

UTAH TRANSIT AUTHORITY POLICY

No. UTA.03.05

EMERGENCY AND DISASTER PREPAREDNESS

1) Purpose.

This policy ensures UTA, within reason and UTA's budgetary constraints; complies with the National Response Framework (NRF), National Infrastructure Protection Plan (NIPP), Homeland Security Presidential Directives (HSPD), current OSHA regulations relating to emergency evacuation and fire prevention procedures, and applicable federal and state laws regarding emergency and disaster preparedness. UTA emergency management preparedness strategies are intended to diminish risk through planning, mitigation, preparedness, response, and recovery to protect UTA passengers, employees, and properties.

2) Definitions.

"*All Hazards*" events are natural, technological, or human-caused incidents that warrant action to protect life, property, environment, and public health or safety.

"*COOP*" means Continuity of Operations Plan.

"*EMPM*" means Emergency Management Program Manager who is responsible for planning, organizing, and directing emergency management operations within the organization.

"*EOP*" means Emergency Operations Plan.

"*EPP*" means the Emergency Preparedness Plan. This plan outlines how UTA manages its emergency management program. It meets the requirements set forth in 49 Code of Federal Regulations (CFR) Part 673 and directly address those aspects of 49 CFR 673 for which the Utah Department of Transportation (UDOT) has direct oversight. Section 7 describes the Emergency Preparedness Plan, which details how UTA operates during emergencies. Other plans are an appendix to the EPP to support UTA's mission of a comprehensive emergency management program.

"*ERP*" means Emergency Response Plan. This emergency response plan covers the actions and procedures that facility personnel should follow when responding to an emergency.

"*FEMA*" means Federal Emergency Management Agency. It is an agency of the United States Department of Homeland Security responsible for coordinating federal response and providing assistance in the event of a disaster.

"*HSEEP*" means The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of fundamental principles for exercise programs, as well as a common approach to program management, design and development, conduct, evaluation, and improvement planning.

"*HSPD*" means Homeland Security Presidential Directive.

“IP” means Improvement Plan.

NIMS - National Incident Management System - The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.

NIPP - National Infrastructure Protection Plan - NIPP guides the national effort to manage risk to the Nation’s critical infrastructure. This national effort is shared by all levels of government and owners and operators of critical infrastructure.

“NRF” means National Response Framework - The National Response Framework (NRF) is a guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

“SOG” means Standard Operating Guide.

“SOP” means Standard Operating Procedure.

3) Policy.

A. UTA’s objective is to plan and prepare for, respond to, and recover from, emergencies and disasters. UTA will work to ensure employees are prepared for an all-hazards event or incident, both natural and human-caused. To meet its objective with respect to disaster and emergencies UTA will strive to:

1. Comply with local, state, and federal emergency preparedness programs, guidelines, and laws;
2. Develop and maintain a written UTA EPP to be appended by Service Unit ERPs, EOP, COOP, and response plans to identified hazards. These plans may be written and/or reviewed by the Emergency Management Program Manager (EMPM) and shared with the emergency management community as needed;
3. Review and make recommendations for the ERPs for Service Units to help facilitate internal coordination within UTA; including procedures for the safe evacuation of employees from work areas in case of fire or other emergency situations;
4. Align UTA plans and procedures, where possible, with federal, state, county, and local emergency plans;
5. Strongly encourage Service Unit supervisors to promote the importance of safety at the work site and strongly encourage employees to strive to follow written Service Unit emergency plan procedures. This includes conducting an emergency evacuation drill approximately every 12 months to promote employee familiarity with the plan.
6. Provide general information regarding emergency and disaster preparedness to employees.

B. Responsibilities and Roles

1. With the Agency Safety and Security Committee (ASSC) oversight, UTA has designated an EMPM and has required this individual to develop, write, and update a written EPP. The UTA EPP is a fundamental emergency management plan for UTA.
2. Operational Service Units should develop and write an ERP.
3. The EMPM has the responsibility for establishing, implementing and coordinating UTA's emergency management activities (planning, training, exercising, etc.), ensuring plans, directives, and SOP's are relevant as well as integrating UTA's EPP, EOP, and ERPs.

C. Training.

The EMPM, can assist Service Units and Departments with training in accordance with best practices, or as necessary, or as required by regulation or law. The training programs should follow FEMA's Incident Command System (ICS) structure.

D. Drills and Exercises.

The EMPM, in coordination with UTA safety employees, Service Units, and/or the UTA Police Department, may coordinate UTA-sponsored exercises and drills, as needed but no less than specified by federal regulations. They may also coordinate and assist with locally-sponsored exercises and drills. The EMPM may record and track exercises in HSEEP format and work to ensure that natural and human-caused events are included in the exercise cycle. Federal regulations require the exercise cycle to alternate between natural and human-caused scenarios.

E. After-Action Reports.

After a reportable disaster, exercise, or drill, an after-action report (AAR) and Improvement Plan (IP) should be prepared and a debriefing may be conducted to determine gaps in UTA's response of the event or exercise. It may identify issues or gaps that require a corrective action. The identified items may be tracked in the Service Unit hazard log. The EMPM should coordinate the AAR and include outside agencies involved. This report may be shared with participants and the UTA safety department.

4) Cross-References.

- 49 CFR 673 – Public Transportation Agency Safety Plans
- 49 CFR 674 – State Safety Oversight
- 29 CFR 1926.38 – OSHA Employee Emergency Plans and Fire Prevention Plan
- UTA Emergency Preparedness Plan

This UTA Policy was reviewed by UTA's Chief Officers on 11/02/2022, approved by the Board of Trustees on _____ and approved by the Executive Director on _____. This policy takes effect on the latter date.

DocuSigned by:
Sheldon Shaw

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Sheldon Shaw, Director of Safety and Security
Accountable Executive

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell

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Counsel for the Authority

History

Date	Action	Owner
12/17/2013	Adopted	Emergency Management
03/01/2016	Revised	Emergency Management
	Rescinds Corporate Policy 4.3.2 Fire Prevention and Evacuation Plans	Emergency Management
	Rescinds Corporate Policy 4.2.1 Emergency and Disaster Preparedness	Director of Safety and Security
	Board Approved UTA.03.05 Emergency and Disaster Preparedness	Director of Safety and Security
	Adopted UTA.03.05 Emergency and Disaster Preparedness	Director of Safety and Security