where equipment or material resources are sent without accompanying personnel, the shipment paper should be signed by a staging area manager or equivalent to establish the chain of custody of transitory resources.

Supply Unit (Coordination – Logistics – Support Branch)

1. Develops tools and related standardized processes and procedures to support acquisition activities for:
 - a. All tactical and support resources; and
 - b. All expendable and nonexpendable supplies required for incident support.
2. Orders, receives, stores and processes all incident-related resources, personnel and supplies
3. Provides support to receive, process, store, and distribute all supply orders.

Demobilization Unit (Coordination – Planning)

1. Develop procedures to demobilize resources and return them to their original locations and status.

2. When resources are no longer needed, the Incident Commander will authorize their demobilization.

Note: Resources and personnel that are loaned under a mutual aid agreement can be recalled by their organization

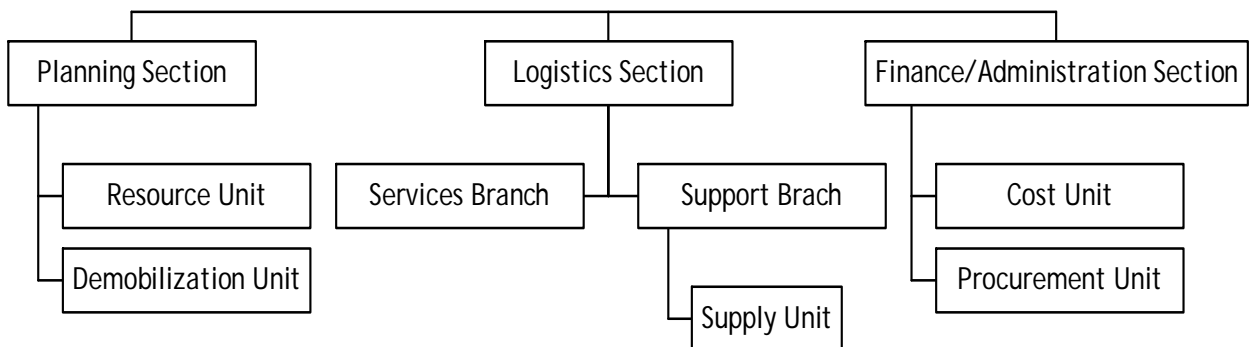
Cost Unit (Coordination – Finance/Administration)

Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. All organizations requesting Federal reimbursement for disaster related costs must carefully document personnel activities (names, work performed, location of work, date/time of work) and keep receipts for all expenses.

1. Develop processes and procedures to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for:
 - Collecting bills,
 - Validating costs against the scope of work, and
 - Accessing reimbursement programs such as the Public Assistance Program and the Emergency Relief Program.
2. Develop procedures to process invoices for resources provided by County, State, or Federal agencies.
3. Develop procedures to process reimbursement forms submitted by lending organizations.

Procurement Unit (Coordination – Finance/Administration)

1. Administers all financial matters pertaining to vendor contracts.
2. Coordinates with neighboring jurisdictions to identify sources for equipment.
3. Prepares equipment rental agreements for signature.
4. Processes all administrative requirements associated with equipment rental and supply contracts.
5. Works closely with the Supply Unit to procure mission tasked required equipment.



ESF 7 Appendix 1 Resource Organization

Single Resource

Single Resources are those that may be employed on an individual basis, such as the use of a single helicopter, single vehicle, single piece of equipment, etc.

Task Force

A task force is any combination of resources put together to accomplish a specific mission. A task force has a designated leader and operates with common communications. Combining resources into a task force allows several key resource elements to be managed under one individual's supervision, thus aiding in span of control.

Strike Team

A strike team consists of a set number of resources of the same kind and type operating under a designated leader with common communications between them. Strike teams represent known capability and are highly effective management units.

Resource Status Conditions

Tactical resources at an incident can have one of three status conditions:

- **Assigned** resources are personnel, teams, equipment or facilities that have checked in (or in the case of equipment and facilities, receipted for) and are supporting incident operations.
- **Available** resources are personnel, teams, equipment, or facilities that have been assigned to an incident and are ready for a specific work detail or function.
- **Out-Of Service** resources are personnel, teams, equipment, or facilities that have been assigned to an incident but are unable to function for mechanical, rest, or personal reasons; or because their condition makes them unusable.

Changes in Resource Status

Normally, the individual who changes the status of a resource, such as equipment location and status is responsible for promptly informing the Resource Unit.

ESF 7 Appendix 2

NIMS Eight Processes for Managing Resources

Identifying and Typing Resources

Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy and employ. Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories.

Certifying and Credentialing Personnel

Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions. Credentialing involves providing documentation that can authenticate and verify the certification and identity of designated incident manager and emergency responders.

Inventorying Resources

A key aspect of the inventorying process is determining whether or not the primary-use organization needs to warehouse items prior to an incident. Make this decision by considering the urgency of the need, whether there are sufficient quantities or required items on hand, and/or whether they can be produced quickly enough to meet demand. Another important part of the process is managing inventories with shelf life or special maintenance considerations. Sufficient funding is needed for replenishments, preventive maintenance, and capital improvements.

Identifying Resources Requirements

Identify, refine, and validate resource requirements throughout the incident life cycle. This involves accurately identifying (1) what and how much is needed, (2) where and when it is needed, and (3) who will be receiving or using it. Resources to be identified this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams.

Ordering and Acquiring Resources

Requests for items that the IC cannot obtain are submitted through the local EOC. If the EOC is unable to fill the order locally, the order is forwarded to the next level.

Mobilizing Resources

The mobilization process may include equipping, training and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support and

obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets.

Plan and prepare for the demobilization process well in advance, often at the same time resource mobilize. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low and delivery as fast as possible.

Tracking and Reporting Resources

Resource tracking in a standardized manner provided incident managers with a clear picture of where resources are located, helps staff prepare to receive resources, protects the safety of personnel and security of supplies and equipment, and enables the coordination of movement of personnel, equipment and supplies.

Recovering Resources

Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded:

a. Nonexpendable Resources

These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization. Broken and/or lost items should be replaced through the Supply Unit, in accordance with the South Weber City Emergency Operations Plan or as defined in pre-incident agreements. In the case of human resources, adequate rest and recuperation time and facilities are provided. Occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time.

b. Expendable Resources

These resources are also fully accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements or the Finance Unit. Returned resources that are not in restorable condition, whether expendable or nonexpendable must be declared as excess. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition are dealt with according to established regulations and policies.

Emergency Support Function 8 Health and Medical

ICS Function:	Operations – Human Services Branch	
Primary:	South Weber Fire Department	
Support:	Davis County Health Department	Medical Treatment Facilities
	Local Hospitals	American Red Cross
	Davis County Sheriff	Logistics
	Davis County ARES	PIO

Purpose

The purpose of this ESF is to ensure that, in the event of any incident resulting in mass casualties, the medical resources, both governmental and non-governmental provide for the immediate health care of the citizens of South Weber City. For the purpose of this ESF, health and medical services include: emergency medical services (EMS), hospitals, clinics, public health, environmental health, mental health and mortuary services. This ESF will establish:

- Procedures for command and control at the incident scene(s).
- Procedures for triage and treatment at the scene and the tagging of patients.
- Procedures for the orderly flow of patients from incident scene(s) to the appropriate treatment facility.
- Disposition of facilities associated with the incident.
- Disease control activities related to sanitation, preventing contamination of food and water supplies.
- Coordination of all medical services providers through the Health and Medical Coordinator in the EOC.

Situation and Assumptions

- This primarily applies to a large-scale disaster that would cause sufficient casualties and/or fatalities to overwhelm local health, medical and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources.
- The event would necessitate that the EOC be activated.
- In a major public health or medical emergency, local transportation assets may not be sufficient to meet the demand.
- The Joint Information Center (JIC) will be activated to coordinate messages released to the general public through the media.
- Public and private medical, health and mortuary services located in South Weber may themselves be impacted by the disaster.
- The incident may require use of existing mutual aid agreements.

- Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
- It may be necessary to open contingency field hospitals or to open buildings temporarily to house patients.
- Volunteers will be available to assist in essential tasks.
- The disaster will disrupt the continuity of normal operations in South Weber City.
- Safe operations will be a priority at all times.

Concept of Operations

1. Emergency Medical Response - Control of medical operations begins at the Incident Command Post and is part of its command function. Requests for transfer of control to the Assistant Fire Chief in the operations section of the EOC will be determined by the extent of the emergency.
2. Health Department Assistance - A representative from the Davis County Health Department is invited and encouraged to participate in the Operations Section of the South Weber EOC. The Davis County Health Department may provide medical support and sanitation services, immunizations, identification of health hazards, technical information for health related aspects of an emergency, and make recommendations to mass care facilities when activated.
3. Medical Unit - The Medical Unit in the Logistics Section of the EOC may be called upon by Operations to provide additional transportation services, medical facilities (i.e. tents for a field hospital), and medical supplies. According to NIMS, the Logistics Section may also establish a Medical Unit, which is responsible for:
 - Developing the Incident Medical Plan (for incident personnel), which will form part of the IAP;
 - Developing procedures for handling any major medical emergency involving incident personnel;
 - Providing continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel;
 - Providing transportation for injured incident personnel;
 - Ensuring that incident personnel patients are tracked as they move from origin, to care facility, to final disposition;
 - Assisting in processing all paperwork related to injuries or deaths of incident assigned personnel; and
 - Coordinating personnel and mortuary affairs for incident personnel fatalities.

The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies. The Medical Unit will also assist the Finance/Administration Section with the administrative requirements related to injury compensation, including obtaining written authorizations, billing forms, witness statements, administrative

medical documents and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.

Functional Responsibilities

South Weber City Emergency Medical Services (EMS)

- Respond to disaster scene with appropriate personnel and equipment. All responding personnel will ensure safety to themselves and to the citizens. Ensure EMS responders don appropriate Personal Protective Equipment (PPE).
- Report to IC/UC upon arrival at the scene and assume appropriate role in ICS.
- Triage, stabilize, treat, and transport the injured. Incident Command will notify the EOC of status of casualties – number of injured, extent of injuries, treatment needed, etc.
- Coordinate transport of patients requiring medical treatment with the EOC.
- Direct activities of private, volunteer and other medical personnel as needed.
- Work with EOC for credentialing of volunteers.
- Assist in evacuation of patients from hospitals, nursing homes, and other medical facilities if necessary.
- Provide ambulance routing at the scene and from the scene to treatment facilities. The Health and Medical Coordinator will work in conjunction with ESF 3 Public Works and Engineering to ensure routes of transportation are clear.

