



• Management Services Department •  
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Mayor • J. Stephen Curtis  
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Layton City Residents,

Layton City adopted a community plan several years ago to maintain communication with citizens and provide assistance in the event of a major emergency or disaster. A summary of this plan is found on the last page of your Davis County telephone directory that is published by Carr Printing Co. The adopting of the plan was not intended to arouse fear or spark alarmism. The plan is a common sense approach to preparedness that encourages action, not reaction. The plan does not take the place of personal, family or neighborhood preparedness.

Layton City is divided into 11 geographic districts. The City oversees the appointment of a District Coordinator from each District and provides training. District Coordinators then appoint and train Area Coordinators and Block Captains and determine neighborhood boundaries. Other duties of the District Coordinator include:

- Identify in advance any special needs or emergency resources within the District;
- Relay needed emergency information from Block Captains and Area Coordinators to the City's Emergency Operations Center (EOC) in the event of a communications breakdown;
- Relay emergency instructions and information from the EOC to Area Coordinators and Block Captains;
- Ask Area Coordinators and Block Captains to provide surplus resources requested by the EOC to help other areas of the City affected by the disaster;
- Identify appropriate facilities within the District as possible emergency shelters or control centers.

District Coordinators, Area Coordinators and Block Captains are City volunteers, and coordinate their efforts with our Assistant City Manager.

Residents are encouraged to become part of their organized neighborhood group, under the direction of the appointed Block Captain. We ask that you welcome and assist your Block Captain as he/she contacts you. Please be willing to share personal information that may benefit your family in the event of an emergency. I believe that an important part of overcoming the effects of a disaster will be directly related to the trust and friendships we develop with our Block Captains and other neighbors.

Further information about this plan can be found on Layton City's web site [www.laytoncity.org](http://www.laytoncity.org) under the menu item "Are You Prepared?" You may also contact Jim Mason, Assistant City Manager, directly at 801-336-3830.

Sincerely,

J. Stephen Curtis  
Mayor

