

SALT LAKE COUNTY  
COUNTYWIDE POLICY  
ON  
**EMERGENCY MANAGEMENT**  
including  
**SUCCESSION DECLARATION PROCESS**  
**EMERGENCY MANAGEMENT PROCESS**

**Purpose -**

To provide direction for continuity in government by providing a procedure for succession in offices where elected officials or other key personnel are unavailable during the course of any major natural disaster or occurrence. In addition, this policy outlines emergency management organization and procedures as well as identifies training needs and the establishment of a county emergency preparedness committee.

**Authority -**

The process provided for herein is authorized pursuant to the authority provided local governments in regard to response and recovery from natural disasters, Utah State Code Annotated, and various sections under Title 17, U.C.A., providing for deputization, delegation of governmental authority, appointment and filling of vacant elective offices.

**1.0 Definitions**

- 1.1 Natural Phenomenon or Disaster- would include widespread damage, social disruption, injury, loss of life or property resulting from attack, technological hazard, earthquake, tornado, storm, flood, landslide, avalanche, forest or range fire, drought, epidemic, or other catastrophic event, or internal disturbance including a riot, strike, disruptive terrorism, prison break.
- 1.2 Unavailable- absent from the place of government during a disaster or natural phenomenon that seriously disrupts normal governmental operations; or unable because of physical, mental or legal reasons, or otherwise unavailable to exercise the powers and duties of an office during a disaster, whether or not the absence or inability would give rise to a vacancy of the office under existing constitutional or statutory provisions.
- 1.3 Absent- not physically present or not able to be communicated with via telephone, radio or telecommunications for 12 hours.
- 1.4 Interim Succession- intended to mean the temporary replacement or filling of offices within Salt Lake County government to meet the demands of emergency response as a result of a natural phenomenon or disaster, and the period shall not extend beyond that required to formally provide for the filling of a vacancy by current statutory and constitutional provisions, or until the officer or emergency interim successor earlier in the order of succession is available and which will not exceed thirty (30) days.

**2.0 Succession in Elected and Appointed Offices**

- 2.1 It is the specific direction of the Council of Salt Lake County that all elective offices and executive offices of County government provide for interim succession if the office holder or official is unavailable as defined by this policy.
- 2.2 Each elected official's office and each department within County government is instructed to provide a list of at least three (3) interim successors for each position in the order of succession to the Director of County Emergency Services and the Mayor/Council of Salt Lake County within ten (10) days after enactment of this policy and by July 1st of each year.
- 2.3 Delegation of interim successor's authority and power in elected offices other than the Council will be extended only to duly deputized deputies of those offices. An interim successor should be familiar with the duties of the office and the requirement of that office in an emergency or natural act or disaster.
- 2.4 The Council may continue to perform and govern as provided by law with a majority or more available Council members. Upon the unavailability of a majority or more, the legislative duties of the governing body will be performed by one Council Member. Upon the unavailability of all Council Members, Council designees, one designated by each Council member, may perform and govern as provided by law until one or more elected Council Members is available. Executive functions of the governing body can be delegated in advance pursuant to this policy through departments and other elected offices.
- 2.5 All future designees for elected officials, if not currently deputized, should be required to take an oath of office at the time of their designation which would be contingent upon the unavailability of the office holder as defined in this policy in order that their acts would be official acts of the governing body or respective positions. The County Clerk is directed to effectuate this procedure.
- 2.6 Emergency interim successors will exercise the powers and duties of the office until the vacancy is filled in accordance with the Constitution or statutes or the county officer, deputy or emergency interim successor earlier in the order of succession becomes available to exercise the powers and duties of the office.

**3.0 Declaration of Emergency**

- 3.1 A "local emergency" may be declared by proclamation of the Mayor for a period not to exceed 30 days. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers under the approved Emergency Plan of Salt Lake County as long as those actions are consistent with the requirements of that plan. If the emergency exceeds thirty-days, it must be declared by the Council.
- 3.2 The proclamation declaring the emergency will be filed with the County Clerk and will state the nature of the emergency, the areas threatened and various conditions that caused the emergency, and the initial period of the emergency.

