

# LOCAL EMERGENCY PLANNING COMMITTEE

## Minutes for Meeting March 13, 2019

### Present:

Heidi Flansberg, Paul Strebel, Blair Westergard, Spencer Checketts, Chrishell Hubbart, Janet Bass, Justin Hobbs, Mark Millett, Steve Batis, Chris Howard, Leonard Barton, Eric Andersen, Jeff Hadfield, Tory Jackman, Tuffer Patrick, Monica Holdaway, Ryan Putman, Logan Sisam and Marsha Andersen

The meeting was opened at 9:00 a.m., and was held at the Box Elder County Sheriff's Office.

Excused from the meeting were Kevin Christensen and Joe Hawkins.

A motion was made by Steve Batis and seconded by Paul Strebel to accept the February 13th meeting Minutes. Motion carried.

Mark Millett advised that a new drone has been acquired with optical and infrared cameras that could be used for a hazmat incident.

Mark also advised that Jim Hess has received a job promotion so he is no longer Tremonton's emergency manager, and Dorene Stever has retired from Bear River Valley Hospital.

Heidi Flansberg gave the hazmat report, to include two semi jackknife incidences on I84 with one losing 200 to 300 gallons of diesel and the other spilling diesel, but not being reported to the fire department. Also, there was a passenger vehicle that went into the Pioneer Park pond in Brigham City with 10 to 15 gallons of gas/oil being cleaned up. West Liberty Foods had 800 to 1000 gallons of used cooking oil go into the waste water system; awaiting final report. There was also a 15 gallon diesel spill in the Flying J parking lot in Snowville that was all on the surface and has been cleaned up. Additionally, there was a report of a truck dumping a substance near the WRE, which turned out to be yogurt sludge. Heidi is working with the State on this.

As to the Business Outreach Committee, Mark advised he is working with Cache and Rich Counties on a newspaper insert to be available for the Shakeout. The cost of the project is approximately \$4000 and he is looking for advertisers and sponsors. Mark to put together a letter on this that the cities can send out to their businesses.

There was a short discussion on Tier 2 submission.

Ryan Putman from the State Fire Marshall's Office introduced himself and advised that he is working on bringing some radiation classes to Box Elder County. They are also awaiting funding for a drone for hazmat detection.

Monica Holdaway advised that the Chamber meetings are open to everyone; their website is [www.boxelderchamber.com](http://www.boxelderchamber.com).

At this time Logan Sisam from the State DEM did a Be Ready Business presentation. See attached slides and flyers. Logan advised that that he would be available to assist, and that there are tools in place that could be used. His email is [Lsisam@utah.gov](mailto:Lsisam@utah.gov).

Post presentation discussion included:

- Possibly building a youtube channel with training presentations available to businesses
- Monica to reach out to Chamber members inquiring what their training needs are
- Logan advised there is a survey available on the Be Ready Utah website that could be tailored to our needs
- Suggested to possibly have a separate meeting with the business employee(s) over their business continuity or as a sub committee of the LEPC meeting.

This discussion to continue at the next LEPC meeting.

At this time a motion was made by Eric Andersen to adjourn the meeting and seconded by Steve Batis. Motion carried

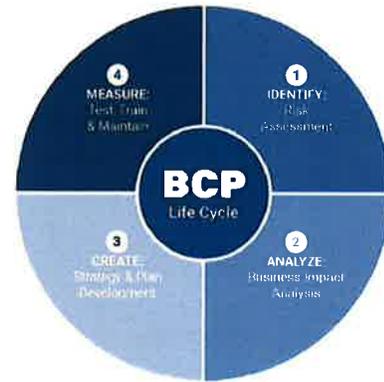
Next meeting is April 10<sup>th</sup> at the Box Elder County Sheriff's Office.



# What is Be Ready Business?

**At no cost**, Be Ready Business provides a variety of services including, but not limited to,

1. Seminars with subject matter experts,
2. Business continuity planning support,
3. Outreach communication,
4. Monthly newsletter,
5. Information on business continuity trainings
6. Tips through weekly emails,
7. Facebook and Twitter post and alerts.



### Business Readiness Questions.

1. What is the cost of not having a prepared business?
2. What is Business Continuity Planning (BCP)?
3. Where can I find BCP tools?
4. How do I identify and prepare for threats to my business?

