HIDEOUT, UTAH TOWN COUNCIL REGULAR MEETING
September 10, 2026
Agenda

PUBLIC NOTICE IS HEREBY GIVEN that the Town Council of Hideout, UT will hold a Regular Meeting at 5:00 PM and Public Hearings at 6:30 PM or soon thereafter, on Thursday, September 10, 2026 in the Town of Hideout Council Room, located at 10860 N. Hideout Trail, Hideout, Utah for the purposes and at the times described below.

The public may join remotely, attend in-person, and view the open portions of this meeting by connecting to:
https://www.youtube.com/channel/UCKdWnJad-WwvcAK75QjRb1w/

Interested parties may join via Zoom:
Meeting URL: https://zoom.us/j/4356594739 | Meeting ID: 435 659 4739 | 408 638 0986

Regular Meeting
5:00 PM

I. Welcome

II. Call to Order

III. Roll Call

IV. Pledge of Allegiance

V. Approval of Council Minutes

1. Approval of the August 13, 2026 Town Council Meeting Minutes

VI. Possible Closed Executive Session

1. Possible Closed Executive Session to discuss pending or reasonably imminent litigation, the character and professional competence or physical or mental health of an individual; deployment of security personnel, devices or systems, the sale or acquisition of real property; and/or another permitted purpose under UCA§52-2-205. (approx.45 mins.)

VII. Public Comment - Three (3) minutes per person.

1. The Public Comment period provides an opportunity for individuals to offer general public comment on items not listed on the agenda. The intent of this period is for the Council to listen to the public; not a dialogue or decision-making period. Comments regarding items scheduled for a Public Hearing will be taken during the designated hearing.

VIII. Mayors Report

1. The Mayor will provide general updates on current projects, community events, and upcoming calendar items.

IX. Agenda Items

1. Presentation of the proposed Hideout Market Hall at Ross Creek – Ed O'Rourke (10 min.)

2. Discussion and Presentation of the Annual Fraud Risk Assessment – Dalin Hackett, Treasurer (10 min.)

3. Discussion and Possible Adoption of a Water Bill Adjustment Policy based on excess water charges resulting from leaks. Resolution 2026-R-XX - Corbin Gordon, Town Attorney (10 mins.)

4. Discussion and Possible Approval of the Comprehensive Emergency Management Plan (CEMP) for the Town of Hideout. – Mayor Severini (10 mins.)

5. Discussion and Possible Approval of a Proclamation for National Preparedness Month (September 2026) - Mayor Severini (5 mins.)

6. General Plan Review, Timeline, and Discussion – Thomas Eddington, Town Planner (15 mins.)

7. Hideout 'U' (University) – Council Training - Corbin Gordon, Town Attorney (10 mins.)

X. Public Hearing 6:30 PM - The purpose of a public hearing is to receive public comments on the proposed items.

1. Consideration and Possible Adoption of Resolution 2026-R-XX Amending the Hideout Fee and Rate Schedule for proposed modifications and/or increases to parking fees, parking violations, penalty fees, code violations, fines, impact fees, standby fees, and parking in fire lanes. – C. Gordon, Town Attorney (10 mins.)

Following the public hearing, the Council may take action on the resolution(s) and/or ordinance(s) after the public hearing.

XI. Committee Updates

1. Planning Commission - *Thomas Eddington, Town Planner*
2. Infrastructure and Public Safety Advisory Committee (IPSAC) - Council Members Gunn, and Cooper
3. Economic Development and Budget Advisory Committee - Council Member Brady
4. Community Engagement/Communications Committee - Mayor Severini and Council Member Ginsberg
5. Transportation and Parks, Open Space, and Trails (POST) Committee - *Council Member Haselton*
6. Wildfire Committee – *Council Member Gunn and Mayor Severini*

XII. Meeting Adjournment

I, Maria Devereux, the Recorder for the Town of Hideout, UT, do hereby certify that the above September 10, 2026 Hideout Town Council Meeting Notice & Agenda was posted at the following locations: 1) Hideout Town Hall 2) Town website www.hideoututah.gov and 3) the Utah Public Notice Website at www.utah.gov/pmn.

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Mayor or City Recorder at 435-659-4739 at least 24 hours prior to the meeting.

Posted September 4, 2026

File Attachments for Item:

3. Discussion and Possible Adoption of a Water Bill Adjustment Policy based on excess water charges resulting from leaks. Resolution 2026-R-XX - Corbin Gordon, Town Attorney (10 mins.)

TOWN OF HIDEOUT

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF HIDEOUT TOWN, UTAH, ADOPTING A WATER BILL ADJUSTMENT POLICY PURSUANT TO HIDEOUT TOWN CODE § 9.02.100 TO PROVIDE STANDARDS FOR CONSIDERING REQUESTS FOR RELIEF FROM EXCESS WATER CHARGES RESULTING FROM QUALIFYING WATER LEAKS.

RECITALS

WHEREAS, Hideout Town Code § 9.02.100 designates the Town Council as the Board of Equalization for purposes of hearing complaints concerning municipal water bills and authorizes the Council to rebate all or part of a water bill;

WHEREAS, the Town purchases culinary water from wholesale suppliers and incurs actual costs for all water delivered into the municipal water system regardless of whether the water is intentionally consumed or lost through leaks;

WHEREAS, the Town has invested in Advanced Metering Infrastructure ("AMI") that allows customers to monitor water usage in near real time and receive electronic notifications of potential leaks;

WHEREAS, encouraging customers to actively monitor their water usage through the Town's AMI system promotes water conservation, reduces unnecessary water loss, and minimizes financial hardship caused by undetected leaks;

WHEREAS, the Town Council finds it to be in the best interests of the Town to establish uniform standards governing requests for water bill adjustments while preserving the discretion granted to the Board of Equalization under Hideout Town Code § 9.02.100.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Hideout Town, Utah, as follows:

WATER BILL ADJUSTMENT POLICY

SECTION 1. Purpose

The purpose of this Policy is to:

A. Provide fair, consistent, and transparent standards for considering requests for water bill adjustments;

B. Encourage conservation of the Town's culinary water supply;

C. Encourage customers to utilize available leak detection technology to promptly identify and repair water leaks;

D. Ensure the Town recovers a reasonable portion of the costs it incurs in purchasing wholesale culinary water; and

E. Preserve the authority of the Town Council, acting as the Board of Equalization, to grant equitable relief in extraordinary circumstances.

SECTION 2. Authority

This Policy is adopted pursuant to Hideout Town Code § 9.02.100. Nothing contained herein limits the authority of the Town Council, sitting as the Board of Equalization, to hear and determine complaints regarding municipal water bills or to rebate all or part of a water bill where appropriate.

SECTION 3. Definitions

For purposes of this Policy:

Advanced Metering Infrastructure (AMI) means a Town-approved smart water meter capable of transmitting water consumption data electronically and providing customer access to usage information and leak notifications.

Board means the Hideout Town Council acting as the Board of Equalization under Town Code § 9.02.100.

Customer means the owner or account holder responsible for payment of municipal water service.

Qualifying Leak means the unintended escape of water resulting from the failure of plumbing, irrigation equipment, or other water service infrastructure that is repaired promptly after discovery.

A Qualifying Leak does not include:

- Intentional water usage;
- Filling swimming pools, ponds, or other water features;
- Irrigation or landscaping activities;
- Construction-related water use;
- Water wasted due to negligence or intentional misuse; or
- Repeated leaks caused by the customer's failure to permanently repair a prior leak.

SECTION 4. Eligibility for Relief

A customer requesting a water bill adjustment shall:

A. Submit a written request to the Town within sixty (60) days after the billing date;

B. Identify the billing period for which relief is requested;

C. Provide documentation establishing that the leak has been repaired, which may include invoices, receipts, photographs, or other evidence acceptable to the Town; and

D. Provide any additional information reasonably requested by Town staff.

Failure to provide sufficient documentation may result in denial of the request.

SECTION 5. Smart Meter Enrollment

Customers whose property is equipped with an Advanced Metering Infrastructure (AMI) smart meter are encouraged to actively monitor their water usage through the Town's online customer portal.

Customers seeking relief under this Policy shall:

A. Register for the Town's online water monitoring portal;

B. Maintain a current email address and/or mobile telephone number capable of receiving leak notifications by email or text message; and

C. Promptly investigate and repair suspected leaks upon receiving notification.

D. Beginning January 1, 2027, no adjustment for excess water usage attributable to a Qualifying Leak shall be granted for any property equipped with an Advanced Metering Infrastructure (AMI) smart meter unless the customer was enrolled in the Town's leak notification system before the leak occurred, except where the customer demonstrates good cause for failing to enroll or where the Board finds that strict application of this requirement would result in manifest injustice. Enrollment in the Town's leak notification system is a condition of eligibility for discretionary bill adjustments under this Policy and is not a condition of receiving municipal water service.

SECTION 6. Standard Adjustment

Because the Town incurs actual costs for wholesale culinary water delivered through the municipal water system, complete forgiveness of excess water usage is generally not appropriate.

Unless the Board determines that extraordinary circumstances justify a different result, adjustments shall be calculated as follows:

A. The customer shall remain responsible for all charges associated with Tier 1 water usage.

B. For water usage above the Tier 1 allocation that is attributable to a Qualifying Leak, the Board may forgive up to fifty percent (50%) of the applicable volumetric water charges.

C. No adjustment shall be made to:

1. Base utility service charges;
2. Connection or impact fees;
3. Taxes or assessments; or

4. Any other fee not directly attributable to excess water consumption.

SECTION 7. Frequency of Adjustments

Water bill adjustments are intended to provide relief for unusual and unforeseen circumstances and are not intended to subsidize recurring water losses.

Absent extraordinary circumstances, a customer shall not receive more than one leak adjustment during any thirty-six (36) month period.

SECTION 8. Properties Without Smart Meters

Customers whose properties are not equipped with AMI smart meters remain eligible to request relief under this Policy.

In evaluating such requests, the Board may consider:

A. Whether a smart meter is available for installation;

B. Whether the customer has voluntarily upgraded or agreed to upgrade to an AMI meter;

C. Whether the inability to receive leak notifications contributed to delayed discovery of the leak; and

D. Any other factors the Board determines to be relevant.

The Board may condition future adjustments upon installation of an available AMI smart meter where doing so is reasonable and consistent with Town policy.

SECTION 9. Factors Considered by the Board

In determining whether relief should be granted, the Board may consider:

A. The amount of excess water consumed;

B. The cause and duration of the leak;

C. The customer's billing and payment history;

D. Whether the customer acted promptly to repair the leak;

E. Whether leak notifications were available and acted upon;

F. Whether the customer exercised reasonable diligence in monitoring water usage;

G. Whether the customer has previously received relief under this Policy;

H. The Town's wholesale water costs; and

I. Any other factor the Board determines to be relevant.

SECTION 10. Extraordinary Circumstances

This Policy is intended to guide the Board's exercise of discretion and shall not be construed as creating an entitlement to a water bill adjustment.

Upon making written findings, the Board may approve an adjustment that differs from the standards contained in this Policy when it determines that strict application of the Policy would result in manifest injustice or that extraordinary circumstances warrant a different outcome.

SECTION 11. Administration

The Town Recorder, Utility Billing Department, or other designated staff shall:

A. Develop application forms and administrative procedures;

B. Verify submitted documentation;

C. Prepare recommendations for the Board of Equalization; and

D. Maintain records of all adjustment requests and Board decisions.

SECTION 12. Severability

If any section, subsection, sentence, clause, or phrase of this Resolution or Policy is held invalid by a court of competent jurisdiction, the remaining portions shall remain in full force and effect.

SECTION 13. Effective Date

This Resolution and the Water Bill Adjustment Policy adopted herein shall become effective immediately upon adoption by the Hideout Town Council, except that the enrollment requirement contained in Section 5 shall become effective on **January 1, 2027**.

PASSED AND ADOPTED by the Town Council of Hideout Town, Utah, this ___ day of _____, 2026.

HIDEOUT TOWN

Mayor

ATTEST:

Town Recorder

APPROVED AS TO FORM:

Town Attorney

File Attachments for Item:

4. Discussion and Possible Approval of the Comprehensive Emergency Management Plan (CEMP) for the Town of Hideout. – Mayor Severini (10 mins.)

TOWN OF HIDEOUT

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

(CEMP)

Draft

August 2026

Contents

Executive Summary 5
Navigating the CEMP 5
Additional Elements of the CEMP 6
Record of Changes 7
Letter of Promulgation 8
Base Plan Introduction 10
Purpose 10
Scope 10
Plan Maintenance 10
Notification of CEMP Updates 11
Town of Hideout Emergency Management Working Group 11
Relationship With Other Plans 11
Authorities and References 11
Town of Hideout Situation 13
Town Profile 13
Operational Area Overview 13
Hazard Analysis 14
Identifying Hazard Vulnerability 14
Hazard Analysis Table 14
Planning Assumptions 15
Concept of Operations 17
Normal Operations 17
National Incident Management System and Incident Command System 17
Incident Response Locations 18
Notification Protocol 18
Activation Actions 19
Assess the Emergency 19
CEMP Activation 19
Emergency Operations Center 19
Activating Emergency Support Functions 23
Emergency / Disaster Declaration 24
Emergency Warning 25
Taking Protective Actions 26

Performing Preliminary Damage Assessments 26
Resources Management 27
Coordination with Local, State, and Federal Agencies 27
Emergency Management Assistance Compact 28
Access and Functional Needs Support 28
Continuity of Government 28
Community Lifelines 29
Transition From Response to Recovery 30
Initiate Short- and Long-Term Recovery Efforts 31
Conduct Hazard Mitigation Planning 31
Mitigation Planning Process 31
Town of Hideout Mitigation Actions 31
Surveys and Mapping 32
Preparedness Actions 33
Training and Exercise Plans 33
Public Awareness and Education Strategy 33
Roles and Responsibilities 35
Functional Responsibilities 35
General Roles and Responsibilities 35
Financial Management 38
Accounting 38
Fiscal Agreements 38
Pre-Authorized Spending 38
Emergency / Un-Authorized Spending 38
Administration 39
Record Preservation and Restoration 39
Appendices: Authorities and References 41
Agreements 42
Appendices: Acronyms 43
Appendices: Addresses 44

Prepared by:
Town of Hideout, Wasatch County, Utah
In conformance with the Wasatch County Municipal CEMP Template
and supersedes the Town of Hideout Emergency Operations Plan
adopted by Resolution #2022-R-09

Executive Summary

The Town of Hideout Comprehensive Emergency Management Plan (CEMP) establishes the framework through which the Town of Hideout will respond to, recover from, prepare for, and mitigate against all hazards that threaten the community. Along with the Hazard Analysis, this Plan is intended to be used as a primary reference for emergency management policy, operations, roles, and responsibilities for the Town.

