IVINS CITY

DISASTER RESPONSE PLAN

POLICIES AND PROCEDURES

MANUAL

DRAFT Ver 8.9 October 8, 2025

INTRODUCTION

The Ivins City's Disaster Response Plan (the Plan) as adopted by the Ivins City Council operates directly under the Santa Clara/Ivins (SCI) Public Safety Departments. The Plan is monitored and supported by the Ivins Emergency Preparedness Committee, an advisory board that consists of appointed resident volunteers, representatives from SCI Law Enforcement, SCI Fire and Rescue, the Ivins City Public Works Department and the local Amateur Radio Operators community with an assigned member of the Ivins City Council as a Liaison.

The Plan incorporates core principles advocated by the Federal Emergency Management Agency (FEMA) to provide timely and effective community disaster relief. They include the creation and maintenance of a Community Emergency Response Team (CERT), a group of local volunteers trained to FEMA standards to assist Public Safety Personnel during a disaster, and the implementation of their prescribed Three Tiers of disaster planning and preparation within the community to insure that the Plan functions successfully.

THE COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

The Ivins Community Emergency Response Team or CERT is comprised of local volunteers who have participated in FEMA's CERT training and certification courses. The team is sponsored by SCI Public Safety and CERT members may be called upon by both SCI Police and SCI Fire & Rescue Departments to assist in an emergency situation. CERT volunteers are trained in first aid, light search and rescue, basic fire suppression, and damage assessment.

CERT Members by virtue of their basic training shall assume the role of Zone Captain and perhaps others while coordinating the Community or Level Two response to a disaster. Their responsibilities include oversight of the Rapid Injury and Damage Assessment process as well as subsequent early stabilization efforts. Ideally a CERT member would be assigned to each Hub Box as a Zone Captain to oversee the distribution of Rapid Injury and Damage Assessment materials to community volunteers, to communicate the accumulated assessment information to an up-line Area Emergency Communication Officer (AECO) who will then relay it to the Emergency Operations Center, and to orchestrate the early stabilization efforts within their Zone under the direction of the Emergency Operations Center.

THE THREE TIERS OF EMERGENCY PREPAREDNESS

TIER ONE -INDVIDUAL AND FAMILY RESPONSIBILITY

- Individuals and families are encouraged to plan and prepare for a local or regional disaster, and following such an event to assess and stabilize their own household situation first.

- The City, through the Ivins Emergency Preparedness Committee (IEPC), provides a series of Emergency Preparedness Seminars each year to support individuals and families in their Tier One efforts.

- The City maintains a section of its website that specifically focuses on Emergency

Preparedness and its Disaster Response Plan that contains individual and family preparedness information and a library of Emergency Preparedness Seminar videos.

TIER TWO - COMMUNITY RESPONSE - JOINT EFFORT BETWEEN RESIDENTS & CITY – CERT OVERSIGHT

- Once each resident has secured their own home and family, if they are physically able they are encouraged to go to the nearest Disaster Hub Box to help conduct a neighborhood injury and damage assessment.

- Using materials found in the Disaster Hub Box they are asked to follow the printed maps and instructions to complete their localized injury and damage assessment sweep and return to the Box with their Rapid Injury and Damage Assessment forms completed.

- Using the radio equipment provided in the box they are then requested to forward their assessment information to an intermediate communications specialist called an Area Emergency Communication Operator (AECO) for further processing.

- While managing radio traffic the AECOs are to digest and consolidate the information obtained from the individual neighborhood assessments and relay it to the professionally staffed Emergency Operation Center (EOC) where situations are prioritized and Public Safety Personnel are dispatched to address them.

- Residents are then asked to remain near the Disaster Hub Box for a period of time to assist in the early stabilization process by providing temporary relief and support where needed under the direction of SCI Public Safety Personnel or a CERT Team member.

TIER THREE - EMERGENCY OPERATION CENTER (CITY, COUNTY, STATE, or FEDERAL, (FEMA) EOC)

- Tier Three is the Professional Public Safety component of the Ivins Disaster Response Plan consisting of Law Enforcement, Fire and EMS Personnel operating under the Ivins City Emergency Management Plan, an independent guiding document outlining their specific responsibilities, policies, and procedures.

