COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

-------- DRAFT --------

Davis
C O U N T Y

PART I

BASIC PLAN

2024

THIS PAGE LEFT BLANK INTENTIONALLY

Davis County Government Approval

Transmitted herewith is the Davis County Comprehensive Emergency Management Plan (CEMP). The CEMP was developed through the collaborative efforts of Davis County Emergency Management (DCEM) and stakeholders from County departments, municipalities, and the Utah Division of Emergency Management (DEM).

DCEM appreciates the cooperation and support from all stakeholders that contributed to the development of the CEMP. DCEM, County departments, and supporting municipal and State organizations listed in this plan will review the CEMP for accuracy on a periodic basis.

The CEMP and its supporting documents have been approved for implementation by:

APPROVED Date: _____

_____
Bob J Stevenson (Chair)
Board of Davis County Commissioners

_____
Lorene Kamalu
Board of Davis County Commissioners

_____
Randy Elliott
Board of Davis County Commissioners

ATTEST:

_____
Brian McKenzie
Davis County Clerk

RECORD OF DISTRIBUTION

Name	Title	Agency	Date Delivered	Number of Copies
			MM/DD/YYYY	

RECORD OF REVISION

Section Title	Revision Summary	Date	Revised By (Name)
		MM/DD/YYYY	

Table of Contents

1 INTRODUCTION

1.1 Purpose

The Comprehensive Emergency Management Plan (CEMP) establishes the framework through which Davis County (the county) will respond to, recover from, prepare for, and mitigate against all hazards that threaten the county. The CEMP consists of this base plan, support annexes, and hazard-specific annexes. It describes the comprehensive integration and coordination of all levels of municipal, county, state, and federal government, volunteer organizations, non-profit agencies, and the private sector.

> **National Incident Management System Compliance**
>
> Response and recovery coordination structures in the base plan are designed to reflect the National Incident Management System (NIMS), which the County has adopted via Davis County Resolution 2005-388 of December 13, 2005. NIMS is also adopted by the entire State via Utah Governor Executive Order 2004-0012.
>
> As defined in the *National Incident Management System, 2017,* the core components of NIMS include:
>
> - **Resource Management:** Standard mechanisms to systematically manage resources (e.g., personnel, equipment, supplies, teams, and facilities) both before and during incidents, to help organizations more effectively share resources when needed.
> - **Command and Coordination:** Leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels, and an explanation of how these structures interact to manage incidents effectively and efficiently.
> - **Communications and Information Management:** Systems and methods that help ensure incident personnel and other decision makers have the means and information they need to make and communicate decisions.

Objectives supported by the base plan include:

- Reduce the vulnerability of citizens and communities within Davis County to loss of life, injury, damage, and destruction of property during natural, technological or human-caused disasters and or emergencies.

- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies and disasters.

- Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.

- Assist communities and citizens within Davis County in recovering from emergencies and disasters by providing for the rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.

- Establish a comprehensive emergency management system that addresses all facets of emergency preparedness, mitigation, response, and recovery, and in the aftermath of emergencies.

1.2 Scope

The CEMP is all-encompassing, covering any incidents or events occurring within Davis County's geographic boundaries. The CEMP extends its reach beyond Davis County itself, encompassing events that could impact the county, regardless of their location or scale. This includes occurrences in neighboring areas, large-scale events across the State of Utah, or any situation where Davis County may be called upon to provide mutual aid. This plan provides the framework for Davis County Emergency Management (DCEM) to seek assistance from the State of Utah Division of Emergency Management (UDEM) during response, recovery, and mitigation, when the scope of the disaster exceeds local and county capabilities.

The **base plan** serves as a comprehensive framework for effective emergency management, encompassing coordination, command and control structures, roles and responsibilities, procedures, and resource management. It is designed to guide our response, recovery, preparedness, and mitigation efforts for all types of hazards and incidents that may impact our organization.

- The **functional annexes** describe essential supporting aspects that are common to all incidents
- The **hazard-specific annexes** describe unique characteristics, actions, and considerations for specific hazards.

1.3 Mission Areas

The CEMP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The CEMP addresses disasters through the mission areas identified in the **National Preparedness Goal:** *Prevention, Protection, Mitigation, Response* and *Recovery*.

1.4 Authorities and References

The CEMP base plan and accompanying components are governed by multiple county, state, and federal authorities.

Federal

- *Robert T. Stafford Disaster Relief and Emergency Assistance*

- *Homeland Security Act of 2002*

- *Presidential Policy Directive / PPD-8: National Preparedness*

- *Homeland Security Presidential Directive / HSPD-5*

- *Pets Evacuation and Transportation Standards Act of 2006*

- *National Incident Management System*

- *National Response Framework*

- *Comprehensive Preparedness Guide (CPG) 101*

- *Emergency Operations Center How-to Quick Reference Guide*

State

- **Utah Code Annotated (UCA.) Section 53-2a, "Emergency Management Act."**

  - *Emergency Management Act § 53.2a*

- *State of Utah, Comprehensive Emergency Management Plan.*

Local – Davis County

- Davis County Code, Section 2 – Chapter 2.08, "EMERGENCY"

  - *Davis County Code § 2.2.08*

1.5 Agreements

When local emergency response resources become scarce, the County may need to seek additional resources from partners. The County can access outside resources through a number of mutual aid and intergovernmental agreements. Additionally, Davis County has entered into the Statewide Mutual Aid Act, *53-2a-3*; the Emergency Management Assistance Compact, *53-2a-4*; and the Interstate Emergency Responder Mutual Aid Agreement, *53-2a-5* for Catastrophic Disaster Response and Recovery.

2 COUNTY SITUATION

Davis County encompasses 633 square miles, of which 233 square miles are usable land. Antelope Island accounts for an additional 42 square miles and the remaining 358 square miles are submerged beneath the waters of the Great Salt Lake. As a result, Davis County holds the distinction of being the smallest county in Utah in terms of land area. Morgan County borders Davis County to the east, Salt Lake County to the south, Tooele County to the west, and Weber County to the north. The western half of Davis County is dominated by the Great Salt Lake, while the eastern edge is home to the federally owned Wasatch National Forest.

According to the 2020 census, Davis County is home to 362,679 residents, securing its position as the third most populous county in the state. This equates to a population density of roughly 1,200 individuals per square mile. Davis County is comprised of 15 municipalities, including Bountiful, Centerville, Clearfield, Clinton, Farmington, Fruit Heights, Kaysville, Layton, North Salt Lake, South Weber, Sunset, Syracuse, West Bountiful, West Point, and Woods Cross.
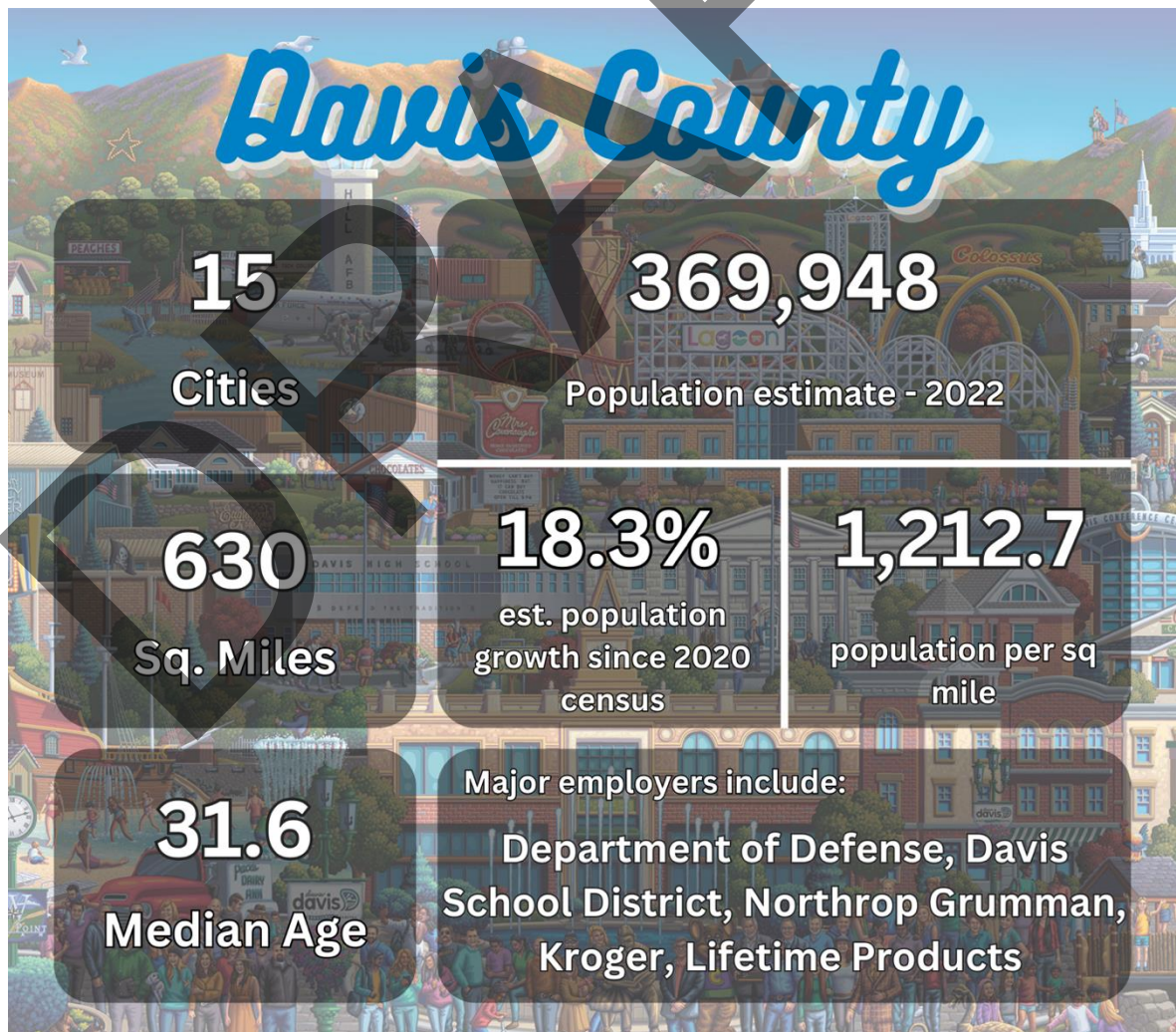