This CEMP supersedes the Town of Hideout Emergency Operations Plan adopted by Resolution #2022-R-09 and reorganizes that plan's content into the Wasatch County Municipal CEMP Template format to provide consistency across Wasatch County jurisdictions, alignment with the National Incident Management System (NIMS), and compatibility with the Wasatch County Integrated Preparedness Plan now under development.

The intended audience for the CEMP includes:

Town of Hideout elected and appointed leadership.
The Town of Hideout Emergency Management Director and emergency management staff.
Local external resource Fire Dept lead in Hideout – captain on duty

1. Mayor
2. Mayor pro temp
3. Council – Brian
4. Council – Peter
5. Council – Tanya

Town of Hideout employees, contractors, and volunteers expected to support response, recovery, preparedness, and mitigation operations.
Wasatch County, State of Utah, federal, private-sector, and Nongovernmental Organization (NGO) partners that may support operations within Town boundaries.

Navigating the CEMP

The following sections of the CEMP provide direction on emergency or disaster activation, response, recovery, preparedness, and mitigation procedures.

Activation

Occurs after identifying an occurring or imminent emergency or disaster incident. Operations in this section include:

Assessing the scope and potential impacts of the emergency.
Convening Town leadership to determine response priorities and next steps.
Activating the CEMP to facilitate response and recovery operations.
Determining which Town facilities and resources are activated.
Staffing the Town Emergency Operations Center (EOC) at 10860 North Hideout Trail.

Response

Includes immediate operations following the identification of an occurring or imminent emergency or disaster to save lives and prevent further property damage. Operations in this section include:

Forming a common operating picture among responding entities.
Developing and documenting incident priorities under this CEMP.
Issuing timely and accurate public warnings and guidance to the community.
Implementing protective actions such as evacuations and sheltering.
Coordinating with Wasatch County, the State of Utah, and federal partners.
Documenting response operations to support audits, recovery, and after-action reporting.

Recovery

Operations support returning the community to pre-emergency conditions, including:

Transitioning from response to recovery operations.
Assessing recovery needs across the Town to target recovery operations.
Initiating short- and long-term recovery efforts to return the community to normal.

Mitigation

Mitigation reduces the impact of disasters and emergencies through:

Promoting hazard mitigation strategies in critical infrastructure, land use, and building codes.
Assisting in coordinating organizational structures for effective mitigation actions before or after incidents.
Assessing and understanding vulnerabilities within Hideout to prepare for and mitigate future emergencies.

Preparedness

Preparedness operations enable readiness for all hazards and include:

Developing planning documentation to formalize capabilities and procedures.
Training and exercising plans and procedures to validate response and recovery capability.
Engaging the public through outreach to increase community preparedness.

Additional Elements of the CEMP

The following sections and elements provide additional tools and information to support operations:

Town of Hideout and Hazard Overviews — physical, demographic, and hazard information.
Roles and Responsibilities — response and recovery roles for Town, County, State, federal, NGO, and private-sector entities.
Financial Management — how the Town manages financial activities during response and recovery operations.
Administration — administrative activities and documentation during and after operations.
Appendices — authorities, references, acronyms, and supporting materials.

Record of Changes

All revisions to this CEMP are recorded below. The Emergency Management Director is responsible for maintaining this record and distributing changes to all plan holders.

Section Title	Revision Summary (Intent and page/section)	Date	Revised By
Full Plan	Initial draft re-issued under the Wasatch County Municipal CEMP Template format; supersedes EOP adopted under Resolution #2022-R-09.	July 2026	Town of Hideout

Record of Distribution

The CEMP is distributed to the agencies and individuals listed below. Recipients are responsible for incorporating updates and providing copies to relevant personnel.

Name	Title	Agency	Date Delivered
		Wasatch Fire Department	
		Wasatch County Sheriff	
		National FEMA	
		State	
		NGO (Red Cross)	

Letter of Promulgation

WHEREAS, the Town of Hideout recognizes it is at risk of a wide range of natural, technological, and human-caused hazards, and there is a need for ongoing emergency operations planning by all jurisdictions of government within the Town; and

WHEREAS, this Comprehensive Emergency Management Plan (CEMP) is needed to coordinate and support Town response efforts in the event of an emergency or disaster and during the aftermath thereof; and

WHEREAS, this Plan provides a framework for the departments of the Town and for partner jurisdictions, agencies, community organizations, and the private sector to plan and perform their respective emergency functions during a disaster or national emergency. Tasked organizations within this Plan have the responsibility to prepare and maintain standard operating procedures and to commit to the training and exercises required to support this Plan; and

WHEREAS, in accordance with Homeland Security Presidential Directive 5 (HSPD-5), all agencies, departments, and organizations having responsibilities delineated in this CEMP will use the National Incident Management System (NIMS). NIMS allows proper coordination between local, State, and federal organizations. The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using ICS; and

WHEREAS, this Plan supersedes the Town of Hideout Emergency Operations Plan adopted by Resolution #2022-R-09 and any prior emergency operations plans;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Hideout, this Comprehensive Emergency Management Plan as updated is officially adopted, IN WITNESS WHEREOF;

_____ Date: _____

Mayor, Town of Hideout

_____ Date: _____

Town Administrator

_____ Date: _____

Emergency Management Director

Base Plan Introduction

The Comprehensive Emergency Management Plan (CEMP) establishes the framework through which the Town of Hideout will respond to, recover from, prepare for, and mitigate against all hazards that threaten the community. The CEMP describes the comprehensive integration and coordination of all levels of Town government, neighboring jurisdictions, Wasatch County, the State of Utah, federal agencies, the private sector, and Nongovernmental Organizations (NGOs).

Purpose

The base plan provides a comprehensive overview of scalable command-and-control structures and operational procedures across all levels of government to respond to, recover from, prepare for, and mitigate against all hazards. The CEMP establishes a framework for an effective system of comprehensive emergency management aimed at:

Reducing the loss of life, injury, property damage, and loss resulting from natural, technological, or human-caused emergencies.
Preparing for prompt and efficient response activities to protect lives and property impacted by emergencies.
Responding to emergencies with the effective use of all relevant plans and appropriate resources.
Providing for the rapid and orderly implementation of recovery operations.
Assisting in awareness, education, prevention, and mitigation of emergencies.

Scope

The CEMP provides information regarding policy on coordination structures, roles and responsibilities, procedures, and resources for the Town of Hideout and the agencies supporting activation, response, recovery, mitigation, and preparedness for emergencies and disasters. The CEMP and its accompanying annexes apply to all incidents — natural, technological, and human-caused — and to all areas within the corporate boundaries of the Town. The CEMP also addresses coordination with surrounding jurisdictions in Wasatch and Summit Counties for incidents that cross municipal lines.

Plan Maintenance

The Town of Hideout Emergency Management Director maintains the CEMP and its components in coordination with plan stakeholders. The CEMP will be reviewed at least annually and updated bi-annually, or as needed following trainings, exercises, and real-world incidents. Table 1 describes plan maintenance actions and their frequency.

Plan Review Action	Frequency
CEMP Development and Maintenance Cycle	Reviewed annually and updated bi-annually, or as needed following trainings, exercises, or real-world incidents.
Validating CEMP Concepts and Procedures	The CEMP will be reviewed and validated annually through trainings, exercises, and real-world incidents.
Records Updates	Contact rosters, ESF assignments, and Continuity of Government (COG) materials reviewed quarterly.

Table 1: CEMP Maintenance

Notification of CEMP Updates

The Town of Hideout Emergency Management Director, or designee, is responsible for distributing the content and concepts within the base plan to County, State, and community stakeholders (including NGOs and the private sector). Whether the CEMP undergoes routine maintenance updates or requires revision following an incident or exercise, updated copies will be issued to all listed recipients in the Record of Distribution. Recipients are responsible for replacing superseded materials.

Town of Hideout Emergency Management Working Group

Plan maintenance is supported by a working group comprised of representatives from Town leadership and key partners, including:

Mayor and Town Council representative
Town of Hideout Emergency Working Group (aka Team 1)
Town of Hideout Emergency Management Director
Director of Engineering and Public Works
Wasatch County Sheriff's Office and Wasatch County Dispatch representative
Wasatch Fire District (formerly UFA) representative
Wasatch County Emergency Management representative
Town Information Technology designee
Town Public Information Officer (PIO)
Designated representatives from utilities serving Hideout
Rocky Mountain Power – need number
All West
Xfinity
Enbridge (Dominion)
JSSD

The working group meets at least annually to review the CEMP, after-action reports, exercises, and any real-world incidents, and recommends updates to the Emergency Management Director.

Relationship With Other Plans

This CEMP provides the foundation for the Town of Hideout's Emergency Management program and includes (or will include) fifteen (15) Emergency Support Function (ESF) Annexes, Incident-specific Annexes, and reference to the Wasatch County Hazard Mitigation Plan. The CEMP is designed to be consistent with and supportive of:

Wasatch County Comprehensive Emergency Management Plan
Wasatch County and Utah Hazard Mitigation Plans (including the Mountainland Association of Governments Pre-Disaster Mitigation Plan)
State of Utah Emergency Operations Plan
National Response Framework (NRF) and National Incident Management System (NIMS)
The Town of Hideout Continuity of Operations (COOP) Plan

Authorities and References

Multiple Town, County, State, and federal codes, administrative rules, and laws govern the CEMP base plan and its accompanying components. A complete listing is provided in the Appendices: Authorities and References section. Key authorities include Utah Code Title 53, Chapter 2a

(Emergency Management Act); Title 63K, Chapter 4 (Disaster Response and Recovery Act); the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and applicable provisions of the Town of Hideout Municipal Code.

Town of Hideout Situation

This section provides an overview of geographic, economic, and demographic information for the Town of Hideout that informs considerations for preparedness, mitigation, response, and recovery actions.

Town Profile

Attribute	Description
Incorporation	Incorporated 2008; fifth-class municipality under Utah Code.
County	Primarily Wasatch County, Utah; portions adjacent to Summit County.
Form of Government	Mayor and five-member Town Council with appointed Town Administrator.
Region	Wasatch Back, eastern slope of Jordanelle Reservoir, Heber Valley area.
Elevation	Approximately 6,500–7,200 ft.
Climate	Semi-arid, mountainous, with cold winters (5–6+ ft annual snowfall) and dry summers.
Population	Total population is approximately 1,550+ with a substantial seasonal/part-time population (to be updated each plan cycle).
Housing Stock	Primarily single-family residential and some short-term rental, with several master-planned developments and high-mountain subdivisions.
Economy	Property tax, sales tax (including resort and short-term rental), tourism, and residential development.
Adjacent Jurisdictions	Heber City, Kamas, Park City, Wasatch County unincorporated areas, Jordanelle State Park lands.
Primary Transportation	SR-248, and Hideout Trail, Longview and Shoreline Dr. corridors; U.S. 40 access via SR-248
Public Safety Services	Law enforcement by Wasatch County Sheriff's Office (contract); fire and EMS by Wasatch Fire District; dispatch by Wasatch County Sheriff's Office Dispatch Center (24/7).
Critical Lifeline Providers	Electric: Rocky Mountain Power. Natural Gas: Enbridge/Questar Pipeline. Water & Sewer:JSSD Hideout Town water/sewer utilities and partnering districts. Communications: Wasatch County Sheriff's Office Dispatch, commercial carriers,).All West, Xfinity, Utah Broadband for internet. UDOT (SR 248) Utah State Parks Bureau of Reclamation (BOR) Explore Starlink or other ISP Interoperable radios Loudspeaker for truck Bull horns

Figure 1: Town of Hideout Profile

Operational Area Overview

The Town of Hideout sits within the Wasatch County Operational Area, with mutual-aid and dispatch relationships to neighboring jurisdictions. The primary Town Emergency Operations Center (EOC) is located at 10860 North Hideout Trail, Hideout, UT. If the primary EOC is unavailable, an alternate EOC will be activated in accordance with the Town's Continuity of

Operations (COOP) Plan and may be co-located with the Wasatch County EOC or with a partnering jurisdiction. This is the preferred order of EOC locations.

1. Town Hall located 10860 North Hideout Trail
2. Hideout Maintenance Building
3. New Fire Dept Building on SR-248 (Firestation 56)
4. Jordanelle Fire Station (Firestation 52)

Hazard Analysis

The Wasatch County Hazard Mitigation Plan (HMP), in combination with the Mountainland Association of Governments Pre-Disaster Mitigation Plan and the State of Utah Natural Hazard Mitigation Plan, identifies the hazards that pose a risk to the County and to the Town of Hideout. The hazard analysis below is consistent with the 2022 Town of Hideout EOP and updated to reflect current conditions.