- SCI Public Safety Personnel control and oversee all aspects of a disaster response utilizing CERT Team members and other community volunteers as needed and available. Following a disaster event they establish an Emergency Operations Center (EOC) to which all injury and damage assessment information flows and from which stabilization instructions are given. Their primary responsibilities are to triage/prioritize response needs according to the information they receive and to dispatch Public Safety Personnel and other resources to where they are most needed.

- If the scope of a disaster is too great, the EOC may call in other Governmental agencies to assist.

COMMUNICATIONS

The communications system for the Disaster Response Plan was designed to work independent of any public infrastructure such as cell phone towers, internet, or even electricity. Following a disaster event the Plan calls for the involvement of local Amateur Ham Radio Operators to fill the critical role of receiving injury and damage assessment information from CERT trained or other community volunteers using Family Radio Service (FRS) radios contained in the Disaster Hub Boxes that are interspersed throughout the City and relaying that information to the Emergency Operations Center (EOC).

This requires seeking out, organizing, and training local amateur radio operators to function as volunteer communications specialists during a time of crisis. Those who are willing to help will be designated as Area Emergency Communication Operators (AECOs).

An AECO is a Federal Communications Commission (FCC) licensed Amateur Radio Operator who has volunteered under the Amateur Radio Emergency Service (ARES) to assist with emergency communications. An AECO will be assigned to a coverage area within the city to monitor during a disaster. The AEOC is provided with radio equipment to receive incoming radio traffic originating at the Disaster Hub Box locations and additional equipment if needed to relay that information to the Emergency Operations Center (EOC). Additionally, an AECO may be assigned to the EOC to assist with their communication needs.

Communications between the AECOs and the EOC will be through a VHF radio repeater located on the Center Street fire station. AECOs may be assigned radios or may use their own radios in support of these operations. In the event the repeater becomes inoperable, AECOs will use the repeater output frequency, 151.280 MHz, in simplex (direct) mode for communications. Additionally, the AECOs may use any authorized amateur radio frequency they deem necessary for effective communications, both for the Hub Box system, and/or to assist the EOC in any of their communication needs. A specially designed form for recording and relaying injury and damage has been created for the AECOs as shown on the net page.

To reduce channel congestion during a disaster, each Area has been assigned its own channel for communications between Hub Boxes and the AECO. Below is the current frequency assignment list followed by a sample AECO Operator's Information Log:

Area	Frequency	Area	Frequency
Palisades	462.5625	Tuacahn	462.5500
Hafen Farms	462.5875	Snow Canyon	462.6000
Heritage Discovery	462.6125	Padre Canyon	462.6250
Township Norh	462.6375	Taviawk	462.6500
Township South	462.6625	Kayenta North	462.6750
West Center	462.6875	Kayenta South	462.7000
Unity Park	462.7125	HWY 91 South	462.7250

Emergency Communications Operator's (ECO) Log

Instructions: Fill in the form below for all the communications from the Zone Captain of injury and damage in each Zone. The Zone is the letter/number code on the side of the Hub Box. Write the full address in the appropriate column. Write the date: DD/MM/YY. Write the time in military format. Write the injury or damage exactly as given by the Zone Captain. Write each individual injury or damage on a separate line. You may use ditto marks where appropriate. Then relay each Zone report to the Emergency Operation Center (EOC) as soon as possible.

Zone	Address	Date	Time rec'd.	Time relayed	Injury/Damage

Operator Name: _____ Page ___ of ____ Time in: _____ Time out: _____

In addition, another specially designed form for recording and relaying injury and damage has been created for the EOC as shown below:

Emergency Operation Center (EOC) Log

Instructions: Fill in the form below for all the communications from the Area Emergency Communication Operator (AECO) of injury and damage in each Zone. Write the full address in the appropriate column. Write the date: DD/MM/YY. Write the time in military format. Write the injury or damage exactly as given by the AECO. Write each individual injury or damage on a separate line. You may use ditto marks where appropriate.