On-Scene Procedures

To insure adequate control and command at the scene, the following procedures will be followed:

- The first responding EMS person to arrive at the scene will be responsible for establishing incident command and a medical triage area. Triage will be conducting following the START triage system. If rescued survivors cannot be brought to one location, additional triage areas will be set up as needed.
- ICP/UCP should be far enough away from triage areas so that vehicular traffic does not interfere with the care and transportation of victims. Triage, Treatment, and Transport should, if possible, allow for:
 - Sorting and treating the number of expected injured;
 - Ambulance parking for waiting and loading;
 - Easy entry and exit points for ambulances and
 - Control of unwanted vehicular and pedestrian traffic.
- The paramedic unit(s) and/or fire vehicle(s) should be positioned as close to the disaster as safety permits and the IC/UC directs. The treatment area will become the focal point for ambulance loading and transport.
- A staging manager will stage ambulances as necessary and appropriate. The staging manager will direct ambulances to the transport area for patient loading.
- To operate effectively, the triage area must have as a minimum:
 - A triage group leader; to determine patient priorities.
 - A transportation group leader; to make hospital assignments to departing ambulances and to maintain current status information on all ambulances.

- Radio communication between dispatch, Incident Command, the Operations Section Chief, and/or Branch Director.

Davis County Health Department Responsibilities

- Health Department Representative to the South Weber EOC
- Report to the EOC upon activation and act as the Public Health representative within the Operations Section of the EOC.
- Provide personnel to assist in the protection of public health.
- Work with the JIC to release information to the news media on health and medical issues. Provide public health, disease, and injury prevention information to the general public who are located in or near areas affected.
- Coordinate with neighboring communities, county, state and federal agencies for assistance as needed.
- Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources required to support health and medical operations.
- In a major public health or medical emergency establish a registry of potentially exposed individuals, performing dose reconstruction, and conduct long-term monitoring of the population for potential long-term health effects.

Division of Family and Community Health Services

- Maintain information on current status of medical facilities and resources within the county.
- Coordinate with outside agencies arriving to assist in the incident, as well as volunteers, to ensure proof of licensure is made on all volunteers rendering medical aid.
- Assist in tracking patients to include number of dead, ill, injured and missing.
- Assist in the coordination of transportation of patients to treatment facilities. Work with medical providers to identify capacity at each treatment facility and advise EMS accordingly. Distribute patients to hospitals inside and outside of the city based upon severity and types of injuries, time and mode of transportation, capacity to treat and bed capacity. Take into account specialist's available and special designations such as trauma center and burn centers.
- Coordinate with the American Red Cross to respond to inquires from family members concerned about loved ones.
- Work with Davis County Sheriff and State Medical Examiner's office to provide for the collection, identification and care of human remains. This includes determining the cause of death, inventorying and protecting deceased's personal effects and locating and notifying the next of kin.
- Coordinate registration of vital statistics (births, deaths, fetal deaths) with Health Administration.
- Control spread of communicable disease through immunization, medications and public awareness/education efforts.
- Conduct epidemiological investigations when appropriate.
- Assist in identifying laboratory services available for identification and testing.

Division of Environmental Health Services

- Institute vector control to prevent spread of disease.
- Inspect all foods, water, drugs and other consumables exposed to the hazard. Advise on actions to protect those resources.
- Manage solid, liquid and hazardous waste disposal.
- Monitor food handling and mass feeding operations.
- Inspect damaged building for health hazards.
- Coordinate with public works department to ensure availability of potable water, effective sewage system and sanitary garbage disposal.
- Coordinate with Davis County Animal Control for the disposal of dead animals.
- Ensure the proper disposal of contaminated products and the decontamination of affected food facilities in order to protect public health

Medical Unit (Coordination – Logistics - Service Branch)

The Medical Unit is responsible for the effective and efficient provision of medical services to incident personnel. The Medical Unit Leader will develop a medical plan that will, in turn, form part of the IAP. The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies. The Medical Unit will also assist the compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents, and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.

Note that patient care and medical services for those who are not incident personnel (victims of a bio-terror attack, hurricane victims, etc.) are critical operational activities associated with a host of potential incident scenarios. As such, these activities are incorporated into the IAP as key considerations of the Planning and Operations Sections. These sections should be staffed accordingly with appropriately qualified Emergency Medical Services public health, medical personnel, technical experts, and other professional personnel, as required.

Additional responsibilities include:

- In conjunction with Health & Medical Group develop the incident Medical Plan for incident personnel.
- In conjunction with the Health & Medical Group develop procedures for handling any major medical emergency involving incident personnel.
- Provide continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel.
- Coordinate with EMS and ESF 1 Transportation, if necessary, to provide transportation for injured incident personnel.
- Ensure that incident personnel patients are tracked as they move from origin, to care facility, to final disposition.

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- Assist in processing all paperwork related to injuries or deaths of incident assigned personnel.
- Coordinate personnel and mortuary affairs for incident personnel fatalities.

Hospitals and Medical Treatment Facilities

- Activate disaster plan(s)
- Advise EOC of resources available (number/type of beds, equipment, staff available).
- Provide medical guidance to EMS and EOC, as needed.
- Coordinate with fire and health department on the need to isolate and decontaminate incoming patients.
- Coordinate with EMS on the evacuation of patients, if necessary.
- In coordination with IC, deploy medical personnel, supplies and equipment to disaster site(s), if needed and feasible.
- Establish and staff reception center for relatives of disaster victims being treated at facility.
- Coordinate with American Red Cross to respond to inquires from family members concerned about loved ones.

Davis Behavioral Health

- Activate disaster plan(s)
- Ensure availability of appropriate mental health services during response and recovery. This may include crisis counseling, critical incident stress debriefings, referrals and education.
- Coordinate with JIC to release mental health information to news media.
- Work with American Red Cross to ensure availability of mental health services in shelters.
- Coordinate with Davis County Health Department, Davis County Sherriff and State Medical Examiner's Office to provide mental health services to next of kin.

Davis County Sheriff

- Work with State Medical Examiner's Office, Davis County Health Department and the Federal DMORT team (if activated) to provide for the collection, identification and care of human remains. This includes determining the cause of death, inventorying and protecting deceased's personal effects and locating and notifying the next of kin.
- Establish a temporary morgue in coordination with the State Medical Examiner's Office and Davis County Health Department.
- Provide security to protect aid stations and temporary morgues as needed.

American Red Cross (ARC)

- See ESF 6 Mass Care

United Way

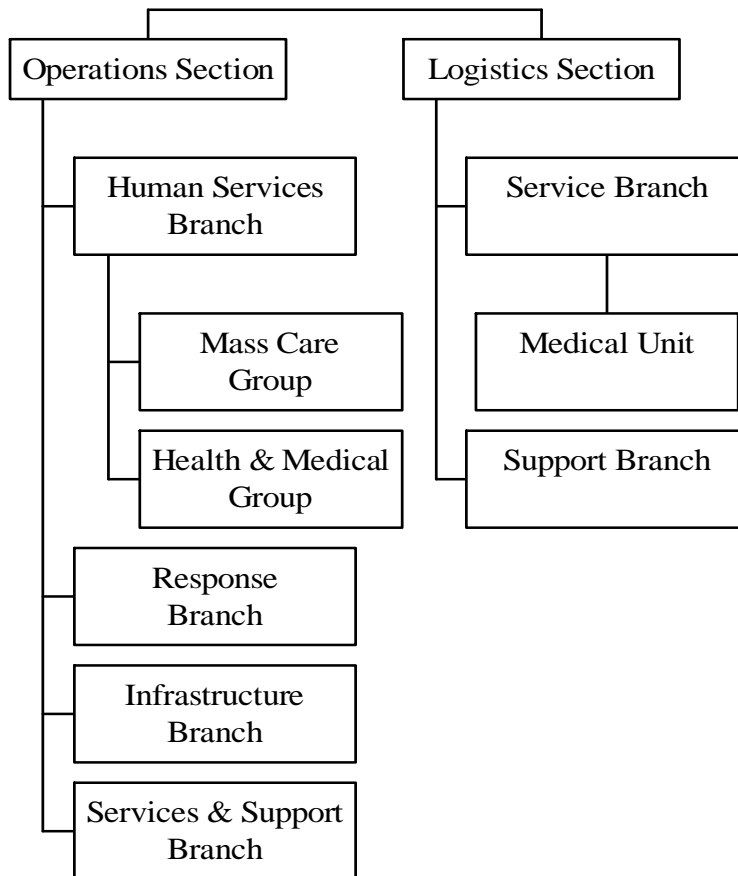
- Assist in management of volunteers and donations through 211.

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- Coordinate placement of volunteers with EOC.

Davis County Animal Control

- Coordinate with veterinarians and animal hospitals to arrange services for animals as needed.
- Coordinate with Davis County Health Department for the collection and disposal of dead animals.
- Assist in the sheltering of companion animals.



ESF 8 Appendix 1

Organization and Assignment of Responsibilities for EMS Response

The medical resources of South Weber City will be organized into three levels of response and control.

First Level

The first level of care is at the scene of the incident. The main objective is to stabilize the patient(s) and, if needed, prepare them for transportation to the proper treatment facility. At the scene of the emergency, the responsibility for patient care will progress in the following order:

- The first arriving EMT, who is superseded by
- The first arriving Paramedic, who is superseded by
- An assigned or authorized Physician

Second Level

The second level of medical response is the personnel on duty at the medical treatment facility. Each facility will operate in accordance with the facility's disaster plan. Transportation of victim(s) from the scene(s) will be coordinated between the IC/UC, the EOC and the treatment facility. If a facility is not functional, or becomes overwhelmed, the Health and Medical Coordinator (Fire Department Position) within the operations section of the EOC is responsible for identifying alternate treatment facilities.

The second level of medical response could also involve epidemiologic investigations conducted by the Davis County Health Department. These investigations would work to identify the cause of illness, the origin of an outbreak and any contact to the initial cases.

Third Level

During a third level of response the Health and Medical Coordinator (a Fire Department Position) would be located in the Operations Section of the EOC.

Coordination

In order to achieve maximum utilization of all resources and so that one resource is not overtaxed while others are not utilized to their capacity, the Health and Medical Coordinator, located in the EOC will coordinate with all medical resources. This should be done through existing communications channels, if operational. Assistance may be required and requested from the Davis County Amateur Radio Emergency Services.

Activation

Upon activation of this plan, Davis County Dispatch will notify the Health and Medical Coordinator (a Fire Department Position) assigned to the Operations Section of the EOC to report to the EOC to take the following actions:

- Activate communications with each medical facility.
- Take roll call of all hospital emergency rooms.
- Take coordinating command of all medical resources.
- Notify neighboring areas as to possible needs.
- Periodically, request the following information from each hospital:
 - Number of casualties that can be handled in the categories of burns, fractures, severe head injury, severe back injury, lacerations, cardiac problems, psychiatric, and general.
 - Beds available
 - ICU
 - Cardiac
 - OB
 - Orthopedic
 - General
 - Operating rooms available.
 - Availability of blood and blood type.
 - Availability of excess health personnel or need for more.

Emergency Support Function 9

Search and Rescue Operations

ICS Function: Operations

Primary: Fire

Support: Davis County Sheriffs Office, Public Works, Other Police and Fire Departments through mutual aid agreements

Purpose

To provide for the effective coordination and utilization of search and rescue resources to assist persons in distress resulting from the effects of an emergency or disaster.

Situation and Assumptions

1. South Weber is vulnerable to the effects of extreme winds, storms, earthquakes, downed aircraft, hazardous materials, fires/explosions, and terrorism. These hazards could result in persons being trapped in structures or vehicles. While other hazards are possible, they are not expected to produce search and rescue requirements beyond normal occurrences.
2. An emergency or disaster may cause structural collapse, or leave people trapped or stranded, threatening lives and requiring prompt, search, rescue, and medical care.
3. After a disaster or emergency, local residents and volunteers will require coordination and direction to safely assist in search and rescue operations.

