



## **Neighborhood Emergency Plan**

Section:\_\_\_\_

Group:\_\_\_\_

**April 2025**

# Bluffdale Neighborhood Emergency Plan

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# Bluffdale Neighborhood Emergency Plan

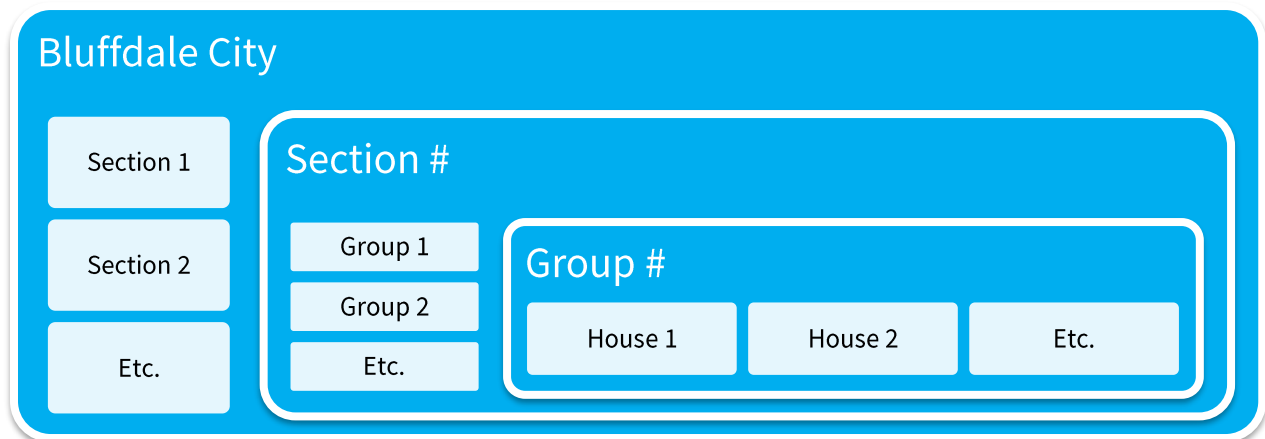
## Purpose

The purpose of the Bluffdale Neighborhood Emergency Plan (Plan) is to help the residents of Bluffdale City understand:

1. How to prepare for and respond to an incident or disaster that affects their neighborhood.
2. How they can help the City's Emergency Responders assist their family and neighbors in a timely, safe, and efficient manner.
3. How to become self-sustaining for **at least a week** in the event of an emergency, with the possibility of it extending to weeks and months.

## Organization and Definitions

### The Plan Organization



Bluffdale City is currently organized into **Sections**. Each Section is divided into multiple neighborhood **Groups**. Each Group contains approximately 8-12 **Households**.



In an emergency, the Plan is organized to help families first, progressing up to assisting the City.

# Bluffdale Neighborhood Emergency Plan

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## The Plan Definitions

### Community Emergency Response Team (CERT)

**CERT** classes are offered once a year. Bluffdale City CERT training includes Disaster Preparedness/Organization, Disaster Psychology and Terrorism, Fire Safety and Disaster, Disaster Medical, Light Search and Rescue, and a Test and Practice Drill. It is important to have the skills to take care of yourself, family, and neighbors when Emergency Responders may be delayed.

### Communication Specialist

**Section Communication Specialists** are people willing to perform communication activities and should have an amateur radio (HAM) license. They are primarily responsible for communications within a Section and for facilitating communications between the Emergency Operations Center (EOC) and Section Leaders in an emergency or disaster. Only trained and recognized HAM operators assigned to Sections by the EOC communicate with the EOC and will use specific radio frequencies. Communications Specialists should attend the Bluffdale Emergency Radio Service Club (BEARS) meeting each month for training. Refer to the following website for additional information about BEARS: <http://bluffdaleham.yolasite.com/>. The Section Communications Specialist may also perform other specific communication functions within the Sections. The Section Communications Specialist should establish a method of communication (e.g. social media, FRS/GMRS radios, or any other form of communication the specialist sees fit) for the entire Section including each group.

