

Appendix Number 29
DISASTER RESPONSE PLANNING GUIDE

1. Disaster response planning should not be something apart from the every day activities of local operations. Normal day-to-day operations should be geared to function effectively in an emergency situation by making use of the same skilled staff, personnel, facilities, and equipment required for routine operations.
2. Following a disaster, Tremonton City's organizational responsibilities will be primarily the same as during normal operations (to protect life and City property); but Tremonton City's scope of responsibility may be dramatically enlarged, requiring implementation of emergency procedures until such time that actual normal procedures can be safely resumed. These emergency procedures are designed to:
 - A. Provide a basis for the conduct and coordination of operations and the management of critical resources during an emergency situation.
 - B. Establish a mutual understanding of the authority, responsibilities, functions and operations of Tremonton City during an emergency situation.
 - C. Provide a basis for contacting and incorporating into Tremonton City those public and private organizations having resources available to meet emergency requirements.
3. Tremonton City's Disaster Response Plan includes:
 - A. Compiling a list of resource agencies, both private and public, at all levels of government. This should include telephone numbers, addresses, radio broadcast bands, and names of organizations and personnel that can assist the City in conducting safety procedures in the event of an emergency.
 - B. Identifying local emergency broadcast systems and telephone numbers to receive direction in the event of an emergency.
 - C. Providing a basis for the direction and control of emergency operations.
 - D. Designating a meeting area that is safe and at which employees can congregate in the event of an emergency.
 - E. Making employees aware of basic emergency situations that may develop in and about the organization's location.

- F. Coordinating operations with the emergency services of other jurisdictions.
- G. Saving lives and protecting Tremonton City property.
- H. Repairing and restoring essential systems and operations.
- I. Continuing to practice emergency procedures on a routine basis by having drills and meetings that instill these procedures in the minds of employees.