Concept of Operations

1. The South Weber EOC may be activated to provide coordination and support to search and rescue operations. The Davis County and the State EOCs may also provide support for local search and rescue efforts.
2. The Incident Commander (IC) shall assure communications are available through normal radio and telephone capabilities. If normal communications are not working the IC can use SW Channel, Zone 1 Channel 5 as a back-up system.
3. Additional Search and Rescue resources should be available upon request from adjoining political jurisdictions to include Davis County and the State. All requests for outside resources will be made through the Incident Commander, or through the EOC if activated.
4. Heavy rescue operations will consist of the combined efforts of fire, police, public works, and other agencies under the control of the incident commander (IC).
5. Search and rescue operations will continue until the subjects have been located and/or the IC terminates the search.

Functional Responsibilities

Fire

The fire agencies conduct rescue operations, commensurate with the ability of equipment and the degree of specialized training to include:

1. Extrication of trapped persons.
2. Rendering essential medical aid at time of release and/or prior to removal.
3. Accomplish other tasks commensurate with the situation and capabilities.
4. Determine location, number, and condition of victims. Determine location and number of buildings involved.
5. Determine building construction type and type of occupancies. Establish building triage team(s). Assess the need for additional personnel and additional equipment.
6. Restore equipment, vehicles, and forms to a state of operational readiness.

Police

1. Provide for traffic and bystander control.

County

1. Coordinate county and regional search and rescue resources.
2. Request region 1 and State assistance.

State

1. Coordinate county and regional search and rescue resources.
2. Request federal urban search and rescue assistance when requested by county.

Federal

1. Task federal agencies to perform search and rescue activities under a Declaration of Emergency or Major Disaster Declaration by the President.
2. Coordinate federal resources providing search and rescue assistance to states during non-disaster times (reference National Search and Rescue Plan).

Emergency Support Function 10

Hazardous Materials

ICS Function: Operations

Primary: Fire

Support: Davis County Sheriff's Office (DCSO), Davis County Health Department, Utah Highway Patrol, Surrounding Fire and Law Enforcement Agencies, Hospitals and Clinics

Purpose

The purpose of this Emergency Support Function (ESF) is to establish plans, procedures, policy and guidelines for fire personnel responding to hazardous materials incidents during a disaster of any kind.

A hazardous material is generally defined as explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious or radioactive material that, when involved in an accident and released in sufficient quantities, places the general public and or the environment in danger from exposure, contact, inhalation or ingestion.



For more detailed guidance on responding to a hazardous materials incident, refer to the Davis County All Hazard Response Plan.

Situation and Assumptions

1. Chemicals and hazardous materials are widely used and transported in our environment.
2. Areas most at risk for a hazardous materials incident are facilities that utilize hazardous materials and areas that lie along highways, rail lines and pipelines that may be used in the transportation of these materials.
3. Hazardous materials can pose a serious threat to both responding personnel and the public. It is necessary to provide for the maximum protection of all individuals involved. Protective measures can include donning of protective clothing and equipment and evacuation and/or shelter in place until the hazard has subsided.
4. Additional factors that can influence a hazardous materials incident include weather, outside environment and reactions with other chemicals.
5. Many unknowns can be present during hazardous materials incidents.
6. Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
7. The disaster will disrupt the continuity of normal operations in areas surrounding the incident.
8. Safe operations will be a priority at all times. All responding personnel will ensure safety of themselves and that of the citizens.

Concept of Operations

The incident commander will manage the incident using the National Incident Management System (NIMS), establishing a unified command with other local response agencies to control all phases and actions of operations. If an incident becomes a level 2 emergency or higher, the City Manager should be notified to determine activation of the Emergency Operations Center (EOC) to assist in response (see Davis County All Hazards Response Plan).

Normal communication networks will be used by each agency to direct resources under their control. Formal requests should come through the Incident Command and will, if appropriate, be routed through the EOC for assistance.

This section defines the responsibilities of all organizations involved in effectively resolving a hazardous materials incident.

The following organizations will respond immediately:

1. Fire Department
2. Law Enforcement

It is expected that the Fire Department and/or Law Enforcement agencies will be the first to receive notification of a potential hazardous materials incident. The first agency to reach the scene will attempt to confirm, by all possible safe procedures, if the incident involves hazardous materials. The incident may be confirmed as a hazardous materials incident if the involved carrier is displaying DOT placards or the cargo is carrying DOT labels. Confirmation will also be accomplished through observation of information obtained from the bill of lading and operators at the scene.

After confirmation, the responding agent will immediately notify the appropriate dispatch center, which will in turn notify the agencies at the end of this appendix. Each agency will then initiate its response plan and/or standard operating procedures.

When a hazardous materials incident is confirmed, the main objectives of the response effort will be to:

1. Protect agency personnel;
2. Rescue injured persons;
3. Prevent the spread of contamination or damage to the area from BLEVES, explosions, spilling of toxic agents, and;
4. Return the community to normal status.

The above objectives will be accomplished in three phases. These phases are:

1. Containment/Identification Phase

- a. Containment/Identification: Law enforcement agencies will be responsible for establishing a perimeter to control the entry of persons around to the incident scene in coordination with Incident Command. All traffic inside this area will be restricted, and

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ESF 10 - Hazardous Materials

the area will be prepared for evacuation or sheltering-in-place as warranted. An access-egress point will be established upwind from the point of incident. All personnel and equipment entering the control area will enter and exit through this point. All equipment and personnel who have entered the control area will be held at this point until it has been established that they have not been contaminated. All personnel responding to the incident will report to Incident Command or staging for assignments.

- b. Sheltering-in- place: If the hazard is a threat to the community, sheltering-in-place may be one option to protect citizens. Consideration should be given to the ability to control/contain the hazard, dissipation time, time of hazard arrival to the public, probability of effective evacuation vs. sheltering-in-place, weather patterns and the expected duration of the hazard.
- c. Evacuate Danger Area: If the situation should require complete evacuation of the control area, the incident commander or an emergency manager will establish an evacuation-receiving center. The nearest available school or church auditorium will be used for this purpose. All evacuees will be instructed to report to this center. The Red Cross will provide for evacuees who do not have alternate housing. Emergency Services will maintain a roster of the location of all evacuees. Law enforcement and fire agencies will be responsible for evacuation of and security for the evacuated area. (See ESF Annex A – Evacuation).
- d. Contain Hazard: During the hazardous materials incident, the most important action will be to contain the hazard and prevent the incident from escalating. This responsibility will rest with the Fire Department, under the direction of the Incident Command, and may be assisted by private hazardous materials contractors. The safety of public safety personnel will be paramount. If there is the threat of BLEVE or explosion, an appropriate distance will be maintained and an evacuation circle established inside the control area, depending on the seriousness of the incident. All personnel will be evacuated beyond this point. Public safety personnel will enter only to save life.
- e. Identify Hazardous Materials: Response actions depend upon the correct and timely identification of the hazardous material(s) so that decontamination procedures can be formulated.

2. Stabilization Phase

- a. During this phase, the harmful effects of the hazardous materials may be mitigated by reasonable, controlled methods. This can be accomplished by chemical detoxification, letting the material burn out or other controllable means.

3. Decontamination Phase

- a. Removal of Hazardous Residue: The Davis County Health Department, Division of Environmental Health Services, will supervise any clean up actions.

South Weber Emergency Operations Plan
ESF 10 - Hazardous Materials

- b. Decontaminate Personnel and Equipment: The Davis County Health Department, Division of Environmental Health Services, will assist the incident commanders in determining that all personnel and equipment are free of any hazardous materials residue before being released back into service.
- c. Return Evacuees to Area: Once the Davis County Health Department, Division of Environmental Health Services, has inspected the evacuated area and determined that it is safe, Law Enforcement agencies will coordinate the return of the evacuees.
- d. Reports and Logs: Copies of all documentation should be submitted to the South Weber Fire Department. In the event the South Weber EOC is activated, documentation should also be submitted to the Documentation Unit within the Planning Section at the EOC.

Functional Responsibilities

Fire Department

1. Ensure response personnel don appropriate personal protective equipment;
2. Establish a unified Incident Command with local law enforcement upon arrival;
3. Coordinate with appropriate agencies (Davis County Health Department, EOC) and advise on measures (evacuation, shelter in place, etc.) to protect the general public;
4. Decontaminate victims exposed to hazardous materials, if needed;
5. Control and contain hazardous materials;
6. Identify hazardous materials;
7. Coordinate identification of unknowns with Davis County Health Department, as needed;
8. Formulate and execute control and/or neutralization procedures;
9. Cleanup of contaminated area under the direction of the Davis County Health Department, Division of Environmental Health Services, if the situation dictates, otherwise, standby if requested during clean-up by other organization(s).

Law Enforcement

1. Ensure response personnel don appropriate personal protective equipment.
2. Establish a unified Incident Command with the responding fire agency upon arrival.
3. Establish a safe perimeter around the incident
4. Assist with sheltering-in-place or evacuation procedure.
5. Provide security.
6. Collect evidence if the incident warrants.

Davis County Health Department - Division of Environmental Health Services

1. Assist in identification of hazardous materials;
2. Provide assistance in determining appropriate response actions to protect public health;
3. Assist in the development of a control and containment plan, to include monitoring of water and air quality;
4. Approve and certify cleanup of contaminated area.

Emergency Support Function 11

Food and Water

ICS Function:	Coordination – Logistics	
Primary:	Food/Water Unit (Logistics – Service Branch / SW Recreation Department), American Red Cross (ARC)	
Support:	United Way of Davis County Salvation Army Ground Support Unit	LDS Church Southern Baptist Church National Guard.

Purpose

To identify needs, secure, and arrange for food and water assistance to affected areas during and following a disaster.

Situation & Assumptions

1. A disaster may require response from large numbers of emergency services personnel.
2. A disaster may result in shortages of normal food supplies to grocery stores.
3. The ability to deliver goods may be diminished due to poor road conditions.
4. A loss in utilities may result in damage to and slow down of food supplies.
5. A disaster may result in the loss of water supplies.

Concept of Operations

1. A Food Unit Leader (FUL) is appointed by the Logistics Section Chief to coordinate food and water supplies to designated disaster staging areas, service centers, shelter facilities, and coordinate such activities with the ARC or other facility managers in accordance with special nutritional requirements and the issuance of disaster food stamps.
2. All requests for food and water supplies, including types, amounts and destination locations, will be processed through the South Weber City EOC.
3. After initial food requests are forwarded to the Davis County EOC, the FUL will coordinate efforts to obtain and transport foods and/or the distribution of disaster food stamps.
4. The FUL will be the sole contact for food and water, and will be responsible for establishing and maintaining a liaison with the County disaster liaison assigned to food and water.
5. The organization of this ESF will be composed of an FUL, an Assistant if needed, and the Davis County EOC food and water support staff as required.
6. The FUL will work closely with the American Red Cross (ARC) to assess and meet the food and water needs of first responders, EOC personnel, service centers and shelter facilities.

