

**Salt Lake City  
Emergency Management  
18 Month Action Plan**

**MISSION**

**Salt Lake City departments must be trained and nimble to provide critical community support during emergencies, major disasters, and catastrophic events.**

**During such events, the City's departments must continue to provide basic services to citizens and businesses.**

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**SUMMARY**

The Emergency Management Action Plan focuses on five priorities for the next 18 months.

1. Citywide basic emergency management training.
2. Refine the framework that facilitates a transparent, collaborative review of objectives, plans, and coordinated management of the response to significant events.
3. Organize and implement a city wide Joint Information System (JIS).
4. Develop an interim emergency operations facility, and develop a strategy for a permanent, survivable fully functional emergency operations facility.
5. Overhaul of our public outreach to prepare our employees, citizens, and businesses to function and contribute during times of disaster. This would include organizing a healthy, viable volunteer coordination program.

The above objectives assume the active participation of all City departments.

**OBJECTIVES**

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**Objective I -Citywide Emergency Management Training**

Basic training for all City supervisors- this will include successful completion of ICS 100 Introduction to Incident Command (ICS) and IS 700 National Incident Management System (NIMS) an Introduction. Each of these classes involves approximately three hours and can be completed online or in a classroom setting.

Additional training for all City managers- this will include ICS 200 ICS for Single Resource and Initial action Incidents and IS 800 National Response Framework (NRF)

*an Introduction.* Each of these classes involves approximately three hours and can be completed online or in a classroom setting.

Managers and supervisors identified as emergency responders or assigned roles in the EOC are required to complete additional, more in depth and responsibility specific training.

These training guidelines are published in the *Five Year NIMS Training Plan* and compliance with the guidelines serve as the measurement we would apply to this objective.

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Objective II –Refine the City’s emergency operations framework for mitigation, preparation, response, and recovery.

Establish a City “Emergency Advisory Committee”. The role of the Committee is two fold. First, provide program oversight from a broad multi-disciplinary perspective. Second, provide resources to accomplish citywide objectives. The Emergency Advisory Committee structure would be as follows:

The Committee will function on four levels.

1. A “Policy Group” will be comprised of department heads, Mayor’s Office representatives, and City Council representatives. The policy group provides policy and oversight for the other functioning groups. Members of the policy group will be involved in the EOC Policy group during disaster responses. The Policy Group is facilitated by the Management Services Department Director.
2. The “Coordination Group” will be assigned by and accountable to the Policy Group. This Group is comprised of senior operations personnel that implement policy and make recommendations to the Policy Group. These individuals have direct accountability for their department’s “response” assignments, “emergency support function” (ESF) assignments, and the various emergency operations command functions. Those accountabilities include mitigation, prevention, preparation, response, and recovery. As a group, they assure a collaborative, coordinated City approach. The Coordination Group will form the core of the EOC staff during emergency responses. The Coordination Group is chaired by the Emergency Management Program Director.
3. A “Stakeholder Group” consisting of representatives of public and private entities that have a stake in Salt Lake City’s emergency preparedness. This Group will likely be incorporated into the existing SLC Local Emergency Planning Committee (LEPC). The Stakeholder Group will be coordinated by the Emergency Management Program Director.

4. Work groups that are task or process specific. These groups can be ad hoc or standing. The groups will consist of specialists from within and outside the City based on their objectives. Examples of work ad hoc groups would include “EOC design”. Some standing workgroups would include “continuity of city operations” “continuity of government” and “recovery planning”. The work groups will act on behalf of the Coordination Group.

Department directors/chiefs will review their department’s roles and responsibilities in the City Emergency Plan and assign the appropriate personnel and resources to participate on the Advisory Committee and its work product.

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### Objective III - Organize an effective Joint Information System (JIS).

Organize a public information process and team including technical and communications specialists. A Joint Information System Team will design and assign roles and responsibilities that will gather, validate, evaluate and ultimately disseminate information both internally and to the public. The JIS will be a resource for all City departments to manage their public information during high profile or emergency events. The JIS will assure the public that the City is meeting its responsibilities and provide citizens accurate information that reassures and enables them to make good decisions.

The JIS processes will be memorialized and approved by the Policy Group.

Each department director/chief will assign qualified public relations, logistics, and technical resources to the planning and operation of the JIS.

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Objective IV – Provide “Emergency Operations” facilities to house emergency operations management on an interim basis. Develop a design and funding strategy for a fully functional, permanent, survivable emergency operations facility that facilitates daily and emergency management needs for City departments.

Expand and enhance the emergency operations capability at Plaza 349. Under the direction of the Coordination Group, the facility will be enhanced to house the Policy Group, the Coordination Group, the JIC, as well as backup public safety communications for use during emergency and significant event management. The design will also include appropriate dual use such as training, meetings, and housing City operations. This facility should be functional and exercised before June 30, 2009. The Emergency Management Director and the Chief Information Officer will be accountable for the deliverables.

The strategic portion of this objective is development of an acceptable plan for a viable survivable City emergency operations facility. This facility should be functional day to

day for City operations and should be reliable during catastrophic events and responses. The facility will comply with NFPA 1600 and EMAP standards. This will assure continuity of City operations and governance critical during disasters and catastrophic events. This strategy will be developed by the Coordination Group, under the direction of the Policy Group. A workable strategy and design should be drafted by June 30, 2010. The Emergency Management Director will be accountable for the work product and timelines.

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Objective V – Community preparations and volunteer coordination program should be drafted, memorialized and implemented.

Revitalize community outreach programs within the City that educate SLC employees, citizens and businesses on their roles and opportunities to prepare for, respond to, and recover from disasters. Personal and family preparedness of City employees is crucial during response to any major incident because if an individual knows their family is safe they can effectively perform their duties. This objective will involve continued education on the significance of personal preparedness through the following methods:

1. Citizen and business education.
2. Programs that educate and prepare City employees for disaster response.
3. Partnering with KJZZ television and other media outlets for news tips on emergency preparedness.
4. Redesigning the City's emergency preparedness webpage to be more functional, updating the information to make it more valuable, and adding additional capabilities for citizens to utilize in the event of a disaster.
5. Developing mechanisms that will assist City departments in disseminating information to at risk populations.

Organize an umbrella network to coordinate efforts of volunteer programs within the City. Create a single point of contact for resource information.

1. Promoting volunteer programs that allow city employees and citizens to be active within their communities.