

UTAH TRANSIT AUTHORITY POLICY

UTA.03.05

EMERGENCY MANAGEMENT PROGRAM

1) Purpose

This policy ensures Utah Transit Authority (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 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 the Continuity of Operations Plan.

"*Emergency*" means as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the governor of a state has declared an Emergency and the secretary has concurred; or the president has declared a major disaster under Section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

"*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 addresses those aspects of 49 CFR 673 for which the Utah Department of Transportation (UDOT) has direct oversight. Section 7 of the EPP 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, which 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*” means the National Incident Management System, which 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*” means the National Infrastructure Protection Plan (2013), which 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 the National Response Framework, which guides 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.

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. Coordinate with local, state, and federal Emergency preparedness programs, plans, 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 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. Encourage service unit supervisors to promote the importance of safety at the work site and encourage employees to follow written service unit Emergency plan procedures.
5. Service units should conduct two drills every 12 months. This includes an Emergency evacuation drill to promote employee familiarity with the evacuation plan and routes. A second drill may be based upon an Emergency situation covered in the ERP or be accomplished through a discussion or operations based exercise, or be based on a real incident experienced at the service unit, i.e., water pipe burst, power outage, gas leak, hazardous materials spill, or shelter scenario.
6. Provide general information regarding Emergency and disaster preparedness to employees.

B. Responsibilities and Roles

1. With 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, approve, and exercise 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 SOPs 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.

E. After-Action Reports

After a reportable disaster, exercise, or drill, an after-action report (AAR) and 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 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) Review

This policy will be reviewed yearly. *See* 49 CFR 673; 49 CFR 674.

5) Cross-References

- UTA.03.01 Employee and Public Safety
- 49 CFR 673 – Public Transportation Agency Safety Plans
- 49 CFR 674 – State Safety Oversight
- 29 CFR 1926.35 – OSHA Employee Emergency Action Plans
- 29 CFR 1910.38 – OSHA Emergency Action Plans
- 29 CFR 1910.39 Fire Prevention Plans
- FEMA Incident Command System (ICS) UTA Emergency Preparedness Plan
- UTA Emergency Response Plan

This UTA Policy was reviewed by UTA's Director of Safety and Security on 03/03/2026, and approved by the Executive Director on _____ . This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell
70E33A415BA44F6...
Counsel for the Authority

History

Date	Action	Custodian
12/17/2023	Adopted	Emergency Management
03/01/2016	Revised	Emergency Management
02/23/2023	Rescinds Corporate Policy 4.3.2 Fire Prevention	Emergency Management
02/23/2023	Rescinds Corporate Policy 4.2.1 Emergency and Disaster Preparedness	Director of Safety and Security
02/23/2023	Board Approved UTA.03.05 Emergency and Disaster Preparedness	Director of Safety and Security
02/23/2023	Adopted UTA.03.05 Emergency and Disaster Preparedness	Director of Safety and Security
	Board Reviewed – UTA.03.05 Emergency Management Program	Director of Safety & Security
	Revised and Renamed – UTA.03.05 Emergency Management Program	Director of Safety & Security