7. The FUL will work with the Transportation Group Supervisor to transport food and water to affected areas as needed.
8. The FUL will coordinate with the Finance Section of the EOC to purchase emergency food supplies.

Functional Responsibilities

Logistics Section Chief

- Appoint a Food Unit Leader (FUL).
- Develop a course of action that will ensure timely distribution of food, water and ice to feeding stations and other locations where needed.
- Ensure that adequate records of City expenses are maintained.
- Maintain records of all personnel functioning under ESF 11, the type of work each performs, the hours each works and at what location the work is performed.

Food Unit Leader

- Coordinate food, water and ice distribution with volunteer organizations.
- Provide information to the Logistics Chief on a regular basis.
- Acquire and maintain an inventory of food and water supplies at City facilities.
- Establish pre-plans to the extent possible to acquire food and water from local businesses such as Smith's Distribution Warehouse, Sam's Club, WalMart, Albertsons, etc. during an emergency. Maintain a current inventory of available resources.
- Work with ESF 06 (Mass Care) to identify the number of people in shelters and others in need of food and water.
- Work with ESF 06 (Mass Care) to identify the locations of all mass feeding and food distribution sites.
- Monitor and coordinate the flow of food, water and ice supplies into the impacted area.
- Coordinate with ESF 07 (Resource Management) to obtain additional refrigerated trailers, if needed.
- Work with ESF 03 (Public Works) and ESF 08 (Health and Medical) to monitor water contamination in the disaster area and estimate water needs and quantities.
- Work with ESF 12 (Energy) to monitor power outages for estimated ice needs and quantities.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Document all emergency related response activities and their costs.

American Red Cross, Salvation Army and Other Human Services Organizations

- Assist in identifying and assessing the requirements for food and water during the disaster, immediately after the disaster, and during the long-term recovery.
- Assist with the distribution of coordinated disaster relief supplies.
- Provide meal counts on a daily basis.
- Maintain records of all expenses incurred as a result of providing food and water.

South Weber Emergency Operations Plan – ESF 11
Food and Water

- Maintain records of all volunteers, the type of work each volunteer performs, the hours each volunteers worked and at what location.

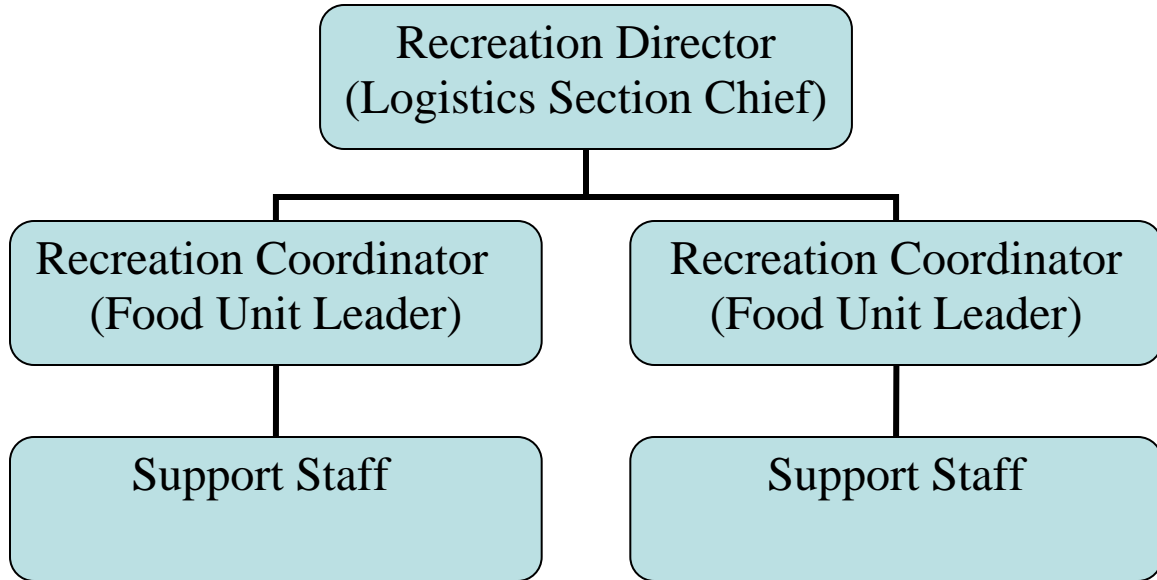
Ground Support Unit (Coordination – Logistics – Support Branch)

- Work with the FUL and ARC to provide and coordinate transportation of food and water as needed.

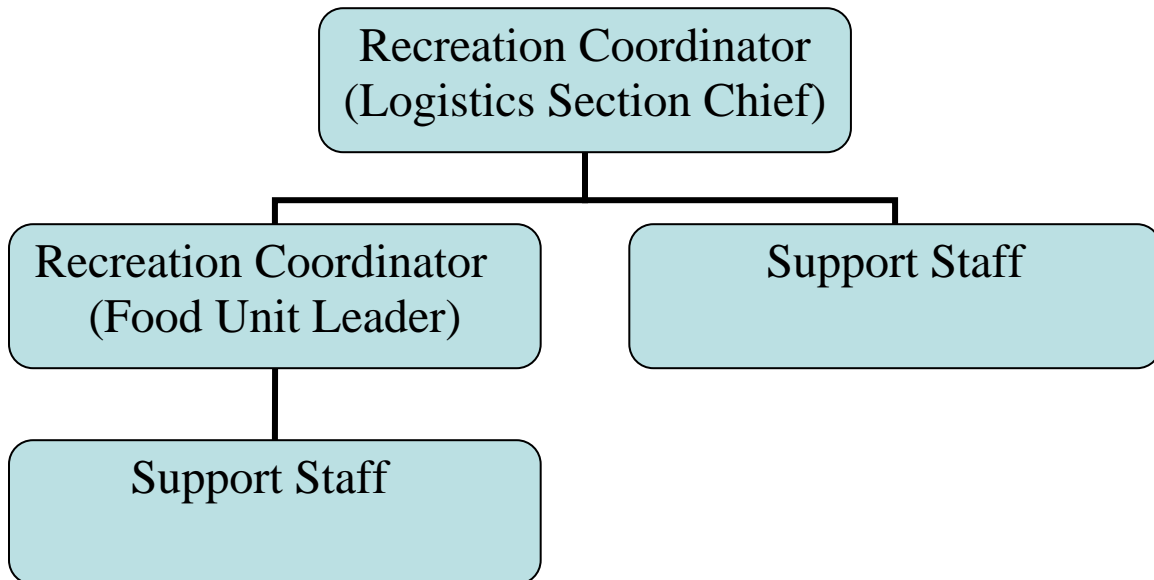
Davis County Health Department

- Provide information for the public regarding safe drinking water and food supplies. Address food and water handling, contamination and conservation.
- Monitor food preparation at the point of consumption and emergency water supplies for compliance with applicable standards.

ESF 11 Appendix 1 Recreation Department Organizational Chart



In the event the Recreation Director is unavailable, responsibilities will shift as shown below:



Emergency Support Function 12

Energy

ICS Function: Operations- Infrastructure Branch

Primary: Energy Group Supervisor

Support: Rocky Mountain Power
Questar Gas
Gasoline/Diesel Fuel Suppliers

Purpose

The purpose of this ESF is to provide a coordinated response in the restoration of energy services (electric power, natural gas, gasoline/diesel fuel) in a disaster area to save lives and protect health, safety and property, and to carry out other emergency response functions.

Situation & Assumptions

1. A disaster may result in a loss of electrical power and/or natural gas to a portion of or all of South Weber City for an extended period of time.
 - a. Utility companies will respond with additional personnel to restore electricity and/or gas.
 - b. If electricity or gas is lost during the cold winter months, numerous persons may be subject to extremely cold temperatures.
 - c. Most citizens are not prepared to go more than a few days without electricity and/or gas.
2. A disaster may result in a shortage of gasoline and/or diesel fuel needed for essential City vehicles, equipment, and power generators for an extended period of time.
 - a. A shortage or loss of fuel would significantly hamper the City's ability to respond during a disaster.

Concept of Operations

Personnel will assess fuel and electrical power damage, energy supply and demand, and assist in identifying requirements for restoration. The ESF will coordinate closely with Local, State, Federal, and private utility officials to establish priorities to repair damaged facilities, and coordinate providing temporary, alternate, or interim sources of emergency fuel and power. An Energy Coordinator will be assigned by the Emergency Manager, likely a member of Davis County Public Works, and an assistant if needed.

Functional Responsibilities

Emergency Services Director

1. Ensure the personnel are assigned to carry out the gas and water restoration.
2. Ensure that the coordinator of this ESF keeps proper records.

Coordinator

1. Determine the electrical and natural gas status of affected areas.
2. Using the information available, determine the possible energy needs for response.
3. Receive and assess requests for energy assistance from local jurisdictions.
4. Provide accurate assessments of energy supplies, demands, and requirements for repair and restorations of energy systems to the county EOC.
5. As appropriate, assist in assessing priorities for energy restoration.
6. Coordinate restoration work with private and city energy companies.
7. Keep accurate records of all activities and expenses relating to this ESF.

The Operations Section Chief or the Infrastructure Branch Director (if activated) should appoint an Energy Group Supervisor to work closely with local, state, federal and private utility companies to assess natural gas and electric power status, supply and demand, establish priorities to repair damaged facilities, coordinate providing temporary/interim sources of natural gas and electricity, and assist in identifying requirements for restoration.

To the extent possible during a disaster, electricity, natural gas and gasoline/diesel fuel distribution systems should continue to provide services through their normal means, and will compile damage assessment reports and share this with the Energy Group Supervisor.

Utility companies may send a representative to the City EOC to facilitate coordination and communications between the EOC and field crews repairing damaged utilities. Utility companies are requested to provide their own communications equipment.

The Energy Group Supervisor should also work closely with gasoline/diesel fuel providers to maintain adequate fuel supplies, and if necessary, coordinate providing temporary, alternate, or interim sources of gasoline/diesel fuel when needed.

Emergency Support Function 13

Law Enforcement

ICS Function: Operations

Primary: Davis County Sheriff

Support: Department of Emergency Services (DES)
Utah Highway Patrol (UHP)
Hill AFB Personnel for certain incidents

Purpose

1. To provide guidelines for maintaining civil order and security under emergency or disaster conditions.
2. To provide for the effective coordination of law enforcement operations within South Weber City in the event of an emergency or disaster.
3. To utilize local law enforcement communication resources to support emergency operations.
4. To conduct a needs/damage assessment of the disaster or emergency area(s).

Situation and Assumptions

1. Emergencies or disasters may result in widespread damage to or total loss of existing civil infrastructure capabilities. Along with a significant loss of dwellings, other structures, widespread displacement of people and other possible hazards will require law enforcement to provide traffic control, access control, and security, especially at mass care facilities. In order to fully determine the impact of a disaster on the population and provide an immediate and effective response, an impact or needs assessment will be conducted at the earliest possible time following an emergency or disaster. Law enforcement personnel will be a part of the needs assessment process. The needs assessment should consider the following:
 - a. Evacuations will involve large numbers of people, some of whom will travel in private vehicles to reception centers while others will travel in public vehicles. Additional traffic control will be necessary to ensure orderly flow of traffic, coordination of parking at reception and registration centers, and direction to shelter facilities.
 - b. The concentration of large numbers of people in shelter facilities will necessitate additional police patrols to preserve law and order.
 - c. Additional law enforcement surveillance may be needed in the evacuated area(s) to prevent looting.
 - d. Law enforcement may be needed for access control of large areas that have been evacuated and still pose a threat to the public.