All areas of the Town of Hideout are at risk for three categories of events:

Natural Hazards — avalanche, drought, earthquake, epidemic/public health emergency, flood (including dam failure), landslide, severe weather (snow, lightning, tornado, wind), and wildfire.
Technological Hazards — hazardous materials incidents, utility outages and shortages, urban fires, and radiological events.
Human-Caused Hazards — transportation incidents involving hazardous substances, civil disturbances, school violence, domestic terrorism, sabotage, and chemical, biological, radiological, or nuclear (CBRN) incidents.

Identifying Hazard Vulnerability

Decision-makers consider the vulnerabilities below when assessing the impacts or potential impacts of disaster or emergency incidents:

Physical vulnerability — exposed structures and infrastructure (water, sewer, power, transportation), high-mountain subdivisions in the wildland-urban interface, and steep terrain prone to landslide and avalanche.
Social vulnerability — the seasonal nature of Hideout's resident and visitor population, access and functional needs populations, and short-term rental occupants who may be unfamiliar with the area.
Economic vulnerability — dependence on tourism, real estate, and short-term rentals; localized impact from utility, road, or communications disruption.
Environmental vulnerability — proximity to Jordanelle Reservoir, watershed sensitivity, drought conditions, and wildfire fuel loading.

Hazard Analysis Table

Hazard	Frequency	Warning Lead Time	Severity Potential	Population / Area at Risk
Avalanche	Medium-Low	Minutes	Low	Site
Landslide / Debris Flow	Low	Hours–days	Low–Medium	Site
Drought	Medium	Weeks–months	Medium	Town-wide

Earthquake (Wasatch Fault)	Low	Minutes (or no warning)	Medium–High	Town-wide
Epidemic / Public Health	Low	Weeks – occurrence	Catastrophic	Town-wide
Flooding (riverine, flash)	Medium	Up to 24 hours	High	Site
Flood / Dam Failure (Jordanelle)	Low	Minutes	Catastrophic	Site / downstream
Severe Weather — Snowstorm	High	36–24 hours	Medium	Town-wide
Severe Weather — Lightning	High	Occurrence	Low	Site
Severe Weather — Tornado	Low	Several minutes	High	Town-wide
Wildfire (wildland-urban interface)	High	Hours – occurrence	Medium–High	WUI subdivisions
Hazardous Materials Release	Medium	Occurrence	High	Site
Radiological Incident	Low	Occurrence	Medium	Site
Utility Outage / Shortage	Low	Weeks–months	High	Town-wide
Communications Disruption	Low	Hours–days	High	Town-wide
Urban / Structure Fire	High	Occurrence	High	Site
Transportation Accident	High	Occurrence	Low–Medium	Site
Domestic Terrorism	Not yet occurred	Days–hours / none	High	Locale
Biological / Chemical Attack	Not yet occurred	Days–hours / none	High	Locale
Cyber Incident	Medium (and rising)	Minutes–hours	Medium–High	Town systems

Table 2: Hideout Hazard Analysis (adapted from 2022 EOP Table 3-2 with cyber added)

Planning Assumptions

The following planning assumptions were considered in the development of the base plan:

Category	Assumptions
Coordination Structures	Town, County, State, and federal response organizations adopt and apply NIMS and ICS. The Town's response will be coordinated through a unified command consistent with NIMS.
Activation	Some activation notifications and communications depend on the availability of telecommunications and emergency response infrastructure that may be impaired during the incident.
Response	Working with the County Emergency Management Team first, the Town of Hideout will make every reasonable effort to respond using its own resources first, then escalate through mutual aid, Wasatch County, the State of Utah, and the federal government.
Recovery	Recovery of losses or reimbursements through federal assistance requires preparation, documentation, and compliance with FEMA Public Assistance and Individual Assistance program requirements.
Mitigation	Effective mitigation may prevent certain hazards or incidents from occurring, or reduce impacts. Mitigation is identified through the Wasatch County HMP, the Mountainland AOG Pre-Disaster Mitigation Plan, and Town Capital Projects and land-use planning.
Preparedness	Effective preparedness requires ongoing public awareness and education so that residents, visitors, and businesses understand their responsibilities and can be self-sufficient for at least 96 hours and up to two weeks following a major incident.

Outside Assistance	Disaster relief from agencies outside the Town may take 96 hours or more to arrive. Residents and businesses are encouraged to develop a family or business disaster plan and maintain essential supplies for that period.

Table 3: Base Plan Assumptions

Concept of Operations

The concept of operations describes command-and-control structures, operations, and mechanisms the Town of Hideout uses to activate, respond to, recover from, mitigate, and prepare for all hazards.

The Town of Hideout uses a bottom-up approach to all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. Resources of local, county, state, and federal response agencies are utilized in that sequential order. Preservation of human life takes precedence over property protection for decisions involving resource allocation and prioritization.

Normal Operations

In the absence of a declared disaster or state of emergency, the emergency response forces of the community (Wasatch Fire District EMS and fire, Wasatch County Sheriff's Office, and Town public works) respond to emergencies within their jurisdictions with the authorities vested in them by law and local policy. Mutual-aid and shared-response agreements operate without requiring a local declaration.

Town of Hideout Emergency Management monitors local emergencies and provides EOC operational assistance as needed. Notifications of reportable events are made to the appropriate agencies and warning points. Severe weather watches and warnings issued by the National Weather Service are relayed to agencies and the public. EOC activation levels may be escalated without a local declaration to support agencies in normal response or community emergencies.

National Incident Management System and Incident Command System

The Town of Hideout has adopted the National Incident Management System

(NIMS) as the standard incident management structure within the Town. The Incident Command System (ICS) is the standard for on-scene emergency management. All Town operations under this CEMP will be conducted using ICS in conformance with the National Response Framework.

The three core components of NIMS (NIMS, 2017) are:

Command and Coordination — leadership roles, processes, and organizational structures for incident management at the operational and incident-support levels.
Communications and Information Management Systems — methods that ensure decision-makers have the information they need.
Resource Management — standard mechanisms to systematically manage personnel, equipment, supplies, teams, and facilities before and during incidents.

ICS Organizational Structure and Positions

ICS uses a scalable, hierarchical framework for emergency response. The standard EOC components of ICS are summarized in Table 4.

Component	Description	Who/Title
Incident Commander / EOC Director	Overall management and coordination of operations. In the Town EOC, this	Mayor, Mayor Pro Tem, Council (Team 1)

	role may be filled by the Emergency Management Director or designee.	And first on scene Public Works Director if available
Operations Section	Coordinates tactical response activities.	Team 1
Planning Section	Collects, analyzes, and disseminates information; develops the Incident Action Plan / Incident Support Plan.	Team 1
Logistics Section	Resource management — personnel, equipment, facilities, supplies.	Public Works Director if available
Finance & Administration Section	Financial and administrative functions, including cost tracking and documentation.	Team 1
Communications Unit	Manages communication systems and information flow.	Team 1
Public Information Officer (PIO)	Manages public communications and media relations via the Joint Information System.	Mayor and Mayor Pro Temp
Liaison Officer	Point of contact between Incident Command / EOC and external agencies, organizations, and partners.	Team 1
Safety Officer	Identifies and addresses safety hazards for response personnel.	Public Works Director if available
Support Staff	Administrative, technical, and operational support.	
Volunteer and Partner Organizations	External agencies and volunteers integrated into Command or EOC as needed.	

Table 4: EOC Components of ICS

We know that the type of incident drives the who does what and who is available at the time. We intend to keep this flexible and responsive to the type of incident.

Incident Response Locations

Incident Command Post (ICP)

The ICP is focused on tactical operations at the incident site. It is a temporary location established at or near the scene of an incident, where the Incident Commander and staff operate to manage and direct on-scene response activities.

Emergency Operations Center (EOC)

The Town of Hideout EOC, located at 10860 North Hideout Trail, Hideout, UT, serves as the Town's coordination center for all disaster response operations. Refer to the previous sections on the order of all designated locations.. The EOC is a centralized facility for decision-making, resource allocation, and communication among agencies and organizations involved in response and recovery. If a disaster or emergency prevents the use of the primary facility, an alternate EOC will be activated in accordance with the Town's COOP Plan.

Notification Protocol

Notification procedures are an integral part of NIMS and ICS, emphasizing timely and accurate information sharing. Notifications are documented in an Incident Action Plan (IAP) or Standard Operating Procedure (SOP). The Wasatch County Sheriff's Office Dispatch Center (435) 654-1411) s

the 24/7 dispatch center for Town of Hideout response agencies (law enforcement, fire/EMS, and emergency management). Dispatch is responsible for after-hours notification of Town Emergency Management staff, responders, and the media when conditions warrant.

Activation Actions

Effective and timely life- and property-saving operations often depend on prompt identification and activation of resources during a disaster or emergency. This section provides an overview of operations that occur after identifying an imminent or occurring emergency or disaster incident.

Assess the Emergency

First responders are typically the first to identify an imminent or potential emergency. Responding agencies on-scene use NIMS coordination structures to respond to and assess the scope or potential impacts of the incident. Considerations when assessing scope include:

Potential for loss of life or injury
Potential damage to property, roads, electricity, water, and other infrastructure
Time before incident impact
Potential economic disruption
Impact to access and functional needs populations and to seasonal residents

After determining initial impacts, responding jurisdictions or first responders, such as fire department and sheriff's office, determine actions, including activation of resources, plans, communication, scaling up response operations, and coordinating with Town Emergency Management. A unified command structure, aka as a joint effort, will be established along with any other agency that is supporting the incident.

CEMP Activation

This Plan is continually operational, with changes in levels of response occurring under the following conditions:

An incident occurs or is imminent.
A local state of emergency is declared.
As directed by the Team 1 or designee. Can be designated at the time of the incident.

Team 1 considers the initial assessment from first responders to determine what operations should be activated. Once activated, relevant Town, County, and State agencies and partners are notified to implement the subsequent sections of this Plan.

Emergency Operations Center

The Town of Hideout EOC serves as the Town's coordination center for all disaster response operations. The EOC organizational structure follows a hierarchical framework designed to facilitate effective coordination and decision-making during emergency response and recovery efforts.

Activating the EOC

The Town EOC activation level may be elevated by the Mayor, the Town Administrator, the (Team 1), the Wasatch Fire District Chief, the Wasatch County Sheriff (or designee), or their designees during any situation where the need for EOC-level coordination is evident. Escalation also extends to the following:

Town of Hideout Emergency Management on-call duty officers (Team 1) may independently increase the level of activation when other Town Emergency Management representatives are unavailable and personnel commanding an incident determine that interdepartmental coordination is required.
Any senior Town official or department head may request EOC assistance for a Town emergency by contacting Mayor and/or Mayor Pro Temp during business hours, or an on-call duty officer after hours. Such requests should be related to interdepartmental coordination for managing an emergency or planned event.
Notification of EOC activation is delivered using communication methods that are most functional and available, including phone, text, email, 800 MHz radio (will be loaned to use in the event of emergency), and the Wasatch County Everbridge Notification System where available.
The Town may also activate the EOC in preparation for planned events that require EOC-level coordination — for example, large community events, planned demonstrations, and major holiday events with anticipated attendance.

EOC LEVELS OF OPERATION

Emergencies or disasters that may affect the Town of Hideout are divided into three levels of readiness:

Level I: Full-Scale Activation
Level II: Limited Activation
Level III: Daily Operations / Monitoring

Level	Initiating Events	EOC Operational Level	Corresponding Actions
I — Full Activation	Widespread threats to public safety; large-scale Town, County, State, and federal response anticipated.	24/7 staffing	All primary and support ESF agencies notified. All staff and ESFs report to the EOC. ICS implemented; all sections and branches activated. Planning Section initiates incident support planning process. Extended response and recovery expected.
II — Limited Activation	Incidents that overwhelm local response capability and require County assistance.	Extended staffing	Coordinators of affected primary ESFs report to the EOC. Other ESFs alerted and on standby. Some sections may operate 24/7. ICS activated.
III — Monitoring	Monitoring and assessment of incidents whose local response is likely adequate.	Daily operations + 24/7 on-call	Team 1 monitors situations 24/7). Notification made as needed to local agencies and ESFs that will act as part of everyday responsibilities. (Team 1 makes notifications)

Table 5: Activation Levels

LEVEL I — FULL-SCALE ACTIVATION

In a full-scale activation, all primary and support ESF agencies under the Town plan are notified. Town Emergency Management staff and all primary ESFs report to the Town EOC. The EOC is activated on a 24/7 schedule due to the severity or imminence of the event. ICS is implemented and

all sections and branches are activated. The Planning Section initiates the incident support planning process to establish operational objectives and priorities. As Town resources are exhausted, the Wasatch County EOC and the State Division of Emergency Management (DEM) are notified for assistance; DEM notifies FEMA as appropriate.

LEVEL II — LIMITED ACTIVATION

Coordinators of affected primary ESFs are notified to report to the EOC. Other ESFs are alerted and placed on standby. All agencies involved in the response provide a representative to the Town EOC. Some ESFs may be activated to support specific response or recovery operations. Limited activation may warrant a 24/7 schedule. ICS is activated as needed.

LEVEL III — MONITORING

Level III is typically a monitoring phase in which jurisdictional response agencies oversee events. Town duty officers monitor and follow up on situations, threats, or events and report to the EOC as needed to assess the situation and escalate the activation level when necessary. Most events can be resolved using small amounts of resources and routine day-to-day operations.

ICS FORMS

In the event of an incident progressing beyond normal day-to-day operations, or elevation in the EOC activation level, an Incident Support Plan (ISP) should be prepared utilizing ICS forms and the ICS Incident Support Plan format. The ISP is created as the transition is made from initial response to operational periods and incident-support objectives are established. The initial EOC incident response activities should be documented on an ICS 201 form.

