

January 10th 2007

The purpose of the Utah Valley State College Emergency Preparedness Disaster Response and Recovery Plan is to outline the preferred response system in the case of a major disaster occurring on the Utah Valley State College property. In addition, the plan is designed to assist in coordinating college and community resources for timely, adequate and effective response and recovery.

Under the authority of the Emergency Policy Group (President, Vice Presidents, and Assistant Attorney General), the Incident Commander will direct the Emergency Operations Group in the implementation of this plan in the case of a major disaster occurring on the Utah Valley State College property.

This plan should be used as a training tool to prepare individuals responsible for emergency response and should be reviewed frequently and followed closely.

The Emergency Preparedness Disaster Response and Recovery Plan is dynamic in nature and will require continual revision and updating. The Risk Management Director will be responsible for making appropriate changes and ensuring that employees are trained in its implementation.

William Sederburg, President of Utah
Valley State College



**EMERGENCY PREPAREDNESS
DISASTER RESPONSE AND
RECOVERY PLAN**

**Utah Valley State College
2007**

Acknowledgments

I extend a special thanks to the following individuals at UVSC who have spent many hours researching and compiling this document.

Catherine Spaulding, Service Provider Trainer/Technical Writer
Candice Gardner, Administrative Secretary

Many documents were accessed in compiling and creating this document. The following break down of sources is intended to cite the specific sources used for each main section.

The **main body** of this plan was closely modeled after:

Sewell, J., D (Feb. 17, 1993). *Emergency Preparedness for Institutions: a plan of action before, during, and after a major disaster*. Presented to: Stetson University College of Law Fourteenth Annual National Conference on Law and Higher Education; Clearwater Beach, Florida.

Stanford University (September, 1994). *Emergency Operations Plan*.

Utah State University (1990). *Utah State University Emergency Operations Plan*, June 1990.

The **Hazard Analysis** section was based on information obtained from:

Bateman, D. R., Sheriff (Revised 1993). *Utah County, Utah Emergency Operations Plan*; published by: Utah County Sheriff's Office, Emergency Services Division.

Institutional Research & Strategic Planning (1994). *Enrollment Report, Fall 1994*. Utah Valley State College.

Emergency Management (1991). *City of Orem Emergency Operations Plan, 1991*.

Utah County Geographic Information System. *Fault Line/Liquefaction Maps*

Utah Valley State College.(1994-1995). *Fact Book*.

Utah Valley State College.(2004). *Institutional Advancement Office*

The **duties** assigned to each individual in the Emergency Operations Group, the Emergency Policy Group, and other key individuals in this document were assigned according to

information obtained from:

Bateman, D. R., Sheriff (Revised 1993). *Utah County, Utah Emergency Operations Plan*; published by: Utah County Sheriff's Office, Emergency Services Division.

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Utah Valley State College (1994). *Emergency Procedures*.

Utah State University (1990). *Utah State University Emergency Operations Plan*, June 1990.

The **Planning, Logistics, and Finance** sections were primarily based on information obtained from:

Provo City Disaster Preparedness Basic Plan of Operations.

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Sincerely,
Joe Marrott, Director Risk Management
Utah Valley State College

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PURPOSE

In the eventuality of a major disaster occurring in or effecting Utah County and/or on the Utah Valley State College campus, it is anticipated that Orem City police and fire services may be nonfunctional for a time. As a result, UVSC will, in all probability, have to shoulder the responsibility for initial search and rescue, fire control, evacuation, and medical aid.

For Utah Valley State College there are four areas to create a real and functional plan they are; Planning, Funding, Emergency Preparation, Disaster Response and Recovery after the fact.

At the time of plan revision January 10th 2007, no funding for training or equipment has been budgeted, thus the plan stands as this document only.

The purpose of this Emergency Preparedness Disaster Response and Recovery Plan is to outline the preferred response system in the case of a major disaster occurring on the Utah Valley State College property. This plan was developed to follow Utah's Incidence Command System (ICS) and is to be followed as closely as circumstances allow. It is understood that many unforeseen events leading to the deviation of this plan might occur during an actual emergency and following this plan exactly might prove impossible or even unsafe. While this eventuality is understood, **any exceptions or changes to the procedures outlined in this plan must be approved by the Incident Commander before implementation** except in the rare occasion when communication is impossible.

All personnel designated to carry out specific responsibilities are expected to know and follow these procedures as outlined. This plan is designed to effectively coordinate the use of College and community resources in the case of a major disaster occurring on the UVSC campus. This plan will immediately go into operation whenever an emergency affecting the campus cannot be controlled through normal channels.

HAZARD ANALYSIS

I. Background

Utah Valley State College is a four-year state college with a total enrollment in excess of 23,803. The mean age is 23.3. A total of 50 states and 99 foreign countries are represented in the student body. UVSC has in excess of 4000 employees. The total number of possible students and employees on campus at any one time could be as much as 20,000. This number is expected to rise each semester with the addition of programs and building space. With the additional consideration of visitors, it is thought that in any one day, UVSC could have as many as 25,000 individuals on campus.

The main Orem location, 800 West University Parkway, Orem Utah, consists of 185 acres. The following is a list of each building and its' approximate square footage.

Advancement Building	28,000
Airport Hangar #1	5,000
Automotive Storage Bldg	1,800
Aviation Hanger #2	22,400
Baseball Stadium	1,200
Benson Home	2,490
Blue House	1,200
Browning Administration Building	81,641
Central Plant & Auxiliary Buildings	13,740
Child Day Care	1,200
Computer Science Building	163,047
Construction Shop	1,152
Education Vineyard Elementary	45,750
Electrician Shop	1,344
Environmental Technology Lab	7,163
Faculty Annex	7,920
Fire Science Aviation Bld	40,000
Garage Lineman Training	520
Geneva Building	35,000
Greenhouse	2,570
Grounds Equipment Storage	1,152
Gunther Trades	134,810
Jensen Home	2,774
Liberal Arts	148,000
Locksmith Building	900
Losee Learning Resource Center	91,577

Maintenance Tin Building	2,040
McKay Event Center	179,112
Mountainland Tech Bld	58,194
Physical Education	90,826
Pioneer House	1,511
Planning Center & Auxiliary Buildings	19,737
Plumbing Building	600
Pope Science Building	125,980
School/College/University Partnership	4,041
Sorensen Student Center	92,023
Sparks Automotive Trades	96,878
Sprinkler Storage	180
TRIO House	4,491
Wasatch Campus 1 st	70,361
Wasatch Campus MATC	3,364
Well Houses	9,424
Wolverine Center	36,743
Woodbury Business Building	71,520
Woodbury Art	13,360

Total Square Feet	1,727,120
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II. Planning Requirements

A list of potential hazards is listed below. A brief review of each follows:

1. Hazardous Materials Accidents
2. Fire
3. Earthquake
4. Power Outage
5. Winter Storm
6. Student Unrest
7. Bomb Threat
8. Fallen Aircraft
9. Terrorist Attack
10. Epidemic

1. Hazardous Materials Accidents

Interstate 15 is a major transportation route where industrial and hazardous materials are hauled. Interstate 15 runs north and south just to the west of UVSC. In addition, hazardous materials are located in the chemistry labs, food services, facilities, and the Wellness Center.

2. Fire

As with any building structure, there is a potential risk for fire. In an educational setting, a fire could be devastating because of the large numbers of people in a small area. In addition, there may be some difficulty in preventing a fire from spreading to other buildings because of the connecting hallways and the close proximity of the buildings.

3. Earthquake

Because of the close proximity of UVSC to the Wasatch Fault, earthquakes are a serious potential hazard to UVSC. Liquefaction effects to UVSC could be serious because of the numerous springs located under and around the campus grounds and because UVSC is within a few miles of Utah Lake. City maps depicting liquefaction ranges show the eastern half or two-thirds of UVSC property in the low liquefaction range (shallow ground water is in the 11 - 50 feet deep range) with the western side in the moderate range (shallow ground water is in the 0 - 10 feet deep range).

City police and fire services may be nonfunctional for a time following an earthquake. In addition, service and emergency vehicles may be hindered by fallen debris. As a result, UVSC will in all probability, have to shoulder the responsibility for initial search and rescue, fire control, evacuation, and medical aid. If damage to UVSC is minimal, there is a possibility of the college being used as a shelter.

4. Power outage

A possible effect of a winter or summer storm or damage to electrical lines is power outage resulting in loss of heat and electricity. This could necessitate closing the college temporarily. Additionally, there is the possibility of energy failure or cut-backs. Any of these possibilities could seriously impact the daily functioning of UVSC for an extended time.

5. Winter Storm

In the event of a severe winter storm, there is the possibility of students, faculty, and or staff becoming stranded at the College. This could necessitate housing and feeding of a potentially large number of individuals.

6. Student Unrest

UVSC has a student population in excess of 25,000. With this large number of students comes the chance of student unrest. While the chance of student unrest occurring is slim, there is still that possibility as evidenced by incidences of unrest at colleges and universities across the country.

7. Bomb Threat

UVSC receives several bomb threats each year. With the large number of students, faculty, staff, daily public interactions, and the direct telephone line system, the number of bomb threats could increase.

8. Fallen Aircraft

UVSC is located near the flight path of the Provo Municipal Airport. Though unlikely, there is a chance of an aircraft crashing onto UVSC property. There is however a very real chance that one of UVSC own aircraft may crash and action to notify next of kin, investigators, rescue and recovery should be addressed.

9. Terrorism

After the attack on the United States September 11th, 2001, America has been in a procession of emergency preparation countering terrorism. Utah Valley State College is a reasonable site for a terrorist target.

10. Epidemic

UVSC will follow guidelines established through FIMA regarding closures and quarantines.

RESPONSE PLAN ORGANIZATION

I. Organization

The Emergency Operations Organization is made up of two groups:

- A. **The Emergency Operations Group** -- reports to the Incident Commander.
- B. **The Emergency Policy Group** -- reports to the President.

Each UVSC department or office listed in either of the groups will designate a primary representative and at least two alternates.

II. Responsibility and Control

The Emergency Preparedness Disaster Response and Recovery Plan is under the executive control of the President of UVSC and under the operational direction of the Chief of Police (henceforth to be designated the Incident Commander).

When an emergency situation occurs, the Incident Commander will activate the Emergency Preparedness Disaster Response and Recovery Plan. In his/her absence, the highest ranking member of the UVSC Police Department will activate the Emergency Preparedness Disaster Response and Recovery Plan. S/he will retain control of the Emergency Operations Group until relieved by a higher ranking member of the UVSC police or the Incident Commander.

College personnel and equipment will be utilized to provide priority protection for:

1. Life safety
2. Preservation of property
3. Restoration of the academic program

The Emergency Operations Group Representatives under the direction of the Incident Commander will determine the manner in which college personnel and equipment will be utilized. The President or Acting President of the College will be responsible for notifying the Incident Commander to deactivate the Emergency Preparedness Disaster Response and Recovery Plan when s/he deems appropriate.

III. Continuity of Leadership

- A. All operations during an emergency or crisis situation will be managed from the Utah Valley State College Emergency Operations Center (EOC), located in the Planning Center, 936 S. 400 W. This office has 24 hour coverage and may be reached by calling 863-8187. This site was chosen because the location is on high ground; the building is a wood and brick structure; there are two antenna masts; and the parking area is large enough for emergency vehicles, the mobile command site, and tents.
- B. If an emergency situation renders this facility inoperable, the designated alternate Emergency Operations Center is BU 258. (This room has the capacity for 20 - 35

telephone lines within 30 minutes.) If BU 258 is inoperable, the second alternate is SC 117. (This room has the capacity for 30 - 40 lines within 1-4 hours.)

