

Parachute-Battlement Mesa Emergency Operations Plan



Photo: Lynn j Shore

Prepared for:

**Town of Parachute
Battlement Mesa
Garfield County
Garfield County School District 16
Grand Valley Fire Protection District**

Prepared by:

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Executive Summary

Disasters can occur with little or no warning and leave communities fearful and uneasy. With this in mind, the Town of Parachute, Battlement Mesa community, Garfield County, Garfield County School District 16, Grand Valley Fire Protection District, and their partners—have jointly created this Emergency Operations Plan (EOP). Traditionally, jurisdictions plan their emergency operations independently. Regional support and resources are often coordinated, but overarching coordination has not been commonly witnessed. However, disasters do not follow political or jurisdictional boundaries. A disaster impacting Parachute is likely to also impact Battlement Mesa. The EOP provides guidance and practical tools for conducting joint operations in response to any incident that affects the Parachute-Battlement Mesa community.

The EOP is based in the National Incident Management System, a standardized approach to incident management. The EOP follows an all-hazards approach and is to be utilized following any incident. It outlines a concept for emergency operations, assigns roles and responsibilities, and prescribes management and procedures for the Emergency Operations Center. Each identified partner plays a special role in the implementation of the EOP and has specific roles and responsibilities during emergency operations. The EOP is reviewed by all partners every four years, or as needed. Exercises and trainings help to ensure the EOP is operational and understood by all participants.

The EOP is the result of considerable effort and collaboration among the regional partners. Throughout the planning process, Partner-specific concerns were taken into account in the writing of the EOP and its supporting annexes. The EOP will be maintained and updated by all participating partners.

Guidance to Residents

While the EOP is designed for use by emergency response personnel, it also contains useful tools for residents of the community. An effective response to, and recovery from a disaster is the responsibility of the whole community and the best way for residents to support community strength and readiness is to stay prepared. Incident-specific annexes included in the plan outline specific guidance to help residents consider their own vulnerabilities and better prepare for the next emergency situation.

Evacuation

A key driver to the development of the EOP was the need to ensure resident safety, and evacuation was identified as an area of particular concern. In the interest of protecting residents, the region has developed a community evacuation map for use following an incident. This evacuation map has been included as an attachment to this executive summary as well as a description of community evacuation readiness levels – Green “Be Ready”, Yellow “Be Set”, and Red “Go”. It is also important to consider the following guidance if an evacuation order is made:

- Be prepared with food, water, and warm clothes in your vehicle.
- Make a family evacuation plan.
- Sign up for emergency alerts with Garfield County.
- Follow all evacuation orders and routes.

