



# STATE OF UTAH

## EMERGENCY OPERATIONS PLAN



### Basic Plan

#### I. INTRODUCTION

The State of Utah, in accordance with Utah Code Annotated (U.C.A.) [Section 53-2a](#) entitled Emergency Management Act, is required to prepare for, respond to, and recover from emergencies or disasters with the primary objectives to save lives, health, safety, property and the environment.

Having an effective and well coordinated incident management system in place is critical to the success of the State in preparing for, responding to and recovering from a variety of complex and emerging threats. Utah plans utilize an all-hazards approach with a focus on the state's one master list of most the common threats and a more detailed threat analysis is available in the State Hazard Mitigation Plan.

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

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

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

The State of Utah Emergency Operations Plan (EOP), using NIMS concepts and principles, addresses the consequences of any incidents in which there is a need for State resources in providing prevention, preparedness, and response and/or recovery assistance activities. It is applicable to natural disasters and human-caused incidents, including acts of terrorism requiring State assistance, guidance and/or recovery funding. See the State Hazard Mitigation Plan for a complete list of the threats in Utah.

The EOP describes the methods the State will use to mobilize resources and conduct response and recovery activities. It uses a functional approach to group the types of assistance through the Emergency Support Functions (ESF). Each ESF is led by one or more primary State

agency, which have been selected based on their statutory authorities, resources and capabilities. Other agencies have been designated as support agencies for one or more ESF(s) based on their resources and capabilities. Each ESF serves as the primary mechanism through which State response and recovery assistance will be provided. When appropriate, State assistance will be provided under the coordination of the State Coordinating Officer (SCO), currently designated as the DEM Director/designee.

Upon EOC activation, the DEM Director/Designee may activate the EOP, in all or in part by annex, as needed

The State EOP serves as the foundation for the development of detailed state agency plans and procedures to implement response activities in a timely and efficient manner. The State EOP may also be used as a model in the development and maintenance of local, county and tribal emergency operations plans.

#### **A. Purpose**

1. Establish a comprehensive, statewide, all-hazards approach to providing consistent incident management and effective, efficient coordination across a spectrum of activities including prevention, preparedness, response and recovery.
2. Describe State response to and recovery from any incident that occur.
3. Describe the organization, assign responsibilities and provide planning guidance to State agencies for disaster response and recovery.
4. Provide a fundamental document to test the State's disaster preparedness capabilities and the effectiveness of this plan.
5. Describe State/Federal/private programs for individual and public disaster assistance.

#### **B. Scope**

1. The State EOP establishes interagency and multi-jurisdictional mechanisms for State government involvement in, and the DEM coordination of, statewide and/or other multiple political subdivisions incident management operations as required or requested.
2. This includes coordinating structures and processes for incidents requiring:
  - a) State support to county, local and tribal governments as requested;
  - b) State-to-State support;
  - c) State-to federal coordination as required;
  - d) The exercise of direct State authorities and responsibilities, as appropriate under law; and
  - e) Public and private sector incident management integration or coordination.
3. This plan distinguishes between emergencies, disasters and incidents that require DEM coordination, termed *Incidents of State or National Significance*. The majority of incidents occurring each year are handled by responsible

jurisdictions and/or agencies through other established authorities and existing plans.

4. In addition, the State EOP recognizes and incorporates the various jurisdictional and functional authorities of State departments, divisions and agencies; county, local and tribal governments, private-sector organizations and volunteer groups or organizations in incident management.
5. The State EOP also establishes the multi-agency organizational structures and processes required to implement the authorities, roles, and responsibilities of the DEM Director as the SCO or designee and the Governor's Authorized Representative (GAR) for statewide incident management.