STOPPED – 06/02/

Virtual Emergency Operations Center (VEOC)

EOCs are more than physical facilities. The Town of Hideout will maintain the capability to operate a Virtual EOC (VEOC) using Microsoft Teams, WebEOC where available, and the Wasatch County ArcGIS Hub for Emergency Management Operations (https://emergency-management-operations-wasatch.hub.arcgis.com/) when participants are unable to be physically co-located, or when augmenting the physical EOC. Team member responsibilities do not change in a virtual environment.

Emergency Support Functions

The EOC is organized in a model based on the Incident Command System (ICS) structure, which provides EOC staff with a standardized operational structure and common terminology. The Town of Hideout uses 15 Emergency Support Functions (ESFs) aligned with national guidance and in coordination with the Wasatch County CEMP.

Town agencies and organizations are designated as primary and support agencies for each ESF according to authority, resources, and capability. Primary agencies, with assistance from one or more support agencies, coordinate the activities of the ESF, provide situational awareness updates, and ensure that tasks assigned to the ESF by Town Emergency Management are completed successfully. ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency event.

ESF	Town of Hideout Primary / Lead	Scope
ESF #1 — Transportation	Town Public Works / Engineering; Wasatch County Public Works (supporting)	Transportation safety; restoration of transportation infrastructure; movement restrictions and routing on Hideout Trail, Longview Drive, Shoreline Drive and SR-248 corridors.
ESF #2 — Communications	Town IT designee; Wasatch County Sheriff's Office Dispatch; ARES of Wasatch County (supporting)	Coordination with telecommunications Companies including Allwest, Xfinity, and Utah Broadbandand IT providers; restoration and repair of communications infrastructure; coordination with, Rocky Mountain Power, and commercial carriers.
ESF #3 — Public Works / Engineering	Director of Engineering and Public Works	Infrastructure protection and emergency repair; engineering services; coordination with County Public Works for cross-jurisdictional restoration.
ESF #4 — Firefighting	Wasatch Fire District	Coordination of fire suppression activities; support to wildland, rural, and urban firefighting; coordination with state and federal wildland fire resources.
ESF #5 — Emergency Management	Town of Hideout Emergency Management Director	Coordination of incident management and response; issuance of mission assignments; resource and situation reporting; Community Lifelines reporting.
ESF #6 — Mass Care, Emergency Assistance, Housing, Human Services	Town designee in coordination with American Red Cross, Wasatch County Health Department, faith-based partners	Mass care, emergency assistance, disaster housing, and human services for residents, visitors, and short-term rental occupants.
ESF #7 — Logistics Management and Resource Support	Town Emergency Management Director; Town Administrator (supporting)	Town incident logistics planning, resource management, and procurement coordination.
ESF #8 — Public Health & Medical Services	Wasatch County Health Department; Heber Valley Hospital; Wasatch Behavioral Health; Wasatch Fire District EMS	Public health; food safety and security; medical care; behavioral health; mass fatality management.
ESF #9 — Search and Rescue	Wasatch Fire District; Wasatch County Sheriff's Office (Search & Rescue); EMS	Life-saving search and rescue operations, including backcountry, avalanche, and water rescue.
ESF #10 — Oil and Hazardous Materials Response	Wasatch Fire District (HazMat); Wasatch County Health Department; Law Enforcement; Town Emergency Management	Oil and hazardous materials response; environmental short-term cleanup; coordination with Utah DEQ.
ESF #11 — Animal Services, Agriculture and Natural Resources	Wasatch County Animal Control; Law Enforcement; Utah Division of Wildlife Resources	Animal and plant disease and pest response; safety of household pets, livestock, and service animals; coordination with veterinary providers.
ESF #12 — Energy	Heber Light & Power; Rocky Mountain Power; Enbridge; Chevron; Town Building & Public Works (supporting)	Energy infrastructure assessment, repair, and restoration; utility coordination; energy forecasting.
ESF #13 — Public Safety — Law Enforcement and Security	Wasatch County Sheriff's Office; Utah Highway Patrol; State Park Rangers (Jordanelle)	Facility and resource security; access, traffic, and crowd control; security planning.

ESF #14 — Long-Term Community Recovery	Town Administrator; Emergency Management; Planning & Development; Public Works	Social and economic impact assessment; long-term community recovery; analysis and review of mitigation program implementation.
ESF #15 — External Affairs	Town Public Information Officer (PIO); supported by Wasatch County PIO	Emergency public information and protective action guidance; media and community relations; Joint Information Center / Joint Information System.

Table 6: Emergency Support Functions Overview

EOC Coordination

Town of Hideout Emergency Management is responsible for emergency operations and coordination before, during, and after an event. Resource management and policy coordination take place in the EOC. The Town's response to and recovery from an emergency or pending disaster is conducted through the Town Emergency Management Organization, which **uses ICS to manage ESF coordination** and to develop a structured method for identifying priorities and objectives.

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel and during mutual-aid deployment.

Staffing the EOC

Along with determining EOC activation, the appointed authority also determines which EOC branches and ESFs are activated or deactivated depending on the emergency or disaster's scopeBranches: EOCs are organized into branches, each responsible for specific functions aligned with NIMS.

- Planning: Develops and maintains Incident Action Plans / Incident Support Plans.
- Finance: Manages financial matters related to the incident.
- Logistics: Manages resources, supplies, and facilities.
- Operations: Coordinates field response activities.
- ESF Groupings: Similar organizations and agencies grouped to support section and branch-specific operations.

All departments, agencies, and organizations involved in implementing the CEMP will be organized, equipped, and trained to perform all designated responsibilities. Each organization is responsible for the development and maintenance of its own internal operating and notification procedures, filling any important vacancies during emergencies, and providing for the care of staff and their families.

Activating Emergency Support Functions

The Town of Hideout Emergency Management Director determines which ESFs to activate within the EOC depending on the incident's scope and needs. Once the Director has decided to activate EOC sections or ESFs, the Director notifies the Mayor, Town Administrator, Town Council, and relevant primary agencies. Each primary agency notifies its support agencies.

All departments and organizations responsible under the CEMP maintain personnel notification rosters and SOPs to perform assigned tasks.
Unless directed otherwise, existing organizational communications systems and frequencies are employed.

Unless directed otherwise, the release of information to the public or media, working in conjunction the Wasatch County Emergency Management Office, is handled through the Town's joint information system under ESF #15.
Personnel designated to the EOC will make prior arrangements to ensure their families are provided for in the event of an emergency.
EOC representatives report to EOC check-in upon arrival, provide name, agency, and contact information on the staffing chart, ensure 24/7 staffing for long-term activations, and keep their departments/agencies constantly informed.
Outgoing personnel will thoroughly brief incoming relief personnel before departing the EOC.
Safety of the affected population and response/recovery personnel is the highest priority and is continuously monitored throughout an incident.

Response Actions

Response begins immediately after an incident occurs or is identified. Response operations often start at the municipal level and then expand to County, State, and federal support as the needs of the incident exceed local capabilities. In compliance with HSPD-5, all response operations are managed using NIMS and ICS. Response operations consist of immediate actions that save lives and prevent further damage, such as fire suppression, search and rescue, mass care, and communicating emergency public information.

Priorities of response focus on: (1) life safety; (2) basic survival issues (water, food, basic medical care, shelter); (3) restoration of vital infrastructure (water/wastewater, electric, communications, roads); (4) cleanup and emergency repairs; and (5) transition to recovery.

Emergency / Disaster Declaration

When required, the Town of Hideout will declare a local state of emergency. The declaration is a critical step for the Town to access State and federal support.

Declaring a Local State of Emergency

The EOC serves as the Town's coordination center for disaster response operations. An event may start small and escalate quickly, or a major event may occur at any time. As soon as an incident occurs, Town Emergency Management begins monitoring, activates to the appropriate level, and staffs the EOC accordingly. Town Emergency Management will:

Make assistance available as necessary.
When conditions warrant, assist the Mayor in declaring that a local state of emergency exists. (Under Utah Code Title 53, Chapter 2a, and Title 63K, Chapter 4, the Mayor has authority to declare an emergency. A declaration expires after 30 days unless extended or ratified by the Town Council.)
Request damage assessment updates from affected areas at regular intervals to the Town EOC to support costs in the declaration.
Coordinate with Wasatch County Emergency Management to align Town and County declarations and assistance requests.

FEMA evaluates declarations using primary factors that include: amount and type of damage; impact on infrastructure of affected areas or critical facilities; imminent threats to public health and safety; impacts on essential government services; the unique capability of the federal government; dispersion or concentration of damage; level of insurance coverage; assistance available from other

sources; State and local resource commitments from previous undeclared events; and frequency of disaster events over a recent time period.

Local Government Resources

The Town of Hideout shall use its own resources first in an emergency or disaster situation and may call for assistance from Wasatch County Emergency Management when events overwhelm or threaten to overwhelm Town response and recovery resources. When damage is widespread and severe, state and federal relief may be overwhelmed. The Town therefore maintains an ongoing program of mitigation, preparedness, response, and recovery.

FEMA coordinates the federal government's role; the State of Utah coordinates its role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror. Hideout's declaration takes into account the primary factors required by Wasatch County Emergency Management Office, Utah Division of Emergency Management, and FEMA.

Figure 2: Disaster Declaration Process

Emergency Warning

The Wasatch County Sheriff's Office Dispatch Center is the 24/7 Law Enforcement, Wasatch Fire District, and Emergency Medical Service (EMS) Dispatch Center for the Town of Hideout. The Dispatch Center is equipped with emergency generators, computers, and uninterruptible power supplies and has its own continuity plan. Town leadership, Emergency Management staff, Fire District chief officers, and Sheriff's Office personnel may request notifications and warnings when conditions warrant. Conditions considered include threat to life and property, infrastructure failure, and responder safety.

Communications

Emergency communications are defined as the ability of emergency responders to exchange information via data, voice, and video. Emergency response must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture. Emergency communications consist of three primary elements:

Operability — the ability of emergency responders to establish and sustain communications in support of the operation.
Interoperability — the ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government using a variety of communication mediums. System operability is required for system interoperability.
Continuity of Communications — the ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

COMMON OPERATING PICTURE

The use of integrated systems for communication, information management, intelligence, and information sharing establishes and maintains a common operating picture (COP). The COP allows continuous data updates during an incident and provides a common framework that covers the incident lifecycle across jurisdictions and disciplines. Hideout participates in the Wasatch County ArcGIS Hub for Emergency Management Operations (https://emergency-management-operations-wasatch.hub.arcgis.com/) for shared situational awareness.

Internal Communications	External Communications
Landline	Landline
Cellular phone	Fax
Texting	Cellular phone
Paging / notification	Text
800 MHz radio	800 MHz radio
Internet / WebEOC	Internet / WebEOC
Amateur Radio Emergency Service (ARES)	Joint Information System / Joint Information Center (JIS/JIC)
Microsoft Teams (VEOC)	Emergency Alert System (EAS)
	Everbridge Notification System (Wasatch County)
	Reverse 911 / Wireless Emergency Alerts
	Press releases and news media
	Town of Hideout website and social media

Table 7: Warning, Notification, and Status Update Channels

Need a complete and updated GIS map

Taking Protective Actions

Some emergencies may require the Town of Hideout to implement protective actions such as evacuation and sheltering. Implementation is based on the scope, size, and impacts of the incident, as well as information from responding agencies.

Protective Action	Operations
Evacuation	Ensure residents, visitors, and short-term rental occupants are aware of evacuation orders and routes. Move affected residents who are unable to evacuate themselves. Coordinate with the Wasatch County Sheriff's Office, Utah Highway Patrol, and UDOT for traffic control on SR-248, SR-32, and Hideout Trail / Shoreline Drive, Longview Drive, and SR-248. Issue notifications through Everbridge, Reverse 911, and Town messaging channels.
Sheltering	Review shelter availability and procedures. Coordinate primary shelter capability with the American Red Cross and partner facilities in Wasatch County. Identify in-Town congregate care locations as appropriate. Provide for access and functional needs, pets, and service animals.
Shelter-in-Place	Issue Shelter-in-Place orders when evacuation is not safe or practical (e.g., hazardous materials release, active threat). Provide clear, repeated public messaging through ESF #15 channels.

Table 8: Protective Actions Overview

Performing Preliminary Damage Assessments

Hideout will use damage assessment tools consistent with Wasatch County practice (including the County's ESRI-based damage assessment tools). Preliminary damage assessment (PDA) reports are essential for the Governor's decision to declare a state of emergency and to request federal disaster assistance. PDAs are conducted during response to:

Determine immediate life-safety issues such as trapped or missing individuals.
Assess economic impacts.
Identify the scope of damage.
Determine the status of critical infrastructure and Community Lifelines.
Prioritize response operations.

Document damage and affix estimated dollar amounts to justify additional assistance.

Preliminary Damage Assessment	Description
Time Conducted	Immediately after the disaster occurs and continues throughout response.
Purpose	Determine the breadth and severity of damage and impact on Community Lifelines; quantify damage to qualify for State and federal assistance.
Conducted By	Town of Hideout staff and contractors; Wasatch County PDA teams; State Division of Emergency Management; FEMA when activated.
Information Collected	Estimated costs of damage; type of facility damaged; location; photographs; insurance status; impacts on lifelines.
Facilities Prioritized According To	Life safety; property preservation; environmental preservation.

Table 9: Preliminary Damage Assessment Overview

Resources Management

The Town of Hideout CEMP assigns primary and support agencies for the 15 ESFs. Each agency assigned to an ESF is responsible for mobilizing existing personnel, equipment, materials, supplies, and other resources under its control. When agencies require additional resources, they are referred to ESF #7 — Logistics Management and Resource Support in the Town EOC. ESF #7 identifies the most appropriate and economical method of meeting the resource request.