Figure 1 Davis County Infographic

2.1 Hazard Overview

The Davis County Hazard Mitigation Plan identifies the hazards that pose a risk to the County and details their potential impacts. Figure 2 provides an overview of those hazards.

Figure 2: County Hazard Overview
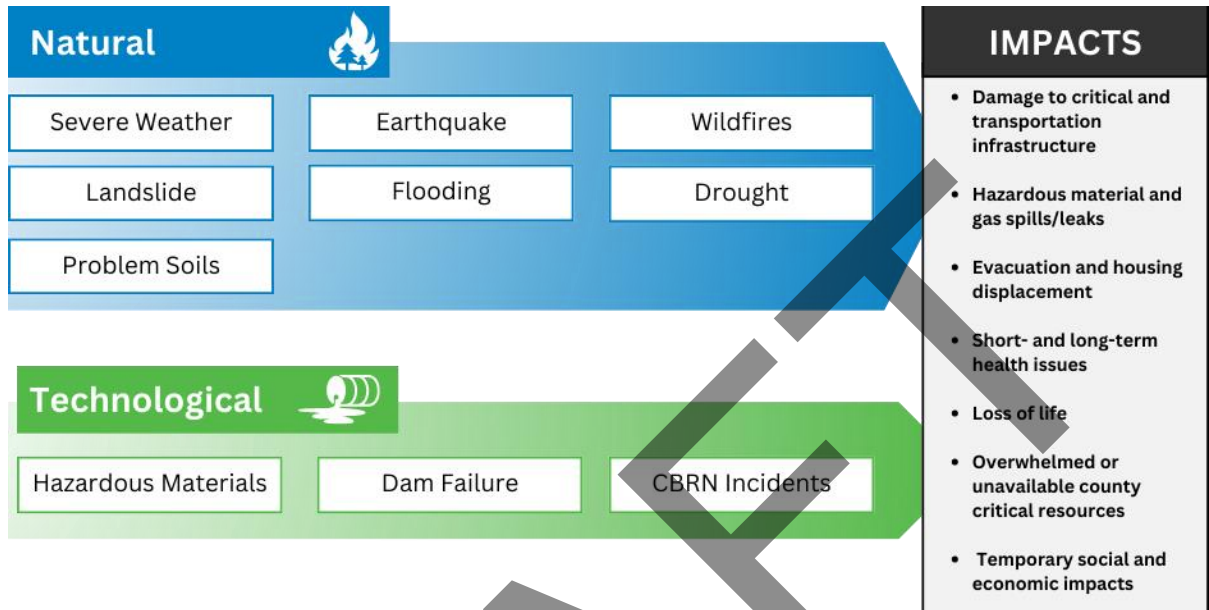
2.2 Hazard Analysis

Davis County is vulnerable to many hazards. All the hazards listed in **Table 1** *(page 12),* have the potential to disrupt the County's operations. These identified hazards have been assessed by risk and likelihood and ranked accordingly. Each hazard will be addressed further in detail in Part III - Hazard Specific Annexes. Some vulnerabilities and risks are based on the likeliness to occur and/or the probability of significant impact and/or estimated cost if it were to occur. When rating or conducting a hazard vulnerability assessment, we shall consider the following:

- National Risk Index (FEMA);
- Social Vulnerability Index (CDC);
- Historical or frequency of occurrence data;
- Potential for loss of life and/or injuries (fatalities and casualties);
- Potential for damage to property and/or the environment;
- Economic impact;
- Vulnerable populations;
- Capability to prevent, protect, mitigate, respond, and recover.

Hazard Type	*Probability	*Severity of Impact on Life and Property
Natural Hazards		
Earthquake	*Likely*	*Catastrophic*
Wildland Fire	*Highly Likely*	*Critical*
Flooding	*Possible*	*Critical*
Landslide	*Likely*	*Critical*
Problem Soils	*Possible*	*Negligible*
Drought	*Likely*	*Critical*
Severe Weather	*Highly Likely*	*Limited*
Technological Hazards		
Dam Failure	*Possible*	*Catastrophic*
Hazardous Materials	*Likely*	*Critical*
CBRNE	*Likely*	*Critical*
* Probability:	**Unlikely**	**Possible**	**Likely**	**Highly Likely**
* Severity of Impact:	**Negligible**	**Limited**	**Critical**	**Catastrophic**

2.3 Capability Assessment

Davis County shall continuously conduct capability assessments in an effort to prepare, mitigate, respond to, and recover from all hazards. Local response organizations and special operations teams often engage in identifying training and resource needs and gaps. Homeland security grants expended by Davis County are always within identified investments and to address core capabilities.

Figure 3: FEMA National Preparedness Goal

2.4 Planning Assumptions

Disaster situations pose a hazard to both life and property. Response to a hazardous situation by local emergency management officials requires an immediate assessment of the situation, followed by recommendations of the on-scene incident commanders to the Davis County Commissioners regarding the full or partial implementation of the CEMP. Only the Davis County Commission or Davis County Emergency Manager or their designee may activate this plan. This CEMP is based on the following assumptions and limitations:

- The emergency management command and coordination structure in Utah follows a bottom-up approach for resource allocation with escalation as resources are exhausted. This entails a progression from local municipalities to county, state, and then to the federal government.

- Disasters may occur with little or no warning and can escalate rapidly.

- Essential county services will be maintained as long as conditions allow.

- While outside assistance will be available for most major emergency and disaster situations affecting the county, it is crucial for the county to be prepared to carry out disaster response and short-term actions independently.

- Disaster relief from agencies outside the county may not be readily available, resulting in extended response times.

- The county maintains control over its resources, even when a State Emergency Declaration is issued by the Governor.

- An emergency will require a prompt and effective response and recovery operations by county emergency services, disaster relief, volunteer organizations, and the private sector.

- All key emergency response staff shall be trained and have experience in operating under the NIMS and Incident Command System (ICS) protocol.

- Each responding county agency will utilize existing directives and procedures when dealing with major emergencies and disasters.

- All or part of the County may be affected by any type of disaster, including environmental, technological, and civil emergencies that may require state and federal assistance.

- Significant increases in the local population during an emergency or disaster may present challenges in meeting the needs of nonresidents and other travelers.

- County communication and infrastructure may be destroyed or rendered inoperable during a disaster. Despite this, normal operations can still be effective if public officials, first responders, employees, volunteers, and residents are familiar with established policies, procedures, and emergency operations.

3 CONCEPT OF OPERATIONS

The concept of operations describes command and control structures, operations, and mechanisms the county utilizes to prepare for, activate, respond to, and recover from all hazards. All emergency and disaster incidents are unique; operations are guided by the scope of impacts and available resources and capabilities.

Davis County Emergency Management (DCEM) utilizes the Incident Support Model (ISM) as defined in the Third Edition of the National Incident Management System (NIMS). The ISM is a variation of the ICS structure that better addresses the mission and role of the Davis County Emergency Operations Center (EOC).