### **C. Applicability**

1. The State EOP applies to all State agencies which are tasked to provide response and recovery. It describes State actions to be taken in providing immediate response assistance.
2. County government applies to any of the 29 counties within the State. Local government means any incorporated community, unincorporated community or special district located within the counties. Tribal government refers to any of the federally recognized tribal nations located within the State.
3. Emergency response assistance includes those actions and activities that save lives, protect public health and safety, and protect property. The identified actions and activities in this plan, carried out under the ESF concept, are based on existing State and federal statutory authorities or specific functional mission assignments made under the provisions of HSPD-5; the NRF and NIMS, Utah Code, and as identified in the ESF annexes and appendices, and support annexes to this plan.
4. This State EOP addresses State/federal recovery assistance programs as defined by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) PL 93-288, as amended, [42 U.S.C.5121-5207](#). Recovery activities may be conducted concurrently with response activities.
5. An incident may result in a situation that affects the national security of the United States or termed an *Incident of National Significance*. For those instances, appropriate U.S. Department of Homeland Security authorities and procedures will be utilized to address national security and response requirements.
6. Any act or suspected act of terrorism utilizing Weapons of Mass Destruction (WMD) will require coordination with federal Homeland Security agencies and the Federal Bureau of Investigation (FBI).

### **D. Organization**

The State EOP consists of the following:

1. The Basic Plan provides an overview of the purpose, scope, applicability, situation and concept of operations of generic State response activities.

2. The State EOP applies a functional approach that groups the capabilities of State departments and agencies, members of Volunteer Organizations Active in Disasters (VOAD), an umbrella association which includes the American Red Cross, faith based organizations, other many volunteer organizations, etc. into functional annexes to the Basic Plan. These are identified as Emergency Support Functions (ESF) and each ESF describes the policies, situation, planning assumptions, concept of operations and responsibilities for the identified Primary and Support response organizations. The State response to a request for emergency assistance generally involves only a partial activation of the identified ESFs as necessary. Consistent with the model provided in the NIMS, the State EOP can be partially or fully implemented in the context of a threat, anticipation of a significant incident, or the response to a specific event.
3. The Utah Disaster Recovery Framework and ESF #14 - Disaster Recovery annex identify local, county, or State government, as well as voluntary and private organizations, involved in performing disaster recovery operation activities and describes their respective roles and responsibilities.
4. The appendices to the annexes describe supplemental and/or complementary response activities associated with the mission(s) of the ESF.
5. General Information includes acronyms, definitions, authorities and references.
6. The State EOP indicates “Who” will accomplish “Which” tasks, duties and responsibilities. Implementing Instructions or Standard Operating Guidelines (SOGs), may be developed by each ESF. The SOGs indicate “How” a department or agency will accomplish the tasks, duties and responsibilities they have accepted or been assigned in the State EOP.
7. All incidents start at the local level. When local jurisdictions need support they may ask for support from nearby jurisdictions and/or the State. The State may support local jurisdictions or tribal nations. Within State documents, including but not limited to, the EOP and SOGs, references to local jurisdictions, local governments, or locals may refer to counties, cities, and tribal nations.

## II. POLICIES AND AUTHORITIES

### A. Authorities

1. State:
  - a) Emergency Management, [Utah Code 53-2a](#)
  - b) Internal DEM Policy #16 (Common Emergency Operations Plan Terminology)
  - c) Internal DEM Policy #17 (“State of Emergency”, “Emergency” or “Major Disaster” requests for assistance).
2. Federal:
  - a) [Title 44 CFR](#), Department of Homeland Security, Federal Emergency Management Agency Regulations, as amended.

- b) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, amendments to Public Law 93-288, as amended, [42 U.S.C.5121-5207](#).
- c) Homeland Security Presidential Directive 5 ([HSPD-5](#)), Disaster Response Recovery Act, Utah Code [53-2a](#).

## **B. Assignments**

This plan provides standing mission assignments to designated State agencies with Primary and Support responsibilities. State agencies designated as Primary agencies serve under the SCO in accomplishing the ESF missions. Upon activation of an ESF, a Primary agency is authorized, in coordination with the SCO, to initiate and continue actions to carry out the ESF missions. This may include tasking of designated Support agencies to carry out assigned ESF missions.