Four basic methods of meeting a resource request are:

1. Local forces under the direct control of the Town EOC, assigned by EOC priorities.
2. Mutual aid to augment local forces during a locally declared state of emergency, following the procedures of the Utah Statewide Mutual Aid Act.
3. State and federal agency response when mutual aid or contracting cannot meet the request.
4. Procurement and contracting, documented through ESF #7 with all receipts, invoices, justifications, and approvals forwarded to the Town Treasurer/Clerk.

Mutual Aid Requests

If Town of Hideout resources are overwhelmed or become inadequate to cope with an emergency, the Town will request mutual aid or state assistance. The Town of Hideout is a participant in the Utah Statewide Mutual Aid Act (Utah Code 53-2a-205). All requests for mutual aid and State or federal assistance will be coordinated by the Town EOC through the Wasatch County EOC and forwarded to the State EOC. The State liaison assists the Town with the appropriate procedures. Hideout also maintains mutual aid agreements with the Wasatch Fire District and with Wasatch County Public Works.

Coordination with Local, State, and Federal Agencies

To effectively implement activation, response, recovery, and preparedness actions, the Town of Hideout coordinates with County, State, federal, and private-sector partners. As an incident evolves, expands, or affects certain sectors, various agencies may become involved to support response and recovery.

Entity	Coordination Roles and Responsibilities
Town of Hideout (Municipal)	Respond to incidents based on available resources and capabilities. Notify Town Emergency Management of the incident. Activate the Town EOC. Coordinate with

	the Wasatch County EOC; request mutual aid and County assistance when local resources are exhausted.
Wasatch County	Activate the County EOC to support municipal response and coordination. Notify the State of the incident, request State support, and coordinate countywide messaging. Coordinate County assets including Sheriff's Office, Health Department, Public Works, and Wasatch Fire District.
State of Utah	Provide an Emergency Management liaison to coordinate between the local EOC and the State Division of Emergency Management. Coordinate State support and process requests for federal assistance. Oversee mutual aid through the Statewide Mutual Aid Act.
Federal Government	Provide response and recovery support and resources if the State of Utah's capabilities are insufficient. FEMA serves as the lead federal coordinator under the National Response Framework.
Private Sector	Incorporate response and recovery resources and support to Town and County governments through partnerships, contracts, and donations. Critical lifeline providers (electric, gas, communications) coordinate restoration directly with the EOC.

Table 10: Coordination Roles and Responsibilities

Emergency Management Assistance Compact

When necessary, Wasatch County Emergency Management — or the State of Utah Division of Emergency Management — will initiate requests for assistance from the federal government through FEMA and from other states through the Emergency Management Assistance Compact (EMAC). The Town of Hideout coordinates EMAC-related requests through Wasatch County and the State.

Access and Functional Needs Support

The Town of Hideout recognizes the need for additional care and services for those with access and functional needs during incident response and recovery. The Town follows the Wasatch County program for Access and Functional Needs support and coordinates the following considerations:

Communications in plain language and in multiple formats.
Accessible transportation for evacuation and sheltering.
Continuity of medical equipment and durable medical supplies during utility outages.
Inclusion of seasonal residents and short-term rental occupants, who may have limited familiarity with the area.
Coordination with Wasatch Behavioral Health for mental and behavioral health needs.

Behavioral Health

Behavioral health refers to the mental health and well-being of individuals. The Town of Hideout coordinates with Wasatch Behavioral Health Special Service District to meet the community's needs through services that may include inpatient and residential care, outpatient and 24-hour crisis care, medication management, psychoeducation and psychosocial rehabilitation, case management, peer support, consultation and education, services to incarcerated individuals, and substance use disorder services.

Continuity of Government

Continuity of government (COG) is an essential function of emergency management. All levels of government share a constitutional responsibility to preserve the life and property of citizens. The Town of Hideout maintains a Continuity of Operations (COOP) Plan that, together with this CEMP,

addresses lines of succession, delegation of authority, alternate facilities, vital records protection, and reconstitution.

Per Resolution #2022-R-09 (carried forward and reaffirmed in this CEMP), the order of succession for the Town of Hideout Emergency Management Director is:

1. Mayor
2. Mayor Pro-Temp
3. Members of the Town Council in descending order of seniority on the Council1.
4. Public Works (designated Emergency Management Director)
5. Director of Engineering

Community Lifelines

FEMA's Community Lifelines framework highlights impacts on essential community services and identifies the root causes of those impacts. The seven Community Lifelines are:

Safety and Security
Food, Water, Shelter
Health and Medical
Energy
Communications
Transportation
Hazardous Material

Each lifeline contains components and subcomponents. The lifelines do not replace ESFs but provide a framework that ESFs use to evaluate incident impacts, report on critical community systems, and prioritize response activities. ESF #5 serves as the lead coordinator across all Community Lifelines and helps designate reporting responsibilities.

Community Lifelines and ESF Crosswalk

Community Lifeline	Primary ESF (Lead)	Supporting ESFs
Safety and Security	ESF #13 — Public Safety	ESF #4, #8, #10
Food, Water, Shelter	ESF #6 — Mass Care	ESF #7, #14
Health and Medical	ESF #8 — Public Health & Medical	ESF #9
Energy	ESF #12 — Energy	ESF #3
Communications	ESF #2 — Communications	ESF #5, #15
Transportation	ESF #1 — Transportation	
Hazardous Material	ESF #10 — Oil & HazMat	ESF #4

Table 11: Community Lifelines and ESF Crosswalk (P = Primary; S = Support)

Community Lifeline Reporting

While reporting on Community Lifelines requires engagement from all ESFs and response partners, ESF #5 coordinates reporting activities. Reports include component, status (red/yellow/green/blue/grey), impacts, actions, limiting factors, and estimated time to status change. Reports are shared up the chain of command and across partners using the Wasatch County ArcGIS Hub and other shared platforms.

Status / Condition	Example

Grey	Assessment teams have been unable to establish status.
Red	Lifeline service is believed to be compromised (e.g., drinking water contaminated by floodwaters).
Yellow	Mission identified and resourced but constrained (e.g., bottled water resourced but transportation issues restricting delivery).
Green	Lifeline supporting survivor needs (e.g., bottled water supporting survivors until water service re-established).
Blue	Administrative status — used for planning, not operational.

Table 12: Community Lifeline Status / Condition Example

Recovery Actions

This section provides an overview of the Town of Hideout's recovery operations to return the community to pre-disaster conditions. After initial lifesaving and protection response operations have concluded, the Town shifts to recovery operations. Depending on the circumstances of the incident, recovery may run concurrently with ongoing response.

Transition From Response to Recovery

The speed and process of the transition from response to recovery depend on the size and scope of recovery needs and the Town's capacity. Triggers that can help facilitate the gradual transition to recovery operations include:

The hazard has subsided or been contained.
Initial response efforts have plateaued or stabilized.
Protective actions have been implemented as required.
Injured persons or fatalities have been entered into the medical and coroner systems.
Initial damage assessments have been completed.
Disaster impacts on the community are understood.
Community Lifelines are stabilized.

Demobilize Response Resources

As the Town shifts to recovery, various response operations may be demobilized from the EOC. Once demobilized, ESFs and EOC personnel:

5. Return all provided equipment to owners and determine additional documentation needs.
6. Clean workspace in the EOC.
7. Provide documentation, such as activity logs, to the EOC Planning Section Chief.
8. Participate in after-action meetings or follow-up discussions to identify strengths, gaps, and areas for improvement.

Establish a Recovery Task Force

Establishing a Recovery Task Force (RTF) at the Town level is essential for orchestrating a coordinated recovery. The RTF brings together Town staff, Wasatch County, nonprofit organizations, businesses, and community members. The Mayor typically chairs the RTF, with Team 1 serving as coordinator.

Consider long term recovery planning

Cutting thru the red tape to get things running as they were

Additional State Assistance

Requests for assistance will be forwarded to the State Division of Emergency Management (DEM) from the Town EOC, through the Wasatch County EOC, when local resources are exhausted or local capabilities cannot meet the need. DEM can orchestrate outside resources and materials to bear, and the State of Utah may contact the federal government for further assistance.

Additional Federal Assistance

Following a disaster declaration and initial damage assessments, the Town's intent is to maximize the benefit of federal funds an impacted community may qualify to receive. These funds can prevent delays in recovery and eliminate duplication of assistance at the municipal, county, state, and federal levels. The Town will coordinate with FEMA's Public Assistance and Individual Assistance programs through the State and County.

Initiate Short- and Long-Term Recovery Efforts

The Town of Hideout's Plan encompasses both short-term and long-term efforts to rebuild and revitalize affected communities. Recovery planning is a seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and provision of food, water, and shelter to displaced persons. Long-term recovery may include economic recovery, housing, infrastructure replacement, hazard mitigation, and revisions to local codes and ordinances.

Mitigation Actions

This section provides an overview of the Town of Hideout's mitigation actions that are executed prior to an emergency or hazardous event. Mitigation involves proactive measures taken by Town authorities to minimize or alleviate the impact of various hazards or risks.

Conduct Hazard Mitigation Planning

Hazard mitigation planning improves the Town's preparedness and resilience by lessening the impacts of emergencies through the identification of risk, hazard-specific impacts, and mitigation actions. The Town of Hideout participates in the Mountainland AOG Pre-Disaster Mitigation Plan, the Wasatch County Hazard Mitigation Plan, and the State of Utah Natural Hazard Mitigation Plan.

Mitigation Planning Process

The State Division of Emergency Management is the lead agency for the State of Utah Natural Hazard Mitigation Plan, which is developed in coordination with the seven Associations of Governments (AOGs), including Mountainland AOG. Wasatch County, with participating municipalities, updates its multi-jurisdictional Pre-Disaster Mitigation Plan (Wasatch County or Mountainland Association of Gorvernments (MAG)) on a five-year cycle. The Town of Hideout reviews and adopts the applicable annex(es) of these plans by Town Council resolution.

Town of Hideout Mitigation Actions

Hazard mitigation actions for the Town of Hideout, drawn from the 2022 EOP and from applicable HMPs, include:

Develop and enforce policies, standards, and regulations to avoid, reduce, and mitigate hazards, including building codes, zoning, defensible space ordinances, and floodplain regulations.

Enhance public education on relevant topics: severe weather warning systems, home safety, personal preparedness checklists, evacuation routes, weather safety, and wildfire preparedness.
Review, exercise, and re-evaluate emergency plans, policies, and procedures.
Maintain resource lists for road-clearing equipment, four-wheel-drive vehicles, emergency generators, fuel, chainsaws, and similar.
Test emergency communications systems and generators on a routine schedule.
Promote mitigation efforts of local government, businesses, and the private sector with emphasis on local infrastructure and continuity of operations.
Identify critical infrastructure that may be impacted by disasters or that requires emergency response.
Coordinate with Rocky Mountain Power, Enbridge Gas Co., and water/sewer providers (JSSD) on infrastructure hardening and emergency restoration agreements.
Coordinate wildfire mitigation with the Wasatch Fire District including community wildfire protection planning, fuels management, and home hardening guidance for high-mountain subdivisions.
Coordinate flood mitigation with attention to Jordanelle Reservoir, drainage systems, and Special Flood Hazard Areas.

Action Type	Hazard Mitigation Plan Example
Local Planning and Regulations	Incorporate earthquake and wildfire mitigation into Town planning, zoning, and building codes.
Structure and Infrastructure Projects	Conduct regular maintenance for drainage systems, flood control, and critical roads.
Natural Systems Protection	Implement fuels management programs in coordination with Wasatch Fire District and adjacent landowners.
Education and Awareness Programs	Conduct winter weather, wildfire, and seismic risk awareness campaigns; provide preparedness materials to seasonal residents and short-term rental hosts.

Table 13: Mitigation Actions and Examples

Surveys and Mapping

Surveys assess the vulnerability of structures and areas to hazards. By mapping vulnerable structures and areas, the Town can target mitigation efforts.

Flood Mapping

The Town recognizes that areas of Hideout are in or near Special Flood Hazard Areas (SFHAs) due to proximity to creeks, irrigation canals, and Jordanelle Reservoir. The Town participates in the National Flood Insurance Program and references current FEMA Flood Insurance Rate Maps for floodplain administration.

Preparedness Actions

This section provides an overview of preparedness actions executed by the Town of Hideout and partnering agencies. Preparedness actions include planning, training, and exercises before and after emergencies and disasters.

Training and Exercise Plans

Coordination structures and procedures described in the CEMP and other preparedness documents are validated and supplemented by regular training and exercises. The Town Emergency Management Director coordinates training and exercises with municipal departments, the Wasatch County Emergency Management Office (under the Wasatch County Integrated Preparedness Plan), the State of Utah, and federal partners.

TRAINING

Each Town department and partner agency is responsible for ensuring that critical staff are identified and trained to implement existing response plans, procedures, and policies. Core NIMS training (IS-100, IS-200, IS-700, IS-800) is required for Town personnel with emergency management responsibilities; ICS-300 and ICS-400 are required for personnel filling Command or General Staff positions in the EOC.

EXERCISES

The Town intends to conduct regular simulations to evaluate the functionality and effectiveness of the CEMP. Exercise types include:

Discussion-based exercises (seminars, workshops, tabletop exercises, games) to familiarize players with plans, policies, procedures, and agreements.
Operations-based exercises (drills, functional exercises, full-scale exercises) to validate plans and procedures, clarify roles and responsibilities, and identify resource gaps.

Hideout will coordinate training and exercise priorities with the Wasatch County Emergency Operations Plan (EOP)Based on Hideout's stakeholder survey response for the IPP, top training and exercise priorities for the next two years should include wildfire response (WUI), flooding (including dam failure scenarios at Jordanelle), winter weather and avalanche, evacuation, sheltering, and Incident Command. The Town further requests a model plan customized to Hideout's needs and facilitated coordination with County and adjacent jurisdictions.

Public Awareness and Education Strategy

Effective community preparedness requires ongoing community awareness and education. The Town encourages residents, second-home owners, short-term rental hosts, and visitors to be prepared and to understand their responsibilities should a major disaster or emergency occur.

