



Community Emergency Plan

Purpose and Scope

This plan is a guide for community leaders to use when an emergency of significant magnitude arises. The plan outlines how the community is organized and the channels of communication for requesting and providing resources. The plan is intended to be a common sense approach to preparedness that encourages action, not reaction.

This plan does not take the place of personal or family preparedness. Once in effect, The City Manager or his designates, with the advice and counsel of the elected officials, possess the legal authority to marshal the resources of the community and give appropriate response directions. The plan promotes order and direction through channels of authority so that individual citizens, neighborhoods, public employees and public officials can work in harmony during emergency response situations.

Emergency Organization

In time of a declared emergency, the City's Emergency Operations Plan will be activated and emergency organizations within the City will be mobilized. The City's emergency organizations include the following: (1) the City's **Emergency Operations Center** housing the City's policy group and emergency operations and coordination; (2) **Districts** led by volunteer district coordinators; (3) **Areas** led by volunteer area coordinators; and (4) **Neighborhoods** led by volunteer block captains.

Layton City is committed to principles of effective emergency management to provide quality emergency response services to its citizens. However, despite the City's efforts, there is still the likelihood that a major disaster would overwhelm the City's and the neighboring community's professional emergency responders for up to several days. Therefore, as part of the emergency planning process, Layton City recognizes the need for citizens to be prepared, organized and trained to effectively work together to quickly assess damages and respond to their own emergency needs. It is for such a situation that the following plan has been developed.

Citizen Preparation

Citizens are encouraged to prepare themselves and their families ahead of time by:

1. Acquiring and maintaining adequate disaster supply kits and other essential survival supplies;
2. Developing a family emergency plan and reviewing this plan with family on a periodic basis;
3. Minimizing the potential damaging effects of an earthquake by properly securing water heaters, tall furniture items, etc.;

4. Serving as a volunteer neighborhood, area or district coordinator, or getting to know your Block Captain and participating in neighborhood preparedness activities.
5. Taking the Community Emergency Response Team (CERT) course offered by the Layton Fire Department to learn how to effectively help family and neighbors during an emergency; (Call 336-3820 to take the CERT Course)

Community Organization

Every citizen is encouraged to participate in neighborhood planning and organization efforts using the Uniting Neighbors model that has been used throughout much of Davis County. The City is divided into “districts”, which use the same boundaries as LDS stakes. Each district is divided into 5 to 10 “areas” which use the same boundaries as LDS wards. Each area is divided into 12 to 20 neighborhoods. LDS stake and ward boundaries are used because they are well established, convenient and recognized by many within the city. It is critical to note that the plan is for all citizens living within these boundaries regardless of religious affiliation. Layton City has asked the LDS stake presidents to assist by identifying a “district coordinator” for each district. District coordinators are trained by Layton City and are responsible to appoint and train “area coordinators”, who appoint and train “Block Captains”. Those who serve as district coordinators, area coordinators and block captains function as Layton City volunteers, and as such, serve without regard to religious affiliation. Layton City encourages each area to have at least 30 CERT trained citizens who can be divided into at least two teams to perform triage, emergency first aid and rapid damage assessment as soon as possible after an event occurs. CERT teams for each area are organized and coordinated by the area coordinators. During an emergency, district coordinators, area coordinators and block captains are primarily concerned with the welfare of citizens and act in a prudent and wise manner to see to their safety and well-being. As a secondary concern, they consider the protection and preservation of private property in the neighborhood. Through the organization of functioning districts, areas and neighborhoods, Layton City will be better able to communicate with and assist the citizens of Layton during a major emergency event.

District Coordinators, Area Coordinators, and Block Captains

All coordinators and block captains as defined herein serve as volunteers, and not as agents of the City. Coordinators, block captains and the individuals in the neighborhood are specifically denied actual or implied authority as law enforcement agents for the City in protecting private property from persons with harmful or larcenous intent. This is by law an exclusive function of duly appointed police officers. Appropriate contact should be made to the Police Department at 429 N. Wasatch Drive. The Police Department can be reached at 911 for emergencies. Non-emergency calls should be made to 497-8300 or 544-1241.

District Coordinator Responsibilities

1. Attends or is represented at monthly training/coordination meetings held by the City and functions as a liaison with the City Coordinator;
2. Coordinates volunteer activities within district boundaries;
3. Appoints area coordinators within the district and sees that they are trained and functioning;
4. Holds meetings as necessary with area coordinators to disperse information and conduct training;

5. Directs area coordinators to prepare an inventory of resources and special needs within the district;
6. Promotes individual and family disaster preparedness within the district;
7. Becomes CERT trained, and encourages and tracks CERT training and team organization among citizens within the district;
8. Serves as a communication link between the district and the Layton EOC; functions in a declared disaster as guided by the Layton EOC;
9. Informs the Layton EOC of casualties, damages, needs and available resources within the district during an emergency;
10. Identifies appropriate facilities within the district as possible emergency shelters or control centers;