Zone	Address	Date	Time rec'd.	Time relayed	Injury/Damage

Operator Name: _____ Page ___ of ____ Time in: _____ Time out: _____

THE DISASTER HUB BOX

The Ivins City Disaster HUB Box System was developed as a communications tool to provide simple directions and materials for residents to use to assess injuries and property damage in their neighborhoods, then communicate that information to first responders without reliance on normal communications infrastructure.

Each Disaster Hub Box contains small "Red" clipboards with instruction on how to check each home in a specific neighborhood, and forms for recording injury and/or damage information. The box also contains a hand-held radio (Midland GXT1000 or equivalent) allowing residents to forward that information through the Area Emergency Communications Operator (AECO) to the Emergency Operations Center (EOC). The Hub Box radios operate on one NiMH rechargeable or four standard AA batteries that will last about seven days with intermittent use. Depending on use and weather conditions batteries can remain charged for a year or more, but should be checked or replaced annually.

The City is currently divided into fourteen emergency communication networking Areas. Each Area contains from four to nine response Zones. Each Zone is equipped with its own centrally located Disaster Hub Box. Zones are subdivided into neighborhoods or clusters of homes called Blocks. Every Area has an assigned volunteer Area Emergency Communications Operator (AECO) who receives injury and damage information from Zone Captains assigned to each Hub Box location using the radio inside the Box. The AECO then relays that information to the EOC using City issued, or personal radio equipment.

The Hub Box system was designed to enable resident volunteers with no prior knowledge of the system to open the box and, by following the instructions inside, assume the role of Zone Captain and deploy other neighborhood volunteers to conduct Rapid Injury and Damage Assessments of the Blocks of homes within that Zone. Ideally the Zone Captains would be pre-assigned CERT Team members who would assume the coordinating and communication functions upon arrival.

The concept for the Hub Box system was developed by Mayor Chris Hart, then refined and put into use by members of the Ivins Emergency Preparedness Committee (IEPC). This system incorporates *robust infrastructure, coordinated communications, and a whole-community approach*. These are key components of a successful disaster response plan identified by a RAND Corporation analysis of the hurricane Katrina response in New Orleans.

AREAS, ZONES, AND BLOCKS

Areas

- An Area is a geographical subsection of the city consisting of no fewer than 4 and no more 9 Zones (approximately 200 to 1000 addresses, preferably around 700).
- The City is presently divided into 14 Areas,

- The City is responsible for adding or revising Area boundaries as the city grows.
- Areas should be reevaluated for growth every 2 to 3 years.
- The City is responsible for creating and maintaining Area maps.

Zones

- Zones are subdivisions of an Area.
- A Zone should contain between 4 and 9 Blocks (approximately 50 to 125 addresses).
- Zones vary in size depending on housing density.
- Zones usually exist within subdivisions but may also contain other groupings of homes.
- Zones are often separated by roadways or privacy walls.
- The City is responsible for adding Zones or revising Zone boundaries.
- Zones should be reevaluated for growth every 1 to 2 years.

Blocks

- Blocks further subdivide each Zone.
- Blocks typically include between 5 and 14 residential addresses, perhaps more if they are in multi-family areas.
- Blocks may also include businesses that are adjacent to or within its assigned residential area.
- Blocks should be organized within walking distance from a Hub Box with their beginning points located as near to their assigned Hub Boxes as possible.
- Blocks beginning further away from a Hub Box should include fewer addresses.
- Volunteers should be able to arrive at their assigned Block, conduct their Rapid Injury and Damage Assessments and return to the Hub Box within 30 to 60 minutes. Assessment times will vary depending on a Block's address density and distance from its assigned Hub Box.
- Volunteers in rural areas are encouraged to use bicycles, or other forms of transportation.
- A Block can be rectangular, linear, or assume other contiguous configurations.
- The City is responsible for adding or revising Blocks.
- Blocks should be reevaluated for growth every 1 to 2 years.
- The City is responsible for adding or updating Block maps.
- The City is responsible for adding or updating Injury and Damage Assessment Forms.