Public information is critical for saving lives and minimizing property damage. An aware, informed public acts more predictably.
Hideout aims to enhance public education on severe weather warning systems, home safety, personal preparedness checklists, evacuation routes, winter storm conditions, wildfire preparedness, and electrocution hazards.
Outreach is provided in formats accessible to seasonal and short-term residents (e.g., short-term rental check-in materials and Town website resources).

Roles and Responsibilities

This section outlines the general roles and responsibilities of Town, County, State, and federal entities, as well as Nongovernmental Organizations (NGOs) and the private sector regarding response, recovery, preparedness, and mitigation operations.

Functional Responsibilities

Each ESF is led by a primary agency or agencies and supported by other agencies and volunteer organizations. The Town of Hideout's ESF assignments are summarized in Table 6 (Concept of Operations). The full Agency Roles & Responsibilities matrix is maintained as an appendix and updated each plan cycle.

Table 14: Agency Roles & Responsibilities (full matrix — to be maintained as an appendix)

General Roles and Responsibilities

Town of Hideout (Municipal)

The Town of Hideout is the primary provider of emergency services within its jurisdiction (contracted services included). The Town is often the first to use its personnel and resources during an incident.

Entity / Role	Roles and Responsibilities
Mayor	Chief Executive Officer of the Town. Responsible for ensuring the public safety and welfare of the people of the jurisdiction. Provides strategic guidance and resources during preparedness, response, and recovery efforts. Has the authority to declare a local state of emergency (expires after 30 days unless ratified by the Town Council).
Team 1	Assembled leadership of the Town. Ratifies extended states of emergency, adopts emergency-related ordinances and resolutions, and shapes laws, policies, and budgets that support preparedness.
Public Information Officer (PIO) Potentially assigned by County	Coordinates public messaging, media relations, and the Town's role in the Joint Information System under ESF #15.
Town Departments and Contracted Services	Provide their assigned ESF responsibilities; develop and maintain SOPs; maintain personnel rosters and notification procedures; provide internal continuity.

Table 15: Town of Hideout Roles and Responsibilities

Wasatch County

Entity	Roles and Responsibilities
County Manager / County Council	Chief executive responsible for ensuring public safety and welfare in the County. Declares County-level emergencies and oversees Wasatch County Emergency Management.
County Emergency Management	Activates County EOC to support response and recovery coordination. Notifies the State and provides coordination, public information, and resource support to Hideout and other municipalities.
Wasatch County Sheriff's Office	Provides law enforcement (under contract for Hideout), Search and Rescue, and 24/7 dispatch through the County Sheriff's Office Dispatch Center.
Wasatch Fire District	Provides fire suppression, EMS, and hazardous materials response.
Wasatch County Health Department	Provides public health and behavioral health coordination; primary for ESF #8.
Wasatch County Public Works	Supports infrastructure restoration, debris management, and transportation.

Table 16: County Roles and Responsibilities

State of Utah

Entity	Roles and Responsibilities
Division of Emergency Management (DEM)	Initiates requests for assistance from the federal government through FEMA, and from other states through the Emergency Management Assistance Compact (EMAC). Coordinates State response.
Other State Agencies	Develop cooperative agreements with private organizations; support response and recovery within their statutory authorities (Utah Department of Health, Utah DEQ, Utah Highway Patrol, Utah National Guard, Utah Division of Wildlife Resources, and others).

Table 17: State Roles and Responsibilities

Federal

Entity	Roles and Responsibilities
FEMA	Identifies and activates necessary federal ESFs to support State and local ESF counterparts. Assesses and processes declaration requests; administers Public Assistance and Individual Assistance programs.
Federal Bureau of Investigation (FBI)	Leads and coordinates response efforts for emergencies and disasters with a national security or terrorism dimension.
U.S. Coast Guard / EPA / DOE (as applicable)	Provide sector-specific support for hazardous materials, environmental, and energy incidents under the National Response Framework.

Table 18: Federal Roles and Responsibilities

Nongovernmental Organizations

Entity	Roles and Responsibilities
American Red Cross (ARC)	Supports ESF #6, #8, and #14 by providing staff and coordination for shelter, mass care, public health, and recovery operations.
Faith-Based NGOs	Support ESF #6 by assisting with feeding and mass care operations; provide volunteers to support response and recovery.
Mosaic Inter-Faith Ministries	Supports ESF #6 and #14 by assisting populations with functional and access needs; provides case management.
Salvation Army	Supports ESF #6 by assisting with feeding and mass care; assists with family reunification and feeding for responders.
Voluntary Organizations Active in Disasters (VOAD)	Coordinates non-profit partner activities supporting response and recovery.
Amateur Radio Emergency Service (ARES) of Wasatch County	Provides volunteer backup communications and supports ESF #2.

Table 19: NGO Roles and Responsibilities

Private Sector

Entity	Roles and Responsibilities
Critical Lifeline Providers (, Rocky Mountain Power, Enbridge Gas Co, communications providers including Allwest, Xfinity, and Utah Broadband, and water/sewer (JSSD)	Coordinate with the Town EOC under ESF #2, ESF #3, and ESF #12. Provide restoration estimates and lifeline status to ESF #5.
Short-Term Rental Hosts / Property Managers	Communicate emergency information to guests; provide guest counts and accessibility information during incidents.

Local Businesses and Homeowners' Associations (HOAs)	Develop business continuity plans; coordinate volunteer support; communicate with members and customers.

Table 20: Private Sector Roles and Responsibilities

Financial Management

Financial management occurs across every phase of emergency management. This section provides an overview of how the Town of Hideout sets financial policy, documents spending, and manages other financial activities during response and recovery operations.

Accounting

Complete and accurate accounts of emergency expenditures and obligations — including personnel and equipment costs — must be maintained. Such records are essential to identify and document: (1) costs for which no federal reimbursement will be requested, and (2) costs eligible for reimbursement under the Stafford Act and other federal programs. All Town departments and contracted agencies use the Town's standard accounting practices, plus FEMA-aligned tracking forms when activated.

Fiscal Agreements

A clear statement of agreement between all major agencies responding to an emergency, concerning payment or reimbursement for personnel services rendered, equipment costs, and expenditures of materials, is crucial for accurate cost accounting. Logistics considerations include:

Town Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel.
ESF #7 (Logistics Management and Resource Support) provides logistical and resource support, including locating, procuring, and issuing resources (food, water, ice, supplies, office equipment, fuel, contracting services).
The Mayor — or designee — has the authority to appropriate services and equipment as necessary in response to a disaster.
Detailed information on logistical assets is maintained in the resources and logistics annex.
Unless covered by a mutual-aid agreement or MOU, emergency resources may not be sent outside the Town of Hideout without approval from the Mayor, Town Administrator, or Emergency Management Director.

Pre-Authorized Spending

Pre-authorized spending limits and procedures will be referenced from the Town of Hideout Purchasing Policy and any emergency procurement provisions adopted by the Town Council. Emergency procurement procedures shall be documented in writing and appended to this CEMP.

Emergency / Un-Authorized Spending

Procedures for emergency spending outside normal procurement limits — including documentation, post-incident review, and Council ratification — will be referenced from the Town's adopted financial policies. All emergency expenditures require documentation, justification, and review by the Town Treasurer and the Emergency Management Director.

Administration

The Town EOC monitors continuously 24/7 (via on-call duty officers when not staffed) and is administered by Town of Hideout Emergency Management. Day-to-day operations are under the direction of the Emergency Management Director.
The operational readiness of the EOC is the responsibility of Town Emergency Management.
Narratives and operational journals of response actions will be kept (ICS 214, ICS 309, etc.).
All written records, reports, and other documents will follow the principles of NIMS.
Duly authorized officials enter into agreements and understandings, formalized in writing whenever possible prior to emergencies.
Organizations tasked with responsibilities in implementing this Plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list.

Record Preservation and Restoration

All affected governments in the Town of Hideout must ensure protection of their records so normal operations can continue after an emergency. Such records are vital to recovery, including plans for the safety, recovery, and restoration of the Town's data and telecommunications systems during and after a disaster. The Town IT designee maintains backup and continuity procedures aligned with the Town COOP Plan.

Reports and Records

General:

Planning and activation of an effective emergency response require timely and accurate information reporting and continuous record maintenance.

Reporting guidelines:

The Town of Hideout will submit consolidated reports to the State Division of Emergency Management, through Wasatch County, that include information from local responders and partners. Local governments submit situation reports, requests for assistance, and damage assessment reports to the Town Emergency Management Director by the most practical means and in a timely manner.

Preliminary damage assessment:

PDA reports are the necessary basis for the Governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance available.

Updates:

Situation reports outlining new developments and more complete information will be forwarded as often as necessary in the most expeditious manner available. At a minimum, a daily situation report will be forwarded to the State EOC during a local activation.

Post-incident reports:

Town Emergency Management will prepare an After-Action Report (AAR) and Improvement Plan (IP) following all activations and exercises, and forward them to Wasatch County Emergency Management.

Appendices: Authorities and References

The following Town, County, State, and federal authorities and plans govern the procedures and actions in the base plan and accompanying appendices and annexes.

Town of Hideout

Town of Hideout Municipal Code, Title 7 (Public Safety / Emergency Management) — including provisions formerly codified at 7.09.04
Town of Hideout Resolution #2022-R-09 (Emergency Operations Plan & Interim Successors) — superseded by this CEMP
Town of Hideout Continuity of Operations (COOP) Plan
Town of Hideout Purchasing Policy and emergency procurement provisions
IT Backup Plan

Wasatch County

Wasatch County Comprehensive Emergency Management Plan
Wasatch County Hazard Mitigation Plan
Wasatch County Integrated Preparedness Plan (in development)
Mountainland Association of Governments Pre-Disaster Mitigation Plan

State of Utah

Utah Code Title 53, Chapter 2a — Emergency Management Act
Utah Code Title 63K, Chapter 4 — Disaster Response and Recovery Act
Utah Statewide Mutual Aid Act (Utah Code 53-2a-205, formerly cited as 53-2-501)
State of Utah Emergency Operations Plan
State of Utah Hazard Mitigation Plan

Federal

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)
Homeland Security Presidential Directive 5 (HSPD-5)
National Response Framework
National Incident Management System (FEMA 501; FEMA 501-3; FEMA 501-7)
National Flood Insurance Act (42 U.S.C. 4001 et seq.)
Executive Order 12148, as amended
Comprehensive Preparedness Guide (CPG) 101
Emergency Management Accreditation Program (EMAP) Standards
Code of Federal Regulations (CFR), Title 44 — Emergency Management and Assistance
Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101 May 2025, Version 3.1

References and Supporting Plans

Wasatch County Sheriff's Department Dispatch Center Operations Plan
Town of Hideout Emergency Operations Center Operations Plan / Checklists
Amateur Radio Emergency Service (ARES) Operations Plan
Local Government EOPs / CEMPs of neighboring jurisdictions (Heber City, Park City, Wasatch County)
State of Utah Hazard Mitigation Plan
FEMA Community Lifelines Toolkit

Agreements

Utah Statewide Mutual Aid Act (Utah Code 53-2a-205) — Catastrophic Disaster Response and Recovery
Mutual aid agreement with Wasatch Fire District
Mutual aid / interlocal agreement with Wasatch County Public Works
Law enforcement services contract with Wasatch County Sheriff's Office
Dispatch services agreement with Wasatch County Sheriff's Office Dispatch Center

Appendices: Acronyms

Acronym	Term
AAR	After-Action Report
AOG	Association of Governments
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CBRN	Chemical, Biological, Radiological, Nuclear
CEMP	Comprehensive Emergency Management Plan
COG	Continuity of Government
COOP	Continuity of Operations Plan
COP	Common Operating Picture
CPG	Comprehensive Preparedness Guide
DEM	Division of Emergency Management (State of Utah)
EAS	Emergency Alert System
EM	Emergency Manager / Emergency Management
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HMP	Hazard Mitigation Plan
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
IPP	Integrated Preparedness Plan
ISP	Incident Support Plan
JIC	Joint Information Center
JIS	Joint Information System
MOU	Memorandum of Understanding
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
RTF	Recovery Task Force
SFHA	Special Flood Hazard Area
SOP	Standard Operating Procedure
TCO	Town Coordinating Officer
UDOT	Utah Department of Transportation
VEOC	Virtual Emergency Operations Center
VOAD	Voluntary Organizations Active in Disasters
WUI	Wildland-Urban Interface

Table 21: Acronyms

Appendices: Addresses

Facility	Address
Town Hall	10800 N. Hideout Trail
Maintenance Building	12490 N. Belaview Way
Wasatch County Fire Station 56	SR 248
Wasatch County Fire Station 52	10420 N. Jordanelle Blvd, Heber City, UT 8403

File Attachments for Item:

5. Discussion and Possible Approval of a Proclamation for National Preparedness Month (September 2026) - Mayor Severini (5 mins.)

TOWN OF HIDEOUT

PROCLAMATION

NATIONAL PREPAREDNESS MONTH – SEPTEMBER 2026

WHEREAS, National Preparedness Month is an annual nationwide campaign led by the Federal Emergency Management Agency (FEMA) to encourage individuals, families, and communities to prepare for emergencies and strengthen overall resilience;

WHEREAS, FEMA's Ready Campaign provides trusted guidance on building emergency kits, creating family communication plans, understanding local hazards, and staying informed through reliable alerts and notifications;

WHEREAS, emergencies such as severe weather, flooding, wildfires, earthquakes, power outages, and public health events can occur without warning, and proactive preparedness significantly reduces risk and improves community response;

WHEREAS, the 2026 theme, "Americans Stand Ready," emphasizes civic responsibility, household readiness, and the collective strength communities demonstrate when residents take simple, effective steps to prepare for unexpected events;

WHEREAS, the Town of Hideout recognizes the importance of public safety, emergency planning, and community awareness, and encourages residents, businesses, schools, and organizations to participate in preparedness activities throughout the month of September;

WHEREAS, local readiness supports first responders, enhances coordination with emergency management partners, and contributes to a safer, more resilient community;

NOW, THEREFORE, the Town Council does hereby proclaim September 2026 as National Preparedness Month in the Town of Hideout and encourage all residents to take steps to prepare for emergencies, support one another, and strengthen our community's resilience.