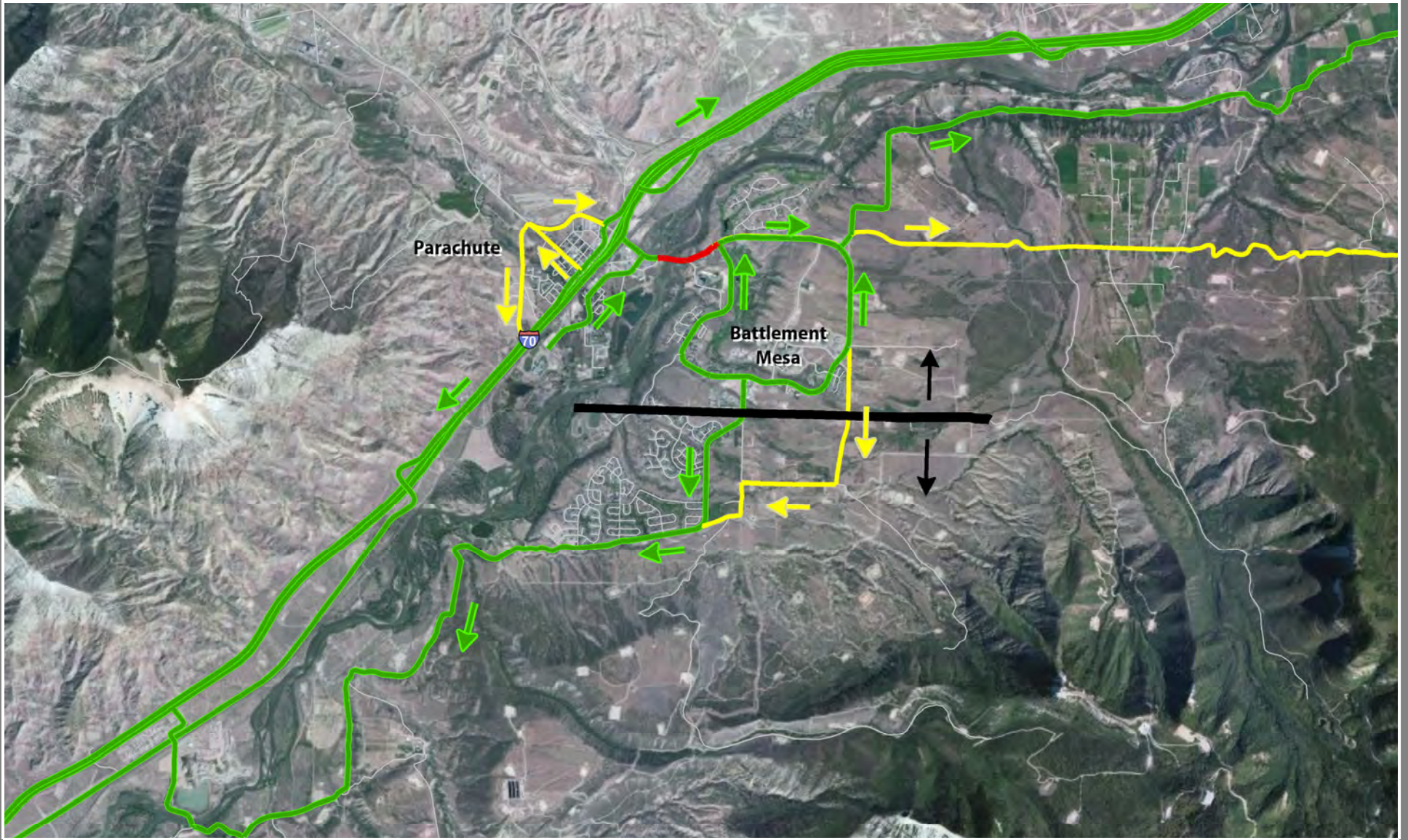
Refer to the Evacuation Incident Annex and visit www.ready.gov for more information.





Plan Format

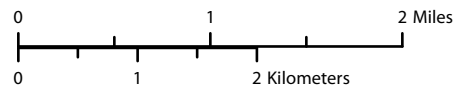
The following sections make up the EOP and its supporting annexes:

- **Section 1: Introduction** contains guidance on using the plan; immediate action checklists; and scope, purpose, and authorities.
- **Section 2: Situation and Planning Assumptions** describes the Parachute-Battlement Mesa community's unique environment and discusses planning context.
- **Section 3: Roles and Responsibilities** identifies partners based on essential functions and assigns roles and responsibilities they may perform during an incident.
- **Section 4: Concept of Operations** establishes a framework for joint operations, identifies priorities, and establishes incident management procedures.
- **Section 5: Command and Control** describes the structure and procedures for EOC operations, including procedures for initiating, conducting, and terminating operations.
- **Section 6: Plan Development and Maintenance** prescribes ongoing maintenance activities for the EOP and establishes training requirements for the partners.
- **Functional Annexes** focus on critical tasks, capabilities, and resources needed to drive emergency operations. The Functional Annexes included in the plan are:
 - **Emergency Services** such as emergency communications, firefighting, search and rescue, public safety and evacuation, and hazardous response.
 - **Human Services** such as sheltering, feeding, public health, and medical services.
 - **Infrastructure Services** such as transportation, public works, natural resources, and utility service restoration.
 - **Recovery and Mitigation Strategy** such as disaster risk reduction and long-term community recovery.
- **Incident Annexes** contain hazard-specific information and checklists which provide response guidance and procedures specific to emergency functions and the hazards of greatest concern to the community. The hazards of concern in the community have been identified as the following:
 - Severe weather including winter storms, windstorms, and seasonal storms.
 - Flood and dam failure.
 - Wildfire.
 - Drought.
 - Transportation accidents.
 - Terrorism and acts of violence.
 - Utility failure.
 - Hazardous materials response.
 - Evacuation guidance.
- **Appendices** contain forms and tools to improve emergency operations within the community including declarations of emergency, organizational charts, planning tools, references, and definitions.