IV. Successors of Authority & Chain of Command Phone Numbers (see Appendix P: Organizational Charts)

A. Emergency Operations Group:

- | | | |
|-----|---|-----------------------------|
| 1. | Incident Commander
Chief of Police | 8320 |
| 2. | College Police Department Coordinator
Police Officer | 8320
8187 |
| 3. | College Fire Marshal | 8021 |
| 4. | Public Information Officer | 8484 |
| 5. | Student Assistance Coordinator | 8229 |
| 6. | Medical Care Coordinator | 8375 |
| 7. | Director of Engineering | 7202 |
| 8. | Director of Plant Operations | 8130 |
| 9. | Director of Health and Safety/HAZMAT | 7977 |
| 10. | Volunteer Force Coordinator | |
| 11. | Telephone Communications Coordinator | 8189 |
| 12. | Transportation Coordinator
Heavy Equipment Specialist
Administrative Assistant | 8018
8026
8016 |
| 13. | Incident Dispatchers | 8014 |
| 14. | Shelter Manager | 8814 |
| 15. | Director of Media Services | 8902 |

16. **Director of Computer Services** **8259**

17. **Director of Food Services**

B. Policy Group:

1. President	8133
2. Vice President for Academic Affairs	8951
3. Administrative External Affairs	8424
4. Vice President for Student Services	
5. Vice President for Institutional Advncmt	
6. Assistant Attorney General	801-366-0274
7. Governmental Relations	8424
8. Support Staff	7977

V Implementation

In the event of a major disaster, the Emergency Preparedness Disaster Response and Recovery Plan will be implemented in the following ways:

A. If telephone services **ARE operational**

1. The Incident Commander will activate the Emergency Preparedness Disaster Response and Recovery Plan. S/he will designate the Emergency Operations Center and Emergency Policy Center locations.
2. The UVSC Police Department dispatcher will immediately begin calling the members of the Emergency Operations Group, and advising them to come to the designated Emergency Operations Center.
3. After notifying the Emergency Operations Group, the UVSC Police Department dispatcher will call the members of the Emergency Policy Group and advise them to come to the designated Emergency Policy Command Center.
4. The UVSC Police Department dispatcher will periodically advise the Incident Commander of the availability and estimated time of arrival of the Emergency Operations Group and Emergency Policy Group Representatives.

B. If telephone services are **NOT functional**

1. The designated members of the Emergency Operations Group and the Emergency Policy Group will immediately travel to the Emergency

Operations Center location to implement the Emergency Preparedness Disaster Response and Recovery Plan as soon as they are aware that a major disaster affecting the UVSC campus may have occurred.

2. If the designated members of the Emergency Operations Group do not respond to the Emergency Operations Center in a reasonable amount of time, messengers may be dispatched.

VII . Nonworking Hours

There is always the chance that a disaster such as the one envisioned by this plan may occur before or after regular college office hours, on a holiday, or on a weekend when the organizational set-up of many departments is somehow out of the ordinary. While the structure of this plan remains the same, its implementation may vary necessarily depending on the available resources and manpower until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously making an effort to notify superior officials of the situation in order to obtain verification or advice on their actions.

RESPONSIBILITIES

I. Emergency Operations Group

A. Incident Commander (Chief of Police)

1. Activation of the Emergency Plan
2. Designate Emergency Operations Command Center Location
3. Direction of emergency services
4. Determine the need for establishing separate Operations, Planning, Logistics, and Finance Sections
5. Relay emergency status information to Policy Group
6. Relay emergency status information to the Division of Comprehensive Emergency Management
7. Direct the coordination of resources
8. Establish emergency policies
9. Anticipate additional conditions and situations created by the disaster
10. Mobilize emergency vehicles
11. Mobilize communications van and/or activate Sheriff's Communications Auxiliary Team (SCAT) Site
12. Record emergency operations activities

B. Public Information Officer (Director for College Relations)

1. Dissemination of public information
2. Record emergency operations activity
3. Develop emergency broadcast materials
4. Coordinate with the Student Assistance Coordinator to gather information dealing with injuries and fatalities

C. Director of Health and Safety/HAZMAT

1. Monitor safety conditions of site
2. Develop measures for assuring the safety of all assigned personnel
3. Coordinate control of hazardous substances
4. Conduct health & safety survey
5. Assist with facility Survey
6. Coordinate College Emergency Response Team

D. Liaison Officer

Representative from Emergency Policy Group

1. Coordinate outside agencies involvement and assistance

- E. College Police Department Coordinator (Chief of Police/Director of Public Safety OR Assistant)
 - 1. Direct law enforcement activities
 - 2. Coordinate internal emergency communications
 - 3. Coordination of search and rescue effort
 - 4. Coordinate support group for Emergency Operations Group
 - 5. Coordinate Radio Communication Center (Emergency Operations Center) and Sheriffs Communications Auxiliary Team (SCAT)
 - 6. Coordinate clearing of traffic routes for emergency vehicles

- F. College Fire Marshal
 - 1. Direct campus fire control activities
 - 2. Coordinate fire control activities with Orem and/or Provo City assistance
 - 3. Assist with search and rescue
 - 4. Assist with health and safety survey
 - 5. Assist with facilities Survey

- G. Student Assistance Coordinator (V.P. for Student Services)
 - 1. Coordinate student assistance programs
 - 2. Coordinate persons with disabilities assistance
 - 3. Coordinate found property agency for students, faculty, and staff
 - 4. Coordinate with the Public Information Officer the gathering of information dealing with injury and fatalities
 - 5. Notify family members regarding the status of dead or injured persons
 - 6. Establish a resource information center

- H. Medical Care Coordinator (Director of Wellness Center)
 - 1. Coordinate medical aid
 - 2. Coordinate psychological assistance

- I. Director of Engineering
 - 1. Conduct utilities survey

- J. Director of Plant Operations
 - 1. Coordinate heavy equipment (rescue and Clean-up)
 - 2. Coordinate equipment procurement
 - 3. Conduct facilities survey

- K. Volunteer Force Coordinator (Student Services)
 - 1. Organize volunteers for operational use. They should be distributed as needed to each individual in this Emergency Operations Group.
 - 2. Establish student information programs
 - 3. Coordinate with Incident Commander and with all City responders to establish a list of areas where volunteers are needed
 - 4. Contact the Orem City EOC and the Utah County EOC to gain access to volunteer groups they are aware of or with whom they are working

- L. Telephone Communications Coordinator (Director of Telephone Services)
 - 1. Coordinate restoration of telephone services
 - 2. Assist with the communications network

- M. Transportation Coordinator (Director of Parking and Transportation Services)
 - 1. Coordinate availability of vehicles
 - 2. Provide inner-campus transportation for injured to campus triage locations
 - 3. Provide inner-campus transportation for rescue workers

- N. Incident Dispatchers
 - 1. Obtain briefing from the communications coordinator
 - 2. Determine:
 - a. Location of assignment
 - b. Communications procedures
 - c. Frequencies in use
 - d. Communications link-ups to be established
 - e. Equipment status
 - f. Capabilities, limitations and restrictions
 - g. Location of field communications centers
 - h. Message center procedures
 - 3. Discuss staffing needs with communications coordinator
 - 4. Obtain and review incident action plan to determine incident organization and communications plan
 - 5. Set up communications center
 - 6. Check out equipment
 - 7. Receive and transmit messages within and external to be incident
 - 8. Maintain files of **status change slips** and general messages
 - 9. Maintain a record of unusual incident occurrences
 - 10. Provide briefing to relief on:
 - a. Current activities

- b. Equipment status
 - c. Any unusual communications situations
- 11. Turn in appropriate documents to communications unit leader
- 12. Demobilize communications center in accordance with an incident demobilization plan

- O. Shelter Manager
 - 1. Provide and inspect emergency food and water for students, emergency personnel, and displaced community members
 - 2. Determine feeding locations and the number of individuals which can be provided for in those areas
 - 3. Coordinate all sheltering activities

- P. Director of Media Services
 - 1. Provide technical assistance with the communications system

- Q. Director of Computer Services
 - 1. Assist in computer shut-down around campus

- R. Director of Central Plant Engineering
 - 1. Provide Technical information regarding air quality, heating and cooling.

II. Emergency Policy Group

- A. Members
 - 1. President
 - 2. V.P. Administration
 - 3. V.P. College Relations
 - 4. V.P. Institutional Advancement
 - 5. V.P. Student Services
 - 6. Assistant Attorney General –
 - 7. Governmental Relations
 - 8. Support Staff

- B. Group Responsibilities
 - 1. Consult with Incident Commander to assess general damage and special housing needs
 - 2. Acquisition of resources from outside UVSC (city & county, **Red Cross**, Salvation Army, local churches)

3. Formulation of general public information
4. Prioritize salvage operations
5. Financing/legal problems
6. Establish short term building replacement program
7. Faculty-staff replacement
8. Coordinate survey of the academic program
9. Establish target date for resumption of limited academic schedule
10. Coordinate call-up of faculty administrators to inform and instruct
11. Coordinate set-up procedures for temporary academic operations

DIRECTION AND CONTROL

I. Evaluation of Situation

In the event of an emergency occurring on the UVSC campus, the Incident Commander shall conduct an immediate evaluation of the situation to determine:

COLLEGE NEEDS

- Fire
- Gas/Electricity shut off
- Restore power
- Communications
- Secure area
- Debris clearance
- Water supply
- Transportation
- Sewage/Sanitation Needs

VICTIM NEEDS

- Rescue/Recovery
- Evacuation
- Food
- Shelter
- Clothing
- Medical
- Identification
- Security

II. Emergency Operations Center (EOC) Activation Checklist

- A. Notify first shift assignees as required.
- B. Activate operations phones as required.
- C. Assign security to EOC entrance.
- D. Conduct operational radio check.
- E. Conduct operational radio count.
- F. Mobilize communications van and/or activate SCAT team (Sheriffs Communications Auxiliary Team).

- G. ___ Establish and maintain continuing communications with UVSC administration.
- H. ___ Brief personnel on the situation.
- I. ___ Designate Field Commander to move to disaster scene.
- J. ___ Designate other post assignments.
- K. ___ Review operating procedures.
- L. ___ Initiate increased readiness.
- M. ___ Establish and maintain communication with the Joint Information Center (JIC).
- N. ___ Establish and maintain communications with special facilities.
- O. ___ Relay emergency status information to the Division of Comprehensive Emergency Management (see page 15).
- P. ___ Coordinate with the Emergency Policy Group immediate contact with the Red Cross to acquisition emergency supplies.
- Q. ___ Arrange for emergency operations personnel to relocate families if needed.
- R. ___ Establish shifts for 24-hour coverage of EOC if needed.
- S. ___ Bring key personnel in and set them up to stay on campus after determining appropriate shelter centers; Advise key personnel to bring necessary supplies with them (i.e., food, water, blankets, change of clothes).
- T. ___ Direct EOC to maintain accurate logs of:
 - service activities
 - damage estimates
 - manpower and equipment utilized
 - mutual aid or assistance requested/provided
 - financial expenditures
 - reports provided

III. City Assistance

If the disaster or emergency is of such magnitude that UVSC cannot cope with the response requirements or when the resources and capabilities are beyond those which can be provided by UVSC, City assistance may be obtained by the President's request.

Orem City Emergency Operations Center

Emergency Operations Director

-- 229-7037 (call first to establish a communications link)

Emergency Planner (second in command)

-- 229-7146

IV. Local Emergency Telephone Numbers:

- | | | |
|----|-----------------------------------|-----------------|
| 1. | Fire, Medical, Rescue/Recovery | 911 or 229-7070 |
| 2. | <u>Gas Pipeline Breaks</u> | 801-853-7400 |
| 3. | <u>Hazardous Materials Spills</u> | |
| | Utah Highway Patrol | 965-4000 |
| | Chemtrec (Industry Advisory) | 1-800-424-9100 |

Annex 1

(In case of a threat or occurrence of a natural disaster, the reporting jurisdiction shall transmit the following information to the Division of Comprehensive Emergency Management by telephone (1-801-538-3400) or any other rapid communications system.)