## **C. Response Coordination**

State assistance supplements local jurisdiction response efforts upon request. ESFs will coordinate with the State Emergency Operations Center (EOC) and or Operations and the affected jurisdiction to identify specific response assistance and will provide State response coordination based on identified priorities. Response coordination includes:

### **1. Mutual Aid:**

- a) Utah Code [53-2-507](#) establishes the following provisions for mutual aid: The purpose of this law is to facilitate the rendering of aid to persons or property in areas within the State stricken by an emergency or disaster. Any written emergency plans or agreements, duly adopted and approved, satisfy the requirement for a mutual aid agreement.
- b) During an incident, if the need arises for outside aid in any county or local government, such aid may be rendered in accordance with written and approved emergency plans or mutual aid agreements.
- c) The Governor may, on behalf of this State, enter into reciprocal aid agreements or compacts, mutual aid plans or other interstate arrangements for the protection of life and property with other states and the federal government. Such mutual aid arrangements may include the furnishing of supplies, equipment, facilities, personnel and services.
- d) Utah supports the statewide mutual aid; see Code Annotated (U.C.A.) Section [53-2-507](#). The program was developed to assist political subdivisions and tribes to more effectively and efficiently exchange services and resources, especially in response to an emergency or disaster where emergency assistance needs to be provided from one area or region of the State to another.
- e) Utah is signatory to the National Emergency Management Assistance Compact (EMAC) and will respond in accordance with established directives. Utah also has enacted EMAC to provide for mutual assistance between the states entering into the compact in managing any emergency or disaster that is duly declared by the governor of the affected state, see Utah Code Section [53-2-202](#).

2. Volunteer and Donations Management:

- a) State government encourages volunteers and financial contributors to work directly with the private nonprofit organizations involved in disaster relief. Should goods or services be offered, if and when counties need support managing these donations and volunteers, a resources management process may be launched using the Support Annex for Volunteer and Donations Management, and the Volunteer and Donations Coordination Team's (VDCT) SOGs and Checklists. This whole community group which includes members of the Volunteer Organizations Active in Disasters (VOAD) can help manage these needs. The VDCT also has a website that can be used to share information with the media and public at [www.emergencyinfoutah.com](http://www.emergencyinfoutah.com), click on "How to Help." The United Way 2-1-1 phone bank may also be used to share information with those who do not have internet access.
- b) Detailed information on the donation of goods and services can be found in the Volunteer and Donations Management annex.

3. Emergency Public Information:

Emergency public information activities will be undertaken to ensure the coordinated, timely and accurate release of a wide range of information to the news media or social media and to the public about emergency/disaster related activities. These activities will be carried out from the EOC through the JIC. The JIC may be staffed with federal (in the event of an Emergency or Major Disaster declaration by the President), local, State, and volunteer organizations and in some instances commercial public information representatives. Information related to State response activities intended for the news media and the public will be coordinated through operations and policy. Procedures regarding emergency public information are described in the ESF #15 - Public Information annex.

4. Multi-County Response:

One or more incidents may affect a number of counties or local jurisdictions concurrently. In those instances, State government may conduct multi-county response operations for each declared county. Under multiple county declarations, the EOC will coordinate the provision of resources to support the operations of all of the declared counties.

5. Government Relations:

- a) A government relations liaison may be established to provide information to members of the Utah State Legislature and to respond to questions, concerns and problems raised by their constituents. This effort may be managed through the Governor's Office.
- b) Information to be released to members of the Utah State Legislature and constituents will be coordinated among participating State agencies and with local officials, as appropriate, prior to release.



## **D. Resource Coordination**

1. During a declared disaster, EOC coordinates all State assets. Each ESF will provide resources using its authorities and capabilities, in coordination with other agencies. Agencies, in coordination with Operations, will allocate available resources based on identified priorities as requested and as available. If resources are not available within local jurisdictions, the ESF will seek to provide them. If the resource is unavailable, the requirement will be forwarded to the EOC Logistics Section for further action.
2. If a conflict of priorities develops as a result of more than one agency needing the same resource, the affected agencies will work directly with the Policy group and the SCO as needed toward achieving resolution. If the Policy group and the SCO cannot resolve the conflict, the matter will be referred to the Governor's Cabinet for final resolution. The EOC will work to serve as a central information source regarding availability of resources.