Community Evacuation Levels	
Level	Actions
<i>Level 1 (Green)</i>	A Level 1 Evacuation means “BE READY” for potential evacuation. Residents should be aware of the danger that exists in their area, and monitor emergency services websites and local media outlets for information. This is the time for preparation and precautionary movement of persons with special needs, mobile property, and (under certain circumstances) pets and livestock.
<i>Level 2 (Yellow)</i>	A Level 2 Evacuation means “BE SET” to evacuate. Residents must prepare to leave at a moment’s notice. Level 2 indicates that there is significant danger to their area and residents should either voluntarily relocate to a shelter or with family/friends outside of the affected area, or, if choosing to remain, be ready to evacuate at a moment’s notice. Residents may have time to gather necessary items, but doing so is at their own risk. This might be the only notice that residents receive if conditions rapidly deteriorate.
<i>Level 3 (Red)</i>	A Level 3 Evacuation means “GO” – evacuate now. Residents should leave immediately. Danger to their area is current or imminent and they should evacuate immediately. If they choose to ignore the advisement, emergency responders may not be able to assist them further. This is the last notice that residents receive, and entrance to evacuated areas may be denied until conditions are safe.



- Evacuation Routes
Traffic Flow
-  Primary
 -  Secondary
 -  Emergency Vehicle Traffic ONLY
 -  Division Line



Evacuation Routes
for Parachute and
Battlement Mesa, Colorado

January 2017

Immediate Action Checklist

Use the following Immediate Action Checklist to initiate the Parachute-Battlement Mesa (Community) response to and support of an emergency incident. If you are not qualified to implement this plan, dial 9-1-1 and ask for assistance. The Emergency Managers are as follows:

- Incidents impacting the Town of Parachute: Parachute Police Chief.
- Incidents impacting Battlement Mesa: Garfield County Emergency Manager.

1. Receive alert of incident.

- Alerts should be directed to the impacted community's Emergency Manager.
- If the Emergency Manager is not available, alerts should be directed to the Grand Valley Fire Protection District Shift Captain (Dispatch: 970-625-8095).
- Alerts may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public, or other sources.
- If you are the first person receiving notification of the incident, call 9-1-1 and provide as much detail as possible.

See Functional Annex 1 – Emergency Services of this plan for more information on alert and warning.

2. Determine need to implement the Community's Emergency Management Organization.

- The Emergency Manager should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the Community for the incident. This may range from the Emergency Manager being on stand-by to full activation of the Community Emergency Operations Center.
- Identify key staff who will be needed to support Community emergency operations, including staffing of the Community Emergency Operations Center, if activated.

3. Notify key Community staff and response partners.

Immediate Action Checklist

- The Emergency Manager will notify key staff to staff the Community Emergency Operations Center based on incident needs.
- Notify appropriate emergency response agencies.

See the Community Emergency Contact List maintained by the Parachute and Garfield County Emergency Managers.

4. Activate the Community Emergency Operations Center as appropriate.
 - The Community will utilize the Incident Command System in managing the Community Emergency Operations Center.
 - Primary Emergency Operations Center Location: 0124 Stone Quarry Rd, Parachute, CO 81635.
 - Alternate Emergency Operations Center Location: Town Hall, Town of Parachute, 222 Grand Valley Way, Parachute, CO 81635.

See Section 5.4 of this plan for information on the Community Emergency Operations Center.

5. Establish communication with the on-scene Incident Commander.
 - Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
 - The on-scene Incident Commander may assign a radio frequency that the Community Emergency Operations Center can use to communicate with the scene.

See Functional Annex 1 – Emergency Services of this plan for more information on communications systems.