1. Type of incident: _____
2. Time and date of incident: _____
3. Location (city/town): _____ County: _____
4. Damage (total \$ estimated): _____
5. Impact on Individuals: # Deaths: _____ # Injuries: _____
6. Impact on Public Facilities: (please provide narrative answers on a separate page)
Debris: _____ Roads: _____ Water & Sewer: _____
Utilities: _____ Buildings: _____ Other: _____

7. Response:
Local resources mobilized: _____
State resources mobilized: _____
Federal resources mobilized: _____
8. If reporting jurisdiction is a city or town, what county assistance is being provided:

9. Has "Local Disaster Emergency" been officially declared? ___ If so, by whom? ___

10. Voluntary organization and/or other State/Federal assistance now being provided: _____

11. Is additional State/Federal assistance required?
If so, what kind? _____

12. Remarks/comments: (Indicate Response Condition) _____

Signature: _____

Title: _____

Date: _____

Preliminary Damage Assessment Summary Report

1) CITY/COUNTY _____

Population: _____

2) TYPE OF INCIDENT: _____

Start Date: _____ Duration: _____

Local Agencies on Scene: _____

State Help Requested: No ___ Yes ___ What Kind? _____

3) PRIVATE SECTOR

Deaths: _____ Injuries: _____

Hospitalized _____

Treated/Released: _____ Evacuated: _____ Sheltered: _____

Temp. Housing: _____ Other: _____

Total Area Damaged Estimates (\$00)	Homes	Apt. Multi-Family Res.	Mobile Homes	Business		Agriculture	
				Bldgs.	Equip.	Bldg./Eq.	Crops Stock
Destroyed (Repair unfeasible)	#	#	#	#	#	#	#
	\$	\$	\$	\$	\$	\$	\$
Major Damage (Exten. Repair)	#	#	#	#	#	#	#
	\$	\$	\$	\$	\$	\$	\$
Minor Damage (Min. Repair)	#	#	#	#	#	#	#
	\$	\$	\$	\$	\$	\$	\$
Insurance %							

Number of businesses closed: _____ Number of unemployed: _____

Special victim problems/needs: _____

4) PUBLICLY OWNED FACILITIES:

Roads (#mi.) _____ \$ _____

Bridges # _____ \$ _____

Culverts # _____ \$ _____

Water Control Facilities # _____ \$ _____

Buildings # _____ \$ _____

Utilities:

Water \$ _____ Sewer \$ _____ Light/Power \$ _____

Other: _____

Effects on Public Services/Budgetary Impact: _____

5) RECOVERY: Est. Duration: _____ Special Needs: _____

Emergency Response Costs (\$000)	Private	Local Gov.	Total
Debris Clearance	\$	\$	\$
Life/Health/Safety Actions	\$	\$	\$
Property Safety Actions	\$	\$	\$
Temporary Road/Bridge Repair	\$	\$	\$
Staff: Overtime, New Hires, Expense	\$	\$	\$
Emergency Mass Shelter and Feeding	\$	\$	\$
	\$	\$	\$

6) SPECIAL PROBLEMS & NEEDS RELATED TO INFRASTRUCTURE: _____

 Name and Title of Reporter

 Signature and Date

PRIORITY OBJECTIVES

This section outlines Priority I, II, and III objectives. [Appendix A-C](#) of this document contains in depth coverage of each objective. Each individual in the Emergency Operations Group and in the Policy Group should become familiar with each objective and understand his or her responsibilities.

The Emergency Operations and Policy Groups will concentrate on Priority I Objectives until these objectives are chiefly met. Priority II and III Objectives will be addressed as resources become available. The Emergency Operations and Policy Groups will keep a record of all activities.

I. **Priority I**

- A. **Communication Network**** - Establish a communications network using available resources.

Resources:

1. Telephone (Communication Services)
2. Cellular Telephone System
3. Operations Radio (police, parking, and physical plant)
4. Broadcast Radio (_____)
5. Volunteer Forces
6. Amateur Radio Contacts

- B. **Media Communications**** - Establish a communications link with the community via the media.

Resources:

1. Public Information Coordinator
2. Newspaper Contacts
3. Radio Contacts
4. Television Contacts

- C. **Fire Suppression**** - Evaluate fires or fire hazards and use resources to control and evacuate.

Resources:

1. UVSC College Fire Marshal -
2. Orem City Fire Department
3. UVSC police
4. Volunteer Forces

- D. **Search and Rescue**** - Appoint search and rescue teams and acquire transportation vehicles and equipment required.

Resources:

1. UVSC Police
2. College Emergency Response Team
3. Physical Plant
3. Volunteer Forces (College Relations and Safety Committee)

E. Medical Aid - Evaluate medical services available and direct rescue forces regarding location or treatment facilities for injured.

Resources:

1. Wellness Center
2. Campus EMT's
3. Orem Community Hospital
4. Utah Valley Regional Medical Center

F. Evacuation - Evacuate all areas of the campus, block off entrances and exits of evacuated buildings, and conduct a facilities and health and safety survey before re-admittance.

Resources:

1. Incident Commander
2. UVSC Police Department
3. Physical Plant
4. Safety Office
5. Volunteer Forces

G. Utilities Survey - Evaluate condition of utilities and shutdown or restore as able (gas, electric, steam, water, sewer).

Resources:

1. Physical Plant
2. Fuel
3. Power
4. Volunteer Forces

H. Hazardous Substance Control - Survey critical areas and secure or clean-up as needed (radiological, biological, and chemical).

Resources:

1. Safety Office
2. Physical Plant
3. UVSC Police
4. Orem City Fire Department
5. Volunteer Forces

I. Temporary Morgue Operations -- Collect, identify (if possible) and store bodies until City assistance is available

Resources:

1. UVSC police
2. Wellness Center
3. Safety Office
4. Physical Plant
5. Volunteer Forces

II. Priority II

A. Food/Drinking Water - Identify supplies and establish distribution system.

Resources:

1. Food Services
2. Physical Plant

B. Facility Survey - Evaluate facilities for occupancy. Identify and seal off contaminated areas.

Resources:

1. Safety Office
2. Campus Planning
3. Food Services

C. Shelter - Identify usable housing structures and organize personnel moves as needed. House students, staff, faculty, and community members as needed.

Resources:

1. Food Services
2. Campus Planning

D. Sewer System - Evaluate sewer system and identify resources that can be used. Develop latrines if needed.

Resources:

1. Physical Plant

E. Communications - Establish a communication system with the campus community and advise everyone regarding availability of basic services.

Resources:

1. (radio station)
2. Loudspeakers on Police Vehicles
3. Information Points
4. Volunteers

F. Animal Control - Contain/control experimental animals on campus.

Resources:

1. Science Department

2. Volunteers (faculty/teachers assistants/students)

G. Criminal Activity Control - Establish police/security system to control crime.

Resources:

1. UVSC Police
2. Volunteer Forces

H. Psychological Assistance - Establish a system to deal with cases of mental breakdown.

Resources:

1. Wellness Center Psychologists
2. Services for Students with Disabilities
3. Psychology Department ?
4. Wasatch Mental Health
5. Utah Valley Regional Medical Center
6. Local Clergy

III. Priority III

A. Valuable Materials Survey - Identify, survey and secure valuable materials on campus.

Resources:

1. Library/Art Department/Computer Services
2. President/Provost (?) Office Staffs
3. Volunteer Forces

B. Records Survey - Identify, survey and secure all College records.

Resources:

1. Records Staff
2. Personnel Staff
3. Registrar Staff
4. Office Staffs
5. Volunteer Force

C. Academic Survey - Survey academic departments and determine requirements to begin academic operations.

Resources:

1. President
2. Deans and Department Heads

D. Supplies and Equipment - Develop system to review flow of supplies and equipment from outside sources.

Resources:

1. Purchasing Staff
2. Warehouse Staff

E. Student/Faculty Assistance - Establish resource information center.

1. Student Assistance Coordinator
2. Student Services
3. Personnel Department

Appendix A
PRIORITY I OBJECTIVES

I. COMMUNICATIONS NETWORK

Establish a communications network using available resources.

A. Incident Commander (Chief of Police)

1. Establish a communications network using available resources.
 - a) **Telephone Communication**
 - b) **Cellular Telephone System**
 - c) **Operations Radio** (portable)
 - d) **Broadcast Radio** (see Radio Contacts & Information)
 - e) **Amateur Radio Resources**
 - f) **Volunteer Forces**
2. Assess state of telephone system
3. Establish 24 hour coverage as needed
4. Establish a communication link with city emergency personnel
Orem City Emergency Operations Center
Emergency Operations Director (City Manager)
-- 229-7037 (call first to establish a communications link)
Emergency Planner (second in command if unable to reach)
-- 229-7146

Local Emergency Telephone Numbers:
Fire, Medical, Rescue/Recovery -- 911 or 229-7070
Gas Pipeline Breaks 801-853-7400
Hazardous Materials Spills
Utah Highway Patrol --
Chemtrec (Industry Advisory) -- 1-800-424-9100
5. Distribute portable radios to all emergency campus personnel, search and rescue teams, facilities survey teams, etc.
6. Utilize volunteers where telephones are inoperable and/or the number of radios are insufficient

B. Telephone Communications Coordinator (Director of Telephone Services)

1. Assess state of telephone system
2. Coordinate restoration of telephone services

II. MEDIA COMMUNICATIONS

Establish a communications link with the community via the media.

- A. **Public Information Officer** (Assistant V.P. Communications)
 - 1. Coordinate the release of all information to the media
 - 2. Receive approval of all information to be released to the media from the Incident Commander and the Policy Group
 - 3. Notify news media that Public Information Officer is official representative
 - 4. Set up a central location for news media
 - 5. Release emergency public information to media
 - 6. Establish an emergency information number for personnel and students to call and advertise the number daily
 - 7. Establish a photographer/historian corps to record all emergency response activities
 - 8. Establish a Disaster Inquiry Center

III. FIRE SUPPRESSION

Evaluate fires or fire hazards and use resources to control and evacuate.

- A. **College Fire Marshal** if available, if not -- **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
 - 1. Evaluate fires or fire hazards
 - a. Gas shut off
 - b. Electricity Shut off
 - 2. Determine condition of predesignated locations where hazardous chemicals, flammable substances, and explosives are stored,? or used
 - 3. Evacuate affected area(s) --see Appendix D: Evacuation
 - 4. Control and extinguish fire
 - 5. If campus personnel and equipment are insufficient, request City assistance
 - 6. Give priority to life saving activities

- B. **College Police Dispatcher**
 - 1. Call for City assistance

Resources:
Orem City Fire Department

Emergency	911
Dispatcher	229-7070

- C. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
 - 1. Control traffic to provide for emergency vehicles
 - 2. Coordinate rescue of trapped people

- D. **Volunteer Force Coordinator** (Student Services)
 - 1. Organize Volunteer forces

- E. **Medical Care Coordinator** (Director of Wellness Center)
 - 1. Coordinate medical care as needed

IV. **SEARCH AND RESCUE**

Appoint search and rescue teams and acquire transportation vehicles and equipment required.

- A. **Incident Commander** (Chief of Police)
 - 1. Establish communications link with College Police Department Coordinator and search and rescue teams

- B. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
 - 1. Appoint search and rescue teams
 - a. Organize crew
 - b. Organize volunteers
 - 2. Evaluate transportation needs
 - 3. Acquire transportation vehicles
 - 4. Secure rescue site(s)
 - 5. Conduct interviews of all individuals in the area to account for all victims
 - 6. Assure that searched buildings are appropriately marked
 - 7. Provide traffic control
 - 8. Provide perimeter access control as required

- C. **Director of Plant Operations**
 - 1. Evaluate equipment needs
 - 2. Acquire equipment required
 - 3. Direct heavy equipment rescue operations

- D. **Medical Care Coordinator** (Director of Wellness Center)
 - 1. Determine if one medical site is sufficient
 - 2. Organize medical crew(s) for search and rescue site(s)

V. **MEDICAL AID**

Evaluate medical services available and direct rescue forces regarding location or treatment facilities for injured.