MAPS

Ivins City has created a comprehensive Disaster Response map illustrating the Areas, Zones and Blocks within the City for general reference. It is available on the Ivins.com City website. Hub Box maps are to provide responding volunteers with a clear picture of the Zone they are overseeing or the Block they will be assessing for injuries or property damage.

- The City is responsible for creating and updating maps.
- The maps should be divided into easily identified Areas, Zones, and Blocks

- Use contrasting color coded backgrounds or border outlines to make them more distinct from other surrounding Areas, Zones or Blocks and to make them easier for volunteers to read and understand.

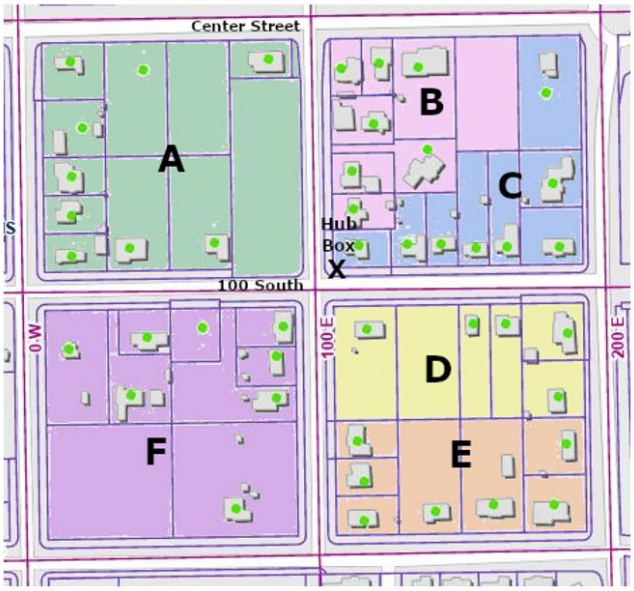
Areas

- Area Maps should be color coded with contrasting color backgrounds or borders to distinguish each Area from those immediately adjacent to it.
- Area maps should show the name of each Area.
- Area maps should show the Zones within each Area, including the hub box ID and location.



Example of an Area map

Township South – Zone 03 map

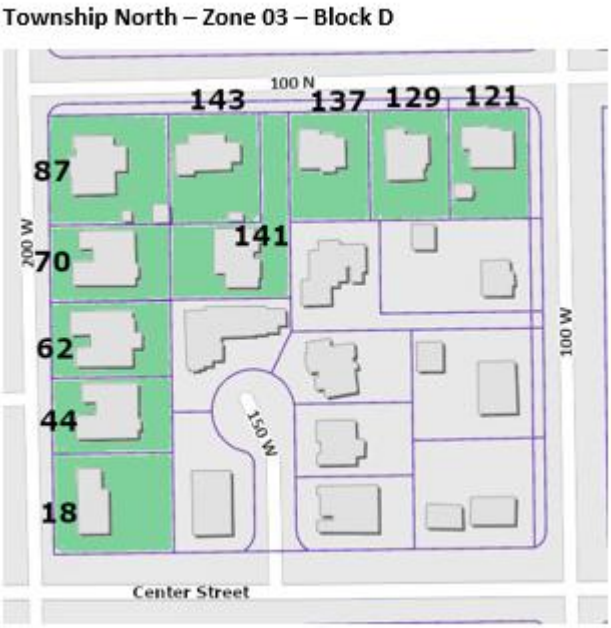


Zones

- Each Zone map should be background color coded to show each Block in a different color.
- Each Zone map should include bold capital letters identifying each Block within the Zone.
- Each Zone map should include the street names within the Zone.
- Each Zone map should include the location of the Disaster Hub Box within that Zone.
- Each Zone map should be printed on half sheets of standard 8-1/2” x 11” paper or 5-1/2” x 8-1’2” in size and labeled at the top with the Area name and Zone ID number.
- Each Zone map should be attached to the Blue clipboard with other forms.
- Each Zone should have a Zone Captain information form attached to the “Blue” clipboard.