6. Identify key incident needs, in coordination with the on-scene Incident Commander.
 - Consider coordination of the following, as required by the incident:
 - Protective action measures, including evacuation and shelter-in-place.
 - Shelter and housing needs for displaced residents.
 - Emergency public information and coordination with the media.
 - Provisions for Access and Functional Needs Populations, including unaccompanied children.
 - Provisions for animals in disaster.

Immediate Action Checklist

7. Inform the Garfield County and Colorado Division of Homeland Security and Emergency Management of Emergency Operations Center activation and request support as needed.
 - Garfield County Emergency Management: 970-945-0453.
 - Colorado Division of Homeland Security and Emergency Management: 800-452-0311.
 - If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 800-424-8802.
8. Declare a state of emergency for the Community, as appropriate.
 - If the incident has overwhelmed or threatens to overwhelm the Community's resources to respond, the Community should declare a state of emergency.
 - A declaration for the Town of Parachute may be made by the Mayor, Town Board of Trustees, or Town Manager. A declaration made by the Mayor or Town Manager should be ratified by the Board as soon as practicable.
 - The declaration should be submitted to Garfield County Emergency Management.
 - A declaration for Battlement Mesa may be made by the Garfield County Emergency Manager or the Board of County Commissioners.

See Section 1.7 of this plan for information on the disaster declaration process. See Appendix A for a sample disaster declaration form.

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Preface

This Emergency Operations Plan is an all-hazard plan that describes how the Community of Parachute-Battlement Mesa will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of Colorado, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, Colorado Division of Homeland Security and Emergency Management plans, and the Garfield County Emergency Operations Plan.

Response to emergency conditions, protection of the public, and minimizing property damage is a primary responsibility of government. It is the goal of the Community of Parachute-Battlement Mesa that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the Community of Parachute-Battlement Mesa has, in addition to promulgating this plan, informally adopted the principles of the National Incident Management System, including the Incident Command System and the National Response Framework.

Consisting of a Basic Plan, Functional Annexes aligned with the Garfield County Emergency Support Functions, and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during an emergency or disaster. The plan describes how various agencies and organizations in the Community of Parachute-Battlement Mesa will coordinate resources and activities with other federal, state, county, local, and community-based organizations, and private-sector partners.

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Letter of Promulgation

To All Recipients:

Promulgated herewith is the Emergency Operations Plan for the Parachute-Battlement Mesa Community (Community). This plan provides a framework within which the community can plan and perform its emergency functions during an emergency or disaster.

This Emergency Operations Plan attempts to be all-inclusive in combining the following five mission areas of emergency management to ensure that the Community is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the community:

- **Prevention:** actions to avoid or stop an incident from occurring.
- **Protection:** activities to secure against acts of terrorism and man-made or natural disasters.
- **Mitigation:** actions designed to minimize the losses from disasters.
- **Response:** actions taken during a disaster.
- **Recovery:** activities that help restore critical community functions and manage reconstruction.

This plan has been reviewed by the Grand Valley Fire Protection District Fire Chief and approved by the Community Partners. It will be revised and updated as required. All recipients are requested to advise the Fire Chief of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Agency/Department	Name/ Title
Battlement Mesa Metro District	
Garfield County Office of Emergency Management	
Garfield County Road and Bridge	
Garfield County School District 16	
Grand Valley Fire Protection District	
Town of Parachute	
Town of Parachute Police Department	
Town of Parachute Public Works Department	

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Plan Administration

The Fire Chief will coordinate review, revision, and re-promulgation of this plan every two years or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by Fire Chief without formal Community Partner approval.

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response staff.

Date	Change No.	Agency	Summary of Change
12/2016	2016-001		Initial Plan Release

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The Fire Chief is ultimately responsible for dissemination of all plan updates. Copies of the plan will also be maintained at Grand Valley Fire Protection District Station #1, 0124 Stone Quarry Road, Parachute, Colorado 81635 and posted online at the District's website: <http://grandvalleyfire.org/>.