### Emergency Operations Center (EOC)

The Bluffdale City **EOC** is located at City Hall, 2222 West 14400 South, Bluffdale, UT 84065. The Bluffdale City Emergency Operations Manager or designee directs the EOC and provides or recommends resources as needed to the Sections.

### Group

A **Group** is a designated area of households within a Section. Groups are defined by geographic area and accessibility by the Section Leader. The Section Leader and Group Leaders can redefine Groups according to need. Each Group should have a designated Group Meeting Place where all members of the Group can meet.

### Household

A **Household** typically consists of a family unit. However, there can be more than one Household in one home. For example, a mother-in-law apartment, a basement apartment, or other space where another individual or family lives would be considered a separate Household.

### Neighborhood Assessment Form (NAF)

The **NAF** is used for assessing needs at each home (2 homes per page). This form does not address urgent needs during an incident but is completed and sent to the Section Leader as soon as possible after the incident has stabilized. (page 9)

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## Runner

A **Runner** is a person(s) on foot, bicycle, motorcycle, all-terrain vehicle (ATV), horse, or whatever means the situation requires and allows. Runners under the age of 18 or Runners crossing dangerous ground should be sent in pairs.

## Section

A **Section** consists of multiple groups and is designated by the City. Sections are determined by natural boundaries and neighborhoods. See the Section map on page 16 of this Plan to locate your Section or go to <https://bluffdale.gov/neighborhood-emergency-plan>.

## Scribe

A **Scribe** provides written documentation of communications and activities. It is important to document all aspects of the disaster. A Scribe is needed for each Group and Section. A notebook, communication forms, and pencils/pens/markers should be available for the Scribes to use. Please refer to the Scribe Response Checklist on page 12.

## Preparation Goals

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### Individual and Family Preparation

1. Increase your **water storage** so that you have at least 14 gallons per person (one gallon a day per each person for two weeks). Increase your **food storage** so that you have at least a one (1) week supply up to a three (3) month supply or more of non-perishable food for each person.
2. **Practice** your emergency plan and using your emergency equipment.
3. Be prepared to take care of your family's needs for **at least one week** in your home or **96 hours** if you have to evacuate. This includes but is not limited to:
  - A. An emergency kit for each family member.
  - B. Medical supplies, including prescriptions with labels that include dosage.
  - C. Specific actions needed for family members with special needs; see [www.ready.gov/people-disabilities](http://www.ready.gov/people-disabilities).
  - D. Tools, fuel, and alternative heat sources.
  - E. Preparing your home for sheltering in place, including planning for sanitation if household tap water is no longer available.
  - F. Having a plan for your animals [www.ready.gov/pets](http://www.ready.gov/pets).
  - G. Teaching your family what your family plan is and its purpose.
  - H. **Much more!** Helpful information on how to prepare, including how to store water and food, can be found at: [www.bluffdale.gov/EmergencyPrep](http://www.bluffdale.gov/EmergencyPrep), [www.beready.utah.gov/family-preparedness/12-areas-of-preparedness/](http://www.beready.utah.gov/family-preparedness/12-areas-of-preparedness/). ***This preparation is an ongoing and important process. Taking it seriously will have a huge impact on your family in an emergency.***
4. Become familiar with the various ways to **communicate** during an emergency:

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- A. Register your **cell** phone number with Valley Emergency Communication Center (Bluffdale’s emergency dispatch) through their website [Sign Up - Smart911](#). When it is necessary for Bluffdale City to communicate with you in an emergency, this dispatch will automatically call the **landlines** and the **preregistered cell phone numbers** in the affected area.
  - B. Sign up for alerts from Bluffdale City at [Notify Me • Emergency Alerts](#) to receive local emergency information, including evacuation notices, shelter locations, etc.
  - C. Know how to text—it often works when you can’t make a normal call on your cell phone.
  - D. Send a runner with a message to your Group Leader or Group Meeting Place.
  - E. Establish an out-of-state contact to help separated family members communicate.
  - F. Establish a family meeting place outside your home for when it is unsafe.
  - G. Have a battery-powered radio so you can tune in to Emergency Alert Radio Systems such as KSL 1160 AM or KSL 102.7 FM for specific instructions regarding emergencies.
5. Become CERT trained. ***This is especially helpful for Group and Section Leaders.***

### Group Preparation

1. Appoint a **Group Leader** and several assistants.
  - A. In an emergency, **any adult** at the Group Meeting Place can serve as the Group Leader when the appointed Group Leader is unavailable.
  - B. Each Group Leader needs a **Scribe** in the event of an emergency.
2. Designate a **Group Meeting Place** located within the Group boundaries where Group members can safely meet, report the status and needs of their family, and assist each other.
  - A. A Group Meeting Place is **not** a church or school. These locations are to be reserved for mass shelters and points of distribution. A good example is a space of lawn with an adjacent shop or garage.
  - B. An indoor option may be needed.
  - C. Gather Group Supplies (page 13) and easily accessible table(s) and chairs.

### Section Preparation

1. Appoint the following Section Leadership Team with the support of the Bluffdale City Emergency Manager. These Team members should be chosen, if possible, from different locations within the Section and are available at different times of the day. With several team members, it is likely that at least one will be available in an emergency.
  - A. A **Section Leader**.
  - B. Section Assistants.
  - C. A **Communications Specialist** who is HAM licensed.
  - D. Several Scribes.
2. Team members may acquire their own FRS/GMRS radio and become knowledgeable on how to use it. However, FRS/GMRS radio channels may be overwhelmed with activity during an emergency or incident.

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3. Train all team members in Section leadership—except the Section Communications Specialists—so they will be able to perform that position using the Section Leader checklist.
4. Select a **Section Staging Area**. The Section Staging Area could be at the Section Leader's home. An area will be needed that is large enough for performing Section emergency functions such as communications, meetings, and small equipment storage. An indoor area or tenting may be needed depending on weather conditions.

## Response

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### Household Response

1. Account for each member of your family.
2. Assess the situation, including injuries to family members and damage to your home and property. Treat/respond according to your **ability, training, and resources**. If more help is needed, report that information to your Group Leader at your Group Meeting Place.
  - A. If your home is unsafe, evacuate! Go to a prearranged family meeting place outside your home or to the Group Meeting Place. Take Grab & Go Kits with you.
  - B. Determine if you need to turn off natural gas, water, or power at your home.
    - i. Turn off the natural gas **ONLY** if you smell gas in your home.
    - ii. If you do turn your natural gas off, it must be turned back on by the gas company, which might take several days or weeks to perform.
  - C. If it is safe to stay in your home, do so. **Report the status of your family and home to your Group Leader by phone, text, FRS/GMRS radio, in person** or by the preferred method of communication for your section at the Group Meeting Place.
3. Call your Out-of-State Contact to report on your condition and to connect with family members who are away from home.
4. Report to the designated meeting place(s) to offer assistance to others in the Group when you or other members of your family become available.

### Group Response

1. Gather at the Group Meeting Place and identify the Group Leaders.
  - A. If the designated Group Leader is unavailable, identify a Provisional Group Leader. The person most qualified always assumes leadership.
  - B. Find a Scribe.
2. Locate your Group Communication Specialist and activate your section's preferred method of communication.
3. Utilize the Scribe.
  - A. Record the status of individuals and families as they report their status.
  - B. Complete a NAF on each home in the Group. (See page 9 for NAF)

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1. Follow the Group Leader Response and Scribe Response checklists on pages 10, 12, 13.
  