## **E. Recovery Coordination**

The SCO is responsible for coordinating recovery activities. Recovery operations will be initiated based on the availability of resources that do not conflict with response operations. See the ESF #14 - Disaster Recovery annex and Utah Disaster Recovery Framework (UDRF) for details.

## **F. Mitigation Overview**

1. Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The planning process is as important as the plan itself. It creates a framework for risk-based decision making to reduce damages to lives, property, and the economy from future disasters. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.
2. Utah is active in the National Flood Insurance Program (NFIP). Floodplain management is the operation of a community program of corrective and preventative measures for reducing flood damage. These measures take a variety of forms and generally include requirements for zoning, subdivision or building, and special-purpose floodplain ordinances.
3. The DEM Mitigation Section assists representatives of local communities or multi-jurisdictional planning areas to develop mitigation plans that meet community needs as well as the policies and procedures for mitigation planning as required by the provisions of section 322 of the Stafford Act as described in [44 CFR Section 201](#).

## **G. Operating Facilities**

Several support facilities have been identified to facilitate the movement and utilization of personnel and resources within the State.

1. Single support facilities, (e.g., casualty collection points), are used primarily to support the operations of a single ESF.

2. Multiple support facilities used to support the operations of several ESFs and may include the following:
  - a) EOC is maintained and operated by DEM to coordinate State response. The EOC is staffed with DEM personnel and representatives from the activated ESF(s). It serves as the initial point-of-contact for affected jurisdictions, State response agencies, the national Joint Field Office (JFO) and other federal responding agencies. In the event the EOC becomes inoperable or uninhabitable, the Alternate EOC may be established at Camp Williams.
  - b) Point of Departure is a designated location (normally at the EOC or ESF Primary Agency operating location) outside a disaster-affected area from which response personnel and resources will deploy in responding to a disaster.
  - c) Point of Arrival is the designated location (usually an airport), near the disaster area where incoming staff, supplies and equipment are to be directed. Upon arrival, personnel and resources are dispatched to the JFO, a Mobilization Center, Staging Area, or directly to the disaster site. The following airports/military installations located within the State can handle large cargo and passenger type aircraft. One or more of these sites will normally be designated as the Point of Arrival. Numerous smaller airfields that handle the smaller cargo and passenger type aircraft are located throughout the State and could be designated as Assembly Points or Base Camps. Arrival Point is the designated location near the emergency or disaster area where incoming personnel register, receive orientation regarding the situation and are assigned to a specific duty station. The Arrival Point could be located at the Point of Arrival or the JFO.
    - **Hill Air Force Base** can handle any cargo/passenger type aircraft up to and including the C-5. Numerous facilities can be made available for storage. Cargo handling equipment and personnel are readily available.
    - **Salt Lake International Airport** can handle any cargo/passenger type aircraft, up to and including the C-5. Numerous facilities can be made available for storage. Cargo handling equipment and personnel are readily available.
    - **Salt Lake Airport # 2** can handle cargo/passenger type aircraft up to and including the C-17. Limited storage space is available. Cargo handling equipment and personnel can be made available.
    - **Ogden Airport** can handle cargo/passenger type aircraft up to and including the C-17. Limited storage space is available. Cargo handling equipment and personnel are not available.
    - **Saint George** can accommodate regional jet aircraft, 737s and Airbus 319s. Cargo handling equipment and personnel can be make



available. Also the UTNG “triple deuce” are stationed out of St. George and they can handle such requests.