- A. **Medical Care Coordinator** (Director of Wellness Center)
 - 1. Evaluate medical services available and direct rescue forces regarding location or treatment facilities for injured.
Resources:
 - a) **Wellness Center**

(Nurse Practitioners) 8873

b) **Orem Community Hospital**

Notify Orem Community Hospital of the emergency and ask for the administrator on call.

c) **Utah Valley Regional Medical Center**

2. Establish an emergency first aid station or stations and/or triage site
3. Obtain accurate information on the number and names of dead, missing, injured, and/or ill
4. Evaluate site for medical risks to emergency personnel
5. Provide immunizations as needed
6. Determine availability and condition of medical supplies
7. Maintain inventories of medical supplies
8. Coordinate with the Emergency Operation Director to acquire medical supplies
9. Determine the number and location of casualties that require hospitalization
10. Call City for assistance and transportation of casualties requiring hospitalization
11. Coordinate psychological assistance
12. Prepare medical reports and submit as directed

B. **Transportation Coordinator** (Director of Parking and Transportation Services)

1. Determine the number of vehicles available
2. Coordinate transportation of injured to emergency first aid station to await ambulance transportation to local hospitals
3. Coordinate transportation of rescue and medical teams

VI. EVACUATION

Evacuate all areas of the campus, block off entrances and exits of evacuated buildings, and conduct a facilities and health and safety survey before re-admittance.

A. **Incident Commander** (Chief of Police)

1. Determine the area that will require evacuation
2. Coordinate evacuation of building(s)
3. Authorize a Facilities or Administrative representative to instruct all students, faculty and staff to evacuate the affected building(s) to predetermined sites
4. Determine upon the advice of the College Police Department Coordinator, the Director of Plant Operations, and the Health and Safety Coordinator when it is safe for students, faculty, and staff to re-enter the buildings and

- for College operations to resume
5. Follow procedures outlined in **Appendix C:IV** Sheltering/Housing should sheltering become necessary

B. College Police Department Coordinator (Chief of Police/Director of Public Safety OR Assistant)

1. Coordinate evacuation of building(s)
2. Coordinate efforts to block off entrances and exits of evacuated building(s)
3. Provide traffic and crowd control in evacuating individuals to safe area(s)
4. Establish communication network with all emergency personnel
5. Assist Director of Plant Operations with facilities survey to determine extent of damage and when it is safe to re-enter building(s)
6. Coordinate with the Accessibility Services Director (Services for Students with Disabilities) to find out known locations of individuals with disabilities to assist as needed with their evacuation

C. Director of Engineering

1. Assist with evacuation
2. Conduct facilities survey to determine extent of damage and when it is safe to re-enter building(s)

D. Director of Health and Safety/HAZMAT

1. Conduct health and safety survey
2. Assist with facilities survey to determine extent of damage and when it is safe to re-enter building(s)

E. Volunteer Force Coordinator (Student Services)

1. Coordinate volunteer force to assist with evacuation and movement of persons to safe locations
2. Instruct volunteer forces to assist any people with disabilities

F. Police Dispatcher

1. Assist Incident Commander to establish communications network
2. Contact the Orem Police department, fire department, etc.. as necessary for city assistance

VI.1 INDIVIDUALS WITH DISABILITIES

The nature of some individuals' disabilities may put them at high risk in the event of an emergency. Particularly high risk disabilities in the case of emergency are: individuals who are hearing impaired, individuals who are visually impaired, individuals who use wheelchairs, individuals with orthopedic disabilities, and individuals with seizure disorders.

- A. Individuals with hearing impairment may not hear audible emergency alarms/announcements and may need individualized direction.
- B. Visually impaired individuals may need an escort to assist them in moving to a safe location. In addition, they may have guide dogs which need assistance.
- C. Individuals who use wheelchairs and/or have orthopedic disabilities will not be able to access elevators and may need the assistance of several individuals in moving to a safe location and traversing stairways if exits are blocked.
- D. Some individuals with seizure disorders may be at increased risk for experiencing a seizure during an emergency. They may be incoherent and may need more than one individual to assist them.
- E. Individuals who appear disoriented or are in severe panic may need directional or physical assistance.

VII. UTILITIES SURVEY

Evaluate condition of utilities and shutdown or restore as able (gas, electric, steam, water, sewer).

- A. **Director of Engineering**
 - 1. Conduct survey to determine damage to water and sewage systems
 - 2. Organize crews to shutdown or restore as able
 - a. Gas _____
 - b. Electricity _____
 - c. Steam _____
 - d. Water _____
 - e. Sewer _____
 - 3. Check status of potable water sources
 - 4. Evaluate condition of utilities
 - 5. Identify sources of contamination dangerous to the College community
- B. **Director of Health and Safety/HAZMAT**
 - 1. Conduct a health and safety survey to identify possible health hazards in damaged building(s) or area(s)

VIII. HAZARDOUS SUBSTANCE CONTROL

Survey critical areas and secure or clean-up as needed (radiological, biological, and chemical).

Critical Areas: SB-SB-007, SB-008, SB-012, SB-013, SB-014, EB-104

Critical Personnel to Contact:

Director of Health and Safety/HAZMAT 7977
Chemistry Lab Manager

- A. **Director of Health and Safety/HAZMAT**
1. Conduct survey of critical areas
 2. Ensure that all personnel remain upwind of the incident site if outside. This may require repositioning of personnel and equipment as conditions change.
 3. Identify spilled or leaked substance
 4. Identify sources of contamination dangerous to the Campus community
 5. Evacuate critical areas as needed (see: **Appendix D: Evacuation**)
 6. Ensure that personnel have adequate protective clothing and breathing apparatus if operating in hazardous area
 7. Secure or clean-up as needed
 - a. physical
 - b. radiological
 - c. biological
 - d. chemical
 8. Request City aid as needed
 9. Conduct a health and safety survey to determine if there are any health hazards in the affected area
 10. Inspect foodstuffs, water, drugs, and other consumables that may have been affected by the spill
 11. Provide inspection and advice on general sanitation matters
 12. Coordinate the collection and disposal of dead animals
 13. Request City aid as need
 14. Make certain that flammable or toxic materials **ARE NOT** washed into drains
 15. Clean up and dispose of hazardous materials as directed by the manufacturer
- B. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
1. Establish traffic and perimeter control for affected area
 2. Assist in the isolating and removing of contaminated or injured persons from the scene

3. Assist in efforts to identify substance
4. Direct evacuation of all individuals in critical areas as needed (see: **Appendix D: Evacuation**)

C. **Medical Care Coordinator** (Director of Wellness Center)

1. Coordinate medical care
2. Determine accurate number of individuals missing, injured, or dead

D. **Director of Engineering**

1. Survey the area for contamination of water sources and utility systems
2. Assist in clean up as needed

E. **Dispatcher**

1. Call city resources as needed
2. If hospitalization is required, inform ambulance and other transporting personnel of the chemical contamination of the injured (notify hospital officials)

IX. TEMPORARY MORGUE OPERATIONS

Collect, identify (if possible) and store bodies until City assistance is available.

All emergency workers should take appropriate precautions to protect themselves from blood-borne pathogens. All workers should wear gloves, lab coats, face shields and eye protection. After working around dead bodies, workers should immediately wash themselves with soap and water or alcohol wipes if soap and water are unavailable.

A. **Incident Commander** (Chief of Police)

1. Call for City assistance
2. Cordon area and keep a record of all individuals entering the area
3. Evaluate scene for possible hazards to rescue workers

If city assistance is unavailable, such as in the case of a major earthquake, the following procedures must be followed:

1. Establish morgue facilities
2. Acquire temporary cold storage facilities or vehicles if required
3. Acquire body bags
4. Establish collection points to facilitate body recovery operations
5. Collect and tag bodies
6. Identify remains if possible
7. Place bodies in body bags
8. Place bodies in cold storage until City morgue assistance is available

- B. **College Police Department Coordinator** (Chief of Police)
1. Locate bodies
 2. Examine debris if cause of disaster is unknown
 3. Establish and control emergency vehicle routes to morgue/hospital

The following is taken from the Brigham Young University General Emergency Preparedness Plan; March 23, 1993; page N-2.

Multiple Death Situation and Disasters (Site Team Leaders [STL] Duties)

Responsibilities may include any or all of the following:

1. Direct staking of bodies/parts
2. Direct tagging of body/parts
3. Direct photographer
4. Direct bagging and removal

[Body Tag Description: pre-numbered with three copies. Top copy is white, second is yellow. Both are flimsy and perforated at bottom and top. The third, bottom copy is tan, of heavier paper and not perforated.]

I. Direct Staking

- A. If the body is on soft ground, place stakes at head and feet. Tear off bottom of white copy of tag and tape to stake at the head
- B. If body is on hard ground (i.e., concrete), mark head and feet locations with chalk. Use chalk to write body tag number at head end
- C. If body is in a seat, note seat number on body tag. Tear off bottom of white copy of body tag, tape to seat

II. Direct Tagging Of Body/Parts

- A. Whole tag is tied to body/part. After photographs are taken with number on tag visible and descriptions are completed and tag is initialed, the white copy is torn off and given to the Site Team Leader
- B. Yellow copy remains attached to tag until after body/part is bagged. Once "BAG" box is initialed, yellow copy is torn off and taped to outside of bag
- C. Tan tag remains with body/part

III. Direct Photographer

- A. Use 35mm color film (video is helpful; Polaroids are not preferred)
- B. For every photo taken of body or body part, show the body tag with the number clearly visible
- C. Before moving the body, take 3-6 orientation and position photos
 - One photo of body/part from above

- One photo of body/part from the North, looking South (orientation/location)
 - One photo from other direction (orientation/location)
 - Others as needed, i.e., body found prone, face not visible in “position” photograph
- D. Initial tag to indicate that photos were taken

IV. Direct Bagging and Removal

- A. Instruct site workers to check each body/part. If they do not find the tag as described below, contact STL immediately.
- Tag should consist of soft yellow copy and hard tan copy
 - Appropriate description should be circled (PART or PROPERTY; BODY will be assumed if neither are circled)
 - Position/location should be described in “PLACE” section
 - “PHOTO” and “LOCATE” boxes should be initialed
- B. Be sure each body and part has been staked or marked at head and put
- C. At least two people are required for bagging. Roll body into bag face-up.
- D. Send personal possessions with body
- E. initial tag in “BAG” box, tear off yellow copy and tape to outside of bag
- F. With waterproof pen, write number from tag on outside of bag
- G. Seal bag
- H. Obtain approval from morgue before sending body, then transport
- I. Establish one person to coordinate transportation to temporary Orem morgue

Appendix B
PRIORITY II OBJECTIVES

I. FOOD/DRINKING WATER

Identify supplies and establish distribution system.

- A. **Student Assistance Coordinator** (V.P. for Student Services)
 - 1. Identify food and drinking water supplies
 - 2. Acquire additional supplies as needed
 - 3. Contact outside City and Red Cross sources for additional assistance as needed
 - 4. Establish distribution system

- B. **Director of Engineering**
 - 1. Determine from utilities survey sources of drinking water
 - 2. Identify additional sources of drinking water as needed

- C. **Director of Food Services**
 - 1. Assist Student Assistance Coordinator in identifying food supplies
 - 2. Survey usable food
 - 3. Dispose of any contaminated food
 - 4. Determine the number of individuals who can be fed with present food supplies
 - 5. Assist Student Assistance Coordinator in obtaining a list of needed supplies
 - 6. Conduct a survey of kitchen facilities to determine usability
 - 7. Coordinate food services for students, emergency personnel, rescue workers, and shelter victims

II. FACILITY SURVEY

Evaluate facilities for occupancy. Identify and seal off contaminated areas.