Agency/Department	Title/Name
Battlement Mesa Metro District	Manager
Garfield County Office of Emergency Management	Emergency Manager
Garfield County Road and Bridge	Director
Garfield County School District 16	Superintendent
Grand Valley Fire Protection District	Fire Chief
Town of Parachute	Town Manager
Town of Parachute Police Department	Police Chief
Town of Parachute Public Works Department	Director

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Changes will be forwarded to the Fire Chief for incorporation into the plan and dissemination of the revised version. This does not preclude other agencies with a vital interest in the plan from providing input to the document; such input is encouraged. It is also encouraged that plan review be performed concurrently with review of other related local and county emergency plans and procedures to enhance consistency.

Section/Annex	Responsible Party
Basic Plan	Grand Valley Fire Protection District
Functional Annexes (FAs)	
FA 1 Emergency Services	Garfield County Emergency Management Grand Valley Fire Protection District Parachute Police Department Garfield County Sheriff's Office
FA 2 Human Services	Garfield County Emergency Management
FA 3 Infrastructure Services	Battlement Mesa Metro District Parachute Public Works Department Garfield County Road and Bridge
FA 4 Recovery/Mitigation Strategy	Garfield County Emergency Management Parachute Town Manager
Incident Annexes (IAs)	
IA 1 Severe Weather (including Winter Storms and Landslides)	Parachute Public Works Department Battlement Mesa Metro District Garfield County Road and Bridge
IA 2 Flood (including Dam Failure)	Parachute Public Works Department Battlement Mesa Metro District Garfield County Road and Bridge
IA 3 Wildfire	Grand Valley Fire Protection District
IA 4 Drought	Grand Valley Fire Protection District
IA 5 Transportation Accidents	Grand Valley Fire Protection District Parachute Police Department Garfield County Sheriff's Office Colorado State Patrol

Plan Administration

Section/Annex	Responsible Party
IA 6 Terrorism (including Active Shooter and Civil Disorder)	Grand Valley Fire Protection District Parachute Police Department Garfield County Sheriff’s Office
IA 7 Utility Failure	Battlement Mesa Metro District Parachute Public Works Department
IA 8 Hazardous Materials (Accidental Release)	Grand Valley Fire Protection District
IA 9 Evacuation	Garfield County Emergency Management Grand Valley Fire Protection District Parachute Police Department Garfield County Sheriff’s Office

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- FA 2 – Human Services
- FA 3 – Infrastructure Services
- FA 4 – Recovery/Mitigation Strategy

Incident Annexes

- IA 1 – Severe Weather (including Winter Storms and Landslides)
- IA 2 – Flood (including Dam Failure)
- IA 3 – Wildfire
- IA 4 – Drought
- IA 5 – Transportation Accidents
- IA 6 – Terrorism (including Active Shooter and Civil Disorder)
- IA 7 – Utility Failure
- IA 8 – Hazardous Materials (Accidental Release)
- IA 9 – Evacuation

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1

Introduction

This section establishes the framework within which this Emergency Operations Plan exists and how it aligns with and supports existing plans. Additionally, the section outlines federal, state, and county emergency management authorities pertaining to the Community's roles and responsibilities.

1.1 General

The Parachute-Battlement Mesa Community (Community) has experienced emergencies of various types and complexities. In Colorado, local government is responsible for mitigating the risk and provide for the safety of its citizens when facing any large-scale emergency or disaster. As such, the Community has developed this plan to align with their mission of ensuring that the Community is prepared for a disaster by coordinating protection, prevention, mitigation, response, and recovery activities that increase the Community's capabilities to minimize loss of life and reduce impacts from disasters.

Emergencies are handled effectively in the Community every day. For the most part, these emergencies are handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of front line responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework within the Community that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, agency directors, and other key stakeholders to bear on any incident. This EOP provides the foundation and guidance for use of National Incident Management System (NIMS) principles necessary to effectively manage incidents within or affecting the Community.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the Community will respond to emergencies to the utmost of its ability, it is possible that some natural or

1. Introduction

technological disasters may overwhelm its resources. While recognizing this possibility, this plan is designed to help the Community fulfill its response function to its maximum capacity.