- **Cedar City Airport and the Logan City Airport** can handle cargo/passenger type aircraft up to and including the C-17. Limited storage space is available. Cargo handling equipment and personnel are not available.
  - **Dugway, Wendover, Provo, Moab, Vernal, Evanston, Brigham City, Heber, and Spanish Fork** airports may also be used. There are also numerous smaller airfields that can be utilized. (see a complete list with the logistics section manager.)
- d) Mobilization Center is the designated location at which response personnel and resources are received from the Point of Arrival and pre-positioned for deployment to a local staging area or directly to an incident site. The Mobilization Center also provides temporary support services, such as food and lodging for response personnel prior to their deployment. Mobilization Centers will normally be set up at the Point of Arrival. Responsibility for the Mobilization Center may be local, State, or federal government, dependent upon location and resources.
- e) Staging Area is the facility at the local level near the emergency/disaster site where personnel and equipment are assembled for immediate deployment to an operational site. Responsibility for designation and operation of the Staging Area belongs to county or local government.
- f) Base Camp is a designated location under local control within the disaster area. It is equipped and staffed to provide sleeping facilities, food, water and sanitary services to response personnel. Under most circumstances county or local government will organize and provide the Base Camp.
- g) JFO is the primary location for the coordination of State/Federal response and recovery operations. It houses the Federal Coordinating Officer (FCO) and staff comprising the Emergency Response Team (ERT). It will operate with a schedule sufficient to sustain the State and federal operations. Except where facilities do not permit, the FCO may be co-located with the SCO or designee at the JFO. The JFO will normally be a leased/rented facility within reasonable proximity to the incident, if possible. Normally, the Emergency Response Team - Advanced (ERT-A) will assume the responsibility for procurement and equipping the JFO.

### III. SITUATION AND ASSUMPTIONS

#### A. Situation

The State of Utah and its population are at risk from a variety of threats and potential emergencies or disasters (Note: a detailed list of identified Risks and Hazards, including technological and man-made, can be found in the [State of Utah Hazard Mitigation Plan](#).) Preparedness efforts in the areas of planning, training, exercises and funding for infrastructure and equipment is ongoing.

The occurrence of any of these incidents may require the activation of extraordinary response and recovery activities, as detailed in this plan. The EOP is written for all hazards, including the specific hazards we face in Utah.

## **B. Planning Assumptions**

1. All incidents start at the local level.
2. Emergencies may occur at any time with little or no warning and may exceed capabilities of local, State, federal, tribal governments and the private sector in the affected areas.
3. Emergencies may result in casualties, fatalities and displace people from their homes.
4. An emergency can result in property loss, interruption of essential public services, damage to basic infrastructure and significant harm to the environment.
5. The greater the complexity, impact and geographic scope of an emergency, the more multiagency coordination will be required.
6. The political subdivisions of the State will mobilize to deliver emergency and essential services under all threats and emergencies.
7. Mutual aid and other forms of assistance will be rendered when impacted jurisdictions exhaust or anticipate exhausting their resources. Neighboring states will come to Utah's aid through the Emergency Management Assistance Compact (EMAC) and/or other mechanisms and agreements.
8. The federal government will provide emergency assistance to Utah when requested and in accordance with the National Response Framework (NRF).
9. State and federal response and recovery operations will be mutually coordinated to ensure effective mobilization of resources to and in support of the impacted jurisdictions.
10. The State communicates with Emergency Personnel such as the emergency managers. First responders communicate within their own jurisdictions and agencies.
11. Vulnerable Populations in Utah are defined as individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency, or are non-English speaking, or are transportation disadvantaged. ESFs #2 - Communications, #6 - Mass Care, #8 - Health and Medical Services, and #15 - Public Information support communications, alert, and notifications to these populations.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. State agencies, when directed by the Governor's Office, the Commissioner of Public Safety, or the SCO/designee, will take actions to mobilize and deploy resources to protect life, safety, health, property and the environment.