- A. **Director of Engineering**
 - 1. Conduct facilities survey of each building and each room to estimate the extent of damage and evaluate facilities for occupancy
 - 2. Designate assessment teams
 - 3. Assign teams to different areas of the campus
 - 4. Identify damage sites and type of damage
 - 5. Record extent of damage
 - 6. Identify and seal off high damaged areas or contaminated areas

- B. **Director of Health and Safety/HAZMAT**
 - 1. Assist with facilities survey

2. Coordinate crews to assist with facilities survey
3. Assist in identifying damage sites and type of damage
4. Assist in determining repairs required before occupancy can resume
5. Assist in determining when occupancy can resume

C. **Volunteer Force Coordinator** (Student Services)

1. Organize volunteer forces to assist with facilities survey if needed

III. SHELTER

Identify usable housing structures and organize personnel moves as needed. House students, staff, faculty, and community members as needed.

A. **Emergency Policy Group**

1. Coordinate with Incident Commander to determine usable housing for faculty and staff to maintain maximum services
2. Organize personnel moves to usable office areas

B. **Incident Commander** (Chief of Police)

1. Determine usable housing and offices
2. Coordinate facility survey
3. Coordinate utilities survey

C. **Director of Engineering**

1. Conduct facility survey
2. Conduct utilities survey

D. **Director of Auxiliary Services/Student Center** (Ken Mathews)

1. Assist the Incident Commander in determining usable housing in the Student Center
2. Coordinate mass care of sheltered individuals

IV. SEWER SYSTEM

Evaluate sewer system and identify resources that can be used. Develop latrines if needed.

A. **Director of Engineering**

1. Evaluate sewer system
2. Call for City assistance for repairs of sewer system as needed
3. Identify resources
4. Develop additional latrines if needed

V. COMMUNICATIONS

Establish a communication system with the campus community and advise everyone

regarding availability of basic services.

- A. Establish a communication system with the campus community
 - 1. Radio Station
 - 2. Loudspeakers on Police Vehicles
 - 3. Information Sites
- B. Advise everyone regarding availability of basic services
- C. Announce any special instructions (i.e.: evacuation sites, school closure, etc.)

VI. ANIMAL CONTROL

Contain/control experimental animals on campus.

- A. **Science Department** -- Organic Chemicals
 - 1. Contain and/or control experimental animals on campus

*Be aware of the enzymes being stored by the science department. They must be kept at -20 centigrade (0 Fahrenheit) in a non self defrosting freezer. In the case of a power outage, notify Organic Chemistry department so the enzymes can be put on dry ice.

- The following is a list of animals, their location, and instructions for evacuation and care.

Animals	No.	Location	Instruction for Evacuation and Care
Mice	20	SB 112 SB 115 A	Kept in an aquarium which can be put on a cart and wheeled out.
Corn Snake (not poisonous)	1	SB 111	Kept in an aquarium which can be put on a cart and wheeled out or it can be wrapped around the waist or arm and carried out.
Fish (fresh water)		SB 111 SB 110	Kept in tanks which can be placed on a cart and rolled out.
Fish		SB 111	Kept in tanks which can be placed on a cart and rolled out.
Turtles	1	SB 111	Kept in own tank which can be carried out.

VII. CRIMINAL ACTIVITY CONTROL

Establish police/security system to control crime.

- A. College Police Department Coordinator (Chief of Police/Director of Public Safety OR Assistant)
 - 1. Establish police/security system to control crime
 - 2. Organize patrols

- B. **Volunteer Force Coordinator** (Student Services)
 - 1. Organize volunteer Forces as needed

VIII. PSYCHOLOGICAL ASSISTANCE

Establish a system to deal with cases of mental breakdown and post-traumatic stress.

- A. **Medical Care Coordinator** (Director of Student Health Services)
 - 1. Organize available psychologists
 - 2. Select a location individuals can go for psychological assistance

Appendix C
PRIORITY III OBJECTIVES

I. VALUABLE MATERIALS SURVEY

Identify, survey and secure valuable materials on campus.

A. Department Directors

1. Chief of Police
2. Risk Management
3. Maintenance
4. Student Center
5. Trades
6. Sciences
7. English & Literature
8. Math
9. Accounting
10. Admissions
11. Medical
12. Budget/Finance
13. Media/Engineering
14. Woodbury Gallery/Arts

B. College Police Department Coordinator (Chief of Police/Director of Public Safety OR Assistant)

1. Identify unsecured valuable materials on campus
2. Assign security personnel to patrol unsecured areas as needed

II. RECORDS SURVEY

Identify, survey and secure all College records.

A. Department Directors

1. Identify, survey and secure all College records
2. Remove to a safer location if necessary

III. ACADEMIC SURVEY

Survey academic departments and determine requirements to begin academic operations.

A. Deans and Department Heads

1. Organization of Survey

B. President

1. Determine if requirements to begin academic operations have been meet
2. Issue statement to begin academic operations

IV. SUPPLIES AND EQUIPMENT--RESOURCE MANAGEMENT

Survey academic departments and determine requirements to begin academic operations.

- A. Incident Commander (Chief of Police)
 1. Determine need for additional resources beyond what UVSC has on hand
 2. Coordinate with Emergency Policy Group in the acquisition of additional supplies from the Red Cross, City agencies, State agencies
 3. Develop system to review flow of supplies and equipment from outside sources. Coordinate with:
 - a. Purchasing Staff
 - b. Warehouse Staff
- B. **Purchasing**
 1. Maintain complete records of all disaster or emergency-related expenses
 2. Establish consistent, organized emergency purchasing procedures
 3. **Organize and operate all economic stabilization operations and activities within the campus community**

V. Student/Faculty Assistance

Establish a resource information center.

- A. **Student Assistant Coordinator** (V.P. for Student Services)
 1. Establish resource information center
 2. Coordinate with Emergency Policy Group on notifying family members regarding the status of dead or injured persons
 3. Establish found personal property reclamation center for faculty/staff and students

Appendix D SHELTER/HOUSING

The purpose of this section is to outline responsibilities and procedures regarding the sheltering of displaced disaster victims. These same procedures should be followed in the

case of an evacuation of surrounding cities or counties and the resulting need to temporarily house large numbers of individuals.

The emergency shelter should include the following:

- 1 toilet per 40 persons (6/200 or 14/500)
- 40 sq. ft. sleeping space (5' x 8') per person
- 1 qt. drinking water (min. per person per day)
- 5 gals. water per person per day (all uses)
- 2,500 calories per person per day (approx. 3½ lbs. unprepared food)

(Brigham Young University (1993). *General Emergency Preparedness Plan.*)

A. **Incident Commander** (Chief of Police)

1. **Contact the Red Cross organization**
2. Designate the building(s) to serve as shelters. *This must be done with the American Red Cross officially designating which facility will be used. Doing so gains access to their liability coverage and disaster resources.*
3. Insure that a facilities survey is conducted to identify usable housing structures
4. Assist with the planning for shelter improvements such as increased ventilation, fire control, etc.
5. Coordinate staffing needs to provide personnel for reception, medical care, shelter and feeding of evacuees (contact volunteers through local agencies)
6. Coordinate registration of displaced disaster victims upon entry of shelter
7. Contact Red Cross or other volunteer organizations for disaster assistance (Coordinate outside aid through the Emergency Policy Group)
8. Establish and maintain communication with Emergency Operations Center
9. Monitor radio and television for news bulletins
10. Continue to re-assess needs and disaster conditions

B. **Director of Engineering**

1. Conduct facilities survey to assess structural soundness
2. Conduct utilities survey
3. Assist with the planning for shelter improvements such as increased ventilation, water, etc.
4. Establish and maintain constant air exchange, bringing fresh air in and exhausting stale air and odors
5. Test, repair, and maintain in good working order all electrical and mechanical equipment
6. Set up additional toilets as may be needed
7. Check cleanliness and adequacy of water supply. Locate additional sources of water

- C. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
1. Control traffic for orderly entry of evacuees into shelter
 2. Maintain law and order during shelter operations
 3. Insure that firearms are properly safeguarded and not permitted in shelters
 4. Establish procedures for security
- D. **College Fire Marshal**
1. Monitor and supervise fire safety standards in shelters
 2. Assist with the designation and training of fire guards in shelters
 3. Provide shelters with fire suppression equipment to the greatest extent possible
 4. Establish procedure for fire prevention
- E. **Director of Health and Safety/HAZMAT**
1. Assist with facilities survey
 2. Assist with planning for shelter improvements such as increased ventilation, water, etc.
 3. Assign space and begin organizing displaced disaster victims into groups
- F. **Medical Care Coordinator** (Director Student Health Services)
1. Monitor health and sanitation conditions in shelter
 2. Coordinate the establishment of medical aid sites if required
 3. Begin screening of incoming population for illnesses and/or medical problems
 4. Provide immunizations as needed
 5. Provide medical care as needed
 6. Coordinate psychological assistance
- G. **Public Information Officer** (Assistant V.P. for College Relations)
1. Assist with registration of displaced disaster victims
 2. Assist with the distribution of Emergency Public Information Packages
 3. Monitor all incoming and outgoing persons from shelter
 4. Maintain records of emergency operation activity at shelter
 5. Record and evaluate information regarding requests, activities, expenditures, damages and casualties
 6. **Inform the Jurisdiction Public Information Officer of current information**
- H. **Volunteer Force Coordinator** (Student Services)
1. Assist with the appointment of shelter managers
 2. Assist shelter managers with the stocking of food, water and comfort items
 3. Insure that all shelters are adequately staffed
 4. Assist and instruct shelter manager with the checklist

I. **Emergency Policy Group**

1. Acquire resources from outside UVSC
2. Assist with facilities survey to determine general damage and special housing needs

J. **Shelter Manager** (Director of Auxiliary Services/Student Center)

1. Contact Volunteer Organizations, (i.e. Red Cross) for disaster assistance. Coordinate all sheltering activities with the American Red Cross.
2. Contact State Social Services for assistance in shelter management (801) 538-4258
3. Ensure that persons with disabilities have access to shelter resources including all information
4. Assist with the planning for shelter improvements such as increased ventilation, fire control, etc.
5. Coordinate staffing needs to provide personnel for reception, medical care, shelter and feeding of evacuees (contact volunteers through local agencies)
6. Coordinate registration of displaced disaster victims upon entry of shelter
7. Determine how displaced disaster victims will be fed. If possible, provide beverage and snack following registration
8. Distribute instruction sheets to team leaders
9. Call meetings of temporary group leaders for orientation; post rules and regulations
10. Have group leaders in turn orient their groups
11. Check inventory of immediately available supplies
12. Request necessary food supplies, equipment, and other supplies to operate mass care facilities from the City and/or Red Cross
13. Continue to re-assess needs and disaster conditions

Shelter Manager Checklist:

1. ___ Establish daily schedule
2. ___ Activate all functional teams on a regular basis
3. ___ Maintain daily supply inventory, medical care program
4. ___ Complete establishment of shelter groups and begin daily information meetings
5. ___ Establish special service groups and psychological support system
6. ___ Obtain additional sanitation supplies, generators, other equipment needed for maintenance of shelter

Shelter Registration Form

Last Name _____ Phone _____

Home Address _____

Family Members Living at Address (First Name)	Relation	Age	Sex	Illness or Disability	Skills or Occupation	Work assigned in Shelter	Soc. Security No. (If known)
1.							
2.							
3.							
4.							
5.							

Immediate Family Members Not in This Shelter	Presumed Whereabouts	Relation
6.		
7.		
8.		

Other Nearby Relatives (Name)	(Address)
9.	
10.	

Items Brought Into Shelter (such as: food, medicines, blankets, flashlights, etc.)

(USE BACK IF NECESSARY)

Appendix E
HAZARDOUS MATERIALS ACCIDENT

Complete ALL Priority Objectives

Additional Tasks

See **Appendix D**: I. Hazardous Substance Control, page 42.