1.1.1 Whole Community Planning

The “Whole Community” planning concept is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate the effects of disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer-, faith-, and community-based organizations; the private sector; and the public, including survivors of an incident. In this sense, the Community must plan for a wide variety of impacts. This EOP attempts to address a wide variety of operational concerns throughout the Community.

1.2 Purpose and Scope

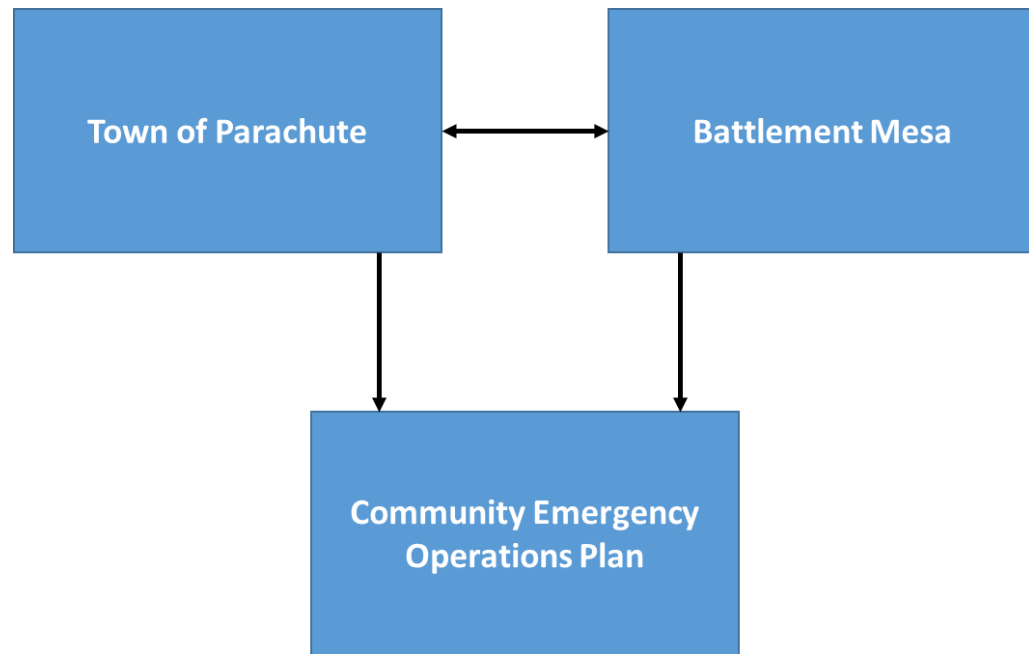
1.2.1 Purpose

Disasters do not follow political or jurisdictional boundaries. A disaster impacting the Town of Parachute is likely to impact the residents of Battlement Mesa. For this reason, the Community has developed this EOP to provide strategic guidance and practical tools for conducting joint operations in response to any incident or event that affects the Community.

Responding to an emergency in an area like the Parachute-Battlement Mesa Community requires the coordination of agencies under differing jurisdictions which requires a willingness to work together and augment each other’s activities.

The primary purpose of the EOP is to outline the Parachute-Battlement Mesa Community’s all-hazard approach to emergency operations in order to protect the safety, health, and welfare of its residents throughout all emergency management mission areas. Through this EOP, the Community designates NIMS and the Incident Command System (ICS) as the frameworks within which all emergency management activities will be conducted. Through this collaborative process, the Community seeks to support all residents of the Community.

Figure 1-1 Parachute-Battlement Mesa Collaboration



1.2.2 Scope

The EOP is implemented whenever the Community must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural, technological, or human-caused disasters and may impact unincorporated areas of Garfield County (County), incorporated municipalities, or a combination thereof. This plan is intended to guide the Community's emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/ volunteer, and private-sector entities.

The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination.

As mentioned previously, the EOP is designed to bring agencies together that are not traditionally unified in their operations. These Community Partners include:

- Grand Valley Fire Protection District
- Town of Parachute
 - Parachute Police Department
 - Parachute Public Works Department
 - Town Manager's Office

- Board of Trustees
- Battlement Mesa Metro District
- Garfield County
 - Office of Emergency Management
 - Road and Bridge
 - Board of County Commissioners
 - Sheriff's Office
- Garfield County School District 16

1.3 Plan Activation

Once promulgated by the Community Partners, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the Community.
- Health emergencies in or affecting the Community.
- Non-routine life-safety issues in or affecting the Community.
- Scheduled events within the Community.