- e. Bombings, bomb threats, arson, terrorist activities, and civil disturbance incidents may require State and Federal law enforcement resources to counter these activities and to help restore normal activities within the City. This will require coordination at the City level and a determination of needed law enforcement resources by type, quantity, location and availability.
 - f. A need exists to maintain readiness or respond to and manage any crisis or incident that causes or could cause injury or harm to people, damage to or loss of property, or degrades or threatens the National Security Emergency Preparedness posture of the United States.
2. An emergency or disaster will require an immediate and continuous demand for law enforcement and security.
 3. Loss of electricity will compound traffic control problems.
 4. General Law enforcement problems are compounded by disaster related community disruption, restriction of movement, and impacted communications and facilities.
 5. The capabilities of local law enforcement agencies will be quickly exceeded. Supplemental assistance shall be requested through local and state emergency management channels and the operation of mutual aid agreements (MAAs).

Concept of Operations

Policies

1. The Police will function as the law enforcement coordinator for emergencies, disasters, and catastrophic events.
2. Municipal police departments/constables will retain all authority for activities within their jurisdictions in accordance with municipal emergency operations plans.
3. A law enforcement-oriented emergency, disaster, or catastrophic event is any large-scale emergency situation where the maintenance of law and order is the primary focal point, i.e., hostage or terrorist activity, riot and civil disturbance as declared by the chief officer of the responsible law enforcement agency/department.
4. The fundamentals of the incident command system (ICS) will guide law enforcement roles at an incident scene that is not primarily law enforcement-oriented.

General Operations

1. In time of an emergency or disaster, law enforcement shall be called upon to perform a wide range of functions, including, but not limited to: warning and evacuation; search and rescue; emergency transportation; emergency communications; control of disaster site access; looting control; crowd control; emergency traffic control; provide security and preserve law at local shelter facilities and damage assessment.

2. The Davis County Sherriff, in addition to having 24-hour operational capability, has two-way radio communication links between its respective mobile units and the city EOC. This becomes a valuable resource during a disaster situation. (See ESF 2 Communications and Warning for communication frequencies available.)
3. If an emergency occurs within South Weber, the Chief of Police will exercise overall authority for law enforcement activities and responsibilities. Law enforcement units, with the use of sirens, public address systems, and South Weber's Emergency Notification System (ENS) and/or Davis County's "City Watch" systems, may be used to disseminate warning and emergency information.
4. The Chief of Police may provide a representative to the Davis County Emergency Operations Center (EOC) to coordinate disaster law enforcement activities between local, district, and state law enforcement agencies, if available.
5. Organization: Law Enforcement agencies presently available for emergency operations in South Weber consist of:
 - a. Davis County Sheriff and Reserves
 - b. Hill AFB Security Forces (Only available on military aircraft disaster's or bomb threat operations, i.e. military working dogs)
 - c. Utah Highway Patrol
6. The primary and support agencies will provide their own internal support, i.e. vehicles, tactical equipment, and funding.
7. Off-duty personnel will be recalled as needed.
8. Work schedules will be modified to meet staffing requirements.

Functional Responsibilities

Chief of Police

1. Functions as a permanent member of the EOC Policy Section and is responsible for the following:
 - a. Control traffic during and after emergencies and disaster.
 - b. Maintain order in and around emergency or disaster scene(s); safeguard property in and around scene(s). Investigate all crimes committed.
 - c. Provide a representative to the County EOC as requested. Provide security for the EOC if necessary.
 - d. Recommend the evacuation of endangered population.
 - e. Work in coordination with ESF 14 Public Information to inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, warning the public through the use of mobile public address systems, emergency notification system (ENS) and activating the

South Weber City Emergency Operations Plan
ESF 13 - Law Enforcement

- Emergency Alert System (EAS). Provide security to evacuated property, if resources are available.
- f. Work with the office of the medical examiner to conduct investigations, identification, recovery and management of all deceased persons.
 - g. Maintain necessary mutual aid agreements with other jurisdictions for law enforcement services.
 - h. Provide incident documentation, reports, and financial information.

State of Utah

1. The Department of Homeland Security Department of Public Safety Division of Emergency Services (DHSDES) serves as the focal point for all state level emergency support. Operates the State EOC.
2. Utah Highway Patrol (UHP) assists the Davis County Sheriff in law enforcement operations by coordinating and maintaining liaison with the appropriate state departments and providing warning and communications support.

Surrounding Law Enforcement Agencies

1. Support recovery operations as defined in agency Emergency Operation Procedures (EOPs) and Standard Operating Procedures (SOPs) or as requested by the South Weber City EOC, to include:
 - a. Maintain post emergency or disaster security patrols.
 - b. Control re-entry.
 - c. Assist in damage assessment activities.

Emergency Support Function 14

Public Information Systems

ICS Function: Key Staff Member Supporting the ICS Structure

Primary: Public Information Officer (PIO)

Support: PIO's from other Federal
State and local jurisdictions agencies
The private sector and non-governmental organizations

Purpose

To ensure that Emergency Public Information is effectively collected, monitored, managed and disseminated in a useful, timely and accurate manner to support the City's response and recovery to an emergency or disaster.

Situation & Assumptions

1. A disaster or emergency may be of such magnitude that the means of dispersing public information within the disaster area could be severely hindered or cease to function. Outside the disaster area, the demand for information concerning the emergency or disaster will be overwhelming.
2. Effective measures can be taken to enhance survival and minimize hardship during an emergency or disaster by providing emergency public information to the public.
3. When an emergency or disaster strikes, the Joint Information System (JIS) cannot always react in time to inform the public about the hazard and appropriate safety precautions. Therefore, it is important to inform the public before an emergency or disaster of hazards, protective actions and preparedness measures they can employ to reduce the impact of the hazard on themselves and their community.
4. The principal means by which emergency public information will be disseminated will include Emergency Alert System (EAS), television, radio, cable outlets, and the City web page (www.southwebercity.com). A back up means for public information may include vehicle public address systems and door-to-door contact during critical periods and in locations with life-safety incidents.
5. Special needs groups will be considered based on the ability of people to receive, act on, or understand emergency public information messages. These might include sight or hearing impairments, custodial institutions such as schools, nursing homes, and hospitals.
6. Major emergencies or disasters create significant media interest that will bring out-of-state reporters, photographers and camera crews to an incident. This will create a heavy demand on the City, County and State structure requiring augmentation. External sources will be interested in major operations, devastation, high impact and human –interest incidents.

7. The State of Utah Public Safety Public Information Officer Association can provide supplemental support staff for public affairs activities.
8. In the aftermath of a disaster, information is often erroneous, vague, difficult to confirm and contradictory.
9. In the aftermath of a disaster, there will be significant demand to know what volunteer resources are needed.

Concept of Operations

1. The South Weber City Public Information Officer coordinates the provision of appropriate emergency public information to ensure public safety and protection, and to provide useful and accurate information concerning the emergency to the public, including the media.
2. Efforts will be made to report positive and accurate information regarding emergency response to reassure the public that the situation is being dealt with, utilizing appropriate resources.
 - a. Education efforts will be directed toward increasing public awareness about hazards and how people can successfully deal with them.
 - b. Information and education efforts will rely on the cooperation of commercial media organizations, including both electronic newsgathering and print sources.
3. A Joint Information Center (JIC) may be established upon the recommendation of the Emergency Services Director or the Incident Commander, to coordinate multi-agency new releases and dissemination of public information. In some instances, it may become necessary for the Mayor or other designated public official to request activation of the Emergency Alert System (EAS) to provide information directly to the public.

Functional Responsibilities

Director of Emergency Services

- Provide authority for the release of local level information to the public.
- Appoint a Public Information Officer to coordinate the release of emergency public information and serve as a member of the policy section.

Public Information Officer

- Pre-establish a JIS to the extent possible to provide an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate and consistent information to the public in a crisis. Include plans, protocols, and structures used to provide information to the public during an incident as described in the concept of operations above.
- Maintain an effective JIS during and following a crisis.
- Pre-plan and pre-coordinate with the local news media to establish a relationship and ensure assistance in disseminating emergency information. Maintain current and accurate media distribution lists.

South Weber Emergency Operations Plan
ESF 14 - Public Information

- Pre-identify and train additional staff to support the emergency Public Information function.
- Represent and advise Incident Command of all public information matters relating to the management of the incident.
- Provide facilities where media representatives can be briefed. Whenever possible, facilities should provide telecommunications capabilities for media use.
- Conduct news briefings on a regular basis or as events dictate. Handle media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring and other functions required to coordinate with appropriate authorities. Disseminate accurate and timely information related to the incident, particularly regarding information on public health, safety and protection.
- Coordinate public information at or near the incident site and provide an on-scene link to the JIS. In a large-scale operation, coordinate with the on-scene or field PIO to function as a link to the JIC.
- Establish or assist in the establishment of a Joint Information Center (JIC) to coordinate emergency public information where multiple jurisdictions and/or agencies are involved in the emergency response and advise all involved of the Joint Information System (JIS). This facility would be in direct contact with the EOC, and may include information officers from other jurisdictions/agencies, and may be in conjunction with County, State and Federal information efforts.
- If multiple JICs are established, ensure communication with all of them on an ongoing basis.
- Develop accurate and complete information on the incident's cause, size and current situation, resources committed, and other matters of general interest for release.
- Public awareness functions must be coordinated with the information and operational security matters that are the responsibility of the information and intelligence function within the ICS/EOC. This is particularly important when public awareness activities may affect information or operational security.

ESF 14 Appendix 1 Public Information

Public Information Principles

1. The PIO Supports the Incident Command

Under the Incident Command System (ICS), the PIO is a key staff member supporting the Incident Command structure. The PIO represents and advises the Incident Command (IC) on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate with appropriate authorities. He/she disseminates accurate and timely information related to the incident, particularly regarding information on public health and safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically collocated with the Federal, regional, State, local or tribal EOC tasked with the primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private sector and non-governmental organizations.

2. Public Information Functions must be Coordinated and Integrated Across Jurisdictions and Across Functional Agencies; Among Federal, State, Local and Tribal Partners; and with Private Sector and Non-governmental Organizations.

During emergencies, the public may receive information from a variety of sources. The JIC provides a location for organizations participating in the management of an incident to work together to ensure timely, accurate, easy-to-understand, and consistent information to the public. The JIC comprises representatives from each organization involved in the management of an incident. In large or complex incidents, particularly those involving complex medical and public health information requirements, JICs may be established at various levels of government. All JICs must communicate and coordinate with each other on an ongoing basis. Public awareness functions must also be coordinated with the information- and operational-security matters that are the responsibility of the information and intelligence function of the ICS, particularly when public awareness activities may affect information or operations security.