Blocks

- Each Block map should be background color coded to highlight the addresses to be assessed.
- Each Block map should include the street names and street addresses for each property.
- Each Block map should be printed on a half sheet (5-1/2" x 8-1/2") of paper and be labeled at the top with the Area name, Zone ID, and the identifying Block letter.
- A Block map should be attached to each Red clipboard above the Assessment forms.



Typical Block map

OPERATION

The purpose of the Hub Box is to allow resident volunteers to assess any injuries or property damage sustained by their neighbors during a disaster. It provides a means of reporting their assessed information through an Area Emergency Communication Operator (AEOC) to the City's Emergency Operation Center (EOC) should normal communication become overwhelmed or inoperable.



LOCATED ON A POST IN EACH ZONE



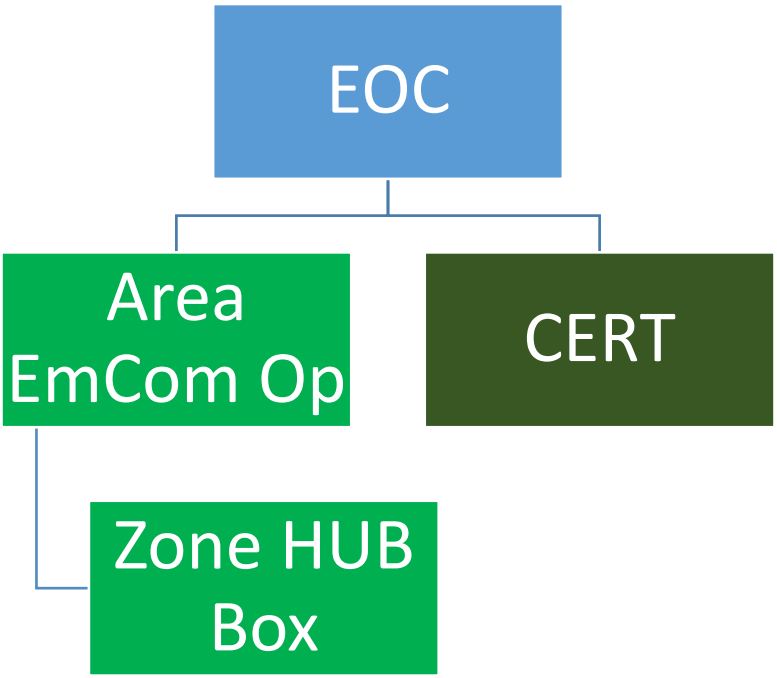
WALKIE TALKIE RADIO, ALARM, RED CLIPBOARD, PENCIL AND DISASTER ASSESSMENT KIT - VARIOUS ASSESSMENT FORMS

The Hub Box contains a "Blue" clipboard with attached instructions for the first volunteer to arrive at the box who is asked to assume the role of Zone Captain. It is a goal of the City to identify neighborhood Zone Captains and have them complete CERT training to enhance the community's ability to respond to disasters. The Zone Captain is responsible for the Box following a disaster and is asked remain at the Box until relieved or the assessment is complete.

The Zone Captain is asked to distribute the “Red” clipboards to other volunteers as they arrive. Ideally those volunteers will conduct their assessments in pairs. Each “Red” clipboard will identify a Block of typically eight to fourteen homes. Detailed instructions are printed on the back of each “Red” clipboard and several Injury and Damage Assessment Forms and maps of the assigned Blocks are clipped to it to assist volunteers in their assessment efforts.

Once volunteers have completed their assessment forms, they are asked to return to the Hub Box and give their assessment forms containing the injury or property damage information to the Zone Captain. The Zone Captain is asked to use the radio in the box to contact the Area Emergency Communication Operator (AECO) and communicate the injury and/or damage information to that person. The AECO will then contact the Emergency Operations Center (EOC) using a separate pre-programmed radio and relay that information to them. If an immediate response is necessary and no Tier Three first responders are available, the EOC may request CERT Team members or other capable volunteers to respond in an effort to stabilize situations within the Zone.