IN WITNESS WHEREOF, the Seal of the Town of Hideout will be affixed this ___ day of September, 2026.

TOWN OF HIDEOUT

_____

Ralph Severini, Mayor

ATTEST:

_____

Maria Devereux, Town Recorder

File Attachments for Item:

1. Consideration and Possible Adoption of Resolution 2026-R-XX Amending the Hideout Fee and Rate Schedule for proposed modifications and/or increases to parking fees, parking violations, penalty fees, code violations, fines, impact fees, standby fees, and parking in fire lanes. – C. Gordon, Town Attorney (10 mins.)

Following the public hearing, the Council may take action on the resolution(s) and/or ordinance(s) after the public hearing.

PUBLIC FINANCE ADVISORS

LEWIS | ROBERTSON | BURNINGHAM

MEMORANDUM
TOWN OF HIDEOUT UTILITY RATE STUDY – STANDBY FEES

To: Ralph Severini, Mayor
From: Fred Philpot, LRB Public Finance Advisors
Date: September 4, 2026
RE: Town of Hideout Standby Fee Adjustments

As part of its contract with the Town of Hideout to update the Town's utility rates, LRB Public Finance Advisors conducted an analysis of the Town's standby fees. Currently, Hideout charges an annual standby fee to all unoccupied platted lots in the Town. The purpose of this fee is to cover expenses incurred by the Town in consequence of reserving capacity for these lots in the Town's water, sewer, and stormwater utility systems.

Historically, Hideout has charged the same standby fee to all unoccupied platted lots, irrespective of the specific development in which a particular lot is located. However, with a significant portion of applicable lots now located in the "Golden Eagle" development—a development which will not use the Town's stormwater system and only partially use its sewer system—Hideout requested that LRB recommend reduced fees for these specific lots depending on which of the Town's utility systems they use.

The Town also requested that LRB design the recommended standby rates to produce adequate revenue to cover all applicable expenses as well as a reasonable surplus target. The study used fiscal year 2025 (FY25) financial data in order to be consistent with how future years' standby fees will be calculated. Because the Town intends to bill standby customers in March or April in future years—at which time financial data from the current fiscal year will not be available—the prior fiscal year's revenues and expenses will need to be used to calculate fees.

In what follows, LRB will briefly review the process by which standby-specific revenues and expenses were isolated from the Town's combined Water Fund. Material differences relative to the original allocation process[1] will be highlighted. LRB will then describe how rates were designed to both

- cover all allocated expenses and
- equitably tailor rates to different categorizations of unoccupied lots.

REVENUE AND EXPENSE ALLOCATION

The allocation of FY25 Water Fund revenues and expenses to the Town's standby function was guided by the principle that standby rates ought to recover only **fixed** costs related to "system readiness." The rates should not recover costs that truly vary with usage (chemicals, power that scales with pumping volume, etc.).

Thus, only Water Fund expenses determined to be fixed and tied to system availability were allocated as standby expenses. General examples of these expenses include:

- Fixed O&M (labor, maintenance, billing/admin, etc.)

[1] The original allocation process—including the development of the various allocation "methodologies"—is outlined in the April 9, 2026, memorandum prepared by LRB for the Town.

- Debt service
- Capital-related fixed costs and depreciation

Table 1 below lists each FY25 revenue or expense line item that was deemed to have an allocable standby component consistent with the principle described above. For each such line item, the table shows the total FY25 amount, the allocation methodology applied to the total amount, and the resulting amount assigned to the Town's standby function.

TABLE 1: ALLOCATION OF "WATER FUND" REVENUES AND EXPENSES TO STANDBY

REVENUE/EXPENSE ITEM	FY25 TOTAL	ALLOCATION METHODOLOGY	STANDBY PORTION
Revenues			
5141 Standby Water/Infrastructure Maintenance	$173,698	Direct	$173,698
5410 Late Penalties & Fees	$4,284	Direct	$4,284
5110 Interest	$45,616	Proportional	$3,633
5490 Other Operating Income	$2,698	Proportional	$215
Total Revenues[1]			**$8,132**
Expenses			
6355 Benefits	($259,344)	Proportional	($20,652)
6350 Salaries & Wages	($459,650)	Proportional	($36,603)
Leases	($34,258)	Proportional	($2,728)
Administration	($74,984)	Proportional	($5,971)
6006 Consulting Services – PW	($11,220)	Proportional	($893)
6305 Repairs & Maintenance – Sewer[2]	($40,402)	CO vs. Standby	($17,153)
6315 Repairs & Maintenance – Storm[2]	($6,240)	CO vs. Standby	($2,649)
6310 Repairs & Maintenance – Water	($2,311)	CO vs. Standby	($981)
6140 Engineering - Ongoing and projects	($105,655)	Proportional	($8,414)
6150 Legal	($33,470)	Proportional	($2,665)
6005 Accounting and Audit	($24,816)	Proportional	($1,976)
5070 Bad Debt Expense	($0)	Direct	($0)
5080 Interest expense – Bond	($0)	Proportional	($0)
Depreciation	($248,397)	System	($49,452)
Total Expenses			**($150,139)**
Surplus Contribution[3]			($15,014)
Net Deficit[1]			**($157,021)**

[1] "5141 Standby Water/Infrastructure Maintenance" intentionally excluded to show the **full** deficit that must be recovered through standby fees.
[2] These two expense components are only allocated to the subset of billable standby lots that use Hideout's sewer and storm systems, respectively. See the following section of this memorandum for details.
[3] Equal to 10% of total expenses.

Three of the four distinct allocation methodologies that appear above are tied to lot counts in the Town, specifically the number of lots with certificates of occupancy (COs) and the number of platted lots without COs. In its analyses of the Town's other utility rates, LRB used the average number of lots in FY25. However, in analyzing standby fees, LRB updated these lot counts to the point-in-time counts as of June 30, 2026. This is to reflect the fact that standby lots are billed only once per year, so the allocation of expenses should be made on

the basis of the number of lots that exist at (or near) the time of billing. The Town intends to continue using point-in-time lot counts when updating standby fees in future years.

Due to this lot count adjustment, the allocation percentages associated with the "Proportional," "CO vs. Standby," and "System" allocation methodologies changed slightly from their corresponding values in the other utility analyses.[2] Nonetheless, the logic underlying the construction of each allocation methodology remains the same as explained in LRB's prior memorandum dated April 9, 2026.

The other notable difference between the standby allocation in **Table 1** and that in LRB's prior memorandum is that expenses associated with account 6412—"Water Reservation"—are no longer attributed to standby. Instead, these water reservation charges from Jordanelle Special Service District (JSSD) are attributable solely to the Town's water utility.

Consistent with LRB's prior memorandum, the present standby analysis includes depreciation in lieu of actual estimates of future capital needs. The Town is in the process of updating its master plans for each utility. LRB recommends that the Town update the financial sustainability models following the completion of the master plans and the establishment of independent enterprise funds for each utility.

APPORTIONMENT OF THE NEEDED STANDBY REVENUE

As of June 30, 2026, the Town of Hideout had 1,637 total platted lots (including all 150 platted lots in the Town's "Perch" subdivision). Of these, 942 had been issued certificates of occupancy (COs), leaving 695 platted-but-unoccupied lots to which standby fees will be assessed. 292 of these platted-but-unoccupied lots are in the Golden Eagle subdivision. 148 of these Golden Eagle lots use Hideout's water and sewer systems, while the remaining 144 use only the Town's water system.

With this classification of lots established, LRB determined—as shown below—how many lots will use Hideout's water, stormwater, and sewer systems, respectively.

- Lots using Hideout's water system: All **695** of the unoccupied platted lots
- Lots using Hideout's storm system: Only lots outside of the Golden Eagle subdivision (695 – 292 = **403**)
- Lots using Hideout's sewer system: All lots outside Golden Eagle plus 148 of the Golden Eagle lots (403 + 148 = **551**)

LRB then allocated applicable components of the standby deficit shown in **Table 1** to each of the above classes of unoccupied platted lots, as illustrated in **Table 2** on the following page.

[2] See the table below for a comparison between standby distribution percentages for each allocation methodology affected by the adjustment made to counts of platted lots. All standby allocation percentages decreased due to a greater portion of platted lots being occupied on June 30, 2026, relative to the average FY25 lot distribution.

Allocation Methodology	Prior Standby Distribution Percentage	Updated Standby Distribution Percentage
Proportional	10.2%	8.0%
CO vs. Standby	50.7%	42.5%
System	25.5%	19.9%

TABLE 2: ANNUAL STANDBY FEE COMPONENTS BY RESERVED UTILITY

	ALL USERS	STORM SYSTEM USERS	SEWER SYSTEM USERS
Unique Recoverable Component of Standby Deficit	$137,219*	$2,649	$17,153
Corresponding Lot Count	695	403	551
Annual Fee Component per Lot	**$197.44**	**$6.57**	**$31.13**

*Equal to the total standby deficit shown in Table 1 ($157,021) minus the two expense components that are only applicable to a subset of the platted unoccupied lots – "Repairs & Maintenance – Storm" ($2,649) and "Repairs & Maintenance – Sewer" ($17,153)

As a final step, LRB summed the relevant annual fee components for each billable category of standby lots. This process—along with the final recommended standby fees it produced—is shown in **Table 3** below.

TABLE 3: FINAL RECOMMENDED STANDBY FEE SCHEDULE

LOT CATEGORY	FORMULA	ANNUAL STANDBY FEE	BILLED LOTS	TOTAL REVENUE RECOVERED[1]
Non-Golden-Eagle	All Users Component + Sewer Component + Storm Component	**$235.14**	403	$157,021
Golden Eagle – Water & Sewer Users	All Users Component + Sewer Component	**$228.57**	148	
Golden Eagle – Water Only Users	All Users Component	**$197.44**	144	

[1] Equal to the sum of the three (Annual Standby Fee) * (Billed Lots) products

REMAINING CAVEAT

All caveats listed in LRB's April 9, 2026, memorandum have been resolved, with the exception of the item described below. This item should be addressed by the Town prior to the next time it updates its utility rates.

JSSD Sewer Charges: Currently, the entirety of the "JSSD - Sewer charges to town" expense item is allocated to the sewer utility fund. However, recent Town discussions with JSSD indicate that the recent increase in this expense (described in LRB's April 9 memorandum) is attributable to both usage-related stress on the sewer system **and** necessary capital improvements to system infrastructure. If, in the future, the Town can determine precisely how the increase is distributed between these cost components, it would be appropriate to allocate this expense item to both the sewer and the standby utility funds. Allocation of a portion of this expense to standby would result in higher fees than what this memorandum presently recommends.

SUMMARY

The annual standby rates recommended by this analysis ensure that the Town of Hideout will collect enough revenue to adequately cover capacity reservation expenses in the future. At the same time, the recommended rates ensure a more equitable distribution of the standby cost burden than a single flat fee. The recommended fee schedule presents varying fees depending on which of Hideout's three utility systems a particular lot has reserved access to.

TOWN OF HIDEOUT
ORDINANCE NO. 2026-O-___

AN ORDINANCE AMENDING TITLE 7, CHAPTER 7.16 OF THE HIDEOUT MUNICIPAL CODE TO ADD SECTION 7.16.038, EMERGENCY ACCESS AREAS; FIRE LANES; OBSTRUCTION PROHIBITED; PENALTIES; PROHIBITING PARKING, STANDING, STOPPING, STORAGE, OR OBSTRUCTION WITHIN FIRE LANES, EMERGENCY ACCESS AREAS, EMERGENCY ACCESS EASEMENTS, SECONDARY ACCESS ROUTES, TURNAROUNDS, AND OTHER AREAS REQUIRED TO REMAIN OPEN FOR EMERGENCY RESPONSE; ESTABLISHING CIVIL PENALTIES; AUTHORIZING TOWING, REMOVAL, COST RECOVERY, ADMINISTRATIVE HOLDS, AND OTHER ENFORCEMENT REMEDIES; AND PROVIDING FOR RELATED MATTERS

WHEREAS, the Town of Hideout is authorized to enact ordinances necessary to protect the public health, safety, welfare, and orderly development of the Town;

WHEREAS, the Town has authority to regulate parking, traffic, public safety, emergency access, fire access, development activity, construction activity, and the use of public streets, private streets, emergency access easements, public improvements, private improvements, and areas required to remain open for emergency response;

WHEREAS, Title 7, Chapter 7.16 of the Hideout Municipal Code regulates parking restrictions within the Town;

WHEREAS, the Town Council finds that blocked, obstructed, or unavailable fire lanes, emergency access areas, emergency access easements, secondary access routes, turnarounds, hammerheads, and similar emergency response areas may create immediate risks to life, property, public safety, fire suppression, ambulance response, law enforcement response, snow removal, public works access, utility access, and evacuation;

WHEREAS, the Town Council finds that emergency access areas may be obstructed not only by parked vehicles, but also by trailers, construction equipment, dumpsters, storage containers, construction materials, landscaping materials, snow storage, debris, and other objects or obstructions;

WHEREAS, the Town Council desires to clarify that no person may park, stop, stand, place, store, or allow any vehicle, trailer, equipment, material, object, or obstruction within any area required to remain open for emergency response;

WHEREAS, the Town Council desires to establish a civil penalty for emergency access violations in an amount not to exceed the maximum civil penalty authorized by Utah law;

WHEREAS, Utah Code Section 10-3-703 authorizes the governing body of a municipality to prescribe a civil penalty for violation of a municipal ordinance in an amount not exceeding the maximum class B misdemeanor fine under Utah Code Section 76-3-301, except that a municipality may not impose a civil penalty and adjudication for a municipal moving traffic ordinance;

WHEREAS, the Town Council finds that violations of this Ordinance are intended to be treated as civil municipal code, parking, fire-access, emergency-access, public-safety, and obstruction violations, and not as moving traffic violations;

WHEREAS, the Town Council further finds that because emergency access violations may pose immediate risks to public health, safety, welfare, fire response, ambulance response, law enforcement response, snow removal, utility access, and evacuation, the Town must have authority to require immediate removal and to impose enforcement remedies for continuing violations;

WHEREAS, the Town Council desires to make the remedies adopted by this Ordinance cumulative with other remedies available under the Hideout Municipal Code, including enforcement procedures under Title 7, Chapter 7.16, stop work orders, administrative holds, permit suspension, permit revocation, withholding of permits, withholding of inspections, withholding of approvals, abatement, towing, removal, cost recovery, attorney fees, and other remedies available at law or equity; and

WHEREAS, the Town Council finds that this Ordinance is necessary and appropriate to protect the health, safety, welfare, property, emergency access, public improvements, private improvements, and orderly administration of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIDEOUT, UTAH:

SECTION 1. Amendment to Title 7, Chapter 7.16.