Appendix F

FIRE

Complete ALL Priority Objectives

Additional Tasks

- A. **Incident Commander (Chief of Police)**
 - 1. Activate and deactivate the Emergency Preparedness Disaster Response and Recovery Plan as necessary
 - 2. Determine where the Emergency Operation Center can safely be established
 - 3. Coordinate the request of additional resources from Orem City and the Red Cross with the Emergency Policy Group
 - 4. Anticipate and advise emergency personnel of any conditions which might affect their operations
 - 5. Notify the Public Information Officer when fire appears to be manageable with existing personnel and resources

- B. **College Fire Marshal**
 - 1. Request City aid as situation requires
 - 2. Determine wind speed and direction and anticipate where the fire might spread

- C. **Dispatcher**
 - 1. Request City emergency response aid
 - 2. Alert hospitals and emergency medical services

- D. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
 - 1. Cordon hazardous operations areas
 - 2. Reroute traffic and provide traffic control

- E. **Director of Plant Operations**

1. Initiate reporting from facilities in risk area
- G. **Medical Care Coordinator** (Director of Student Services)
1. Designate a medical aid site in a safe location
 2. Determine availability of medical supplies
 3. Take appropriate action to maintain inventories or acquire needed supplies
 4. Obtain accurate numbers of individuals missing, injured, or dead

Appendix G EARTHQUAKE
--

Complete ALL Priority Objectives

Additional Tasks

- A. **Incident Commander (Chief of Police)**
1. Activate and deactivate the Emergency Preparedness Disaster Response and Recovery Plan as necessary
 2. Designate Emergency Operations Command Center Location
 3. Conduct initial evaluation of the situation (see: evaluation of the situation checklist on page 14)
 4. Obtain transportation, supplies, personnel, and equipment needed by emergency forces
 5. Request assistance from city as needed
- B. **Public Information Officer** (Assistant V.P. for College Relations)
1. Activate Emergency Public Information Procedures
 2. Direct emergency self-help instructions to be broadcast to the college public
- C. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
1. Mobilize all emergency forces
 2. Coordinate clearing of routes needed to support fire, rescue, and medical activities
 3. Provide for traffic control
- D. **Director of Plant Operations**
1. Move all emergency operations equipment under cover to open areas to prevent damage in the event of aftershocks
 2. Report extent of damage to Incident Commander
 3. Obtain and provide equipment needed for heavy rescue
 4. Determine condition of predesignated locations where hazardous chemicals, flammable substances, and explosives are stored or used?
 5. Determine when structures are safe to re-enter

- E. **Medical Care Coordinator** (Director of Wellness Center)
1. Designate a medical aid site in an undamaged location
 2. Transport injured to medical aid site
 3. Administer further medical aid at medical aid site, if needed, while awaiting transport to a medical facility
 4. Determine availability and condition of medical supplies
 5. Take appropriate action to maintain inventories or acquire needed supplies
 6. Obtain accurate numbers of individuals missing, injured, or dead
- F. **Director of Health and Safety/HAZMAT**
1. Conduct health and safety survey
 2. Control and clean up hazardous substances
 3. Assist Director of Plant Operations in determining when structures are safe to re-enter
- Additional note:
UVSC currently has three (3) cadavers rented from the University of Utah which are stored and used on campus. Each cadaver is kept on campus for two (2) years. The cadavers are preserved and are not dependant upon electricity for refrigeration purposes. Identification of the cadavers is easy because each cadaver has a tag attached to the body.

Appendix H POWER OUTAGE

Power outages could occur because of stormy weather or an energy failure. Orem City Power and Mountain Fuel may ask UVSC to cut-back on utility usage. Additionally, the State or Federal governments may reduce energy consumption by: ordering and enforcing curtailment of electricity used for non-essential purposes, reducing vehicle speed limits, shortening work weeks, and intensively promoting voluntary conservation. Any of these possibilities could have a severe impact on the daily functioning of UVSC.

Complete ALL Priority Objectives

Additional Tasks

A. Incident Commander (Chief of Police)

1. Arrange with Orem City Power and Mountain Fuel to receive advance confidential notices of areas that will be affected by load-shedding or rolling-blackout sequences
2. Identify essential facilities which will be affected
3. Alert all personnel from the Emergency Operations Group and the Emergency Policy group of the impending power outages
4. Determine when to put the Emergency Preparedness Disaster Response and Recovery Plan into effect
5. Consult with the Emergency Operations Group to anticipate the effect of the power outages and/or fuel shortages on essential facilities
6. Consult with the Emergency Operations Group to develop policies for critical facilities
7. Prepare to house evacuees due to cold weather (see [Appendix G: Shelter/Housing](#))

B. Emergency Policy Group

1. Make provision for employees laid off because of shutdowns
2. Develop applicable policies for critical facilities
3. Assist departments in establishing internal priorities
4. Divide equipment operator work forces into shifts when shortages prevent simultaneous operation of units
5. Encourage all college departments to conserve energy

C. Director of Plant Operations and Director of Engineering

1. Make provisions for immediate on-campus relief (i.e., no gas or electricity for cooking or refrigeration)

D. Public Information Officer (Assistant V.P. for College Relations)

1. Follow procedures in [Appendix B: Media Communications](#) (see page 33) to inform

- students and employees how to use energy at the lowest possible safe levels
- 2. Provide a phone number which college personnel may call in an emergency to control rumors
- 3. Publicize the emergency information number daily

E. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)

- 1. Provide police protection for shutdown areas

<p>Appendix I WINTER STORM</p>
--

Complete ALL Priority Objectives

Additional Tasks

A. **Incident Commander (Chief of Police)**

- 1. Tune in to radio or television stations for heavy snow warnings and cold wave warnings. Find out speed and direction of the wind, barometric readings, precipitation, fall of snow or sleet, etc
- 2. Assess the storm situation
- 3. Activate and deactivate the Emergency Preparedness Disaster Response and Recovery Plan as necessary
- 4. Designate Emergency Operations Center location
- 5. Maintain communications with highway, police, fire, rescue, and other Emergency Services personnel
- 6. Instigate mass feeding and emergency sheltering procedures as needed (see Appendix G: Shelter/Housing
- 7. Prepare for power outages (see **Appendix K: Power Outage**)
- 8. Have reserve crews on standby (i.e., heavy plowing/sanding crews, rescue crews, etc.)

B. **Emergency Policy Group**

- 1. Activate College cancellation and closing announcements

C. **Director of Plant Operations**

- 1. Check auxiliary generators and other equipment
- 2. Direct the clearing of roadways and walkways for emergency vehicles and personnel

D. **Director of Health and Safety/HAZMAT**

- 1. Conduct a health and safety survey

E. **Telephone Communications Coordinator**

1. Assess the status of the telephone system
- F. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
1. Provide traffic control
 2. Cordon hazardous areas as required

Appendix J STUDENT UNREST
--

Student unrest may be avoided or minimized by taking preventive measures, recognizing problems early on, and responding promptly. UVSC has means for students to file grievances and problems. Faculty and administration personnel should establish a trusting rapport with students which encourages discussion and resolution. The administration must be kept aware of local situations that may generate students unrest or civil disturbances within the schools through outsiders moving into student groups and inciting student participation.

Complete ALL Priority Objectives

Additional Tasks

- A. **Emergency Policy Group**
1. When situations of high tension leading to possible student unrest, determine emergency procedures
 2. To warn of explosive situations, devise a signal that will notify teachers and staff to initiate the predetermined emergency procedures
 3. Establish a discreet "messenger service" to keep all faculty and staff informed of developments during situations of high tension or slow buildup
 4. Establish committees of students representing a cross section of special interest groups, clubs, athletic groups, and social, racial, or ethnic groups
 5. Assign members of the Emergency Policy Group to meet with each committee on a regular basis
 6. Assign members of the Emergency Policy Group to work closely with the student government and student Ombudsman
 7. Organize a group of parents, or community members that would voluntarily participate in attempts to calm disturbances in the school if or when appropriate
 8. Establish procedures to deal with students who have violated school or state regulations. Include:
 - a) Policy for re-entry.
 - b) Policy for conferences with parents.
- B. **Incident Commander (Chief of Police)**

1. Activate and deactivate the Emergency Preparedness Disaster Response and Recovery Plan as necessary
2. Determine safe site of Emergency Operations Center
3. Assess the situation
4. Alert the public through the Public Informations Officer when necessary
5. Tell participants that they must cease and desist and return to their homes; those who continue participating in the student unrest are subject to arrest and confinement for any unlawful activities
6. Impose a curfew as needed
7. Alert city police to be on stand-by for possible assistance

C. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)

1. Increase the number of officers on patrol
2. Control disturbances and demonstrations
3. Determine when City assistance is needed
4. Determine when plain clothed officers should be used
5. Determine when rooms and/or buildings should be locked and secured
6. Keep demonstration area clear of sightseers and spectators
7. Control dispersion of crowds
8. Make selective, essential arrests only
9. Provide for detention of prisoners

Appendix K
BOMB THREAT

Complete ALL Priority Objectives

Additional Tasks

A. Person Receiving Call

1. Write out caller's message in its entirety as accurately as possible (see sample bomb threat card on page 18)
2. Contact UVSC Police **immediately**

B. Dispatcher

1. Contact the Police Chief or the ranking College Police Officer
2. Notify Orem Police Department
3. Place hospitals and emergency medical services on standby

C. Police Chief or the ranking College Police Officer

1. Contact the Incident Commander (Chief of Police)
2. Initiate search of UVSC if the **location of the bomb is unknown** utilizing persons familiar with threatened areas (i.e., custodial personnel, office personnel, professors, and physical facilities)
3. Evacuate unsafe area of UVSC if **location of the bomb is known** and cordon threatened area to at least 300 feet, including areas below and above the suspected bomb(s)
4. Block off movement towards or access to the bomb location if **location of the bomb is known**
5. Shut off utilities to threatened area
6. Have search personnel open windows and doors to minimize blast effects if bomb is detonated
7. Take direction from Sheriff's Office or Orem Police Department regarding the use of two-way radios; Radio frequency energy can cause detonation

D. Incident Commander (Chief of Police)

1. Activate and deactivate the Emergency Preparedness Disaster Response and Recovery Plan as necessary
2. Establish communication link with the UVSC President

ALL ACTION REGARDING THE DISPOSAL OR HANDLING OF THE BOMB OR DEVICE WILL BE HANDLED BY THE OREM POLICE OR FIRE DEPARTMENTS.

*A sample Bomb Threat Card is shown on the next page.

BOMB THREAT CARD

Where is the bomb? _____

When will it go off? _____

How much time is left? _____

What kind of bomb is it? _____

What does the bomb look like? _____

If the building is occupied, inform the caller that the explosion will cause death and injury.