The County's Emergency Management Program is a comprehensive effort that requires county departments to work and cooperate effectively with many other governmental, nongovernmental, and private organizations. The county will work to protect life and property from the effects of emergency events by acting within the five mission areas identified in the National Preparedness Goal.
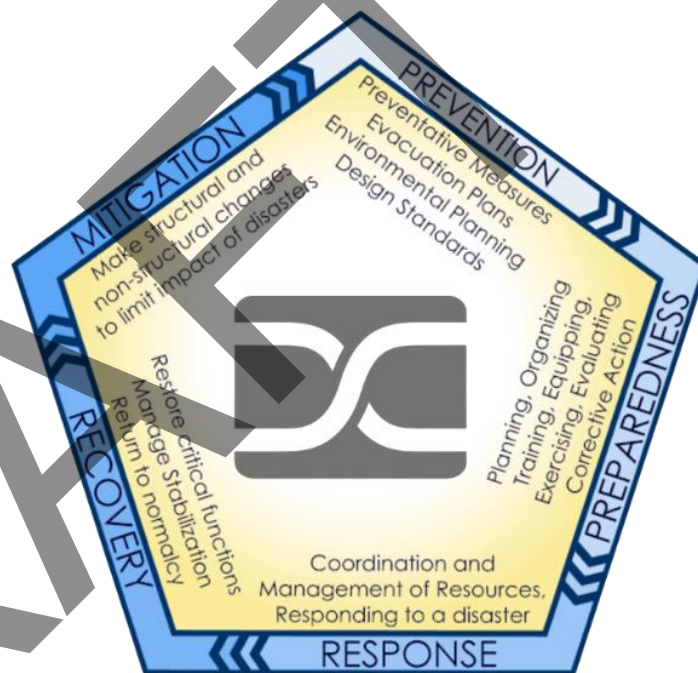
Figure 4: Mission Areas

3.1 Normal Operations

In the absence of a declared disaster or state of emergency, local emergency response agencies (EMS, fire, law enforcement, and public works) will respond to emergencies within their jurisdictions and will follow their agencies' standard operating policies and procedures. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of a state of emergency to enable them. DCEM monitors local emergencies and will provide EOC operational assistance as required. The County EOC activation levels may be escalated without a local declaration or a state of emergency to support local agencies in normal response or community emergencies.

3.2 Activation

Timely and effective life and property saving operations often depend on prompt identification and activation of resources during a disaster or emergency. This section provides an overview of operations that shall occur after identifying an occurring or imminent emergency or disaster incident.

ACTIVATION PHASE   *Figure 5: Activation Phase*

| Assess the emergency | Convene Policy Group and Senior Leadership | Determine which Emergency Facilities to Use | Staff the EOC |

Key Activities

- EM and first responders assess potential or actual emergencies to determine whether the CEMP should be activated, in coordination with the policy group.

- EM, first responders, the policy group, and the county commission determine which emergency management facilities should be used to support response.

- EM determines which organizational structures and staff need to be mobilized to support activated facilities.

- EM notifies personnel that they have been activated to support response.

3.2.1 Assess the Emergency

Municipal first responders are often the first agency to identify an imminent or potential emergency or disaster. Responding agencies on scene utilize coordination structures defined in NIMS to determine the scope of the incident. Considerations when assessing the extent or potential impacts include:

- Potential for loss of life or injury
- Potential damage to property, roads, electricity, water, and other infrastructure
- Amount of time before incident impact
- Potential economic disruption

Following an initial assessment, responding jurisdictions or first responders determine actions, including activation of resources, plans, communication, scaling up response operations, and coordinating with municipal and county emergency management as needed.

3.2.2 Convene Policy Group & Senior Leadership

Responding agencies use established communications channels to notify senior decision-makers, such as the Davis County Emergency Manager, the Davis County Commission, and the policy group, of imminent or occurring emergencies or disasters.

Monitoring for Emergencies and Threats

Dispatch Centers

Davis County is unique in that it has three Public Safety Answering Points (PSAPs), commonly known as 9-1-1 dispatch centers, that serve the residents of Davis County

- **Bountiful Dispatch –** Operated by Bountiful Police

- **Davis 911 Dispatch –** Operated by Davis County Sheriff's Office

- **Layton Dispatch –** Operated by Layton Police

3.3 Emergency Operations Center

An Emergency Operations Center (EOC) may be established or activated in cases where the situation is jurisdictional-wide or extremely severe. Furthermore, jurisdictions within the county may request assistance through DCEM.

The nature and scope of the incident determines the type of emergency coordination facility to be established. Upon activation of the EOC, the County Emergency Manager or designee will notify the agencies or departments responsible for coordination and staffing within the EOC.

If needed, an alternate EOC will be established at an alternate location. This move will take place in phases as the situation allows. A mobile command center vehicle is also available at the Davis County Sheriff's Office (DSCO) in the event that both the primary and secondary EOC sites are unavailable.

3.3.1   Activating the EOC

Upon identification or notification of a potential incident or receipt of a notification, DCEM is responsible for:

- Notifying the County Commission to discuss the potential for EOC activation.
- Determining whether or not to activate the EOC, either independently or at the direction of county leadership.
- Activating the EOC at the proper level based on the scope and size of the disaster or emergency.
- Notifying all relevant stakeholders and response partners of EOC activation through identified communications channels.
- Monitoring the emergency or disaster situation to escalate or de-escalate the EOC activation level.

The following County positions have the authority to activate the EOC or increase or decrease the level of activation:

- Davis County Emergency Manager or designee
- Davis County Commission or designee

3.3.2   Virtual/Hybrid EOC

The Davis County EOC has the capacity to be run as a Virtual EOC with members of the EOC working remotely, communicating, interacting and capturing information via internet cloud-based software and systems.

3.3.3   EOC Coordination

DCEM is responsible for emergency operations and coordination before, during, and after an event. Resource management and policy coordination take place in the EOC. Davis County's response to and recovery from an emergency and/or pending disaster is carried out through the Davis County Emergency Management Organization. *(See Figure 9)*

Separate jurisdictional EOC's may be established during situations of mass disaster or as otherwise needed. Municipal resources will be coordinated from each municipal emergency coordination facility by the appointed emergency services director from that jurisdiction. These municipal emergency coordination facilities will coordinate with the Davis County Emergency Manager or designee. If it is determined that the affected jurisdiction's capabilities are insufficient to provide the necessary disaster relief actions, the Davis County Emergency Manager may activate the CEMP and staff the EOC to provide supplemental disaster assistance that is within its capabilities. In this situation, the coordinated direction and control of the disaster activities will now fall under the joint responsibility of the jurisdictional emergency manager of the affected area and the county emergency manager.

3.4 EOC Activation Levels

Emergencies or disasters that could potentially affect Davis County are divided into three levels of activation to establish emergency operations. These levels are outlined in **Figure 6**. DCEM is constantly monitoring events within the county. DCEM staff is on-call at all times to monitor and follow up on situations, threats, or events within the county. The severity of an incident will determine the level of activation. Increasing or decreasing levels of activation will be directly decided by the county commissioners and the emergency manager. The EOC activation levels provide a means for a centralized response and recovery, with operational plans and activities focused on efficiency, quality, and quantity of resources.

Figure 6 EOC Activation Levels

EOC ACTIVATION LEVELS	
Level 3 – **Normal Operations/** **Steady State/** **Monitoring**	• DCEM conducting routine and ongoing coordination with other departments and agencies; developing and executing plans; training and exercises; and maintaining facilities and equipment. • DCSO 911 and other communication centers within the geographic County serve as the 24-hour dispatch communications center serving as a vital link between emergency services and the community in Davis County. • DCSO 911 monitors the county for public safety needs and notifies public safety staff of incidents. • Once notified of a threat, DCEM will begin sharing information with relevant partner agencies. • Lead, support, and partner agencies continue sharing information to enhance situational awareness.
Level 2 – **Partial Activation**	• Limited activation of specific roles and/or functions (*see section 4.5*) • Certain EOC staff roles/functions are activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident. • DCEM daily operations may be limited or suspended. • The EOC Director will coordinate briefings, updates, and meetings. • Lead, support, and partner agencies continue sharing information to enhance situational awareness.
Level 1 – **Full Activation**	• A majority of EOC staff roles and/or functions are activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat. • Lead, support, and partner agencies continue sharing information to enhance situational awareness.

3.5 Incident Support Model

The Davis County EOC is organized based on the Incident Support Model (ISM). The ISM is a variation of the ICS structure that separates the information management/situational awareness function from the ICS Planning Section. Furthermore, the ISM combines the functions of the ICS Operations and Logistics Sections and comptroller/purchasing functions from the ICS Administration/Finance Section.