- 3.3 All rules, orders and regulations promulgated subsequent to the declaration of emergency will have full force and effect of law during the emergency period immediately upon filing in the office of the County Clerk or upon compliance with the requirements of the emergency plan.
- 3.4 The declaration of emergency provided herein may authorize the request for assistance from the County Emergency Services Bureau, to the Division of Comprehensive Emergency Management at the State of Utah, and the Federal Emergency Management Agency or other appropriate agencies or groups.
- 3.5 Upon the declaration of the emergency the Salt Lake County Purchasing Agent or his interim successor or his designee is authorized to make emergency procurement pursuant to the requirements of the revised ordinances of Salt Lake County. Appropriate documentation and records will be maintained to meet the requirements of the County Emergency Services Bureau, the Office of Comprehensive Emergency Management and Federal Emergency Management Agency or other appropriate agencies or groups.
- 3.6 The emergency authority authorized pursuant to the declaration provided herein and State law will be without limitation except as declaration established limits and will be coexistent with emergency powers and authorities provided by State law.
- 3.7 All rules, orders, regulations, ordinances and resolutions promulgated subsequent to the declaration will have the full force and effect of law during the emergency period including all actions of interim successors lawfully holding office pursuant to the policy and ordinances of Salt Lake County.

**4.0 Emergency Management Procedures**

- 4.1 The Salt Lake County emergency operations plan will be incorporated into and made a part of this policy. Upon the declaration of an emergency or the occurrence of a natural act or disaster as defined herein, the emergency operations plan will be put into immediate effect.
  - 4.1.1 Addendum to the Emergency Operations Plan, elected offices, departments, and divisions, will develop supplemental operational plans incorporating the following:
    - 4.1.1.1 Procedures for communication and notification to designated response members.
    - 4.1.1.2 Elected Offices, departments, and divisions specification of organizational function roles and response designations.
    - 4.1.1.3 Internal agency policies specifying non-designated employee reporting requirements and procedures in the event of an emergency condition.

- 4.2 The Emergency Services bureau shall be responsible for and administer the Countywide policies and procedures relating to emergency management matters, including but not limited to continuity of government, emergency or disaster mitigation and response and recovery actions, activities and plans.
- 4.3 In order to protect life and property, the Emergency Services Bureau is authorized by the Mayor, and under the direction of the Fire Chief, to carry out in Salt Lake County, the measures as may be ordered by the Governor pursuant to Utah Code Annotated Section 63-5a-1, provided that no such action will be inconsistent with any order, rule, regulation, or action of the Mayor.
- 4.4 All responding offices of elected officials, departments and divisions of Salt Lake County government will have available a copy of the Emergency Operations Plan and be fully informed of their respective responsibilities of that plan.
- 4.5 Immediately upon the Declaration of Emergency, all essential records in regard to Salt Lake County will be preserved and all records in regard to the emergency response, including order, proclamations, procurement and contracts will be appropriately documented and maintained pursuant to the plan. The Salt Lake County Council Clerk will maintain all records of the governing body and record them immediately as they occur during the period of emergency declaration.
- 4.6 Pursuant to the requirements of the Emergency Operations Plan, all emergency personnel in the command structure including the Policy Group, and Emergency Support Functional Groups (ESF's) shall report to the Emergency Operations Center unless otherwise advised. The meeting place for the Policy Group is located at the Government Center, Room #N-1100. The Emergency Support Functional Groups will be in the Emergency Operations Center (E.O.C.) or such other locations, as the emergency requires. The Salt Lake County Fire/Emergency Services Bureau will manage, provide for, and coordinate the activities of the Emergency Operations Center.
- 4.7 The Policy Group may include the following:
  - 1) Mayor and Deputy Mayor
  - 2) County Director of Community and Support Services
  - 3) County Director of Human Services
  - 4) County Director of Public Works
  - 5) County Attorney
  - 6) County Auditor
  - 7) County Fire Chief
  - 8) County Public Information Officer
  - 9) County Sheriff
  - 10) Director of Contracts and Procurement
  - 11) Such individuals as assigned by the Mayor
- 4.8 In order to facilitate the delivery of all types of response assistance to county residents to help them deal with the effects of significant disasters, the Coordination/Operations Groups will be organized according to the following emergency support functions (ESF):

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- ESF 1 TRANSPORTATION PUBLIC WORKS (FLEET)  
Coordinates the use of transportation resources required to perform the emergency response, recovery and assistance missions.
- ESF 2 COMMUNICATIONS SHERIFF/VECC/ARES  
Coordinates and provides communications support and where necessary the establishment of temporary telecommunications support.
- ESF 3 PUBLIC WORKS/ENGINEERING PUBLIC WORKS (ENGIN)  
(Sanitation/Debris Removal/Engineering)  
Assist in needs related to lifesaving or life-protecting following a disaster. It may include technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of wastewater and solid waste facilities; and real estate support.
- ESF 4 FIREFIGHTING PUBLIC WORKS (FIRE)  
Manages and coordinates firefighting activities, including the detection and suppression of fires and providing personnel, equipment, and supplies.
- ESF 5 INFORMATION AND PLANNING P.I.O.  
Collects, processes, and disseminates information about a potential or actual disaster or emergency.
- ESF 6 HUMAN NEEDS HUMAN SERVICES/RED CROSS/  
ANIMAL SERVICES  
Coordinates activities involved with emergency provisions of shelters, emergency mass feeding, build distribution of coordinated relief supplies for victims of disaster and disaster welfare information.
- ESF 7 RESOURCE SUPPORT CONTRACTS AND PROCUREMENT  
Provide logistical and resource support. This includes emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.
- ESF 8 HEALTH AND MEDICAL SERVICES HUMAN SERVICES  
(HEALTH)  
Provides assistance in identifying and meeting the health and medical needs of victims of a disaster or emergency.
- ESF 9 URBAN SEARCH & RESCUE PUBLIC WORKS (FIRE)  
Provides support in location, extricating and providing for the immediate medical treatment of victims in collapsed structures.
- ESF 10 HAZARDOUS MATERIALS PUBLIC WORKS (FIRE)  
Provide support in response to actual or potential discharge and/or release of hazardous materials.

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**ESF 11 FOOD AND WATER****CONTRACTS & PROCUREMENT**

Identify food, water and ice needs after a disaster; includes obtaining appropriate food supplies, arranging for transportation to staging areas within the disaster area and distribution of food and water.

**ESF 12 ENERGY****PUBLIC WORKS/UTILITY REPRESENTATION**

Assists in coordinating efforts to provide emergency power and fuel to support response operations, as well as providing power ad fuel to normalize community functioning. Develops policies related to how utilities respond to fuel and power shortages.

**ESF 13 LAW ENFORCEMENT****SHERIFF**

Provides sufficient resources to maintain civil order under emergency conditions.

**ESF 14 LEGAL****COUNTY ATTORNEY**

Reviews local legal authorities and state statutes relating to emergency management. Provide legal council to Policy and ESF's Groups regarding emergency response and recovery activities.

**ESF 15 FINANCE****COUNTY AUDITOR**

Create a central management committee to oversee the emergency purchasing and reimbursement process. Maintains a disaster documentation system.

**ESF 16 FACILITIES****FACILITIES MANAGEMENT**

Coordinates the inspection and use of county owned/operated facilities to support disaster response and recovery operations.

**ESF 17 VOLUNTEERS****RED CROSS/VOAD**

- 3.9 During the period of Emergency Declaration as provided herein, public notice requirements of the Open and Public Meetings Act will be suspended for actions of the governing body. Public information and media communications during an Emergency Declaration period will be provided for in the Emergency Operations Plan.
- 3.10 It will be the responsibility of the assistant Fire Chief over the Salt Lake County Fire/Emergency Services Bureau to carry out the requirements of this policy. The Assistant Chief, or his designee, will serve as Chair of the Salt Lake County Emergency Management Coordination Committee. Such committee will meet as outlined by County Ordinance.

APPROVED and PASSED this 27 day of December, 2000.

BOARD OF COUNTY COMMISSIONERS  
OF SALT LAKE COUNTY

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Mark Shurtleff, Chair

ATTEST:

APPROVED AS TO FORM:

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Sherrie Swensen, County Clerk

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District Attorney's Office      Date