Why is the building being bombed? _____

How do you know about the bomb? _____

Why are you calling? _____

What is your name? _____

Address? _____

Voice Characteristics

loud raspy
soft pleasant
deep nasal
high intoxicated

Speech

fast slow
stutter distinct
slurred distorted

Language

poor obscene
fair profane
good abusive

Accent

local _____
foreign _____
racial _____

Manner

calm rational irrational serious
coherent deliberate incoherent
laughing angry emotional

Background Noises

office machines factory machines trains party noises
planes animals voices traffic

quiet _____ undetermined _____ music _____

Appendix L FALLEN AIRCRAFT

Complete ALL Priority Objectives

Additional Tasks

- A. **Incident Commander (Chief of Police)**
 - 1. Activate the Emergency Preparedness Disaster Response and Recovery Plan
 - 2. Assess the situation
 - 3. Determine need for additional manpower and other resources

- B. **College Police Department Coordinator** (Chief of Police/Director of Public Safety OR Assistant)
 - 1. Mobilize all emergency forces
 - 2. Designate exit routes for students and employees, and entrance routes for emergency personnel
 - 3. Provide for traffic control

- C. **Medical Care Coordinator** (Director of Wellness Center)
 - 1. Designate a medical aid site in an undamaged, safe location
 - 2. Coordinate all triage efforts
 - 3. Determine availability and condition of medical supplies
 - 4. Take appropriate action to maintain inventories or acquired needed supplies
 - 5. Obtain accurate numbers of individuals missing, injured, or dead

- F. **Police Dispatchers**
 - 1. Notify the appropriate agencies and obtain special instructions:
 - a. Airport
 - b. Airline office
 - c. State aeronautics agency
 - d. Nearest office of Federal Aviation Administration
 - e. If catastrophic, Regional Office of National Transportation Safety Board
 - f. Military installations
 - 2. Call for emergency assistance from the City (i.e., fire, ambulance, police) as needed

PLANNING

Major Activities

- Collect, evaluate, and display information about the incident.
- Develop Incident Action Plans for each operational period, conduct long-range planning, and develop plans for demobilization at the end of the incident.
- Maintain resource status information on all equipment and personnel assigned to the incident.
- Maintain incident documentation.
ICS Orientation; Incident Command System National Training Curriculum; 1994

A. **Planning Section Chief**

1. Obtaining briefing from incident commander
2. Assemble information on alternative strategies
3. Identify need for use of specialized resources
4. Perform operational planning for planning section
5. Anticipate additional conditions and situations which the disaster could cause
6. Compile and display incident status summary information
7. Advise general staff of any significant changes in incident status
8. Provide incident traffic plan
9. Prepare and distribute incident commander's orders
10. Prepare recommendations for release of resources for submission to the incident commander
11. Record planning activities and maintain appropriate records and reports

B. **Documentation Coordinator**

1. Maintain accurate and complete incident files
2. Providing duplication services to the Emergency Operation Group
3. Retain and file duplicate copies of official forms and reports
4. Accept and file reports and forms submitted by the Emergency Operations Group
5. Check the accuracy and completeness of records submitted for files
6. Provide duplicate forms and reports to authorized requestors

C. **Situation Recorder**

1. Obtain briefing from planning section chief
2. Prepare and maintain command post display
3. Provide photographic, video services and maps
4. Maintain situation unit records

D. **Resources Coordinator**

1. Report to and obtain briefing and special instructions from planning section chief
2. Establish check-in function at incident locations
3. prepare and maintain command post displays including an organization chart and a

- chart of resource allocation
4. Request additional personnel or release excess personnel
 5. Establish contact with incident facilities by telephone or through communications center, and begin maintenance of resource status
 6. Provide resource summary information to situation unit as requested
 7. List expendable supplies that need replenishing
 8. Procure supplies as needed
 9. Prepare a plan for refueling and replenishing expendable resources
 10. Make contacts to initiate standby of specialized equipment
 11. Prepare rotation schedules for personnel
 12. Coordinate need for assistance from outside agencies with Emergency Policy Group officer
 13. Initiate and maintain appropriate records and reports

LOGISTICS

Major Activities

- Responsible for all services and support needs of an incident
- Obtain and maintain essential personnel, facilities, equipment and supplies
ICS Orientation; Incident Command System National Training Curriculum; 1994

A. **Logistics Section Chief**

1. Obtain briefing from incident commander
2. Plan organization of logistics section
3. Assigned work locations and preliminary work tasks to section personnel
4. Notify resources unit of logistics section units activated, including names and locations of assigned personnel
5. Brief section personnel
6. Participate in preparation of action plan
7. Identify services and support requirements for planned and expected operations
8. Provide input to and review communications and traffic plan
9. Coordinate and process requests for additional resources
10. Review incident action plan and estimate section needs for next operational period
11. Ensure incident communications plan is prepared
12. Advise on current services and support capabilities
13. Prepare, service and support elements of the incident action plan
14. Estimate future services and support requirements
15. Recommend release of resources
16. Ensure general welfare and safety of logistics section personnel

B. **Supply Coordinator**

1. Obtain briefing from logistics section chief
2. Participate in logistics section planning activities
3. Determine the type and amount of supplies en route
4. Arrange for receiving ordered supplies
5. Review incident action planned for information on operations of the supply branch
6. Develop and implement safety and security requirements
7. Order, receive, distribute and store supplies and equipment
8. Receive and respond to requests for personnel, supplies, and equipment
9. Maintain inventory of supplies and equipment
10. Service reusable equipment
11. Demobilize supply branch
12. Submit reports to the logistics section chief
13. Maintain branch log

C. **Communications Coordinator**

1. Obtain briefing from logistics section chief

2. Determine unit personnel need
3. Advise on communications capabilities and/or limitations
4. Prepare and implement the incident radio communications plan
5. Ensure the incident communications Center and message under are established
6. Set-up a telephone and public address system if needed
7. Establish appropriate communications equipment distribution
8. Ensure communications systems are installed and tested
9. Provide technical information as required regarding: a) adequacy of communications systems currently in operation; b) geographic limitations on communications system; c) equipment capabilities; d) amount and types of equipment available; e) anticipated problems in the use of communications equipment
10. Supervise communications unit activities

D. Incident Dispatchers

(See page 11)

E. Medical Care Coordinator

(See page 28)

F. Facilities Coordinator

1. Obtain briefing from logistics section chief
2. Receive a copy of the incident action plan
3. Participate in logistics section planning activities
4. Determine requirements for each facility to be established
5. Prepare layouts of incident facilities
6. Notify unit leaders of facility layout
7. Activate incident facilities
8. Obtain personnel to operate facilities
9. Provide logistic support for incident facilities including sleeping facilities, security, maintenance services, sanitation, lighting and cleanup
10. Maintain facility branch records
11. Maintain branch log
12. Demobilize incident facilities

G. Food Group Supervisor (Director of Food Services)

1. Obtain briefing from the facilities branch director or logistics section chief
2. Determine location of working assignment and number of personnel assigned to incident facilities
3. Determine method of feeding to best fit each situation
4. Obtain necessary equipment and supplies to operate food service facilities
5. Set up food unit equipment
6. Prepare menus to insure incident personnel of well balanced meals

7. Insure that sufficient potable water is available to meet all incident needs
8. Insure that all appropriate health and safety measures are taken
9. Supervise cooks and other food unit personnel
10. Keep inventory of food on hand and check in food orders
11. Provide supply unit leader of food supply orders
12. Demobilize food unit in accordance with incident demobilization plan
13. Maintain unit log

FINANCE

A. **Finance Section Chief**

1. Obtain briefing from incident commander
2. Attend planning meeting to gather information
3. Identify and order supplies and support needs for finance section
4. Develop an operating plan for finance function during incident
5. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance
6. Meet with assisting and cooperating agency representatives as required
7. Provide input in all planning sessions on financial and cost analysis matters
8. Insure that all personnel record are transmitted to departments and/or agencies as required
9. Participate in all the mobilization planning
10. Insure that all obligation documents initiated at the incident are properly prepared and completed
11. Brief appropriate administrative personnel on all incident related business management issues needing attention, and follow up prior to leaving incident

B. **Time Branch Director**

1. Obtain briefing from finance section chief
2. Determine incident requirements for time recording functions
3. Establish contact with departments or agency personnel representatives as necessary
4. Organize and establish time branch
5. Establish branch objectives, make assignments and evaluate performance
6. Insure that daily personnel time recording documents are prepared and compliance to time to policies are met
7. Submit cost estimates data forms to cost branch as required
8. Provide for records security
9. Insure that all records are current or completed prior to demobilization
10. Release time reports from assisting agencies to respective agency representatives prior to demobilization
11. Brief finance section chief on current problems, recommendations, outstanding issues, and follow up requirements
12. Maintain branch log
13. Establish and maintain a file for employee time reports within the first operational period
14. Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period
15. Insure that all employee identification information is verified to be correct on the time report
16. Close out time documents prior to personnel leaving the incident

17. Distribute all time documents according to established policy
18. Maintain a log of excessive hours worked

C. Procurement Branch Director

1. Obtain briefing from finance section chief
2. Contact appropriate branch leaders on incident needs and any special procedures
3. Coordinate with all departments and agencies on plans and supply sources
4. Obtain incident procurement plan
5. Prepare and sign contracts and land use agreements as needed
6. Establish contracts with supply vendors as required
7. Interpret contracts/agreements, and resolve claims or disputes with delegated authority
8. Coordinate with compensation claims unit on procedures for handling claims
9. Finalize all agreements and contracts
10. Coordinate use of impressed funds as required
11. Organize and direct equipment time recording function
12. Complete final processing and send documents for payment
13. Coordinate cost data in contracts with cost branch leader
14. Maintain branch log

D. Equipment Time Recorder

1. Obtain briefing from procurement branch director
2. Set up equipment time recording functions in locations designated by procurement unit leader
3. Advise all section chiefs of the requirement to provide a daily record of equipment time
4. Assist units in establishing a system for collecting equipment time reports
5. Post all equipment time tickets within four (4) hours after the end of each operational period
6. Prepare a use and summary invoice for equipment as required within twelve (12) hours after equipment arrival at the incident
7. Submit data to procurement branch director for cost effectiveness analysis
8. Maintain current posting on all charges or credits for fuel, parts and service
9. Verify all time data and deductions with owner/operator of equipment
10. Complete all forms according to agency specifications
11. Close out forms prior to demobilization
12. Distribute copies per agency and incident policy

E. Compensation/Claims Branch Director

1. Obtain briefing from financing section chief
2. Establish contact with incident safety officer and liaison officer or agency representative if no liaison officer is assigned
3. Determine the need for a compensation for injury specialist or claims specialist

and if such need is established then order such personnel and direct their activities as needed

4. Establish compensation for injury work area with the medical unit whenever feasible
5. Obtain a copy of the incident medical plan
6. Insure that compensation for injury and claims specialist have adequate work space and supplies
7. Brief compensation/claims specialist on incident activity
8. Coordinate with procurement branch on procedures for handling claims
9. Periodically review all logs and forms produced by compensation/claims specialist to insure:
 - a) work is complete.
 - b) entries are accurate and timely
 - c) work is in compliance with agency requirements and policies
10. Keep finance section chief briefed on unit status and activity
11. Obtain demobilization plan, and insure that compensation for injury and claims specialists are adequately briefed on demobilization plan
12. Insure that all compensation for injury and claims logs and forms are up to date, and routed to the proper agency for post incident processing prior to demobilization
13. Demobilize unit in accordance with demobilization plan
14. Maintain unit log

F. Compensation for Injury Specialist

1. Obtain briefing from compensation/claims branch director or finance section chief
2. Co-locate compensation for injury operations with those of the medical unit when possible
3. Establish procedure with medical unit leader on prompt notification of injuries or death
4. Establish contact with incident safety officer and agency representatives
5. Obtain copy of incident medical plan
6. Provide written authority for persons requiring medical treatment
7. Insure that correct agency forms are being used
8. Provide correct billing forms for transmittal to doctor and/or hospital
9. Keep informed and report on status of hospitalized personnel
10. Obtain all witness statements from safety officer and/or medical unit and review for completeness
11. Provide analysis of injuries and coordinate with safety officer
12. Maintain log of all injuries occurring during incident
13. Arrange for notification of next of kin of seriously injured or deceased persons
14. Coordinate/handle all administrative paperwork on serious injuries or death
15. Obtain demobilization plan and insure that necessary follow up action will be handled

16. Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals after demobilization

G. Claims Specialist

1. Obtain briefing from compensation/claims branch director or finance section chief
2. Develop and maintain a log of potential claims
3. Coordinate claims prevention plan with applicable incident functions
4. Initiate investigation on all claims other than personal injury
5. Insure that site and property involved in investigation are protected
6. Coordinate with investigation team as necessary
7. Obtain witness statements pertaining to claims other than personal injury
8. Document any incomplete investigations
9. Document follow up action needs by local agency
10. Keep the compensation/claims unit leader advised on nature and status of all existing and potential claims
11. Insure use of correct agency forms

H. Cost Unit Leader

1. Obtain briefing from finance section chief
2. Coordinate with agency headquarters on cost reporting procedures
3. Obtain and record all cost data
4. Prepare incident cost summaries
5. Prepare resources-use cost estimates for planning
6. Make recommendation for cost savings to finance section chief
7. Maintain cumulative incident cost records
8. Insure that all cost documents are accurately prepared
9. complete all records prior to demobilization
10. Maintain unit log

Cost Accounting Forms

1. **Force Account Record** - (Tracks labor costs, equipment costs, and Materials cost for employees.)
2. **Force Account Equipment Record** - (Tracks cost of your own equipment being used.)
3. **Materials Record** - (To be used for your own materials removed from stock or on a separate sheet materials that have been ordered from vendors.)
4. **Contract Equipment Record** - (For any equipment that you must contract for or rent.)

