



CITY OF WEST JORDAN EMERGENCY COMMUNICATIONS PLAN

Purpose

This plan provides options in the event of a disaster, for methods of communication with the City of West Jordan Emergency Operations Center (EOC), and the Joint Information Center (JIC).

Disasters start locally and end locally. Plans should address preparedness planning, response, recovery, and mitigation within each community. Individuals with Emergency Management or Preparedness responsibilities should work with the West Jordan Emergency Management Division to perform a Hazardous Vulnerability Assessment of their district/neighborhood. In the event of an emergency/disaster, those involved should activate their Emergency Operations Plan.

Scope

- Establishes the known methods of contacting the City of West Jordan EOC
- Provides critical location information for the City of West Jordan EOC
- Identifies information that should be passed to the City of West Jordan EOC
- Outlines suggested actions for mitigation, preparedness, response, and recovery

City of West Jordan Contact Information

For all emergencies – Call 911

Non-emergency – City of West Jordan dispatch – 801-840-4000

Non-emergency – City of West Jordan Police Department – 801-256-2000

West Jordan City Hall Information Desk – 801-569-5000

West Jordan EOC - Only in use during EOC activations and are for **emergency use only**:

EMERGENCY CALL CENTER:	801-569-5499 (only active during disasters/exercises)
SECURITY:	801-260-7359
FIRE:	801-260-7353
POLICE:	801-260-7356
PUBLIC WORKS:	801-260-7355

West Jordan Emergency Manager – Jeffery Mulcahy – 801-834-8502

West Jordan Joint Information Center (JIC) – 801-569-5499

West Jordan Website – <http://westjordan.utah.gov>

West Jordan Text (SMS) Messaging – 385-685-WEJO (9356)

West Jordan Email – info@westjordan.utah.gov

Facebook link – <http://www.facebook.com/westjordancityhall>

Twitter feed – <https://twitter.com/cityofwestjordan>

Instagram – <http://Instagram.com/cityofwestjordan>

West Jordan amateur radio: 145.730 (listen to/contact EOC)

Salt Lake County ARES amateur radio: 146.620 or 146.700 (-) tone 100 or 146.880 (-) tone 88.5

West Jordan Critical Locations

West Jordan EOC - Primary	8000 South Redwood Road – City Hall
West Jordan EOC – Secondary	7602 South Jordan Landing Blvd. – Fire Station 53
West Jordan Fire Station 52	7950 South Redwood Road
West Jordan Fire Station 53	7602 South Jordan Landing Blvd.
West Jordan Fire Station 54	9351 South Hawley Park Road (5595 West)
West Jordan Fire Station 55	7750 South 6400 West
West Jordan Police Department	8040 South Redwood Road



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Critical Information

When contacting the West Jordan EOC, depending on the contact method, you will want to remember the acronym “ABC” (Accuracy, Brevity, and Clarity). The more accurate, brief, and clear the message, the better the common operating picture for all entities involved. Information passed should include:

- Life Safety –**
 - Number of injured?
 - How many with life threatening injuries and their locations?
 - Number of dead?
 - Location of your mass casualty set up
- Incident Stabilization -**
 - Is the situation stabilized?
 - Are there other hazards because of this incident?
 - Number of people displaced from their homes.
 - What roads are undamaged?
- Property Preservation -**
 - Have teams been formed to assess damage in the neighborhoods?
 - Assessment status?
 - Are utilities working? Water/Electricity/Gas
 - Any additional infrastructure damages? Roads/Bridges/Flooding
- Contact Information -**
 - Your name, location, phone number/radio frequency/runner?
 - What are the needs for your neighborhood?

Phases of Operation

Suggested **mitigation** and **preparedness** actions to be taken before a disaster occurs:

- Perform a Hazardous Vulnerability Assessment of your neighborhood.
- Attend city Emergency Preparedness trainings/meetings – 4th Thursday of each month - City Hall.
- Gain additional emergency preparedness training through formal and online training.
- Maintain an active role within your respective neighborhood/organization.
- Encourage preparedness training among members of your neighborhood/organization.
- Designated persons should maintain a relationship with the West Jordan Emergency Manager.
- Coordinate response/recovery plans with active neighborhood/organization leaders.

Suggested **response** actions during a disaster:

- Establish and operate your organization’s/neighborhood’s command post.
- Organize and coordinate assessment teams, utilizing your CERT trained leaders.
 - Resources for the assessment are in the SAFE Neighborhood Just In Time kits located at your nearby elementary school.
- Establish contact and coordinate response efforts with the West Jordan EOC.
- Establish and maintain a data collection process.
- Provide informational updates to neighborhood residents as they unfold.
- Maintain accountability of individuals and resources throughout the event.
- Provide real-time information regarding injuries, deaths, damage assessments, etc., to the West Jordan EOC.

Suggested **recovery** actions following a disaster:

- Account for all information and resources (maintain documentation).
- Assist in the transition back to normal, daily operations.



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- Provide all records, logs, and activity reports to the West Jordan Emergency Manager.
 - Documentation can aid in FEMA disaster reimbursement