EOC staff in jurisdictions or organizations that use an ISM structure typically focus exclusively on support functions rather than operations or managing actual response/recovery efforts. Similar to traditional ICS and ICS-like structures, the EOC Director of an ISM EOC is supported by personnel designated to key functions, subject matter experts, and technical specialists.
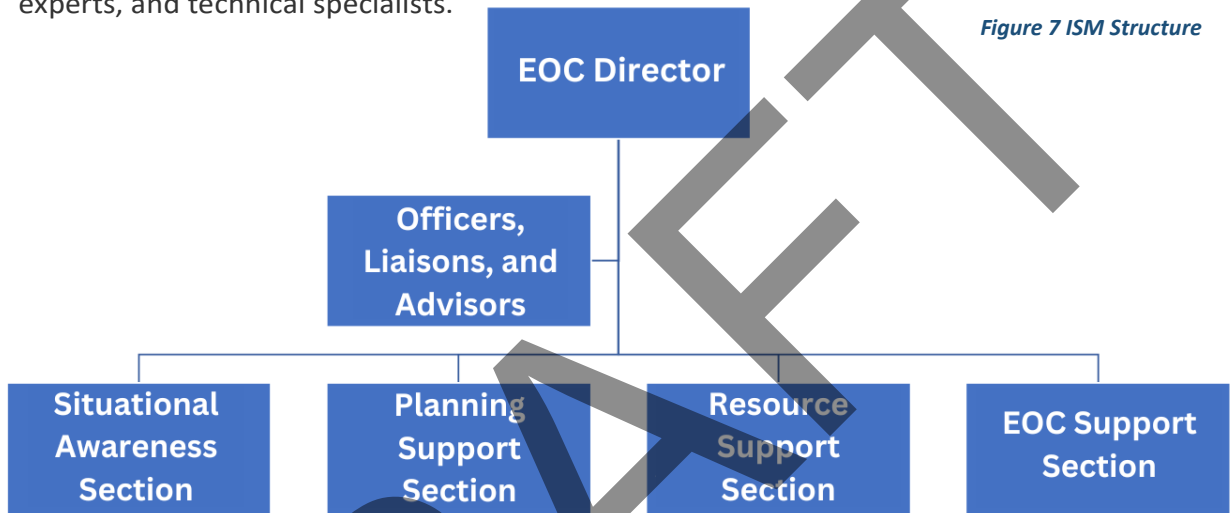
Figure 7 ISM Structure

```
                    EOC Director
                         |
              Officers,
              Liaisons, and
              Advisors
                         |
   ---------------------------------------------------
   |              |              |                    |
Situational    Planning      Resource          EOC Support
Awareness      Support       Support           Section
Section        Section       Section
```
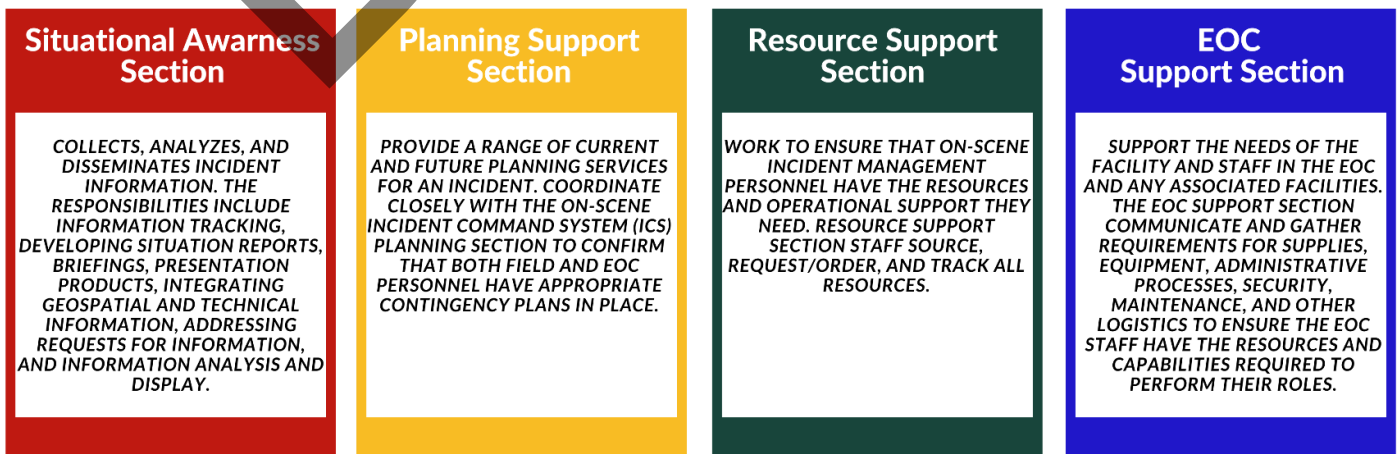
3.5.1 EOC Director's Staff

As with the ICS/ICS-like EOC Command Staff, the ISM EOC director's staff typically includes a PIO and may include others such as a Legal Advisor and a Safety Officer. The EOC director and director's staff set EOC tasks, work with senior officials to facilitate the development of policy direction for incident support, and ensure the dissemination of timely, accurate, and accessible information to the public.

3.5.2 General Staff

The general staff of an ISM EOC consists of 4 Sections: Situational Awareness Section, Planning Support Section, Resources Support Section, and EOC Support Section.

Figure 8: ISM General Staff

Situational Awareness Section	Planning Support Section	Resource Support Section	EOC Support Section
COLLECTS, ANALYZES, AND DISSEMINATES INCIDENT INFORMATION. THE RESPONSIBILITIES INCLUDE INFORMATION TRACKING, DEVELOPING SITUATION REPORTS, BRIEFINGS, PRESENTATION PRODUCTS, INTEGRATING GEOSPATIAL AND TECHNICAL INFORMATION, ADDRESSING REQUESTS FOR INFORMATION, AND INFORMATION ANALYSIS AND DISPLAY.	*PROVIDE A RANGE OF CURRENT AND FUTURE PLANNING SERVICES FOR AN INCIDENT. COORDINATE CLOSELY WITH THE ON-SCENE INCIDENT COMMAND SYSTEM (ICS) PLANNING SECTION TO CONFIRM THAT BOTH FIELD AND EOC PERSONNEL HAVE APPROPRIATE CONTINGENCY PLANS IN PLACE.*	*WORK TO ENSURE THAT ON-SCENE INCIDENT MANAGEMENT PERSONNEL HAVE THE RESOURCES AND OPERATIONAL SUPPORT THEY NEED. RESOURCE SUPPORT SECTION STAFF SOURCE, REQUEST/ORDER, AND TRACK ALL RESOURCES.*	*SUPPORT THE NEEDS OF THE FACILITY AND STAFF IN THE EOC AND ANY ASSOCIATED FACILITIES. THE EOC SUPPORT SECTION COMMUNICATE AND GATHER REQUIREMENTS FOR SUPPLIES, EQUIPMENT, ADMINISTRATIVE PROCESSES, SECURITY, MAINTENANCE, AND OTHER LOGISTICS TO ENSURE THE EOC STAFF HAVE THE RESOURCES AND CAPABILITIES REQUIRED TO PERFORM THEIR ROLES.*

EOC Policy Group

Director's Staff
Municipal Liaison(s)
Public Information Officer
EOC Safety Officer
Legal Counsel

EOC Director

Davis County Multi-Agency Coordination Group (DMAC)

EOC Support Section Chief
- Facility Support Unit
- Administration Support Unit

Resource Support Section Chief
- Finance/Admin Unit
- Operations Unit
- Logistics Unit

Planning Support Section Chief
- Demobilization Unit
- Documentation Unit
- Technical Specialists

Situational Awareness Section Chief
- Community Lifelines Unit
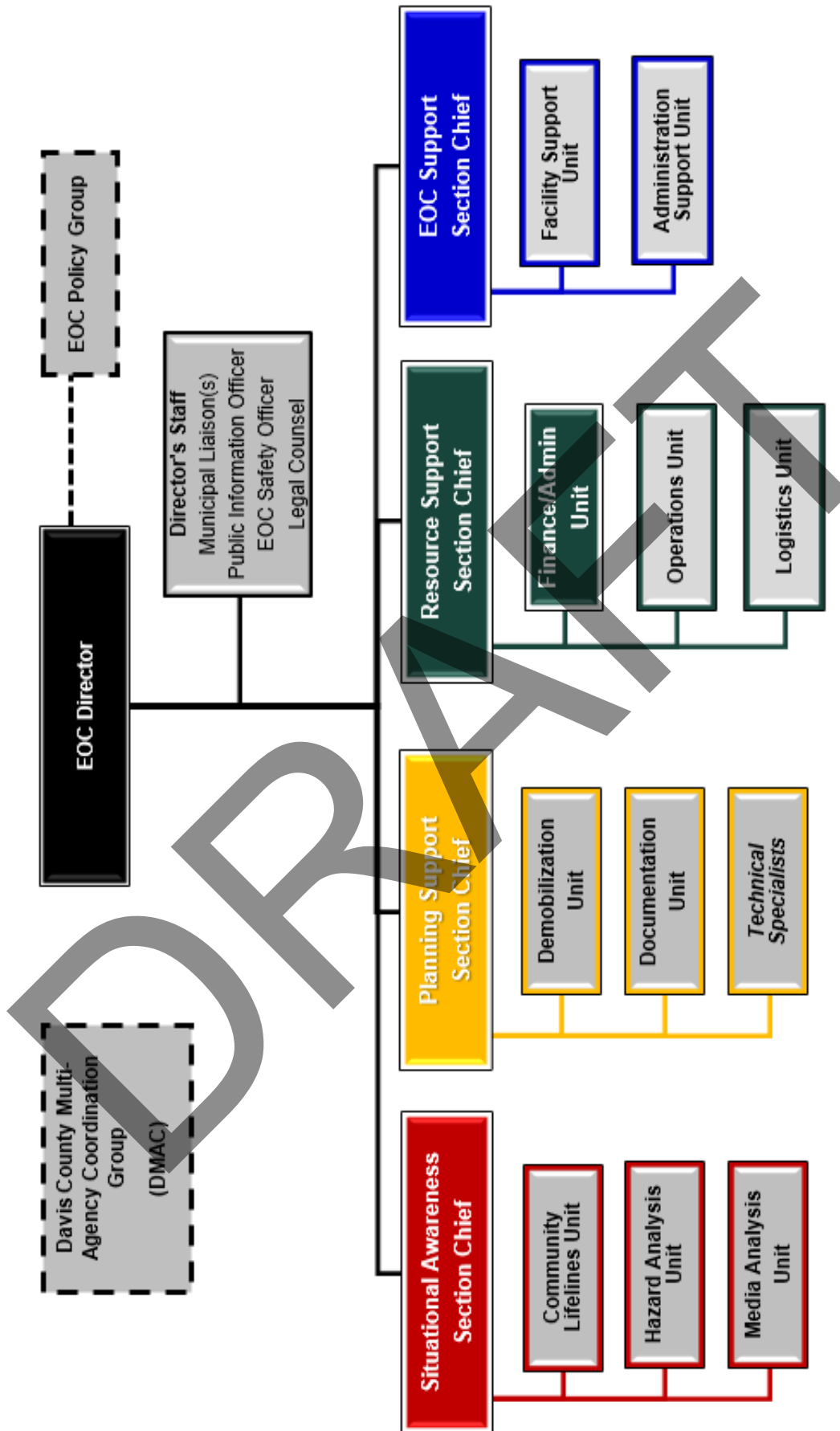- Hazard Analysis Unit
- Media Analysis Unit