5. **Contract Services Record** - (List contracted vendors/services.)

Disaster Recovery Forms

1. **Sample of a Local “State of Emergency” Declaration FORMAT** (Used to declare a city/county emergency/disaster.)
2. **Notice of Interest in Applying for Federal Disaster Assistance** (Submit this form, to request Federal Assistance, at the Applicant’s Briefing given by the Federal and State representatives.)
3. **Damage Assessment - Windshield Survey** (To be used for damage assessment as you drive around and check how much damage has been done.)
4. **Private Housing Damage Assessment** (For listing damage to private houses.)
5. **Private Business Damage Assessment** (For listing only private business damage.)
6. **Preliminary Damage Assessment Site Estimate** (For listing preliminary damage and estimated costs.)
7. **Preliminary Damage Assessment Summary** (Completed by representatives of the local, State and Federal Team assessing the damaged area(s).)

**INDEX 1:
LISTING OF COMMAND STAFF
AND AUXILIARY FORCES**

A. Command Staff

<u>Name:</u>	<u>Title/Position</u>	<u>UVSC Extension</u>	<u>Home Number</u>
Jones, Dave	Assistant Attorney General		
Branam, Tom	Telephone Serv. Director/Tech.		
Peterson, Val	Vice President Administration Chief of Police		
Rasmussen, Bob	Auxiliary Serv./Student Life Director		
Jackson, Steve	Parking & Transportation Service Dir.		
Marrott, Joseph	Risk Management/HAZMAT Specialist Assistant V.P. for College Relations		
Sederburg, William	President		
Rucker, Denny	HAVAC Director		
Sprague, Justin	College Fire Marshal Vice President for Academic Affairs		
Duckworth, Cory	Vice President for Student Services		

B. Auxiliary Forces

<u>Name:</u>	<u>Title/Position</u>	<u>UVSC Extension</u>	<u>Home Number</u>
Boswell, Jack	Director of Grounds/Landscaping		
Brown, Val	Director of Food Services		
Cheatham, Bob	Supervisor-Custodial Services		
Morrell, Gordon	Electronic/Computer Tech. Supervisor		
Crawford, Malcolm	Pre-Engineering Assistant Professor		
Allread, Clay	Activities Center Custodial Head		
Hayden, Gordon	Physics Lab Manager		
Jensen, Jack	Director, Wellness Center (Psychologist)		
Michaelis, Jim	Associate VP Administration		
Sheren Miller	Stud. Serv. Assis. V.P./ADA Coord. Personnel Director		
Dean, David	Supervisor--Electrical		
Spafford, Ann	Psychologist		
Tipton, Kevin	Assistant Professor--Nursing		

**INDEX 2:
COLLEGE PERSONNEL AND EQUIPMENT**

AVAILABLE

I. GENERAL RESOURCES

A. Communications Equipment

Blood Pressure

I.V.

dosage

B. Contents of First Aid Kits

First Aid Guide booklet		
3m tape	Ace Wrap 2 inch 12/box	5
10 tablets - Antinauseant (Dimenhydrinate 50mg)	Ace Wrap 3 inch 12/box	11
2 - 2 x 2 in. gauze sponges	Ace Wrap 4 inch 12/box	9
2 - 1 5/8 x 2 5/8 in. Small eye pads	Ace Wrap 6 inch 12/box	4
6 - Telfa sterile pads	Idophor Prep 1/box wipes	1
2 - 4 x 4 in. gauze sponges	Idophor 1/pk 1/box swabs	1
4 - antiseptic towelettes	Airway 60mm 12/dz	1
11 - povidone - Iodine prep. pads	Airway 80mm 12/dz	1
1 - 5 yards 2 x 180 in. gauze bandages	Band-aids 1in. woven strip 1/box	1
1 box - absorbent cotton	Basins Emesis 250/box	1
6 - lastoband (fingertip dressing)	Butterfly 250/box	3
1 - triangular bandage 35 x 50 x 35 in.	Can Liners red small 1/cs	1
2 - 2 in. Gauze strips	Cervical Collar lg	1
1 - 4 in. Gauze strips	Coban 3" 24/box	1
10 - butterfly closures	Coban Bandage 4" 18/box	1
1 - snake bite kit	Container Needle 20/cs	1
1 - ½ in. x 5 yards first aid tape	Cotton Tip Applicat. 10/box	1
1 - first aid & burn cream	Cotton Tip Applicat. 10/cs	1
10 - gloves	Cups Cold 25/cs	1
3m - micropore tape	Cups Urine 25/cs	1
3 - ammonia inhalant	Dressing Stretch Kling 1" 96/cs	6
1 - mouth-to-mouth rescue breather	Dressing Stretch Kling 2" 12/box	5
1 - instant ice compress	Dressing Stretch Kling 3" 12/box	7
1 - scissors	Dressing Stretch Kling 4" 12/box	2
1 - tweezers	Dressing Telfa 2x3 1/box	6
1- 8 x 10 in. Sterile pad	Dressing Telfa 3x3 5/cs	6
band-aids	Eye Pad Oval 1/box	6
	Gauze Sponge 2x2 30/cs	1
	Gauze Sponge 4x4 24/cs	1
	Gloves Disp. Latex 1/box	2

C. Fire Control Equipment

Fire extinguishers

D. First Aid and Medical Supplies

Emergency Kit

c Bag and Mask

Gloves Sterile 1/box	7
Kerlix Fluff Super Sponge 12/cs	5
Kerlix Roll Sterile 100/cs	12
Kerlix Roll unsterile 100/cs	10
Mask Surgical 12/cs	1
Needle 18 ga. 1/box	1
Needle 27 1/box	1
Safety Pins Med #2 10/box	1
Scalpels Disp Blade 1/Box	5
Solution N.S.1000 12/cs	2
Tray Laceration Ser. 20/cs	4
Tray Suture Removal 50/cs	4
Speculum Vaginal 25/box	5
Nebulizer Pulmo Aide 1/ea	1
Surgilube Tube 4 1/4oz	1
Syringe 1/2cc 1/box	1
Syringe 1cc 1/box	1
Syringe 3cc 1/box	1
Syringe 5cc 1/box	1
Syringe 50/60cc Cath Tip 30/box	1
Pump Vented 48/cs	1
I.V. Extention Tube 48/cs	1
Tape Durapore 1" 1/box	11
Tape Duraphore 1/2" 1/box	15
Tape Micropore 2" 6/box	1
Thermometers Oral 1/each	2
Kleenspec Reg 4mm 20/pk	30
Tube Gauze 1in 1/box	1
Xeroform Vaseline Gauze 1X8	1
Maternity Pads 24/cs	1
Suture 312 Ethilon 12/box	1
Suture 309 Ethilon 12/box	1
Suture 313 Ethilon 12box	1
Suture 287 Vicryl 36/bx	1
Cathlon 18 ga 1 3/4" 50/box	5
Catholon 20ga 1 1/4" 50/box	5
Electrode NDM 30/box	3
Suction Delee 50/box	1
Plaster Splint 50/box	1
Seracult (hemocult) 1/pk	1

E. **Hazardous Chemicals/ Flammable**

F. **Hazardous Materials Equipment**

G. **Heavy Equipment**

Backhoes:	2
Barricades:	18
Dump Truck:	1
Grater:	1
Quads (4 wheelers):	5
Tractors	2
Trucks (including 1 flat bed):	7

H. **Personnel**

Officers:	
Security	
Parking:	
EMT's:	4
Nurse Practitioner:	1

I. **Substances/Explosives**

J. **Vehicles**

Cars:	25
Fifteen Passenger Vans:	16
Mini Vans:	4
People Movers:	3
Shuttle Bus:	3 or 4

II. **RESOURCES BY DEPARTMENTS**

A. **Athletics Department**

First Aid Kit
 2 spine boards
 multiple sized c-collars
 ace bandages
 ring cutter
 stitching supplies
 sam splints
 2 blankets
 air ways
 Bet Adine

B. **Accessibility Services Department**

First Aid Kit
tool kit
2 pillows
2 blankets
flashlight
batteries
ace bandage
4 ice packs

ORGANIZATIONAL CHARTS

Appendix P COMMUNICATION RESOURCES AND MEDIA CONTACTS

I. Newspaper Contacts and Information

Orem-Geneva Times (Weekly) **756-7669**
546 South State, Orem, UT 84058
Publisher:
City editor
Deadline: Mondays at Noon

Deseret News
1 E. Center, Provo

The Daily Herald (Daily) **373-5050**
1555 North 200 West, Provo, UT 84603
Deadline: 9:00 am

Utah County Journal (3-times weekly, Tu, Fri, Sun) **853-5300**
500 West 1220 South, Orem, UT 84058
Deadlines: Tues: Noon; Fri: Noon; Sun: Fri

II. Radio Contacts and Information

KBER Radio **470-5237**

KCPX Power 99 **470-5279**

KMGR Magic (107.5 FM; 1230 AM) **224-1075**

KSL Radio (1160 AM) (24 hour station)
Broadcast House, Salt Lake City, UT 84110-1160
5 Triad Center, Salt Lake City, UT 84180

KTKK **470-5855**

III. Television Contacts and Information

KSL Television Station

5 Triad Center, Salt Lake City, UT 84111

Telephone Number:

Station Manager:

Channel 5

KSTU Television Station

5020 West Amelia Earhart Dr, Salt Lake City, UT 84116

Telephone Number:

KTVX Television Station

1760 South Fremont Drive, Salt Lake City, UT 84104

Telephone Number:

Channel 4

KUTV - TV Broadcasting Company

2185 South 3600 West, Salt Lake City, UT 84119

Telephone Number:

Channel 2

Appendix Q
EMERGENCY BROADCAST SYSTEM (EBS)

State of Utah and Salt Lake County:

KSL AM 1160

KALL AM 910

Utah County

KFMY AM 960

KEYY AM 1450

Appendix R
COMMUNICATIONS FREQUENCIES

- I. Local
 - A. UVSC
 - B. BYU

- II. Utah County Communications Frequencies
 - 1. State-wide 155.505
 - 2. West 158.970
 - 3. Tactical 158-910
 - 4. Channel 4 154.860
 - 5. Clayton Peak 158.970
 - 6. Teat Mountain 158.970
 - 7. Tac-Plus 158.910
 - 8. Search & Rescue (main) 155.235
 - 9. Search & Rescue (nat'l.) 155.160
 - 10. County Fire 153.950
 - 12. UHP, Orem 155.625
 - 13. Provo Police Department 155.190
 - 14. Orem Police Department 155.430
 - 15. Springville Police Dept. 155.535
 - 16. American Fork City 154.100
 - 17. Spanish Fork City 155.820
 - 18. Spanish Fork Police 159.030
 - 19. Lehi City 154.040
 - 20. Payson City 153.905
 - 21. Santaquin City 155.145
 - 22. Civil Defense Simplex 155.025

23.	Civil Defense Repeater	155.025
24.	Sundance Fire Repeater	155.950
25.	Weather (RX)	162.550
26.	Search and Rescue	155.295
27.	County Roads Simplex	156.135
28.	County Reads Repeater	156.135
29.	Fargo (RX)	(classified)
30.	Forest Service	172.400
31.	Forest Service Lake	172.400
32.	Forest Service Teat	172.400
33.	Forest Service Clayton	172.400
34.	San Pete County Sheriff	155.925
35.	Salt Lake County Sheriff	154.785
36.	Wasatch County Sheriff	154.755
37.	Tooele County Sheriff	155.910
38.	Juab County Sheriff	154.800

Appendix S
UTAH COUNTY CODE - CHAPTER 8: PROVIDING FOR
DISASTER RESPONSE AND EMERGENCY MANAGEMENT