4. Assist and care for other Group members under the direction of the Group Leader.
  - A. Group members work according to their **ability, training, and resources**.
  - B. Group members should work in at least pairs and avoid actions that will put themselves or others in danger. **The safety of the rescuer is of utmost importance.**
  - C. Group members meet the needs in the Group as much as possible. This includes:
    - i. Sheltering and caring for people in homes of Group members as necessary.
    - ii. Treating injuries.
    - iii. Watching children of others already assigned a task.
    - iv. Providing food, water, and sanitation resources.
    - v. Providing transportation or evacuation.
  
  - D. Any urgent and critical needs that cannot be met by those in the Group because of lack of ability, training, and resources, will be passed to the Section Leader. Send resource requests using message forms.

## Section Response

1. Gather at the Section Staging Area.
  - A. Contact any absent Section Leadership Team members by phone, text, runner, or section's preferred method of communication.
  - B. Find a Scribe. Set up using Scribe Response Checklist, page 12.
  - C. Locate the Section Communications Specialist.
  
2. Set up the Section Staging Area. This includes:
  - A. Turning on HAM radios.
  - B. Scheduling Section Leadership Team if emergency is long-term.
  
3. Utilize the Scribe.
  - A. Document all requests and communications using the Scribe Response checklist. (Page 12)
  - B. Make all documentation available to Bluffdale City upon request.
  - C. Prepare a Section summary based upon the NAFs. (Page 9)
  
4. Contact each Group and report Section status to the Bluffdale City EOC. Using your Section Communications Specialist HAM Radio Operator.
  
5. Review and prioritize requests for resources.
  - A. If the resources are available from other Groups in the Section, the Section Leader will contact them and ask assistance.
  - B. If the needs in the Section cannot be met within the Section, the Section Leader will contact the Bluffdale City EOC and request assistance.

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## Neighborhood Assessment Form (NAF)



### Neighborhood Assessment Form (NAF)

~LABEL~  
Section \_\_\_ Group \_\_\_  
Address

Life Safety					Utilities			Property Damage					Hazards/Access Issues					Animals									
Death	Severe Injury	Moderate Injury	No Injury	Unattended Children	Trapped	Power Off	Gas Leak	Water leak	Phone	Wall Collapse	Roof Damage	Broken Windows	Chimney Damage	Flood Damage	On Fire	Fire Out	Road Flooded	Road Blocked/Broken	Chemical Spill	Trees Down	Power Lines Down	Canal Leak	Dead	Injured	Trapped	Roaming	

Mark one:

NEEDS  
HELP  
NOW!

Needs  
help, can  
wait

All OK

Occupants' Names: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes:



### Neighborhood Assessment Form (NAF)

~LABEL~  
Section \_\_\_ Group \_\_\_  
Address

Life Safety					Utilities			Property Damage					Hazards/Access Issues					Animals									
Death	Severe Injury	Moderate Injury	No Injury	Unattended Children	Trapped	Power Off	Gas Leak	Water leak	Phone	Wall Collapse	Roof Damage	Broken Windows	Chimney Damage	Flood Damage	On Fire	Fire Out	Road Flooded	Road Blocked/Broken	Chemical Spill	Trees Down	Power Lines Down	Canal Leak	Dead	Injured	Trapped	Roaming	

Mark one:

NEEDS  
HELP  
NOW!

Needs  
help, can  
wait

All OK

Occupants' Names: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes:

## Checklists

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### Group Leader Preparation

- Get a Section map and know what homes are in your Group.
- Find at least one (1) Group assistant.
- Read through the Neighborhood Emergency Plan.
- Determine a Group Meeting Place.
- Deliver the yellow Emergency Instruction Cards to each home and explain the Bluffdale City Neighborhood Emergency Plan. Make sure your information is on it. Yellow cards can be obtained from the Emergency Manager.
- Become CERT trained.
- Hold monthly “check-in” drills.
- Participate in City drills.
- Acquire an FRS/GMRS radio or technology for the method of communication used by your section/group.
- Help train and deliver information to Group members about preparedness.