Figure 9: Organizational Structure

3.7 Response

Response begins immediately after an incident occurs or is identified. Response operations often start at the municipal level, then expand to county, state, and federal support as the needs of the incident exceed capabilities. In compliance with **Homeland Security Presidential Directive 5**, municipal, special service district(s), county, state, and responding federal entities utilize NIMS as the coordination structure to facilitate command and control during response operations. An effective response depends on proper incident evaluation, rapid interagency coordination, and efficient utilization of available resources.

Response operations consist of immediate actions that save lives and prevent further property damage, such as fire suppression, food distribution, and communicating emergency public information. Municipal, county, and state agencies are responsible for executing these actions to limit the impacts of the incident on the affected community.

Figure 10: Response Phase

RESPONSE PHASE

Form a Common Operating Picture | Determine Incident Priorities | These activities are done simultaneously:
- Respond to the emergency
- Issue public warning and guidance
- Request resouces neccessary to support response
- Coordinate with partners
- Document response actions

Key Activities:

- First responders perform immediate life-saving and protective actions as they arrive on-scene of the incident.
- Incident Command directs first responders, supporting agencies, and the EOC to coordinate protective actions.
- EOC coordinates interagency information sharing to establish a common operating picture and maintain situational awareness across the response.
- EM, first responders, the JIC, and other supporting municipal and county entities provide warning and status updates to the community through various notification platforms.
- DCEM coordinates municipal and county agencies and organizations to conduct rapid damage assessments (RDA) and initial damage estimates to determine immediate response needs and begin to estimate monetary damages.
- The EOC Resource Support Section identifies and procures requested resources and coordinates distribution.

- Municipal and county agencies coordinate a request for a disaster declaration through the state if the disaster or emergency incident overwhelms municipal capabilities.
- The EOC Finance/Administration Unit and the Planning Support Section collect incident- related documentation.

3.7.1   Common Operating Picture

In critical situations, effective decision-making relies on a comprehensive understanding of the strategic environment. For first responders, elected officials, members of the policy group, and supply chain managers alike, maintaining robust situational awareness over real-time events is essential. A common operating picture facilitates situational awareness and information sharing and ensures incident leadership across all agencies can make effective and consistent decisions.

The EOC Director and the EOC Planning Support Section determine the procedures and integrated systems that municipal, first responder, and county entities utilize to establish a common operating picture. They include but are not limited to:

- Updates through phone, text, and email
- Recurring scheduled meetings providing status updates
- Development and dissemination of Situation Reports (SitReps)
- Information and data management tools

Establish a Common Operating Picture Early and Throughout Response

The common operating picture provides the foundation for information sharing and effective and timely response and recovery operations.

Failure to establish a common operating picture can be a primary factor in undermining response and recovery efforts.

Responding agencies share the following types of information to establish a common operating picture:

- Operational priorities
- Response metrics such as:
    - o Injuries and deaths
    - o Evacuees
    - o Estimated value of damages
- Status of resources ordered, received, and deployed
- Financial expenditures and encumbrances
- Scheduled meetings

As a common operating picture is established, responding agencies have the awareness to scale response resources and staff to better meet the needs of the incident.

3.7.2   Determine Incident Priorities

The EOC Planning Support Section, in coordination with other EOC sections, develops an **Incident Action Plan (IAP)** to organize the goals, priorities, resources, and staffing for response operations. The IAP is updated periodically (e.g., daily, weekly) based on the tempo of response operations. Elements of the IAP include

- Overall incident response goals and priorities
- EOC section goals and priorities
- Staffing
- Resource allocation
- Safety protocol
- Situation status updates
- Communications lists

Each of the EOC sections is responsible for developing the IAP elements and coordinating with the EOC Planning Support Section to provide any missing information.

In addition to the IAP, the EOC Planning Support Section may develop SitReps that provide a condensed summary of critical incident status information. SitReps are developed and distributed at a more rapid frequency (e.g., every 12 hours, every 24 hours) based on the tempo of response operations.

3.7.3   Prioritize Response Activities

The Davis County EOC sections are aligned with Community Lifelines to assess and prioritize the stabilization of critical infrastructure following a disaster. The EOC is informed the status of lifelines and support their restoration through:

- Conducting damage assessments
- Coordinating stabilization operations
- Utilizing functional area expertise to minimize disruptions

3.8 Recovery

In most disasters, recovery does not occur at a definitive point in time. It requires a transition of pace, staff, and operational rhythm that happens over time. The modular organization of DCEM allows for flexibility and scalability based on the county's short and long-term recovery needs.

3.8.1   Short-Term Recovery

Short-term recovery begins shortly after the incident occurs and may go on for days and or weeks. Short-term recovery addresses efforts to include supporting basic human needs, initial damage assessments, the restoration of basic infrastructure, and the mobilization of recovery organizations and resources.

Figure 11: Recovery Infographic
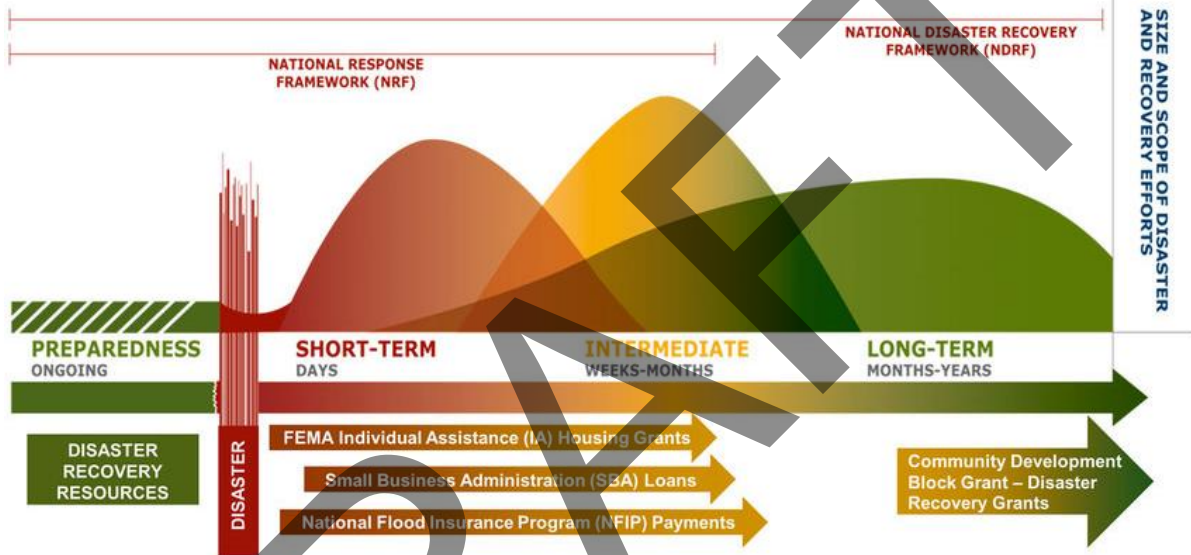
3.8.2   Long-Term Recovery

Long-term recovery refers to the weeks, months, and years following the incident and or disaster. This phase of recovery may address concerns such as cost recovery and reimbursement, revitalization of the impacted area, and reconstruction of damaged or destroyed structures and infrastructure.

3.8.3   Transition

As the needs for emergency operations begin to transition back into the normal operations, continuity of government, and/or recovery, or based upon the unique impacts of an emergency or disaster, strategic policy-level discussions will shift the priorities of the DCEM staff. During the transition into recovery, some DCEM members may remain active in emergency operations while others may transition back to their daily organizational duties and/or into a recovery organization established by county leadership. The EOC Director deactivates EOC staff as circumstances allow, and the EOC returns to its normal operations/monitoring. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by EOC staff, or those functions can be managed by individual organizations or can be absorbed into normal department operations.

4 Organization & Responsibilities

Local and county agencies and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintain significant flexibility in order to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Each agency and department are responsible for ensuring that critical staff are identified and trained at levels that enable effective implementation of existing response plans, procedures, and policies.