2. All State agencies are mandated to carry out assigned activities related to mitigating the effects of an incident and to coordinate with each other, the State EOC, leading the response, and other political subdivisions in providing emergency assistance.
3. Each agency should develop and maintain current internal emergency specific guidelines or procedures, and checklists necessary for accomplishing assigned tasks.
4. State agencies retain administrative control of their personnel and equipment when tasked to support the EOC, other agencies, or local jurisdictions.
5. State agencies will maintain detailed logs of personnel and other costs for possible reimbursement. See [Financial Management Annex](#) for details.
6. All State agencies, within their authority, monitor and coordinate with their federal counterparts during a response. As this occurs, the EOC will be kept informed of this coordination.
7. State agencies should notify DEM of any information regarding possible/pending incidents.
8. Agencies have been grouped according to ESFs, and additional support teams such as Air Operations and the Volunteer and Donations Management Coordination Team, to facilitate the provision of response assistance. If a State response is required under this plan, it will be provided using one, some or all of the ESFs as necessary.
9. The designated primary agencies are responsible for managing the activities of the ESF and ensuring that their assigned missions are accomplished. Agency representatives, in coordination with their department operations centers, have the authority to accomplish response operations.
10. Organizational structures, response actions, primary and support agency responsibilities are described in the specific ESF annexes.
11. ESFs should coordinate directly with their functional counterpart at the county level. Requests for assistance may be channeled from city/town government through county government to the EOC. Based on local government's identified requirements, appropriate State response assistance may be provided.
12. Primary agencies will work with support agencies to provide assistance. All agencies included in each annex form an ESF team that will use the ESF annexes of the plan as a basis for developing Standard Operating Guidelines (SOGs).
13. Support agencies will assist the primary agencies in preparing and maintaining SOGs and will provide support for ESF operations. Each support agency will:
  - a) Designate a representative(s) responsible for planning coordination with the primary agency.
  - b) Participate in the process of exercising, reviewing, maintaining and implementing this plan; and

c) Provide representatives to the EOC operational locations as required.

14. The SCO (DEM Director/Deputy Director or designee) is appointed by DEM to coordinate State activities. The SCO directs the EOC and approves the Incident Action Plans that are produced as needed. The Operations Section Chief serves as the EOC Manager to coordinate the response and recovery efforts.

15. All incident response organizations within the State operate under the principles of NIMS using a hybrid Incident Command System (ICS). In addition to assigned functional responsibilities.

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

The organizations to implement procedures under this plan are composed of local, State, and federal entities. The structure is designed to be flexible to accommodate any incident response and recovery requirements regardless of size, cause, or complexity. State agencies may provide support to the local agencies that are responsible for implementing on-scene response operations.

The State Response Structure is scalable, composed of State agencies as needed to support the incident response.

### **A. County Response Structure**

Each county within the State is encouraged to produce an EOP based upon ICS best practices. The county response structure may be outlined in the county plan and within the capabilities of the county's resources.

### **B. Incorporated Community Response Structure**

Each incorporated city/town located in Utah is encouraged to produce an EOP based upon ICS best practices. Local jurisdictions will be responsible for providing the initial responders to any incident located within their corporate limits. The response structure of each community will be outlined in its EOP within the capabilities of the community's resources.

### **C. Voluntary/Private Organization Response Structure**

Utah has faith-based and voluntary organizations that provide assistance in responding to incidents, big or small. A large number of voluntary organizations that have aligned themselves with the Utah Voluntary Organizations Active in Disaster (VOAD).

In addition to the voluntary/private individuals and organizations, there is a very large group of individuals throughout the State that actively participate on Community Emergency Response Teams (CERTs). As a local resource, these qualified and trained CERT members may be used in a number of support roles to augment required emergency support functions. Local jurisdictions will maintain a listing of certified CERT members and where possible provide training and equipment to ensure operational readiness.

### **D. Private Sector Support**

The Utah Public Private Partnership section coordinates with the private sector for preparedness, response and recovery efforts. Considering and engaging the private sector in all stages of planning and implementation is critical for a successful response

by local and State government to incidents. In addition, businesses are in the unique position of understanding the impact during and after an incident to supply chains, and the massive re-leveraging of resources, and assets to recover, stabilize, and restore confidence in, and reconstitute parts of the economy. The EOC may stand up a Business Emergency Coordination Center as needed during large-scale incidents.