**Learn from the best!** - Private Sector Preparedness Group Seminars Be Ready Business seminars bring together the best of the best in the field of emergency management to instruct business continuity and resiliency to ensure a prepared workplace a workplace safe from natural and man-made disasters. Review which Private Sector Preparedness Group and seminar is closest to you and email [lsisam@utah.gov](mailto:lsisam@utah.gov) for more details.

1. Salt Lake County Area: Quarterly
2. Provo/ Orem Area: Quarterly
3. Washington County: 2nd Thursday of even numbered months
4. Tooele County: Quarterly
6. Sandy City: Quarterly
7. Draper City: Twice a year

Development Areas: Utah, Davis, Cache Counties  
For dates and times please email [lsisam@utah.gov](mailto:lsisam@utah.gov).

**We can come to you!** - Business Continuity Planning Workshops

1. On site visits to discuss 12 Points of Business Continuity Planning and develop a business continuity plan.
2. If interested please submit request at [lsisam@utah.gov](mailto:lsisam@utah.gov).

### Contact Information:

#### Logan Sisam

Business Readiness Program Manager - Be Ready Utah Section  
Utah Division of Emergency Management - Utah Department of Public Safety  
Email: [lsisam@utah.gov](mailto:lsisam@utah.gov)  
Phone: (385) 222-5350



✓ **Make a Plan** ✓ **Get a Kit** ✓ **Be Informed** ✓ **Get Involved**  
For more preparedness information: [BeReadyUtah.gov](http://BeReadyUtah.gov)





## 12 Points of Business Continuity Planning

### **#1 Create a Planning Team / Continuity of**

**Authority:** Gather the experts from the key areas of your operation. Use their unique perspectives to build your continuity plan. Creating a chain of command with continuity of authority maintains leadership during any type of operational disruption.

### **#2 Identify Risks and Hazards/ Rate**

**Vulnerabilities:** Recognize the risks and hazards unique to your location, your operations, and your business needs. Which assets will be at risk by those hazards? Rate your vulnerabilities and which will cause the most impact? Flood? Fire? Earthquake? Human error? Data loss? Cybersecurity? Active Threat? Use Readyrating.org to identify risks and hazards.

### **#3 Determine Essential Business Functions:**

Prioritize internal resources & capabilities by determining what needs to get up and running first. Your bottom line could depend on the speed of getting back to normal. Identify your most essential business functions to determine what and where, gets priority preparedness attention.

### **#4 Communications:**

Identify your audiences and build messages for each that are ready to quickly implement on multiple platforms. Customers, employees, and vendors all need to hear from you quickly and accurately.

### **#5 Employee Training:**

A trained workforce may help save lives. First aid, basic life support, Stop the Bleed, disaster psychology, exercise disaster plans, CERT, and online NIMS & ICS courses (<https://training.fema.gov/is/>) are recommended.

### **#6 Active Threats Protocols & Issues:**

Run, Hide, Fight! Adopt best practices for active threat incidents. Train and practice with your local law enforcement. Be Ready.

**#7 Vital Records Protection:** Ensure appropriate data protection and storage and recovery policies and procedures are in place. Recognize the types of records that are vital to the survival of your business. What system do you need to protect, store, and recover vital records?

### **#8 Workplace Evacuation, Reunification & Sheltering:**

Training employees for an active shooter incident or fire evacuation prepares them to respond without confusion during an actual emergency. Who will assist customers out of your building? Where should they go, what should they take and how long should they plan to stay away – or is it safer to shelter in place?

### **#9 Insurance Coverage:**

Businesses pay insurance premiums expecting the coverage will cover losses, yet fewer than 5% of Utah businesses carry earthquake insurance. Review your policies with your agent and identify alternate types of insurance to cover possible gaps.

### **#10 Cybersecurity Measures:**

Every business relies on computers and the Internet, making this man-made hazard one of the likeliest and largest threats your company will ever face. Educate your employees to safe internet use and harden systems against attacks.

### **#11 Workplace Emergency Supplies Cache:**

Is your workplace prepared with enough supplies to sustain occupants for 12 hours or longer? Food and water, additional medications, and means to stay warm are all supplies to consider placing in your cache.

### **#12 Business Supply Chain Resilience:**

A supply chain is a network of entities that specialize in raw materials, suppliers, manufacturing, distribution, customers and the consumer. Gain an understanding of your supply chain through knowing this network. Plan for alternatives.