3. Organizations Participating in Incident Management Retain Their Independence.

Incident Commanders (ICs) and multiagency coordination entities are responsible for establishing and overseeing JICs including processes for coordinating and clearing public communications. In the case of Unified Command (UC), the departments, agencies, organizations or jurisdictions that contribute to the joint public information management

do not lose their individual identities or responsibility for their own programs or policies. Rather, each entity contributes to the overall unified message.

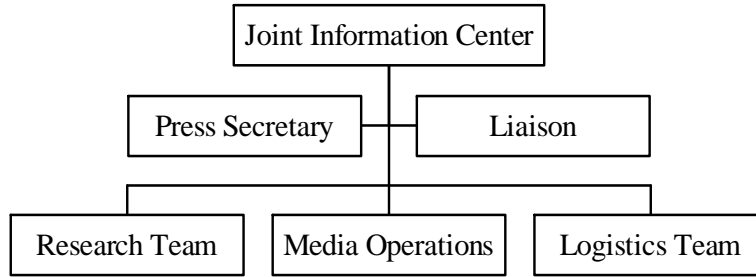
System Description and Components

1. **Joint Information System.** The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes plans, protocols, and structures used to provide information to the public during incident operations. The JIS also encompasses all public information operations related to an incident, including Federal, State, local, tribal and private organization PIOs, staff and JICs established to support an incident. Key elements include the following:
 - Interagency coordination and integration;
 - Developing and delivering coordinated messages;
 - Support for decision-makers; and
 - Flexibility, modularity, and adaptability.

2. **Joint Information Center.** A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public-affairs functions. It is important for the JIC to have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management as required. Note the following:
 - The JIC must include representatives of each jurisdiction, agency, private sector, and non-governmental organization involved in incident management activities.
 - A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when needed. Multiple JICs may be needed for a complex incident spanning a wide geographic area or multiple jurisdictions.
 - Each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

An example of a typical JIC organization is shown on the following page:

South Weber Emergency Operations Plan
ESF 14 - Public Information



The need for rapid dissemination of essential information during an emergency necessitates the effective functioning of the PIO. The PIO should use whatever means are available including, but not limited to radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door contacts to disseminate emergency information.

Public information will also be disseminated to elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public.

Special Groups

- There may be several non-English speaking communities in South Weber City. In the event that public information needs to be translated, interpreters should be pre-identified by the PIO and coordinated through the EOC.
- Special instructions and provisions may be needed for hospitals, nursing homes, schools, or other groups.

Annex A **Evacuation**

ICS Function: Operations

Primary: South Weber Fire
Davis County Sheriff

Support:

South Weber Public Works	
Davis County Health Dept	UDOT
American Red Cross	Public Information Officer (PIO)
Davis School District	District Coordinators
Davis County Aging Services	Logistics Section of EOC
Charitable Organizations	Planning Section of EOC
Utah Transit Authority	City Attorneys Office

Purpose

To provide guidance for the relocation of citizens when life or health threatening hazards occur, and then to return them when the situation is again safe or normal. Planning for every situation needing evacuation and movement of people in South Weber City is beyond the scope of this Annex. This annex will address broad objectives that will provide the greatest protection of life during emergencies or disasters in which evacuations are recommended. Planning for the transportation of emergency supplies, workers and equipment is addressed in ESF 1, Transportation.

Situation and Assumptions

1. Emergency/Disaster conditions and hazards.
2. An emergency or disaster is imminent or has occurred, and is of such magnitude that people must be evacuated to avoid the loss of life.
3. The opening of shelters and evacuation may be ordered at the same time.
4. During evacuations, the American Red Cross or other local social agencies may handle the housing of displaced persons.
5. Disaster response measures will compete for scarce personnel and equipment resources impacting the ability to implement evacuation operations.
6. Possible damage to roads, bridges and other transportation infrastructure will adversely impact the ability to evacuate people from incident areas.
7. Evacuation is a very labor intensive, time consuming process.
8. During an evacuation, citizens may be exposed to hazardous materials and situations.
9. Evacuation will include special populations (hospital, rest homes, handicapped individuals, schools, etc.)
10. Persons evacuated will not want to leave pets or livestock.

Concept of Operations

General

1. The responsibility for evacuations rests only with the police and fire departments. Any time the need arises to evacuate people, whether voluntarily or involuntarily, police and fire should be notified so that proper measures can be taken to provide security at the evacuated sites.
2. Evacuation of people from incident areas to prevent injury/death is sometimes an appropriate protective action. These areas may include those directly affected and those that may be potentially affected by the event. Consideration must be given to the potential safety gained by moving the people as opposed to the risk posed by the hazard, the warning time available and the time and resources available to evacuate.
3. Involuntary Evacuations - Evacuations are the subject of special concern in circumstances where the process may not be completely voluntary. Many types of disasters can create the need for evacuation. In some cases, life is threatened so imminently that evacuations must be ordered and enforced. Involuntary evacuations require an unusual exercise of police power, and restraint should be exercised in non life-threatening situations.
4. Voluntary Evacuations - In most cases, such as bomb threats, where there is only a threat of danger, the decision to evacuate is usually left up to the property owner or manager.
5. Situations will occur in which sheltering in place will be the safest option.
6. Evacuation is to be considered a round-trip process. Immediate planning should include keeping people informed as they are being evacuated, and a plan in place to support their return.

Primary Resources

1. The Utah Transit Authority and Davis County School District are the primary resources for transportation to assist with the movement of evacuees.
2. The American Red Cross (ARC) is the primary resource for establishing shelters. The ARC has made pre-plans with the Davis County School District and others to provide sheltering locations. High Schools and Junior High Schools usually make good shelters because they have fully operating kitchens and shower facilities.

Procedures

1. Direction and control of evacuation is exercised primarily on-scene. Incident commanders (ICs) are usually the first to determine that an evacuation is necessary.
2. If the evacuation is small in nature, the IC may order the evacuation by any means necessary, using local law enforcement officers to affect the order. In these situations, it is the responsibility of the IC to notify the American Red Cross (ARC) for possible sheltering and food needs and to take care of other concerns relating to the evacuation within their command structure.
3. A decision for mass evacuation due to a local disaster or emergency should be made by the City Manager, with power vested by resolution from local elected officials. In order to assure the orderly and safe movement of evacuees, South Weber City should provide:

South Weber Emergency Operations Plan
Annex A: Evacuation

- a. Evacuation routes with emergency signs, traffic control devices, and barricades around the unsafe areas.
 - b. Emergency transportation as needed during the evacuation and return period with special provisions for handicapped and injured persons. In addition, in accordance with City, County and State authorization, provisions should be considered for wrong-side roadway travel to double capacity.
 - c. Coordination with the ARC for facilities that may serve as temporary shelters, and for food provisions that will sustain evacuees during the crisis period (refer to ESF 6).
 - d. Emergency medical services to all injured evacuees in the disaster area as well as along evacuation routes and within shelters.
 - e. Coordination with other volunteer organizations such as churches and other public service organizations. Physical considerations of evacuation are outlined in this and other ESFs (i.e. mass care, transportation, etc.)
4. Social processes and economic consequences should also be considered. A local state of emergency declaration may be necessary to facilitate implementation, acquire resources and enforce the evacuation process.
5. The actual message to citizens requesting that they evacuate should be clear, concise and contain specific information as to the hazard and the specific risk, where citizens are supposed to go, what routes they should take and what provisions have been made for shelter. Experience suggests that people react better to messages from a recognized authority such as the police chief, fire chief and city executives, and if they are told what to do, not what not to do.
6. It should be anticipated that people hesitate to evacuate and will seek confirmation of the evacuation request from neighbors, friends and relatives. Research has shown that when there are incentives provided to people to encourage them to leave, evacuation orders are more effective. These incentives include:
- a. A recognized authority should make the evacuation request.
 - b. Uniformed personnel should make individual or group contact.
 - c. Information should be provided as to the exact nature of the threat.
 - d. The evacuation request should be disseminated from multiple sources (media) and using multiple means if possible.
 - e. Assurances should be provided, if possible, for security of personal property.
 - f. Provisions for alternative emergency transportation means and routes should be provided, if needed.
 - g. Provisions for reducing family separation anxiety, such as information about schools (if involved) should be considered.
 - h. Instructions for the evacuation or disposition of pets and livestock must be provided.
 - i. Provide information as to what exactly is expected of the citizens in the threatened area.
 - j. Ensure that all public information releases (PIO) are accurate and consistent.
7. If evacuation is necessary across multiple city or county jurisdictions, the request should be coordinated with the Davis County EOC and the State Division of Emergency Services. The incident commander (IC) will need to provide DCEOC/DES with the nature of the threat, size of the area needing evacuation, jurisdictions involved, and the expected duration.
8. Limited evacuations directed by the city at the request of an IC should be coordinated with the Davis County EOC. The IC and local official ordering a limited evacuation may also suspend or end the evacuation.

9. Provisions for evacuation of special populations, pick-up points for people without private transportation, support to evacuees, referral for relatives, or re-entry into evacuated area will be coordinated by the IC staff or appropriate section of the city EOC (if activated).
10. It is ARC policy that pets (other than assistance animals such as seeing-eye dogs) will not be allowed in shelters. However, people will want to bring their pets with them if they are asked or ordered to evacuate. People should be encouraged to bring their own method of confinement and control for pets (such as a travel container for small animals and leashes for dogs). Additionally, supplies of food, water and medicines for pets should also be packed so that pets may be kept in automobiles or in designated areas outside of the shelter. South Weber City will endeavor to work with the humane society of Utah (801-261-2919) to deal with pet concerns.
11. Communicate evacuation information to District Coordinators, so they can in turn coordinate with citizens in their corresponding areas and neighborhoods. The South Weber Citizen Corps Council and the South Weber Community Action Council have divided the city into geographic districts, areas and neighborhoods. Districts and areas use the same geographic boundaries as LDS stakes and wards within the City. District coordinators and the South Weber EOC will maintain contact to determine needs and resources of citizens during an emergency.
12. In certain circumstances, attempting to evacuate people may expose them to more risk than if they stay where they are. In circumstances involving hazardous materials, residents may, if equipped, take measures to seal up their residences or business office. This strategy is called “shelter-in-place” and involves closing and sealing windows and doors, shutting off any external ventilation intakes, moving to an interior room and waiting the situation out. The decision to recommend evacuation or shelter in place must be a coordinated decision and recommendation by all appropriate agencies.
13. Continuing official information concerning the threat and the likely duration of the evacuation, and security measures for personal property must be provided to evacuated citizens. Accurate lists of evacuated persons and their location is a high priority for family members outside the evacuation area.

Functional Responsibilities

Davis County Sheriff

1. Determine the need for evacuation and movement of citizens (work with FD).
2. Establish necessary limited traffic flow routes for evacuations.
3. Determine location of evacuation shelters.
4. Manage the evacuation warning and notification.
5. Provide traffic and crowd control.
6. Coordinate the removal of stalled vehicles and equipment from evacuation routes.
7. Coordinate the identification and marking of evacuation routes.
8. Provide for security in evacuation areas.
9. Establish relief and shift schedules for law enforcement personnel and mobilize auxiliary forces and make assignments if necessary.