HUB BOX SYSTEM COMMUNICATIONS FLOW CHART



HUB BOX DESIGN

- The Hub Box is a metal box 9-1/2" x 11-1/2" x 6-1/4" with a sealed water tight door.
- It is painted white with informative red lettering on decals attached to the door with decals identifying the Zone and establishing its location on each side.
- The City is responsible for adding or changing Zones and installing updated Zone decals.
- The City is responsible for maintaining the Hub Box equipment.
- Hub Boxes are usually mounted to City owned Traffic or Street sign posts, but they may be installed elsewhere. They may be placed on private property only with the owner's written approval.
- The Hub Box contains:
    - A timed siren to warn off vandals.
    - An automatic timed light for use at night.
    - A hand-held FRS (Family Radio Service) radio for reporting information.
    - An expandable coiled wire or retractable cable tether to secure the radio to the Hub Box.
    - A "Blue" clipboard to be used by the assigned Zone Captain or first volunteer to arrive.
        - Each "Blue" clipboard contains a map of the Zone showing all of the Blocks in the Zone.
        - Each "Blue" clipboard has detailed printed instructions attached to its back outlining the Zone Captain's responsibilities and procedures.
        - Each "Blue" clipboard contains a Zone Captain information form.
    - A series of "Red" clipboards for each Block in the Zone.
        - Each "Red" clipboard contains a map of the assigned Block showing each address in that Block.
        - Each "Red" clipboard has detailed written instructions attached to its back describing the process of gathering and reporting assessment information.
        - Each "Red" clipboard has an Injury and Damage Assessment Form to record injuries and/or property damage.
    - Each clipboard has a mechanical pencil for recording information.

Forms

Instructions for "Blue" clipboard

- Clear instructions for the use of the "Blue" clipboard should be printed on a decal and attached to the back of the "Blue" clipboard.
- Instructions may be revised as needed with replacement decals subsequently attached to all of the system's "Blue" clipboards.
- Below are the instructions currently on the "Blue" clipboards.

First to Arrive Instructions

- **Read and follow instructions carefully.** As the **"first to arrive"** you are now the Zone Captain. Your assignment is to remain at or near the Hub Box until **ALL** clipboards have been distributed, returned, and any injuries or damage has been radioed in to the Area Emergency Communications Operator (AECO). **If you are unable to remain at your post, please find someone to replace you.**

- Hand out a Red clipboard to the each pair of volunteers as they arrive. Volunteers go out in pairs for safety. Have them read and follow the instructions on the back of the Red clipboard **BEFORE** leaving.

- You may ask returning volunteers to assess additional blocks or assist as needed.

- When a completed Red clipboard is returned, report only those items that are checked, except the "Occupant(s) and property unharmed." All other checked items are to be reported exactly as shown on the Injury and Damage Assessment Form by radio to the AEOC.

- Turn on the radio and set the volume. Listen to see if other person are already using the channel. If channel is clear, contact the AEOC by pressing the "Push to Talk" switch on the side of the radio. Identify yourself and your Zone ID on the side of the Box, then release the button to listen for a reply. When AECO replies give him your report. If you do not get a reply, wait a few minutes and try again. Keep trying until all injury and damage information has be reported to the AECO.

- Place each returned clipboards with the Injury and Damage Assessment Forms back in the Hub Box.

- Print your name, address, and phone number on the form provided on the Blue clipboard.

- After all clipboards are returned and your Zone is stabilized, turn **OFF** the radio, turn **ON** the alarm and close the box.

THANK YOU FOR YOUR SERVICE.

The Zone Captain or “First to Arrive” is asked to fill out a form attached to the “Blue” clipboard giving his or her name, address, and phone number should the EOC need to contact him or her for more information. Below is an example of the form:

Zone Captain or “First to Arrive”

In case we need to contact you for further information, please print your name, address, and phone number below.

Name: _____

Address: _____

Phone number: ( ) _____ _____

Thank you for your service!