4.1 Davis County Government

The Davis County Government is governed by a three-member elected Board of Commissioners. In addition to the Board of Commissioners, there are eight elected officials that administer their offices. These officials include the Assessor, Attorney, Auditor, Clerk, Recorder, Sheriff, Surveyor, and the Treasurer.

Key Officials:

4.1.1 Board of Commissioners

The Board of Commissioners serve a term of four-years. Commissioners have general oversight to ensure compliance with Davis County rules, policies, and ordinances. Commissioners approve the adoption and amendments to the budget; they also serve as the legislative body and the property tax Board of Equalization.

4.1.2 Attorney

The Davis County Attorney's Office provides legal advice and representation to Davis County Government officials and departments. Additionally, the office is involved in preparing or reviewing contracts the county enters into.

4.1.3 Auditor

The Auditor serves as the Chief Financial Officer of the County, overseeing budget, accounting, finance, internal audit and purchasing functions.   In addition, they serve as the Director of Tax Administration, setting county tax rates, providing clerk functions for the Board of Equalization, and conducting real property tax sales.

4.1.4 Clerk

The Clerk of the County has the responsibility of administering State and Federal elections, providing clerk functions for the County Commission, maintaining and providing public access to the records of the County, and issuing marriage licenses to the general public. In addition, the office chooses to serve as a passport acceptance facility for the US Department of State's and Bureau of Consular Affairs.

4.1.5 Sheriff

The Sheriff has the authority to enforce all laws of the State of Utah. The Sheriff is responsible for the coordination of all search and rescue operations within Davis County.

4.2 Emergency Management Organization

The county's day-to-day emergency management function resides within the Sheriff's Office. In accordance with county policy and Utah State code, *"Each political subdivision of the state of Utah shall designate an emergency manager. An emergency manager shall: create a plan to coordinate emergency preparedness, response, mitigation, coordination, and other recovery activities; and coordinate with other emergency managers and officials to ensure efficient, appropriate, and coordinated emergency preparedness, response, mitigation, and recovery"*(**Emergency Management Act § 53.2a.1402**). Davis County Emergency Management is in charge of preserving the community's resilience in all-hazard emergencies by strengthening its core capabilities in the areas of prevention, protection, mitigation, response, and recovery.

4.3 Policy Group

The policy group may include representation from both elected and appointed executives with legal responsibilities. The policy group is responsible for the activities conducted within Davis County. The final responsibility for all emergency management decisions belongs to the elected official chairing the policy-making group. The policy group is responsible for all policy-level decisions.

4.4 Davis Multi-Agency Coordination Group (DMAC)

A multi-agency coordination (MAC) Group functions within the Multiagency Coordination System, which interacts with agencies or jurisdictions, not with incidents. MACs are useful for regional situations. When coordination of elected and special district agencies is necessary, the Davis Multi-Agency Coordination (DMAC) group may be stood up in support of information sharing, agency-level decision-making support, resource needs, etc. The emergency manager will designate an individual to act as the DMAC Group Coordinator who will coordinate these efforts.

The DMAC consists of agency administrators, executives, or their designees from stakeholder agencies or organizations impacted by and with resources committed to the incident. The DMAC Group may also include representatives from non-governmental organizations such as businesses and volunteer organizations. The DMAC group members do not represent a formal policy group but may issue agency-specific executive authorities, policy changes, local states of emergency, and the activation of various emergency plans.

4.5 Responsibilities by Function

Section	Agencies	Roles
EOC Director	DCEM - Emergency Manager	Responsible for the overall coordination of emergency response and recovery operations in the EOC by overseeing the implementation of the CEMP.
EOC Director's Staff		
Municipality Liaison(s)	*Determined by incident and location*	Represent jurisdiction and work with EOC to coordinate.
Public Information Officer	Davis County Sheriff's Office	Responsible for all communications with the media and general public
EOC Safety Officer	Davis County Sheriff's Office Davis County Human Resources	Provide safety guidance to the EOC Director for EOC operations.
Legal Counsel	Davis County Attorney's Office	Provide legal counsel and aid to the EOC Director and EOC.
EOC Command Staff		
EOC Policy Group	• County Commission • County Sheriff • County Attorney • County Auditor • County Clerk • County Health Dept • County HR Director • County Public Works	Provides policy-level, strategic, and resource decisions and guidance on priorities and objectives.
Davis County Multi-Agency Coordination Group (DMAC)	Agency administrators, executives, or their designees from stakeholder agencies or organizations impacted by and with resources committed to the incident. The DMAC Group may also include representatives from non-governmental organizations such as businesses and volunteer organizations. *Incident-Specific Representatives*	Coordinate information, activities, and other priorities that support the incident and EOC during an activation.

EOC General Staff		
Situational Awareness Section	**Lead Agency-** Davis County Sheriff's Office **Support Agencies-** GIS; Davis PSAP; Layton PSAP; Bountiful PSAP; ARES; CED; Information Systems; Rocky Mountain Power; DC Health Department; Assessor; Surveyor; Municipalities	Information collection, analysis, and distribution Validate information Analyze the impact on community lifelines Develop SitRep for EOC Process requests for information
Planning Support Section	**Lead Agency-** DCEM **Support Agency-** DC Heath Department; CED; Planning & Zoning; Municipalities	Lead EOC planning process EOC Action Plan Provides strategic guidance and recommendations regarding short- and long-term disaster recovery Support strategy and mission planning
Resource Support Section	**Lead Agency-** Davis County Public Works **Support Agency-** DCSO; South Davis Metro FD; North Davis FD; Municipalities.	Receiving, managing, and tracking resources and incident costs
Finance	**Lead Agency -** Davis County Auditor's Office	Manages all financial, administrative, and cost analysis aspects of the emergency or disaster.
EOC Support Section	**Lead Agency-** Davis County Facilities **Support Agency-** N/A	Provide resource support to the operational and logistical needs of the EOC Ensuring facility access and security Maintain infrastructure needs of the EOC

5 Direction, Control, & Coordination

The emergency response agencies of the community (EMS, fire, law enforcement, public works, public health) are the primary partners of the county in response to community emergencies and disasters. When local emergency response agencies cannot meet the event's immediate demands or require EOC functions, the Davis County EOC will be activated to the appropriate level.

DCEM coordinates resources to support response to major events when required. If the emergency exceeds the locally available resources of the emergency response forces, the county will request mutual aid under the statewide mutual aid agreement. The Davis County Emergency Manager may also request state assistance from Utah Division of Emergency Management (UDEM), which is the state agency charged with coordinating the State of Utah's response to disasters.

Coordination of the CEMP components will be as follows:

- This promulgated CEMP is effective immediately upon approval and implementation.

- All departments, agencies, and organizations involved in the implementation of this CEMP shall be organized, equipped, and trained to perform all designated responsibilities contained in this plan.

- All outside agencies are responsible for developing and maintaining their own internal operating and notification procedures.

- All responding organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and alerting those who are absent due to other duties or assignments.

- Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed. Unless directed otherwise, the release of information to the public or media will be handled through Davis County's Joint Information System (JIS).

- The safety of both the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety before any implementing decision, and safety will be constantly monitored during the operation.

5.1 National Incident Management System

DCEM's organization is structured in accordance with the National Incident Management (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

5.2 Incident Command System

The Incident Command System (ICS) is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The county will utilize ICS to manage resources and activities during an emergency response to communicate with other responding agencies using common terminology and operating procedures.

5.2.1 Incident Command

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

5.2.2 Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents, or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity and functions under single Incident Action Plan (IAP).

5.2.3 Area Command

During a situation involving multiple incidents, an Area Command may be established to provide for incident commanders at separate locations. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an operations function.

5.2.4 Incident Command Post

An Incident Command Post (ICP) is the field location where the Incident Commander operates, onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has tactical control of and authority over all resources at the scene.

5.3 Transfer of Command

Responsibility can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as Incident Commander to handle the ever-growing needs of the incident. Or, this may occur in reverse; when an incident reduces in size, the command can be passed down to a less qualified person, but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility, or the normal turnover of personnel due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command shall be announced on air to all personnel.

5.4 ICS/EOC Interface

The county's emergency operations structure is congruent with best practices for EOC activities and consists of a blend of FEMA's Incident Support Model (ISM) and the Emergency Support Function (ESF) model used by the State of Utah and the federal government. This model is used for all incidents, as it is flexible and scalable. This enables Davis County to organize government and emergency functions to enhance the county's response to all hazards.

The role of the DCEM is to provide coordination for the county's response and recovery activities. When jurisdictional EOCs require additional resources or assistance, they may make requests through the Davis County EOC. As county-wide resources are depleted and additional resources or support are needed, the EOC will make requests through the State of Utah EOC.

The policies, procedures, and plans of individual governmental, EOC lead and support agencies, and response entities complement and are congruent with the Davis County CEMP. Similarly, the Davis County CEMP complements and is congruent with the State of Utah Emergency Operations Plan.

5.5 Declaration Process

DCEM will monitor impending emergencies and actual occurrences. For those situations where a response is beyond the capability of Davis County, due to the severity or the need for special equipment or resources, the Emergency Manager will work with the County Commissioners to declare a State of Emergency and request assistance from the state through UDEM. For such, the Governor of Utah may declare a state of emergency activating state assistance (pursuant to the State of Utah CEMP, Davis County ordinance, and state and federal law). Further, where the response is beyond the capability of the state and county, the governor will request assistance from the federal government.