South Weber Fire Department

1. Determine the need for evacuation and movement of citizens (work with PD).
2. Assist with evacuation warning and notification.
3. Provide technical information relative to the decision to evacuate or shelter in place.
4. Ensure that personnel are aware of established limited evacuation routes.
5. Designate fire personnel and equipment at each evacuation center, feeding facility and the EOC.
6. Assist with coordination of crowd and traffic control.
7. Receive movable patients from evacuated areas and place in appropriate medical facilities.
8. Transport patients as needed during evacuation proceedings.
9. Manage all health and medical resources during their evacuation.
10. Organize health, medical, and first aid teams to handle injured evacuees.

South Weber Public Works

1. Prepare procedures and resources for supporting traffic control during the evacuation. Assist with marking evacuation routes with traffic direction signs. Deploy traffic control signs and barricades, and provide operational control of traffic signals.
2. Support the law enforcement effort by keeping roads, bridges, etc., open and free of obstruction. If necessary, provide stranded vehicle tow and repair.
3. Provide information to operations and the PIO about road conditions.
4. Help to provide emergency water supplies if requested.

Logistics Section of EOC – Mass Care Coordinator

1. Provides for mass care needs as outlined in ESF 6.

American Red Cross of Northern Utah

1. Open and staff reception centers and shelters. Will provide shelter information to and coordinate with the Logistics Shelter Officer in the EOC.
 - a. Coordinate and support evacuation of special populations.
 - b. Provide for the sanitation requirements at shelters.

City Attorney

1. Provide legal support for the Emergency Operations Director and EOC staff for decisions regarding evacuation.

Public Information Officer

1. Prepare information referencing sheltering-in-place and evacuation as needed for print and release to all media.
 - a. Prepare and disseminate appropriate information in languages other than English as predetermined to inform all residents of the City.

South Weber Emergency Operations Plan
Annex A: Evacuation

- b. Notify special populations through special efforts such as call down lists or other predetermined warning methods.

Planning Section of EOC - Communications Coordinator

1. Arrange for communications equipment and personnel for each evacuation, feeding and emergency medical center. The Police and Fire Departments will provide communications initially, but need to be relieved of this responsibility as soon as possible.

Utah Transit Authority

1. Provide emergency transportation services.
 - a. Support public safety operations/responders.
 - b. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
 - c. Provide a “mobile shelter” at emergency scene for victims and responders.

Davis County School District

1. Provide sheltering (in coordination with the ARC) and transportation during an emergency.
 - a. Provide school busses as temporary shelters during an emergency.

Davis County Health Department

1. Manage all health and medical resources during their evacuation.
2. Organize health, medical, and first aid teams to handle injured evacuees.
3. Provide for the sanitation requirements at shelters.

Finance

1. Serve as Chief Advisor to the Emergency Operations Director on purchase agreements and procurement during an evacuation period.

Aging Services

1. Provide information to EOC concerning those needing assistance with evacuation or other needs.
2. Prioritize the above-mentioned needs.
3. Coordinate the evacuation with the EOC.
4. Maintain an accountability list of those assisted.
5. Provide vans – if available.

Logistics Section of EOC - Transportation Officer

1. Maintain an inventory and call list of mass transit resources, such as school buses, to provide a source for those not having transportation.
2. Coordinate with UTA in designating open traffic routes.

South Weber Emergency Operations Plan
Annex A: Evacuation

3. Alert and mobilize mass transportation resources to assist in evacuation of disaster area if required.
4. Provide appropriate transportation for the return of evacuees to their residence.
5. Arrange for trucking assistance for equipment response as needed.
6. Assist with the transportation of food and life-support supplies to disaster sites and shelters.

District Coordinators

1. Provide status concerning status of citizens within their district.
2. Provide a means of communication to citizen's residing within their district.

Charitable and Volunteer Organizations

1. With prior coordination with ARC, staff or assist with shelters.
2. After coordination with the EOC and ARC, assist with evacuations of special populations or other needs.
3. After prior coordination with Davis County Animal Control, establish and operate pet or other animal shelters.

Annex A Appendix 1 **Traffic Control for Mass Evacuation**

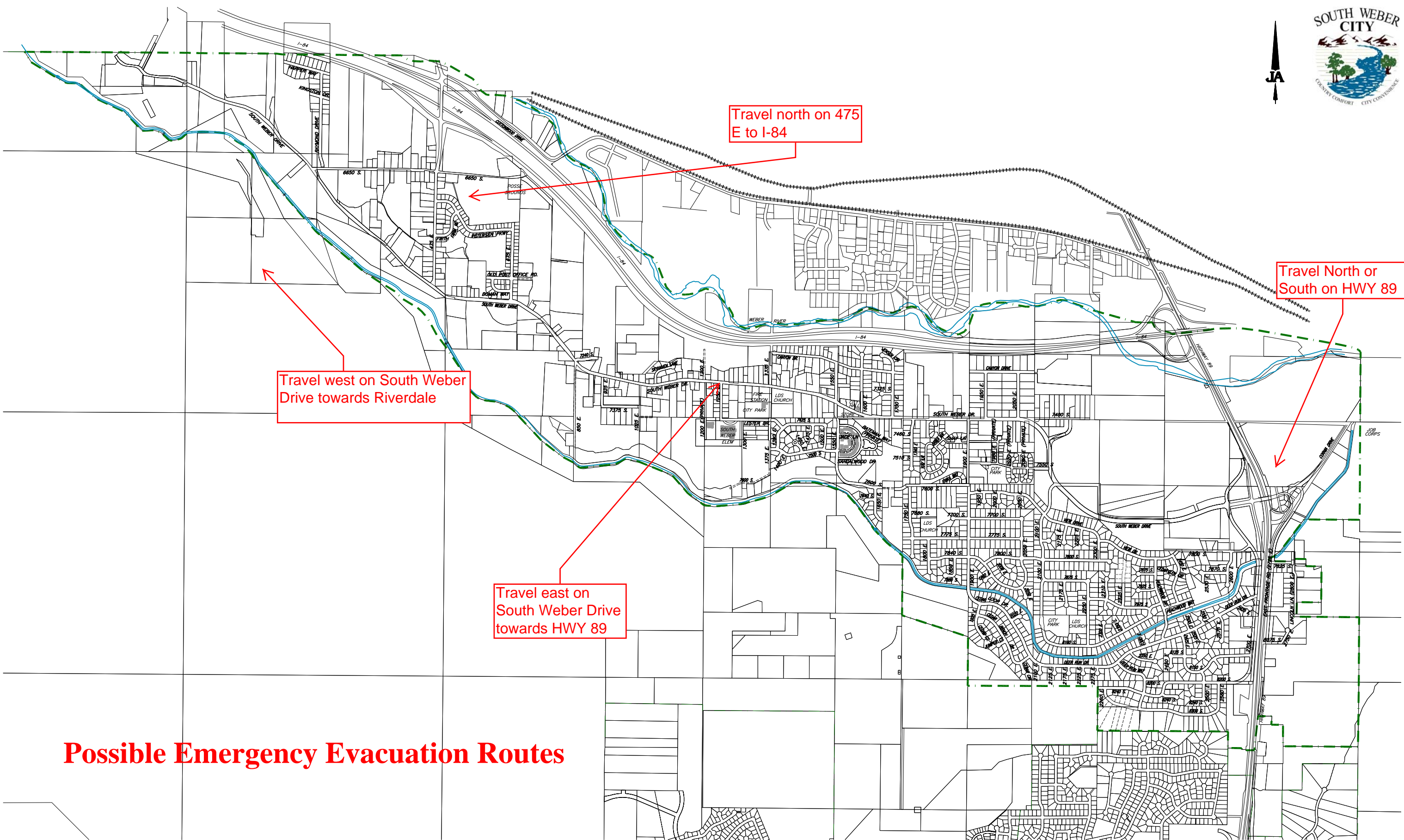
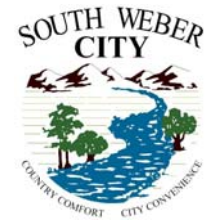
Traffic Flow During Mass Population Evacuation

General Traffic Flow

1. All of the evacuees will travel in the direction specified by the Evacuation Route Map and as directed by Davis County Sheriff. Evacuees will receive specific directions based on the location of receiving areas.
2. Traffic control stations, rest areas and roadblocks will be established to control traffic flow and handle emergencies.
3. Unplanned and other intra-county traffic should be kept off the routes described above and diverted to other routes until the evacuees have reached their host destinations.

Traffic Operations

1. The Davis County EOC will notify the receiving County EOC when the evacuating traffic begins to move toward their county. If Cache county, within two hours.
2. Traffic control stations will be established and manned by law enforcement personnel. County Public Works and the Department of Transportation District 1 and 2 will erect the appropriate directional signs, barricades and roadblocks to channel the evacuees to their destinations and to prevent unplanned vehicles from impeding evacuee traffic flow.
3. Assistance to stalled vehicles or other emergencies will be coordinated through the appropriate dispatch centers.



Possible Emergency Evacuation Routes

PROJECT ENGINEER	REV.	DATE	APPR.
DATE			

SCALE:
1" = 1800'

DESIGNED _____
DRAWN _____
CHECKED _____



CONSULTING ENGINEERS
1716 East 5600 South
South Ogden, Utah 84403 (801) 476-9767

SOUTH WEBER CITY CORPORATION
AUGUST 2009
STREET MAP

Annex A Appendix 2 Evacuation Resources

Davis School District Buses

# Available	Average Capacity
257 Buses	56

Utah Transit Authority

# Available	Average Capacity	With Wheelchair (s)
3 Buses	47	*With 1 wheelchair total average capacity = 44 *With 2 wheelchair total average capacity = 37
2 Staff Vehicles	4	NA
2 Vans	6	NA
1 Wheelchair Van	4	1 wheelchair

Aging Services



Available

Average Capacity

Insert Special Population List Here



Glossary of Key Terms

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.
Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOC's): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident. **Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional

Native Corporation: A rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. **Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOC's), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response

Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure

the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).
Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional

measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and 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 a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

List of Position Checklists

Air Operations Branch Director
Communication Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Demobilization Unit Leader
Division/Group Supervisor
Documentation Unit Leader
Facilities Unit Leader
Finance/Administration Section Chief
Food Unit Leader
Ground Support Unit Leader
Incident Commander
Liaison Officer
Logistics Section
Medical Unit Leader
Operations Branch Director
Operations Section Chief
Planning Section Chief
Procurement Unit Leader
Public Information Officer
Resources Unit Leader
Safety Officer
Service Branch Director
Situation Unit Leader
Staging Area Manager
Strike Team/Task Force Leader
Supply Unit Leader
Support Branch Director
Technical Specialists
Time Unit Leader



ICS Forms



- 201 – Incident Briefing pp 1-4
- 202 – IAP/Incident Objectives
- 203 – Organization Assignment List
- 204 – Division/Group Assignment List
- 205 – Incident Radio Communications Plan
- 206 – Medical Plan
- 207 – Incident Command Structure Organization Chart
- 209 – Incident Status Summary pp 1-2
- 211 – Incident Check-in List pp 1-2
- 213 – General Message Form
- 214 – Unit Log
- 215 – Operational Planning Work Sheet
- 215A – Incident Action Plan Safety Analysis
- 216 – Radio Requirements Worksheet
- 217 – Radio Frequency Assignment Worksheet
- 218 – Support Vehicle Inventory
- 220 – Air Operations Summary
- 221 – Demobilization Checkout pp 1-2
- 224 – Crew Performance Rating
- 225 – Incident Personnel Performance Rating
- NEFS – Resource Order Form A
- NFES – Resource Order Form B

SOUTH WEBER CITY COUNCIL

Staff Backup Report

Date of City Council Meeting: **13 Oct 2009**

Title: **RES 09-46 Combining of Voting Precincts, Designation of Polling Places, and Appointment of Poll Workers for 2009 Municipal General Election**

Scheduled Time: **7:10 p.m.**

RECOMMENDATION

Approve Resolution 09-46

BACKGROUND

Utah election code allows the municipal legislative body of a city of the third, fourth, or fifth class to combine two or more regular county voting precincts into one municipal voting precinct for purposes of an election if it designates the location and address of that combined voting precinct. If more than two precincts are combined, the polling place should be as near as practical to the middle of the combined precinct.