Title 7, Chapter 7.16 of the Hideout Municipal Code is amended to add a new Section 7.16.038, entitled “Emergency Access Areas; Fire Lanes; Obstruction Prohibited; Penalties,” to read as follows:

7.16.038 EMERGENCY ACCESS AREAS; FIRE LANES; OBSTRUCTION PROHIBITED; PENALTIES.

A. Definitions. For purposes of this Section:

1. “Emergency access area” means any area, route, lane, easement, roadway, street, drive aisle, driveway, access way, fire lane, secondary access route, emergency access easement, turnaround, hammerhead, staging area, shoulder, or other area that is posted, marked, designated, platted, approved, required, or reasonably necessary to remain open for fire, ambulance, law enforcement, evacuation, snow removal, public works, utility, or emergency response access.

2. “Obstruction” means any vehicle, trailer, recreational vehicle, boat, construction equipment, machinery, dumpster, storage container, material, construction material, landscaping material, snow storage, debris, personal property, object, barrier, gate, fence, sign, or other item that blocks, narrows, impairs, restricts, delays, or interferes with use of an emergency access area.

3. “Person” means any individual, owner, tenant, occupant, applicant, developer, contractor, subcontractor, permit holder, property manager, homeowners association, entity, agent, or other person or entity that owns, controls, places, stores, parks, allows, directs, authorizes, or is responsible for a vehicle, item, material, object, or obstruction.

B. Prohibited Conduct. No person may park, stop, stand, place, store, maintain, permit, cause, authorize, or allow any vehicle, trailer, equipment, material, object, or obstruction within any emergency access area.

C. Duty to Keep Clear. Emergency access areas shall remain continuously open, passable, and unobstructed unless temporary closure or obstruction has been expressly approved in writing by the Town and any required emergency services authority.

D. Separate Violations. Each vehicle, trailer, item of equipment, material, object, or obstruction may constitute a separate violation. Each day or portion of a day that a violation continues constitutes a separate violation.

E. Civil Penalty. A violation of this Section is a civil violation punishable by a civil penalty in the amount established by the Town’s fee schedule, not to exceed the maximum civil penalty authorized by Utah Code Section 10-3-703. The Town Council may list the adopted penalty in the Town’s fee schedule.

F. Immediate Removal. Because obstruction of emergency access areas may create immediate risks to public health, safety, welfare, fire response, ambulance response, law enforcement response, evacuation, snow removal, public works access, utility access, and property protection, the Town may require immediate removal of any vehicle, item, material, object, or obstruction located in violation of this Section.

G. Notice. Notice of violation may be provided by any reasonable method, including personal delivery, posting on the vehicle or obstruction, posting on the property, email, regular mail, certified mail, hand delivery, notice to an owner, occupant, applicant, developer, contractor, subcontractor, permit holder, homeowners association, property manager, or agent, or any other method reasonably calculated to provide notice. Where the violation involves a parked, stopped, standing, stored, or placed vehicle, trailer, equipment, object, material, or obstruction in an emergency access area, notice requiring immediate removal shall constitute a reasonable opportunity to cure due to the public-safety nature of the violation.

H. Towing and Removal. In addition to imposing civil penalties, the Town may tow, remove, relocate, or cause removal of any vehicle, trailer, equipment, material, object, or obstruction located in violation of this Section. Removal may occur without further notice when the obstruction creates or may create a risk to emergency response, evacuation, snow removal, public works access, utility access, public safety, or property protection.

I. Cost Recovery. The person responsible for a violation shall be liable for all costs incurred by the Town relating to enforcement, towing, removal, relocation, storage, abatement, administrative processing, consultant review, attorney fees, collection costs, and any other cost incurred by the Town in connection with the violation.

J. Development, Construction, and Permit-Related Violations. If a violation of this Section is associated with construction activity, development activity, subdivision improvements, private improvements, public improvements, a land use approval, a building permit, a grading permit, an excavation permit, an encroachment permit, a subdivision approval, a development agreement, a subdivision improvement agreement, or any other Town approval, the Town may also issue a stop work order, administrative hold, notice of violation, permit suspension, permit revocation, withhold inspections, withhold further review, withhold further approvals, withhold certificates of occupancy, withhold acceptance of improvements, withhold release of financial assurances, or exercise any other remedy available under the Hideout Municipal Code, any applicable agreement, any permit or approval condition, or Utah law.

K. Enforcement Procedures. Violations of this Section may be enforced under the enforcement procedures applicable to parking violations under this Chapter, the general civil enforcement provisions of the Hideout Municipal Code, the stop work order and administrative hold provisions of the Hideout Municipal Code, and any other enforcement procedure or remedy available to the Town.

L. Cumulative Remedies. The remedies provided in this Section are cumulative and are in addition to, and not in limitation of, any other remedy available under the Hideout Municipal Code, any adopted fire code, any adopted construction code, any permit, approval, agreement, bond, escrow, financial assurance, development agreement, subdivision improvement agreement, or Utah law.

M. No Waiver. Failure by the Town to immediately enforce this Section does not waive the Town's right to later enforce this Section or any other applicable ordinance, approval condition, permit condition, agreement, or remedy.

SECTION 2. Conforming Reference to Fee Schedule.

The Town Council authorizes the civil penalty for violation of Section 7.16.038 to be included in the Town's Fee and Rate Schedule under the section governing penalties and fees for non-compliance with Town ordinances and code. The civil penalty shall not exceed the maximum civil penalty authorized by Utah Code Section 10-3-703.

SECTION 3. Conflicting Provisions.

To the extent any existing provision of the Hideout Municipal Code is inconsistent with this Ordinance, the more specific and more protective public-safety, emergency-access, fire-access, parking, obstruction, and enforcement provision shall govern.

SECTION 4. Codification.

The Town Clerk and codifier are authorized to codify this Ordinance as Section 7.16.038 of the Hideout Municipal Code and to make non-substantive formatting, numbering, cross-reference, and organizational changes necessary to incorporate this Ordinance into the Hideout Municipal Code.

SECTION 5. Severability.

If any section, clause, sentence, or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected and shall remain in full force and effect.

SECTION 6. Effective Date.

This Ordinance shall take effect immediately upon posting or publication as required by law.

PASSED AND ADOPTED by the Town Council of the Town of Hideout, Utah, this ___ day of _____, 2026.

TOWN OF HIDEOUT

By: _____
Mayor

ATTEST:

Town Clerk/Recorder

APPROVED AS TO FORM:

Town Attorney

TOWN OF HIDEOUT
RESOLUTION NO. 2026-R-___

A RESOLUTION AMENDING THE TOWN OF HIDEOUT FEE AND RATE SCHEDULE TO ADD A CIVIL PENALTY FOR VIOLATION OF HIDEOUT MUNICIPAL CODE SECTION 7.16.038, EMERGENCY ACCESS AREAS; FIRE LANES; OBSTRUCTION PROHIBITED; PENALTIES

WHEREAS, the Town of Hideout has adopted a Fee and Rate Schedule establishing fees, charges, penalties, deposits, escrows, and other amounts charged or collected by the Town;

WHEREAS, the Town Council has adopted Ordinance No. 2026-O-___, amending Title 7, Chapter 7.16 of the Hideout Municipal Code to add Section 7.16.038, Emergency Access Areas; Fire Lanes; Obstruction Prohibited; Penalties;

WHEREAS, Section 7.16.038 prohibits parking, standing, stopping, storage, placement, or obstruction within fire lanes, emergency access areas, emergency access easements, secondary access routes, turnarounds, hammerheads, and other areas required to remain open for emergency response;

WHEREAS, Utah Code Section 10-3-717 permits a municipal governing body to establish fees and charges by resolution, but the Town Council recognizes that punishments, fines, and forfeitures must be authorized by ordinance as required by Utah law;

WHEREAS, Utah Code Section 10-3-703 authorizes a municipality to prescribe civil penalties for violation of a municipal ordinance in an amount not exceeding the maximum class B misdemeanor fine under Utah Code Section 76-3-301, except for municipal moving traffic ordinance violations;

WHEREAS, the Town Council finds that violations of Hideout Municipal Code Section 7.16.038 are civil municipal code, parking, fire-access, emergency-access, public-safety, and obstruction violations, and are not moving traffic violations;

WHEREAS, the Town Council finds that obstruction of emergency access areas may create immediate risks to life, property, public safety, fire suppression, ambulance response, law enforcement response, evacuation, snow removal, public works access, utility access, and emergency response;

WHEREAS, the Town Council desires to amend the Fee and Rate Schedule to list the civil penalty adopted by ordinance for violation of Hideout Municipal Code Section 7.16.038; and

WHEREAS, the Town Council finds that this Resolution is necessary and appropriate to protect the health, safety, welfare, emergency access, public improvements, private improvements, property, and orderly administration of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIDEOUT, UTAH:

SECTION 1. Amendment to Fee and Rate Schedule.

The Town of Hideout Fee and Rate Schedule is amended as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

SECTION 2. Penalty Adopted Pursuant to Ordinance.

The civil penalty listed in Exhibit A is included in the Fee and Rate Schedule pursuant to Hideout Municipal Code Section 7.16.038 and Ordinance No. 2026-O-___. This Resolution is intended to list, implement, and administer the penalty authorized by ordinance and shall not be construed to independently create a punishment, fine, or forfeiture by resolution.

SECTION 3. Cumulative Remedies.

The penalties listed in Exhibit A are cumulative and are in addition to all other remedies available under the Hideout Municipal Code, any adopted fire code, any adopted construction code, any permit, approval, agreement, development agreement, subdivision improvement agreement, financial assurance, or Utah law, including towing, removal, abatement, stop work orders, administrative holds, permit suspension, permit revocation, withholding of inspections, withholding of approvals, withholding of certificates of occupancy, cost recovery, attorney fees, and collection costs.

SECTION 4. Effective Date.

This Resolution shall take effect immediately upon adoption and shall be incorporated into the Town of Hideout Fee and Rate Schedule.

PASSED AND ADOPTED by the Town Council of the Town of Hideout, Utah, this ___ day of _____, 2026.

TOWN OF HIDEOUT

By: _____
Mayor

ATTEST:

Town Clerk/Recorder

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A
AMENDMENT TO TOWN OF HIDEOUT FEE AND RATE SCHEDULE

The Town of Hideout Fee and Rate Schedule, Section 5, "Penalties and Fees for Non-Compliance with Town Ordinances and Code," Section 5.1, "Penalty Fees: Code Violations," is amended to add the following line item:

Emergency Access / Fire Lane / Emergency Access Easement / Secondary Access Obstruction Violation — Hideout Municipal Code Section 7.16.038:

Parking, standing, stopping, placing, storing, maintaining, permitting, causing, authorizing, or allowing any vehicle, trailer, recreational vehicle, boat, equipment, machinery, dumpster, storage container, construction material, landscaping material, snow storage, debris, personal property, object, barrier, or other obstruction within any posted, marked, designated, platted, approved, required, or reasonably necessary fire lane, emergency access area, emergency access easement, secondary access route, turnaround, hammerhead, staging area, shoulder, driveway, access way, or other area required to remain open for fire, ambulance, law enforcement, evacuation, snow removal, public works, utility, or emergency response access:

$1,000.00 per day / per violation

Notes:

1. Each day or portion of a day that a violation continues constitutes a separate violation.
2. Each separate vehicle, trailer, item of equipment, material, object, or obstruction may constitute a separate violation.
3. The Town may require immediate removal of any obstruction located within an emergency access area.
4. The Town may tow, remove, relocate, or cause removal of the obstruction and recover all enforcement, towing, removal, relocation, storage, administrative, consultant, attorney fee, collection, and other costs incurred by the Town.
5. If the violation is associated with construction activity, development activity, a permit, approval, subdivision, development agreement, subdivision improvement agreement, public improvement, private improvement, or other Town-regulated activity, the Town may also issue a stop work order, place an administrative hold, suspend permits, revoke permits, withhold inspections, withhold approvals, withhold certificates of occupancy, withhold acceptance of improvements, withhold release of financial assurances, and pursue any other remedy available under Town ordinance, agreement, permit condition, approval condition, or Utah law.
6. This penalty is adopted pursuant to Hideout Municipal Code Section 7.16.038 and Ordinance No. 2026-O-___ and shall not be construed to exceed the maximum civil penalty authorized by Utah Code Section 10-3-703.