### Group Leader Response

- Make sure your own home is stabilized.
- Arrive at the Group Meeting Place or contact others by phone, text, or runner to determine who will assume leadership at the Group Meeting Place.
- Determine who will be the Scribe(s) from those present at the Group Meeting Place.
- Assemble forms and supplies to prepare the Group Meeting Place. Consider providing table and chairs, and tenting if necessary. (See page 13 for supplies list)
- If your Section is using FRS/GMRS radios, turn them on and tune in to your Section channel.
- Provide assistance using the Group’s ability, training, and resources as neighborhood residents report their needs (phone, text, runner, or preferred method of communication for your group).
- Contact the Section Leader (phone, text, runner, or preferred method of communication for your group) when the urgent and critical needs of the Group are beyond the resources available within the Group.
- Document** all communication.
- Follow through with requests for resources, **documenting** all requests.

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- Use the NAF (page 9). Each form can be used for two houses. As forms are completed by Group members, collect them at the Group Meeting Place until the Section Leader is ready to receive them. The NAF is **not used to request urgent help**. It provides assessment to the Section.

### Section Leader Preparation

- Obtain the Section map.
- Determine the arrangement of Groups on your map and number them.
- Find a Group Leader for each Group.
- Determine a Section Staging Area.
- Give your Group Leaders their checklists.
- Give your Group Leaders a copy of the Neighborhood Emergency Plan.
- Deliver a yellow card for each home to the Group Leaders. Make sure your information is on it.
- Deliver message forms and assessment forms.
- Hold a Section meeting with all the Group Leaders to train and answer questions.
- Decide with your Section Communications Specialist and your Group Leaders the preferred methods of communication you will use as a Section for non-emergency AND emergency communications. (eg. Social media, text, runner, etc.)
- Make sure to attend or send a representative to the monthly City Section Leader meeting.
- Become CERT trained.
- Contact your Group Leaders monthly: in-person, email, text, phone call, etc.
- Encourage Groups to hold monthly “check-in” drills.
- Identify a Communications Specialist with a HAM radio license. Participate in City drills.

### Section Leader Response

- Make sure your own home is stabilized; check in with your Group Leader to report your status.
- Gather at the Section Staging Area.
- Contact the absent Section Leadership Team by phone, text, runner, or the sections preferred method of communication.
- Determine who will be the Scribe(s) from those present at the Section Staging Area.
- Use forms and supplies to prepare the Section Staging Area. Consider providing table and chairs, and tenting if necessary. (page 13)
- Identify communication channels, i.e. text group, radio channels, and make sure your Section knows where to find information.
- Have your Communications Specialist establish contact with Bluffdale City EOC using phone, text, runner, or HAM. If your Communication Specialist is not HAM licensed, the Bluffdale City EOC will send you a HAM operator when one becomes available and is needed.

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- Receive messages from Groups and respond.
- Document all communication.
- Follow through with requests for resources, **documenting** all requests.
- Prepare a Section Summary Report for the City using the information on NAFs.

### Section Communications Specialist Response

- Assist the Team Leader in all duties.
- Assume responsibility for all communications between Groups and Section or between Section and EOC depending on your assignment during an emergency.
- Have and be comfortable with operating an FRS/GMRS and/or HAM radio. Have an amateur radio license. If a Section does not have a HAM volunteer available, the City will assign one to the Section if needed during an emergency.
- Use a Scribe to document all communication. Work with other Team members to complete the Section Summary Report using the information from the NAFs (page 9). Send the report to the Bluffdale City EOC.