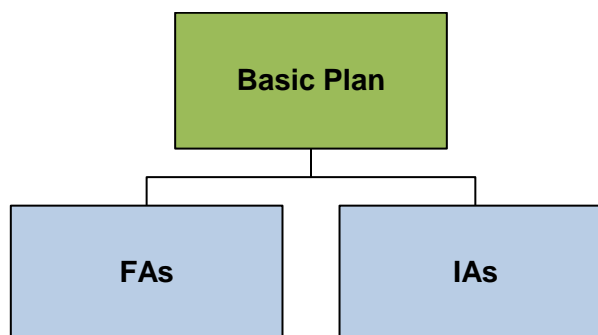
An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

The EOP is composed of three main elements:

- Basic Plan (with appendices)
- Functional Annexes (FAs)
- Incident Annexes (IAs)

Figure 1-2 Community Emergency Operations Plan Organization



1.4.1 Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the Community's emergency management structure. It serves as the primary document outlining roles and responsibilities of elected officials during an incident and is organized as follows:

- **Section 1: Introduction** contains guidance on using the plan and specifies its scope, purpose, and pertinent authorities.
- **Section 2: Situation and Planning Assumptions** describes the Community's unique environment and discusses planning context and assumptions.
- **Section 3: Roles and Responsibilities** identifies primary and supporting partners by emergency function and establishes expected roles and responsibilities during an emergency.
- **Section 4: Concept of Operations** describes the concept of joint operations, identifies response and recovery priorities, and establishes incident management procedures.
- **Section 5: Command and Control** describes the structure and procedures for single-agency or joint operations at the EOC, including a description of the site and procedures for initiating, conducting, and terminating operations.
- **Section 6: Plan Implementation and Maintenance** prescribes ongoing maintenance activities for this EOP and establishes training requirements.

The Basic Plan is supported by a number of appendices, which can be found at the end of the document.

1.4.2 Functional Annexes

The FAs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the Community throughout all phases of an emergency. In the event of an incident for which the Community's capabilities

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and/or resources are limited or exhausted, each annex clearly defines escalation pathways and procedures for requesting additional resources from mutual aid agencies, followed by County agencies. For the purposes of this EOP, information regarding common management functions performed by the Community and supporting agencies and organizations is grouped into four FAs, which supplement the information in the Basic Plan:

- FA 1 – Emergency Services
- FA 2 – Human Services
- FA 3 – Infrastructure Services
- FA 4 – Recovery/Mitigation Strategy

The FAs are designed to be consistent with the 15 Emergency Support Function (ESF) annexes of the County EOP and outlines information in a manner that reflects the Community’s organization and response capabilities. Table 1-1 identifies the relationship between the Community’s FAs and the County ESF annexes. This structure is also consistent with the State of Colorado (State) EOP and the National Response Framework (NRF). Community emergency personnel should be familiar with the County’s EOP and ESF structure to better understand how the Community’s response efforts would be coordinated with the County during an emergency incident.

Table 1-1 Community Functional Annexes in Relation to County ESF Annexes	
Community Functional Annex	County ESF Annex*
FA 1 – Emergency Services	ESF 2 – Communications ESF 4 – Firefighting ESF 5 – Information and Planning ESF 9 – Search and Rescue ESF 10 – Oil and Hazardous Materials Response ESF 13 – Public Safety and Security
FA 2 – Human Services	ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services ESF 8 – Public Health and Medical Services
FA 3 – Infrastructure Services	ESF 1 – Transportation ESF 3 – Public Works and Engineering ESF 11 – Agriculture and Natural Resources ESF 12 – Energy
FA 4 – Recovery/Mitigation Strategy	ESF 14 – Long-Term Community Recovery
*ESF 5 – Information and Planning, ESF 7 –Resource Support, and ESF 15 – External Affairs are partially or wholly addressed in the Basic Plan	

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1.4.3 Incident Annexes

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, IAs supplement the Basic Plan to identify critical tasks particular to specific natural, technological, and human-caused hazards most likely to impact the Community. The IAs identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident. Table 1-2 identifies the complementary incident annexes included with this EOP.