Instructions for “Red” clipboard

- Instructions for the “Red” clipboards should be printed on a decal to be attached to the back of each Red clipboard.
- Instructions may be changed as needed, but new decals will need to be made and attached to each clipboard.
- Below is the current list of instructions attached to the “Red” clipboards.

VOLUNTEER

1) Read these instructions **carefully** before leaving the Hub Box.

2) Use the "Block" map provided to identify your assigned "Block".

3) Proceed to your assigned "Block" as shown on the map.

4) Using the Injury and Damage Assessment Form for each assigned address:

   a) Verify that the address on the form and the property address match.

   b) **DO NOT** enter onto property marked "**No Trespassing**" or "**Beware of Dog**".

   c) Assess property damage from the outside. **DO NOT** enter or approach any structure that is or appears to be **unsafe!** Check the appropriate box on the Injury and Damage Assessment Form.

   d) If it is safe, **knock** on the door and announce your purpose. Listen for a response. **DO NOT** enter the house to search for occupants.

   e) Using the Injury and Damage Assessment Form check off **only** the boxes where there is personal injury, property damage, or you received no response. If everything is "okay" check the "0" box.

   f) **DO NOT** stop at this point to administer first aid, but inform the occupant(s) that others will be sent to their aid as soon as possible.

   g) Repeat this process for each address on your assigned "Block".

5) Print your name at bottom of each form and return to the Hub Box with your completed Injury and Damage Assessment Forms.

6) Give the clipboard and forms to the acting Zone Captain or person tending the Hub Box for processing.

7) If needed, please take another Block and repeat the process.

8) When all "Blocks" in your Zone are assessed, if you can, please remain near the Hub Box to receive instructions or assist trained individuals as needed.

Thank you for your service.

Injury and Damage Assessment Form

- The form should include the Area and Zone ID numbers and letters.
- The form should include the physical address.
- The form should include a section to note injuries to persons.
- The form should include a section to report damage to property.

- The form should include space at the bottom for volunteers to add notes and print his or her name.
- The **"Block"** at the lower right is a code for compiling all the assessment forms associated with a specific Block.
- Below is an example of the currently used Injury and Damage Assessment Form.

INJURY AND DAMAGE ASSESSMENT FORM

Address:

☐ Occupant(s) and property unharmed.

INJURY TO PERSON(S)

☐ One or more seriously injured.
☐ One or more trapped.
☐ One or more fallen and can't get up.
☐ One or more immobile.
☐ One or more minor injuries.
☐ One or more with health conditions.
☐ One or more deceased.
☐ Unable to make contact with occupant(s).

DAMAGE TO PROPERTY

☐ Structure(s) on fire.
☐ Gas odor: possible gas line broken.
☐ Power line down or power out.
☐ Water line broken.
☐ Structures flooded.
☐ Structures unsafe with major damage.
☐ Structures safe with only minor damage.

NOTES: _____
_____

Name: _____ **Block:**

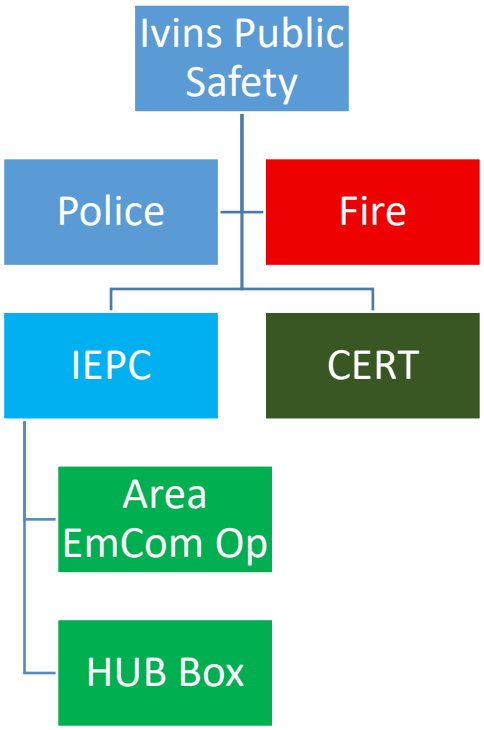
ADMINISTRATION

The administration and Operational Control of the Disaster Hub Box system shall be the responsibility of the Santa Clara and Ivins (SCI) Public Safety Departments. Operational oversight shall be provided by the Ivins City managed SCI Police Department.