Utah Code Title 53, Chapter 2a, Part 2, Section 208 (**Disaster Response and Recovery Act)** authorizes Davis County to declare a state of emergency within its boundaries. All executive proclamations or resolutions shall indicate the nature of the emergency, the area or areas (including county-wide) threatened or involved, and the conditions creating the threat or emergency. The contents of such proclamations or resolutions shall be promptly disseminated to the public and filed with the Davis County Clerk. Copies shall be maintained in the Davis County Emergency Management office and the Davis County Attorney's office.

6 Information Collection, Analysis, and Dissemination

A primary objective of the Davis County EOC is the timely gathering of accurate, accessible, and consistent information during an emergency and sharing of vetted intelligence to ensure coordinated, timely emergency response and continuity of government. Status boards and other technologies for tracking emergency activities may be utilized. All DCEM EOC sections must maintain and display current status information so that other sections can quickly comprehend what actions have been taken, what resources are available, and track damage status across the county. Situation reports create a common operating picture and will be used to inform the operational objectives, priorities, and strategies.

6.1 Situational Awareness

While the Situation Awareness Section is primarily responsible for information management, the entire EOC organization must be aware of the current situation and new or updated information. All new or updated information incoming to the EOC will be reported to the Situation Awareness Section. Establishing and maintaining situational awareness consists of three major tasks:

1. **Gather data and information**

2. **Analyze data and information**

3. **Disseminate information**

Information obtained from internal and external sources should be verified to ensure accuracy, clarity, timeliness, and context. Information should be obtained from relevant internal and external agency representatives and community lifelines.

Analysis of data includes organization, comparing and contrasting data, overlaying data sets, trends, and consideration of root cause analysis and cascading impacts. Tools such as databases and geographic information services (GIS) are critical to data analysis. Subject matter experts may be needed to support data analysis, such as fire behavior specialists or HazMat specialists.

The dissemination of information must ultimately consider the information needs of the audience's desiring information, which will help identification of the type, depth, and format of the information provided. Sharing of information is primarily done through displays and reports. Displays can be established in the EOC using chart paper, printed products (such as maps), or electronic displays via projector or digital display/screen.

6.2 Joint Information System

Davis County may choose to establish an integrated Joint Information System (JIS) to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and disciplines with NGOs and the private sector. The JIS works to ensure the public receives a consistent and comprehensive message. The DCEM PIO works to set times for meetings, press releases, and other tools to enable unified communication to the public, incident personnel, the media, and other stakeholders. The JIS is not a single physical location, but rather is a coordination framework that incorporates the on-scene PIO with other PIOs who may be located at the JIC, EOC, or other coordination center.

6.2.1 Joint Information Center

As part of its JIS and based on the scope and impact of the incident, DCEM may establish a Joint Information Center (JIC). Establishing a JIC provides a central location where personnel with public information responsibilities perform critical emergency information functions, which may include external affairs, crisis communications, and public affairs functions. A JIC may be established at various levels of government, at the incident, or as a component of multi-agency coordination (MAC) or the EOC.

Figure 12: Joint Information System
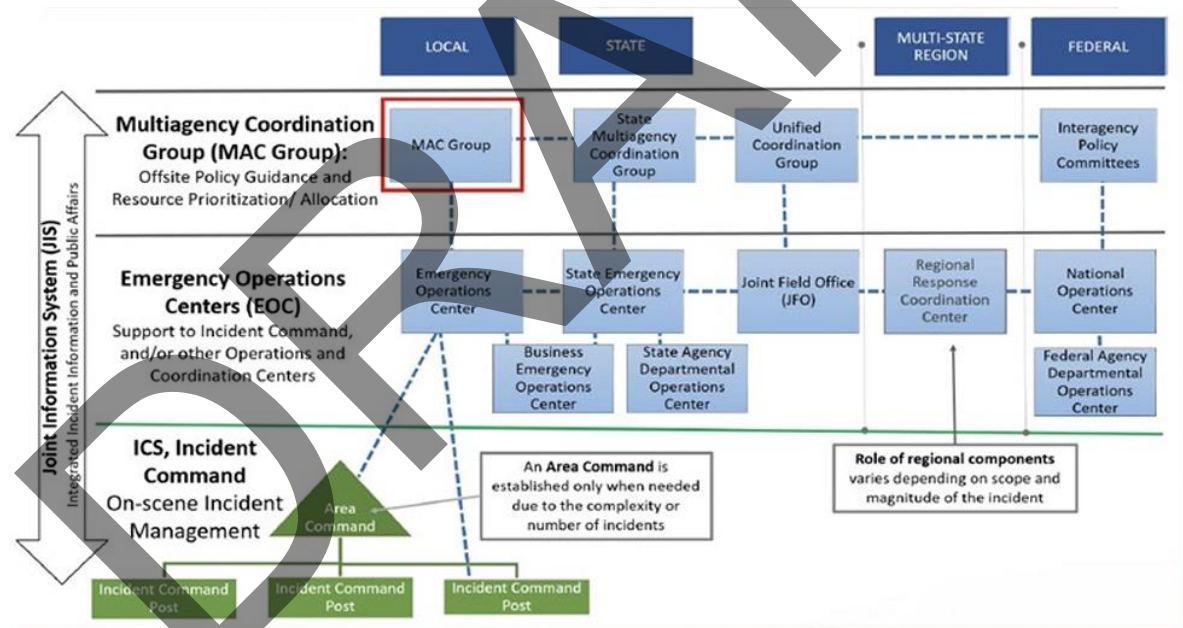
6.3 Community Lifelines

Community Lifelines are standardized categories of critical business and government functions essential to human health and safety and the community's economic well-being. They provide context to incident information and an understanding of incident impacts using plain language. By quickly determining the status of community lifelines early and throughout a response, we can establish incident priorities to stabilize the disruptions. Community lifelines should be used as an initial basis for situational assessment and identification of priorities.

Fundamentally, disasters will disrupt one or more community lifelines. As part of our situational assessment, we must identify certain essential elements of information (EEI) associated with each lifeline, including:

- What has been disrupted? (Lifeline/Component/Subcomponent)
- To what extent is the disruption? (Overall status and more detailed status of associated infrastructure)
- What are the impacts of the disruption (direct, cascading, and interdependencies)?
- What can be done to address the impacts of the disruption, as well as the root cause of the disruption? (temporary and/or permanent)
- What are our limiting factors to addressing the impacts and root cause of the disruption?
- What is the priority for stabilization?

These eight community lifelines are: **Safety and Security**; **Food, Hydration, Shelter**; **Health and Medical**; **Water Systems**; **Energy (Power & Fuel)**; **Communications**; **Transportation**; and **Hazardous Materials**. Each lifeline is composed of many subcomponents, and often rely on multiple government entities, businesses, and infrastructure sectors to function.
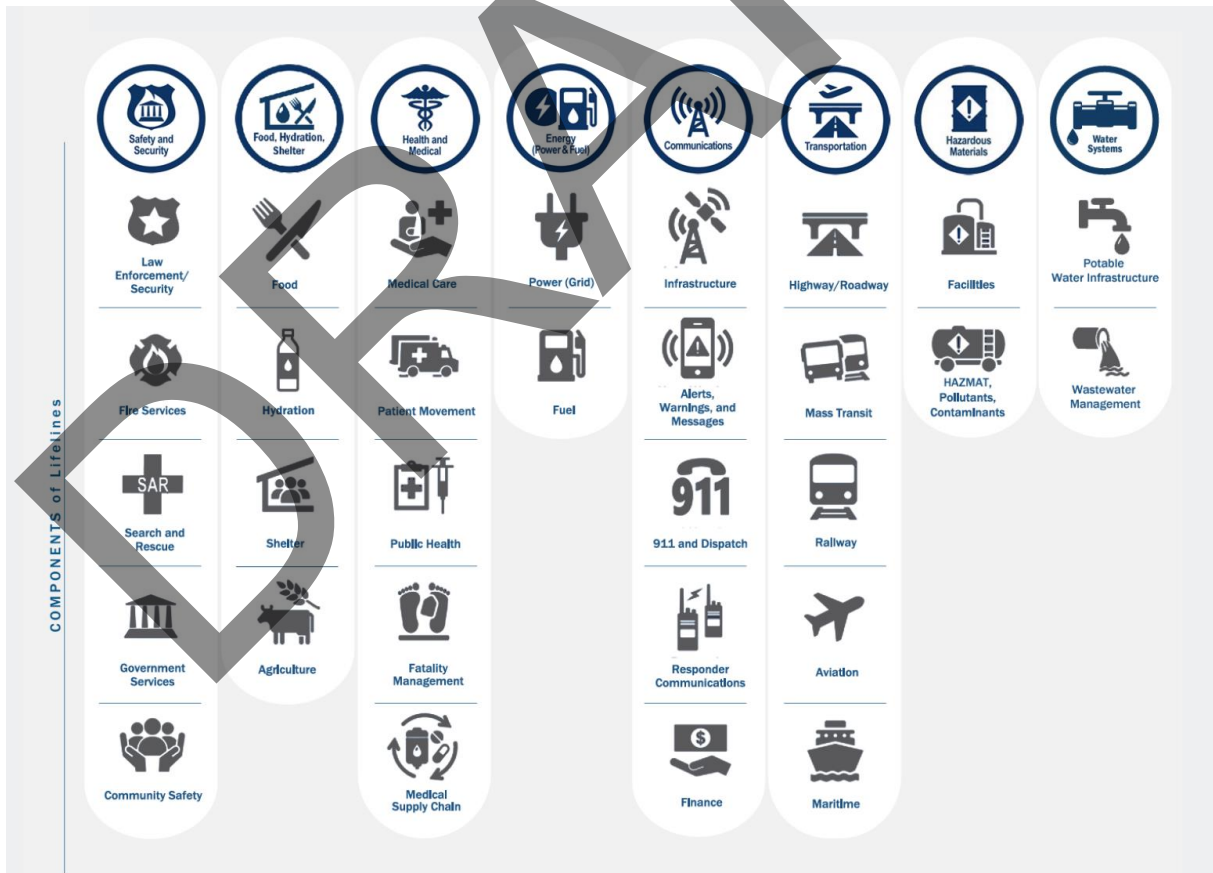