### Scribe Response

***Documentation is essential for tracking people, resources and making sure every detail can be passed on to medical personnel and the City for financial reimbursement in the event of a disaster.***

- Make sure your own home is stabilized.
- Go to the Group Meeting Place or Section Staging Area.
- Help with the set-up: forms, notebooks, pens/pencils/markers, and possibly a table and chairs, and tenting. (page 13)
- Find the map of the Group or Section. (page 16)
- Document every radio and other communications, and safety actions.
- Document all requests for help and resources.
- Document everyone that arrives to the Meeting Place or Staging Area.
- Document all tasks assigned.
- Check-off every home on the map. Use the NAF\*. (page 9)
- Collect all forms and organize them in preparation to hand them to the Section Leader.
- Remain at your Scribe post; if you need to be relieved, find a replacement before you leave.
- Assign teens and older children to assist in documentation if no one else is available.

\*The NAF is not used to request urgent help during the incident. It is to provide the Section with the overall Group assessment and should be completed as soon as possible.

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### Recommended Forms & Supplies for Sections and Groups

- Forms, notebooks, clipboard, pens/pencils/markers, flashlight/headlamp etc.
- Map showing the homes in the Group or Section, including addresses. This map could also include dots indicating Group Leaders, Assistants, CERT trained individuals, and HAM radio operators.
- Plans for those in the Group who have special needs, as agreed upon (voluntary) by the families.
- Copies of Family Resources and Needs Inventories (voluntary) on page 14.
- Message Form (page 15) to be used to request resources (equipment, supplies, medical personnel etc.) from the Section. Requests for resources may be done through Runners, phone, text, or radio.
- NAFs.
- Copy of the Bluffdale Neighborhood Emergency Plan.

NOTE: Do not include personal information of others in order to protect privacy.

# Bluffdale Neighborhood Emergency Plan

## Family Resources and Needs Inventory

*This information is confidential and voluntary, and will be used for emergency purposes only.*

#*	First name	Age	Workplace/School and Address	Contact Phone
1				
2				
3				
4				
5				
6				
7				
8				

\*Use this number to refer to which family member has the skills indicated below

Skills	Individual #s	Comments
Medical degree/certification		
1 <sup>st</sup> Aid/CPR		
Amateur radio		
Carpenter/construction		
CERT		
Electrician		
Heavy equipment operator		
Plumber		
Red Cross training		
Tree limb removal		
Other – please list		

<b>Equipment – Use of which would be VOLUNTARY</b>			
<input type="checkbox"/> ATV/OHV	<input type="checkbox"/> Cooking stove (propane)	<input type="checkbox"/> Hand-held radio	<input type="checkbox"/> Tractor with bucket
<input type="checkbox"/> Backhoe	<input type="checkbox"/> Dingy/small boat	<input type="checkbox"/> Horse	<input type="checkbox"/> Trailer (horse, flat, etc.)
<input type="checkbox"/> Bobcat	<input type="checkbox"/> Dump truck	<input type="checkbox"/> Large tent	<input type="checkbox"/> Warming/deck heater
<input type="checkbox"/> Bulldozer	<input type="checkbox"/> Excavator (mini/large)	<input type="checkbox"/> Portable crane	<input type="checkbox"/> Water containers
<input type="checkbox"/> Cargo truck	<input type="checkbox"/> Generator	<input type="checkbox"/> Portable lights	<input type="checkbox"/> Wheelchair
<input type="checkbox"/> Chainsaw	<input type="checkbox"/> HAM radio	<input type="checkbox"/> Snowmobile	<input type="checkbox"/> Winch

Comments:

**Important Medical Conditions and Allergies**

Out of Area Contact	Relationship	City	Phone

Group #

Last name

Main phone

Address

Date

# Bluffdale Neighborhood Emergency Plan

## General Message Form ICS 213

GENERAL MESSAGE (ICS 213)		
1. Incident Name (Optional): _____		
2. To (Name and Position): _____		
3. From (Name and Position): _____		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

GENERAL MESSAGE (ICS 213)		
1. Incident Name (Optional): _____		
2. To (Name and Position): _____		
3. From (Name and Position): _____		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

# Bluffdale Neighborhood Emergency Plan

## Emergency Plan Sections Map