Ivins Emergency Preparedness Committee (IEPC)

The Ivins Emergency Preparedness Committee (IEPC) is an Ivins City sponsored organization comprised of representatives from the SCI Police and Fire Departments, The Ivins City Public Works Department and local Amateur Radio Operators with volunteers from the community with an interest in preparedness and either the Mayor or an assigned City Council Member as a Council Liaison. The committee's primary focus is to maintain and improve the elements of this plan including promoting CERT Team membership, maintaining a good working relationship with the local Amateur Radio Operators community and providing preparedness activities like monthly Emergency Preparedness Seminars. Under the City's direction the IEPC is responsible for the continued development and implementation of this Plan working closely with SCI Public Safety to test, review and improve the performance of the Disaster Hub Box systems. The maintenance and expansion of the Disaster Hub Box System under the SCI Police Department would likely require them to include it as a line item in their annual budgeting process.

Organizational Structure



Annual Test

The Disaster HUB Box system should be tested annually to ensure that all components are functioning properly.

The annual test is currently conducted each April in conjunction with the Utah Great Shakeout statewide earthquake exercise. During the exercise, members of the community are asked to go to their neighborhood Hub Box, open it and follow the Exercise and other instructions within the box. Participant feedback and data collection forms are also included inside the Box requesting information like the number of participants that responded to each Hub Box to help the IEPC plan future drills and improve the system overall.

SCI Police and Fire & Rescue Departments shall bear operational responsibility for the tests. Planning, preparing for and executing the tests shall be conducted in collaboration with the volunteer members of the IEPC, CERT and Area Emergency Communications Operators (AECOs) involving other volunteers as needed and approved.

In preparation for the test, AECOs should conduct a radio net the evening before the event, as well as an hour before the event to ensure all communications equipment is working properly.

An SCI Public Safety and IEPC sponsored debriefing should take place within seven days of the event that involves participants and stakeholders for the purpose of receiving input from Public Safety Staff, IEPC Members, Amateur Ham Radio Operators, volunteers and residents of the community. The facilitator of the debriefing shall prepare a summary of the findings and provide copies to the SCI Police and Fire & Rescue Departments and the Ivins City Manager to be distributed to the Ivins City Council. This summary should include thoughtful observations, criticisms and recommendations if any for improving system operation.

Maintenance

Public Works shall assume responsibility for installing and maintaining Disaster HUB Boxes including replacing or upgrading faded or missing decals. Volunteers from the IEPC, CERT, AECO or other volunteers may be utilized to assist at the discretion of the Public Works Director or designated Staff.

IEPC, CERT, AECO or other approved volunteers under the direction of SCI Public Safety or Ivins City Public Works Staff will be responsible for checking the radio batteries and testing the radios in each box at least twice each year. During these tests, the effective range of each radio will also be verified. One of these tests will occur no later than the week prior to the test in April. The results of the test shall be reported to the police department. Any reports of damage or vandalism to a box should be immediately reported to the police department for documentation and investigation using the non-emergency number for dispatch.

City Growth

It shall be the responsibility of the Public Works Department to identify the need for additional HUB Boxes based on growth. The trigger for the installation of new HUB Boxes shall be the issuance of occupancy permits for new construction in a developing area. Upon issuance of said permit(s), the Public Works representative to the IEPC shall notify its Chair and the two entities shall collaborate to identify appropriate Hub Box location(s) and proceed with their installation(s).

The Public Works Department shall be responsible for identifying the appropriate AREA in which to include new developments and to update the Zone, Neighborhood and Block Maps for each new Hub Box. Volunteers will continue to assist Public Works Staff until the mapping schemes can be implemented as layers in the City GIS system. Public works will also maintain and update the comprehensive online map that provides residents with access to information needed to identify their own Areas, Zones, and Hub Box locations.