Figure 13: Community Lifelines & Components

Stabilizing community lifelines is the primary effort during response to lessen threats and hazards to public health and safety, the economy, and security. These lifelines are interdependent, requiring cross-sector assistance for stabilization. As a result of this interdependency, failures in one will cascade across to others. Monitoring the community lifelines throughout Davis County enhances the situational awareness of DCEM.

Figure 14: Application of Community Lifelines
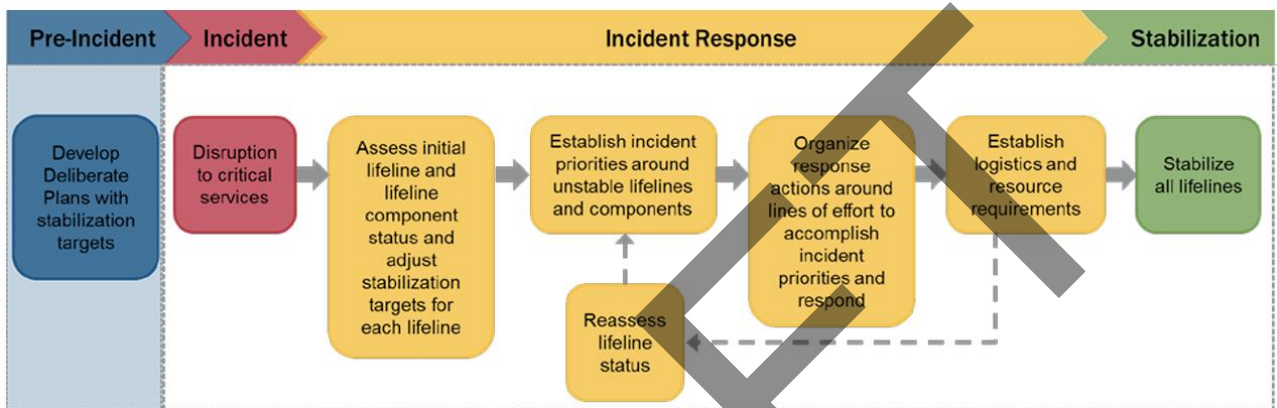
7 Communication

Communications are an important component of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communication. This section outlines the types of equipment/systems available for internal, external and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the following communications systems to ensure effective and operation communications between municipal personnel and with other jurisdictions.

Communications between community agencies occur through the use of several types of communications equipment including radios, cellular and landline phones, email, and satellite phones. In addition, UDEM and all counties within the state of Utah utilize WebEOC for internal and external notifications to provide situational awareness.

Public emergency communications range from the Wireless Emergency Alerts (WEA), Emergency Alert System (EAS), or NOAA Weather Radio (NWR). Additionally, the Integrated Public Alert & Warning System (IPAWS) may be utilized for emergency communications with the public. IPAWS integrates access to the EAS, WEA, and other communications means for delivery of alerts to people from national, state, local, tribal and territorial authorities. Successful alerting requires using multiple channels to ensure the largest portion of the public possible receives the alert message.

7.1 Communications Systems

Davis County is unique in that it has three Public Safety Answering Points (PSAPs), commonly known as 9-1-1 dispatch centers, that serve the residents of the County.

- Bountiful Dispatch – Operated by Bountiful Police
- Davis 911 Communications – Operated by Davis County Sheriff's Office
- Layton Dispatch – Operated by Layton Police

All three of these PSAPs utilize a statewide, interoperable 9-1-1 phone system, known as Vesta, provided by the Utah Communications Authority (UCA). Additionally, in conjunction with the police and fire agencies they dispatch for, utilize a statewide, interoperable radio system, also provided by UCA. Local, regional, and statewide radio talk-groups provide interoperable communications during large-scale events.

7.2 Alert & Notification

Emergency notification of community agencies is critical during times of emergency to ensure response partners have adequate time to prepare for an emergency and can assemble to respond to an emergency. The community has several means of notifying emergency response partners. In most situations, the community has the capability to warn departments and agencies on a 24-hour basis.

7.2.1 Notification of Key Officials

When an emergency requires the notification of key county officials, DCEM will utilize the following means as appropriate:

- Davis County AO Notification System (CodeRED)
- Email
- Landline/Cellular Phone
- Satellite Phone
- 2-Way Radio
- Face-to-Face Communication

7.3 Emergency Alert & Warning

Emergency alert and warning systems are designed to allow local authorities to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay emergency public information is immediate, the emergency manager and PIO will coordinate the development of public warning messages. The PIO will implement the dissemination of the messages via the public warning systems.

7.3.1 Public Warning

Public warning is accomplished using the following methods as appropriate:

- Emergency Alert System (EAS)
- Wireless Emergency Alerts (WEA)
- Local Access TV Station
- Community Website Notifications
- Social Media
- Variable Message Boards
- Reverse Telephonic Notification Systems (CodeRED, Rave Alert, etc.)

7.3.2 Persons with Access & Functional Needs

Access and functional needs populations will be warned of emergencies by available methods, including the following:

- Visually impaired: EAS messages on radio, sirens, NOAA Weather Radio, reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)

- Hearing impaired: Captioned EAS messages on television, TTY on reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)

- Non-English speaking: Language messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, other

8 Administration, Finance, and Logistics

The Davis County CEMP assigns lead and support agencies for all positions outlined within the County's emergency organizational structure. Each agency assigned a role is responsible for mobilizing existing personnel, equipment, materials, and supplies, as well as executing existing contracts. The Davis County Purchasing Policy, Section 400, must be followed by all county entities for all emergency expenditures. These specific emergency expenditure procedures take effect when a local state of emergency has been declared and may be further outlined in the verbiage included in the County's declaration of a local state of emergency or general emergency. All municipalities and non-county agencies will follow their agency-specific emergency purchasing procedures.

8.1 Documentation

All procurement and expenditures for DCEM will be documented. Receipts and invoices with justifications will be forwarded to the administration and finance staff of the respective county department. Once finalized by the department administration and finance staff, the documentation will be sent to the Davis County Auditor. The Auditor's Office will ensure all documentation is complete, recorded on appropriate forms, and proper in all respects. Reimbursement documentation will be consistent with all County financial procedures.

If the county receives a Presidential Declaration, DCEM will work with the auditor to submit appropriate paperwork for reimbursement of expenses and notify all pertinent departments of the process towards submitting for federal reimbursement. In the event that the county does not receive a declaration, the documentation will serve as a record of activity and expenditures.

8.2 Mutual Aid Expenditures

Mutual aid requests for Davis County are coordinated through DCEM as referenced in the **Statewide Mutual Aid Act (53-2a-3).** Emergency personnel deployed out of County in support of operations conducted under the provisions of the Statewide Mutual Aid Act must independently document all expenses associated with their deployment. Pre-established departmental expense and time accounting procedures should be used for this purpose. As per Utah State Code **53.2a § 308**, the cost of all mutual aid resources provided to another jurisdiction by Davis County will be reimbursed by the requesting jurisdiction upon receiving a bill for the resources supplied. Conversely, mutual aid resources requested by Davis County will be reimbursed by Davis County upon receipt of a bill unless other payment arrangements have been made.

9 Development & Maintenance

9.1 Plan Development

This Davis County Comprehensive Emergency Management Plan (CEMP) was developed in collaboration with stakeholders in a whole community approach in compliance with **Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Comprehensive Emergency Management Plans**.

Annexes to the CEMP will be developed in a whole community approach to augment this foundational document. The annexes are composed of Functional Annexes and Hazard Specific Annexes.

9.2 Plan Maintenance

This plan should be reviewed annually and updated as necessary. Maintaining and updating is the responsibility of DCEM. Each county department, outside jurisdictions, and outside agencies are responsible for reviewing and updating all tasks and responsibilities assigned to them as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations.