



## **Community Emergency Organizational Plan**

### ***Mission Statement***

*To harness the power of every individual through education, training, communication and volunteer service to make our community safer, stronger, and better prepared to respond to emergencies or disasters of all kinds.*

### **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 Emergency Manager or his designee, with the advice and counsel of 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 Pleasant Grove City 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 **Emergency Operations Center**;
- (2) **Areas** (*equivalent to Stake boundaries*) led by Area Coordinators (Stake Leadership);
- (3) **Neighborhoods** (*equivalent to Ward Boundaries*) led by Neighborhood Coordinators (Ward Leadership); and
- (4) **Blocks** (6 – 10 homes on a street) led by Block Captains that have been assigned by Neighborhood Coordinators.

Pleasant Grove City is committed to principles of effective emergency management to provide quality emergency response 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, Pleasant Grove 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. Be prepared to take care of yourself, your family and your neighbors during the first critical hours/days following a disaster.
5. Serving as a Block Captain or Neighborhood Coordinator, or getting to know your Block Captain and participating in Block and Neighborhood preparedness activities
6. Taking the Community Emergency Response Team (CERT) course offered through the City or other organizations, to learn how to effectively help family and neighbors during and emergency or disaster; (Contact 801-785-3506 to inquire about CERT training or check the [www.plgrove.org](http://www.plgrove.org) website under the Police tab-CERT for future training dates.

## **Community Organization**

Every citizen is encouraged to participate in the Block/Neighborhood/Area planning and organization efforts using the Block Captain model. The City is divided into “**Areas**”, which use the same boundaries as LDS Stakes. Each **Area** is divided into 5-10 “**Neighborhoods**”, which use the same boundaries as LDS Wards.

Pleasant Grove City respects and recognizes all people regardless of faith. However, the City will use the LDS Church’s geographic divisions as the simplest and most effective way in which to divide the City into manageable areas of emergency management. It should be clear that although Pleasant Grove City is choosing to use these divisions and the leadership in these respective boundaries, it is expected that the Block Captain assignments will represent all residents living within their geographic boundary regardless of religious affiliation.

The City has asked the LDS Stake Presidents to assist in identifying an “**Area Coordinator**” for each Area (Stake). Area Coordinators are trained by Pleasant Grove City and are responsible to appoint and train “**Neighborhood Coordinators**” who appoint and train “**Block Captains**”. Those who serve as Area, Neighborhood and Block Captains function as a Pleasant Grove City volunteer, and as such, serve without regard to religious affiliation.

Pleasant Grove City encourages each “**Area**” (Stake) 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 Coordinator. During an emergency, Area, Neighborhood, 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 Areas, Neighborhoods, and Blocks, Pleasant Grove City will be better able to communicate with and assist the citizens of our community during a major emergency event.

### **Area Coordinators, Neighborhood Coordinators and Block Captains**

All Coordinators and Block Captains as defined herein serve as volunteers, and not as agents of Pleasant Grove City. Coordinators, Block Captains and individuals within 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 87 East 100 South, or by calling (801)785-3506 for non-emergencies 911 for emergencies.

### **Area Coordinator Responsibilities**

1. Attends or is represented at regular training/coordination meetings held by the City and functions as a liaison with the City Emergency Operations Center (EOC);
2. Coordinates volunteer activities within the Area boundaries;
3. Appoints Neighborhood Coordinators within the Area and sees that they are trained and functioning;
4. Holds meetings as necessary with Neighborhood Coordinators to disperse information and conduct training;
5. Directs Neighborhood Coordinators to prepare an inventory of resources and special needs within the various Blocks of their Neighborhood;
6. Promotes individual and family preparedness within the Area (Stake);
7. Becomes CERT trained, and encourages and tracks CERT training and team organization among citizens within their Area (Stake);
8. Serves as a communication link between the Area (Stake) and the Pleasant Grove Emergency Operations Center communications network;
9. Informs the Pleasant Grove EOC of casualties, damages, needs, and available resources with the Area (Stake) during an emergency;
10. Identifies appropriate facilities within the Area (Stake) as possible emergency shelters.

### **Neighborhood Coordinator Responsibilities**

1. Coordinates volunteer activities within Neighborhood (Ward) boundaries;
2. Receives training provided or arranged by Area (Stake) Coordinator;
3. Maintains and distributes an updated map of all citizens living within the Neighborhood;
4. Promotes individual and family preparedness within the Neighborhood (Ward)
5. Divides the Neighborhood into functioning Blocks; appoints and trains Block Captains; hosts initial meetings with Block Captains to help them understand their purpose;

6. Directs Block Captains to survey citizens within their assigned Block and prepare in advance an inventory of contact information, resources/training and special needs and coordinates this information as needed with Area (Stake) Coordinator;
7. Becomes CERT trained and encourages, coordinates and tracks CERT training and team organization within the Neighborhood;
8. Serves as a communication link between the Area (Stake) and Block Captains; functions during an emergency as guided by the Area (Stake) Coordinator;
9. Serves as a resource to Block Captains.

### **Block Captain Responsibilities**

1. Receives instruction from the Neighborhood Coordinator, and in turn trains citizens in their Block through periodic meetings and/or socials;
2. Surveys citizens in their Block to gather information that will be helpful during an emergency such as; contact information, special needs, family size, ages, training, skills, emergency equipment, resources, etc. and shares with the Neighborhood Coordinator (Ward) as needed;
3. Recruits assistants to act as Block Captain for redundancy of this position;
4. Becomes CERT trained and encourages and tracks CERT training among citizens within their Block;
5. Promotes individual and family disaster preparedness within the Block;
6. Acts in a declared emergency as guided by the Neighborhood (Ward) Coordinator;
7. Is primarily concerned with keeping track of individuals in the Block 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 Block in a declared disaster;
8. Requests assistance from and provides available resources to the Neighborhood (Ward) Coordinator;
9. Establish communication procedures with members of Block (i.e. runners, two-way radio, Ham radio etc.);
10. Periodically test communications procedures;
11. Serves as a communication link between the Neighborhood Coordinator (Ward) and residents in the Block;
12. Designate a staging area within assigned Block and instruct all Block members to report to the staging area as soon as possible following a disaster;
13. Serve as a resource to citizens in the Block;
14. Educate Block members about information that is needed, should the Block Captain not be able to respond immediately and to whom they should communicate those needs and the communications procedures;
15. Adopt the “Everyone a Block Captain” philosophy of sharing information.

### **Requesting Help and Providing Assistance**

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

**Block Captain**



**Neighborhood Coordinator (Ward)**



**Area Coordinator (Stake)**



**Pleasant Grove City EOC**



**Utah County**



**State of Utah**

## **Communications**

During a major emergency, it is likely that telephone systems will fail. In that event the Pleasant Grove City NET utilizing the HAM radio system will be used for communications between the Area (Stake) communications and the Pleasant Grove City EOC to provide assessment information, request for help and/or to offer assistance. Pleasant Grove City will hold periodic radio training and practice sessions with Area Coordinators.