#### **E. Disaster Declaration Process**

The provisions of this plan are applicable to all incidents that require a declaration of a State of Emergency by the Governor. State and local emergency/disaster activities and requests for disaster assistance will be made in accordance with each jurisdiction's procedures. State Liaisons may support these efforts at local levels.

### **VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

#### **A. Office of the Governor**

May declare a State of Emergency arising from an incident as provided in this plan, assemble the Governor's Cabinet personnel, and support the incident as outlined in the Governor's EOP.

#### **B. SCO**

1. Coordinate the cooperative effort of all governmental agencies and provide the necessary direction and control of State personnel and equipment to alleviate suffering and loss resulting from an incident.
2. Coordinate with the FCO and serve as the principal point of contact regarding local/State activities to implement this plan.

#### **C. State Agencies Tasked Herein**

1. Appoint agency representatives to the SERT to provide ESF activities in the EOC or as directed by the EOC.
2. Develop and maintain SOGs for accomplishing Primary and/or Support Agency responsibilities as assigned in the State EOP.
3. State agencies are encouraged to create and maintain a department operations center.
4. State agencies have developed Continuity of Operations Plans (COOP) which ensure that secondary response capabilities and processes are in place in case primary means are unavailable.
5. Develop cooperative agreements and relationships with private organizations and associations that possess resources or capabilities.

#### **D. Continuity of Operations Planning**

The Governor requires State agencies to develop agency specific COOP plans. COOP planning helps essential State government functions to continue, during an incident.

#### **E. Continuity of Government**

The purpose of Continuity of Government is to outline actions to ensure the seamless conduct of State and local government operations and services in emergency or disaster situations, to identify and provide for the succession of elected and appointed State

officials. The Agency Continuity plans support the State's ability to have a strong continuity of government.

#### **F. Private Sector and Volunteer Organizations**

The private sector and volunteer organizations tasked herein may provide assistance within their capabilities and as outlined within their charter/bylaws. Tasks are identified in the ESF annexes in this plan.

### **VII. ADMINISTRATION**

- A.** DEM, in coordination with other State agencies, will review this plan every four years and revise/update as needed. See details within the Plan Maintenance section of this Plan.
- B.** It is anticipated that local jurisdictions will review their respective EOPs on a regular basis.

### **VIII. LOGISTICS SUPPORT AND RESOURCES TO IMPLEMENT THE PLAN**

Logistics support and resource requirements for implementation of this plan to carry out essential functions including but not limited to, staffing, technology, facilities, and office equipment and supplies. If external support or resources are required, such as in a catastrophic earthquake when multiple agencies are impacted, requests for assistance will be forwarded to the EOC. In turn, the EOC will direct the request to an appropriate State agency or ESF #7 - Resource Support.

The Department of Administrative Services and Department of Technology Services (DTS) are agencies which may support ESF #7 - Resource Support. Administrative Services' Division of Facilities and Construction Management will assist with handling requests for the securing of alternate facilities. DTS provides support for information technology and communications. Depending upon the situation, if the Department cannot adequately staff its essential functions it can request assistance from the Department of Human Resources. A request could also be handled by the Emergency Management Assistance Compact (EMAC) desk in the EOC.

As needed and when appropriate, requests for resources may be made to FEMA.

Logistics support and resource requirements include funding and access to the State's financial management systems. See the [Financial Management Annex](#) for details.

### **IX. TRAINING AND EXERCISES**

- A.** DEM will provide training, advisory and technical assistance relative to this EOP.
- B.** DEM will coordinate and conduct periodic exercises relative to this EOP.
- C.** Training and exercises will be consistent with and include NIMS training.
- D.** Based upon lessons learned from exercises and real events, After Action Reports will be used by DEM upper management to develop Improvement Plans and track their progress.