Area Coordinator Responsibilities

1. Coordinates volunteer activities within area boundaries;
2. Receives training provided or arranged by the district coordinator;
3. Maintain and distributes an updated map of all citizens living within the area;
4. Promotes individual and family preparedness within the area;
5. Divides the area into 12 to 20 functioning neighborhoods; hosts initial meetings with neighborhoods to help them understand their purpose; and appoints and trains block captains as needed;
6. Directs block captains to survey citizens and prepare in advance an inventory of resources and special needs within their neighborhoods; and coordinates this information as needed with the district coordinator;
7. Becomes CERT trained and encourages, coordinates and tracks CERT training and team organization among citizens within the area; (Layton City encourages each area to have at least 30 CERT trained citizens who can be divided into at least two teams to perform triage, emergency first aid and rapid damage assessment as soon as possible after an event occurs.)
8. Serves as a communication link between the district and block captains; functions during an emergency as guided by the district coordinator;
9. Serves as a resource to block captains.

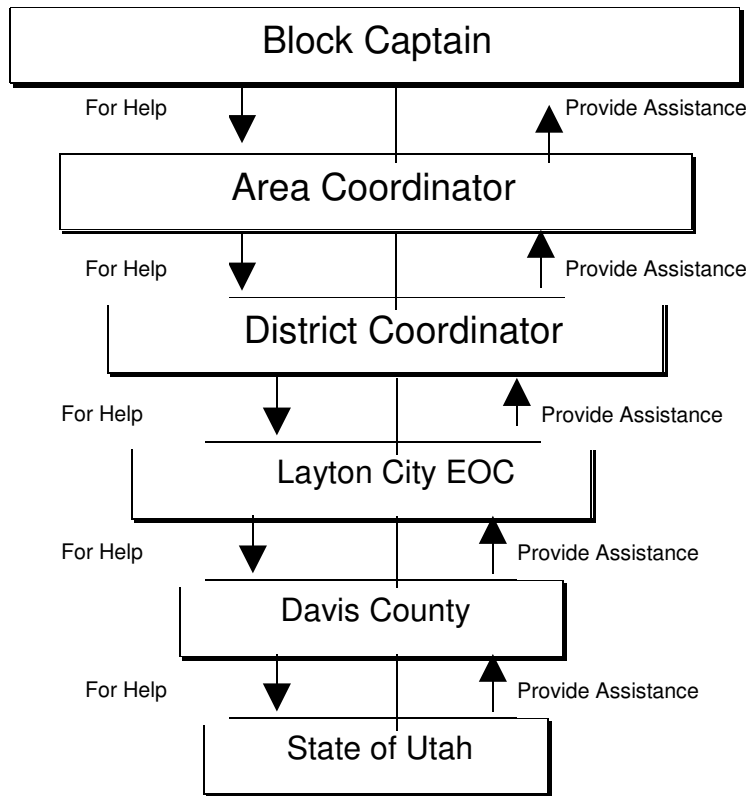
Block Captain Responsibilities

1. Receives instruction and training from the area coordinator, and in turn trains citizens in the neighborhood through periodic meetings and/or socials;
2. Surveys neighbors to gather information that will be helpful during an emergency, such as special needs, family size, ages, occupations, training, skills, emergency equipment, resources, etc. and shares with area coordinator as needed;
3. Becomes CERT trained and encourages and tracks CERT training among citizens within the neighborhood;
4. Promotes individual and family disaster preparedness within the neighborhood;
5. Acts in a declared emergency as guided by the area coordinator;
6. Is primarily concerned with keeping track of individuals in the neighborhood during an emergency and acts in a prudent and wise manner to see to their safety and well-being; has, as a secondary concern, the protection and preservation of private property in the neighborhood in a declared disaster;
7. Requests assistance from and provides available resources to the area coordinator;

- 8. Serves as a communication link between the area coordinator and residents in the neighborhood;
- 9. Serves as a resource to citizens in the neighborhood.

Requesting Help and Providing Assistance

The flow chart below shows the lines of communication to request help and provide assistance.



Communication

During a major emergency, there is a possibility that telephone systems will fail. In that event, the Layton Police department plans to deliver a hand-held radio to each district coordinator. This radio will provide an alternate means for the district coordinator to communicate directly with the Layton EOC to provide assessment information, request help and/or to offer assistance to other districts in the City. Layton City will hold periodic radio training and practice sessions with district coordinators.

Additional Information

Implementation of neighborhood watch programs, sharing community resource information and addressing neighborhood problems at a “grassroots” level are additional worthwhile activities that districts, areas and neighborhoods are encouraged to become involved in. Questions or comments about this plan should be addressed to Jim Mason, Assistant City Manager at 336-3820 or jmason@laytoncity.org.