Utah election code requires that at least 15 days before the date of the election the legislative body shall appoint, or provide for the appointment of, four registered voters who reside within the county to serve as poll workers, and as many alternate poll workers as needed to replace appointed poll workers who are unable to serve.

UCA 20A-1-102 defines the Election Officer as the municipal clerk, therefore City Recorder Erika Ahlstrom will serve in that capacity.

City staff will serve as poll workers for early voting. The Davis County Clerk Auditor's office has verified this is acceptable practice, and will be providing training to early voting staff and election poll workers.

CONCLUSION

This resolution fulfills the requirements of UCA 20A-5-301 and 20A-5-602.

RESOLUTION 09-46

COMBINING OF VOTING PRECINCTS, DESIGNATION OF POLLING PLACES, AND APPOINTMENT OF POLL WORKERS FOR 2009 MUNICIPAL GENERAL ELECTION

BE IT HEREBY RESOLVED, by the City Council of South Weber City, State of Utah, as follows:

WHEREAS, South Weber Voting Precincts 1, 2, 3, and 4 (*a total number of registered voters of 3,078 as of March 13, 2009*) shall be combined for the 2009 Municipal General Election, to be held on 03 November 2009; and

WHEREAS, for the 2009 Municipal General Election, the City Council shall designate the polling places and appoint poll workers;

NOW THEREFORE, be it resolved that the following shall be appointed:

DESIGNATED POLLING PLACES

EARLY VOTING

South Weber City Office
1600 E. South Weber Drive
October 20 – 23: 8:00 am to Noon
October 26 – 30: 1:00 pm to 5:00 pm

ELECTION DAY

South Weber Family Activity Center
1181 E. Lester Drive
November 3: 7:00 am to 8:00 pm

POLL WORKERS

Michelle Clark
Kimberli L. Dearden
Steven G. Gaskill
Rachelle Jones
Lisa A. McCauley
Emily Thomas

Additional and/or alternate poll workers may be appointed upon the recommendation of the City Recorder and approval of the Mayor.

The City Recorder shall prepare and file a list containing the name, address, voting precinct, and telephone number of each person appointed, and the list will be available in the City Recorder's office for inspection, examination and copying during business hours.

PASSED AND RESOLVED by the City Council of South Weber City this **13th** day of **October, 2009**.

APPROVED

Brent V. Petersen, Mayor

Attest:

Erika J. Ahlstrom, City Recorder

SOUTH WEBER CITY COUNCIL
Staff Backup Report

Date of City Council Meeting: **13 October 2009**

Title: **Purchase Order #1590 & #1591**

Scheduled Time: **7:15 p.m.**

RECOMMENDATION

Approve Purchase Order 1590 which will pay for necessary geotechnical and survey work to determine whether or not the proposed water tank site is suitable.

BACKGROUND

One of the council goals for 2009 was to have a site picked out and the design work completed on a new water tank. In 2005 the city started working towards selecting a new water tank site. A study was completed by Wasatch Civil that provided a few locations (based on elevation) where a future tank might be located. All but one of their recommended sites sat east of Highway 89. These sites were determined to be problematic because of fault lines and the cost of bringing a service line across Highway 89.

Two sites were considered on the west side of Highway 89. One site (Red Hawk) was problematic because property would have to be purchased from five different property owners. A second site (UDOT) was eliminated because the preliminary GeoTech report determined the site had historical slides that would be very costly to mitigate for. This site was also inaccessible. Both Red Hawk and UDOT sites would have been difficult to connect to a supply line from Weber Basin Water – since the supply line would have required boring under SR193 and coming along Highway 89 down to the tanks.

The current proposal is of interest because it sits at an elevation that allows gravity to feed the system, it allows the city to gain a second supply line connection to Weber Basin Water, and the site brings with it other peripheral benefits to the city. Staff has met with affected property owners, Layton City, Wasatch Integrated Waste, and Weber Water Conservancy District. All parties have expressed a willingness to work with the city in a cooperative manner.

During a special work meeting on September 29, 2009 the new tank was discussed. The council directed staff to advance the site selection process to the next step by gathering competitive bids for the GeoTech and Survey work. The council felt like until we have this information, the city will not know whether or not the site is indeed suitable for a tank.

Staff will be opening the bids for both the GeoTech and Survey work on Friday, October 9 at 3:00 p.m. The bids will be compared and analyzed with a determination and award recommendation coming to you on Tuesday. This is a tight turn-a-round, but we want to have the work completed before the snow falls.

CONCLUSION

The geotechnical work and survey work are necessary steps in helping the city to determine whether or not we should continue to pursue this site as a viable water reservoir site. The bigger decisions will come once we have this work completed.

SOUTH WEBER CITY

(A Municipal Corporation of the State of Utah)

Miscellaneous
Purchase Order

1590

TO: (Company/Person):

DESCRIPTION OF ITEM(S): Geo Tech Study Phase I
Reservoir # 4

PURCHASE AUTHORIZED BY:	PURCHASE MADE BY: Matt Dixon	Date: 10/08/09
		Amount of Order:
REMIT INVOICE TO: South Weber City Accounts Payable 1600 East South Weber Drive South Weber, Utah 84405 Phone: 1-801-479-3177 Fax: 1-801-479-0066	South Weber City is a Tax Exempt Entity - D #66926	Department to Charge to: Gen. Capital Projects
	General Ledger Budget Amount: \$	General Ledger Account Number:
	Current Balance: \$	

SOUTH WEBER CITY

(A Municipal Corporation of the State of Utah)

Miscellaneous
Purchase Order

1591

TO: (Company/Person):

DESCRIPTION OF ITEM(S):

Reservoir # 4 Survey Work

PURCHASE AUTHORIZED BY:	PURCHASE MADE BY: Matt Dixon	Date: 10/08/09
		Amount of Order:
REMIT INVOICE TO: South Weber City Accounts Payable 1600 East South Weber Drive South Weber, Utah 84405 Phone: 1-801-479-3177 Fax: 1-801-479-0066	South Weber City is a Tax Exempt Entity - D #66926	Department to Charge to: Gen. Capital Prj.
	General Ledger Budget Amount: \$	General Ledger Account Number:
	Current Balance: \$	

SOUTH WEBER CITY COUNCIL

Staff Backup Report

Date of City Council Meeting: **13 October 2009**

Title: **Purchase Order #1592**

Scheduled Time: **7:25 p.m.**

RECOMMENDATION

Approve Purchase Order 1592 for the installation and surfacing of the new Canyon Meadows Playground.

BACKGROUND

While attending a recent URPA (Utah Recreation and Parks Association) luncheon hosted here in the city, staff was made aware of some play ground equipment that would soon be available at a much discounted rate.

In October Salt Lake City will host the NRPA (National Recreation and Parks Association) conference. As such, vendors will be bringing in the latest and greatest of parks equipment to showcase. Once the show is over, the vendors do not want to pay to have the equipment repackaged and shipped back to the warehouse so they significantly discount the equipment.

The playground we will be buying normally retails for approximately \$120,000, but is ours for only \$59,232.90. And to make this even more special, this is the last available playground from the show.

With funding being tight as ever, staff has worked a deal with Perry Homes who has agreed to advance payment of the parks and recreation impact fees for forty (40) of their building lots in Canyon Meadows to allow the city to purchase the playground. Forty lots equates to \$66,040.

This purchase order will pay for Great Western to install the play ground and surfacing – 12 inches of wood chips. The equipment is scheduled to arrive the first week of November.

CONCLUSION

This has been a very exciting project and we need to be sure Perry Homes gets credit for their willingness to help during such tough economic times.

SOUTH WEBER CITY

(A Municipal Corporation of the State of Utah)

Miscellaneous
Purchase Order

1592

TO: (Company/Person):

Game Time

c/o Great Western Park & Playground

P.O. Box 97

Wellsville, UT- 84339

DESCRIPTION OF ITEM(S):

Installation & Surfacing

for new Playground - Canyon

Meadows Park.

PURCHASE AUTHORIZED BY:

PURCHASE MADE BY:

Date:

10/08/09

Matt Dixon

Amount of Order:

\$ 20,000

REMIT INVOICE TO:

South Weber City
Accounts Payable
1600 East South Weber Drive
South Weber, Utah 84405
Phone: 1-801-479-3177
Fax: 1-801-479-0066

South Weber City is a Tax
Exempt Entity - D #66926

Department to Charge to:

Gen. Cap. Proj.

General Ledger Budget Amount:

\$

General Ledger Account Number:

Current Balance:

\$



Great Western Park & Playground
 Corporate Office
 P.O. Box 97
 2598 West 5700 South
 Wellsville, UT 84339
 PH: 800.453.2735
 FX: 435.245.5057

QUOTE #:
 54028

NRPA Show Unit Installation & Surfacing

South Weber City
 Attn: Matthew Dixon
 1600 E South Weber Drive
 South Weber, UT 84405

Date: 10/01/2009
 Ship To Zip: 84405

Quantity	Part #	Description	Unit Price	Amount
1	EWF	GT-Impax - Engineered Wood Fiber Surfacing Delivered - 240 CY	\$4,785.00	\$4,785.00
1	INSTALL	Game Time - Installation & Delivery of NRPA Show Unit Playground and EWF Surfacing	\$14,000.00	\$14,000.00

EWF Shipping To: South Weber, UT 84405

SubTotal: \$18,785.00
Total Amount: \$18,785.00

***Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western**

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time.

Credit Card Orders - Visa or Mastercard

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western



NRPA Show Unit Installation & Surfacing

QUOTE #:
54028

Date: 10/01/2009

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. **Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.**

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested.

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Project Name: _____

Attn: _____

Attn: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Contact: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____

Salesman's Signature _____

Customer's Signature _____



NRPA Show Unit Installation & Surfacing

**QUOTE #:
54028**

Date: 10/01/2009

***Orders cannot be processed without color options. Please list your color choice below.

Color Palette Name _____

Enter Desired Color

Uprights _____ Decks _____ Accents _____

Roofs, Tubes _____ Slides/Panels _____