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Be Ready Business  
Business Preparedness Series

## Be Ready Business #1

**Emergency Evacuation Plan**

Emergency Preparedness

Make the plan large and easy to read so you are not able to read it.

**Business Continuity Planning**

- Learn the 12 Points of Business Continuity Planning
- All-hazards vulnerability assessments
- Training & exercise opportunities (COOP & BCP)

Make a Plan   Get a Kit   Be Informed   Get Involved

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Be Ready Business  
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## Be Ready Business #2

**Private Sector Preparedness Councils**

- Feature subject matter experts helping businesses get resilient to disruptions.
- Currently meet in Davis, Salt Lake, Tooele, Utah & Washington counties. Also Sandy & Draper City.
- Additional jurisdictions have expressed interest.
- Meet the local businesses where they are at.



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**Be Ready Business #3**

Free resilience training, info, tools, outreach & support.

- Receive bulletins, alerts, and notice of upcoming trainings that help your business build resilience to disruption.
- Locally chain resilience collaboration and outreach & Private Sector Engagement Initiatives.
- Be recognized as a Be Ready Business.
- Coordination with FEMA HQ & Region VIII (integrated outreach and engagement)

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**PSPG's At A Glance**

Cache Valley PSPP

REILIENCE

- Recovery Plan
- Continuity Plan
- Emergency Operations Plan
- Mitigation Plan
- Risk Planning
- Five-Year Strategic & Business Plan

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Quarterly seminars bring together the best of the best in the field of emergency management to instruct business continuity and resiliency.

- What is the cost if I am not prepared for disaster?
- What is Business Continuity Planning?
- Where do I find the best BCP tools?
- How do I identify and prepare for threats to my business?

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**Be Ready Business** Business Preparedness Series

### 12-Point Program to Business Continuity Planning

- 1. Assess a Business's Status / Vulnerability to Disasters**  
 Conduct a risk assessment to determine the likelihood of a disaster striking your business. Consider the location of your business, the type of business you operate, and the potential impact of a disaster on your operations.
- 2. Identify Critical Business Functions**  
 Determine which functions are essential to your business's survival. These functions should be prioritized and protected.
- 3. Develop Business Continuity Plans**  
 Create a plan that outlines how you will maintain or resume operations in the event of a disaster. This plan should include communication protocols, data backup procedures, and alternative work locations.
- 4. Communicate the Plan**  
 Ensure that all employees and stakeholders are aware of the business continuity plan and their roles in the event of a disaster.
- 5. Test the Plan**  
 Conduct regular drills and exercises to test the effectiveness of your business continuity plan and make necessary adjustments.
- 6. Review and Update the Plan**  
 Regularly review and update your business continuity plan to reflect changes in your business, industry, or disaster risks.
- 7. Establish a Crisis Management Team**  
 Designate a team of individuals to coordinate the response to a disaster and make critical decisions during a crisis.
- 8. Develop a Communication Plan**  
 Establish clear lines of communication and protocols for disseminating information during a disaster.
- 9. Secure Data and Information**  
 Implement robust data backup and security measures to protect your business's most valuable assets.
- 10. Establish Alternative Work Locations**  
 Identify and establish alternative work locations for your employees in the event of a disaster.
- 11. Obtain Necessary Insurance**  
 Review your current insurance policies and ensure you have adequate coverage for business interruption and property damage.
- 12. Stay Informed**  
 Keep up-to-date on the latest disaster preparedness information and best practices for business continuity planning.

Call (800) 538-3400

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### What is meant by "Supply Chain" ?

A supply chain is a network of entities, directly or indirectly interlinked and interdependent in serving the same consumer or customer. The supply chain is comprised of

Raw Materials → Supplier → Manufacturing → Distribution → Customer → Consumer

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### Supply Chain Resilience Initiative (SCRI)

The intent of the initiative is to provide supply chain considerations and foster peer learning through jurisdictional report-outs to allow participants to gain detailed understanding of their current supply chains, develop strategies for outreach to key stake holders and design a road map for enhancing supply chain resilience within their jurisdictions.

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BeReadyUtah.gov  
Business Preparedness Series

### SCR Initiative Focus

- Catastrophic Focus: Risk mitigation & catastrophic preparedness planning.
- Private Sector Outreach: Utilizing the research to support planning between jurisdictions and the private sector.
- Open Source: Data researched & shareable.
- Peer-to-peer learning.

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dem.utah.gov

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Business Preparedness Series BeReadyUtah.gov

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