Annex	Hazard
IA 1	Severe Weather (including Winter Storms and Landslides)
IA 2	Flooding (including Dam Failure)
IA 3	Wildfire
IA 4	Drought
IA 5	Transportation Accidents
IA 6	Terrorism (including Active Shooter and Civil Disorder)
IA 7	Utility Failure
IA 8	Hazardous Materials (Accidental Release)
IA 9	Evacuation

1.5 Relationship to Other Plans

1.5.1 Federal Plans

The following federal plans guide emergency preparedness, response, and recovery at the federal level and provide support and guidance for state and local operations:

- **Presidential Policy Directive 8.** Describes the Nation’s approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States.
- **National Preparedness Goal.** Describes the Nation’s security and resilience posture through identifying key mission areas and core capabilities that are necessary to deal with great risks, using an integrated, layered, and all-of-Nation approach as its foundation.
- **National Preparedness System.** Provides guidance, programs, processes, and systems that support each component of the National Preparedness System to enable a collaborative, whole community approach to national preparedness that engages individuals, families,

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communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

- **National Incident Management System.** Provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.
- **National Response Framework.** Serves as a guide to how state and federal government should conduct all-hazards response. It is built upon a scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.
- **National Disaster Recovery Framework.** Provides guidance that enables effective recovery support to disaster-impacted states, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

1.5.2 State Plans

The following State of Colorado plans guide emergency preparedness, response and recovery at the state level and provide support and guidance for local operations:

- **State Emergency Operations Plan.** The State EOP provide direction to State agencies in responding to emergencies and disasters. It delineates emergency response procedures, responsibilities, lines of authority, and continuity of government. The format is compatible with the NRF by using a functional approach to providing assistance. In this functional approach, emergency support functions (e.g., transportation, communications, information and planning, etc.), have been assigned to a lead State agency with other departments in supporting roles.
- **Colorado Recovery Plan.** An annex to the State EOP, the Colorado Recovery Plan incorporates concepts from that plan and the State Natural Hazards Mitigation Plan. The Colorado Recovery Plan lays out the flow of functions and responsibilities across the three areas of disaster response, recovery, and mitigation. State functions and responsibilities are defined in 14 Recovery Support Functions that align with the six federal Recovery Support Functions. The plan also outlines

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the structure of partnerships between state agencies and local governments, in the event that assistance in disaster response or recovery is requested by a local jurisdiction or a disaster is declared at the federal level.

- **Colorado Natural Hazards Mitigation Plan.** The 2013 State of Colorado Natural Hazards Mitigation Plan identifies methods in which the State will mitigate future and ongoing risks.

1.5.3 County Plans

The Community relies on the County for many critical services during an emergency, so it is vital for the Community to be familiar with the County's plans and how they link with Community emergency plans.

- **Emergency Operations Plan.** The County EOP is an all-hazard plan describing how the County will organize and respond to incidents that occur in individual cities, across the County, and in the surrounding region. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, state, local, and private-sector partners.
- **Natural Hazard Mitigation Plan.** The County Natural Hazard Mitigation Plan creates a framework for risk-based decision making to reduce deaths and injuries, property damage, and economic impact of future disasters. Mitigation plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.
- **Hazard Identification and Risk Assessment.** A component of the County Natural Hazard Mitigation Plan, the Hazard Identification and Risk Assessment outlines the hazards most likely to affect the County and the likely impacts associated with such hazards.
- **Community Wildfire Protection Plan (CWPP).** The CWPP was developed using a collaborative process between the County and agencies to reduce wildfire risk.
- **Continuity of Operations (COOP) Plan.** The COOP plan details all of the procedures that define how the County will continue or recover its minimum essential functions in the event of a disaster.
- **Disaster Recovery Framework.** The County Disaster Recovery Framework identifies a set of strategies and a management structure to guide the County as it rebuilds after a disaster occurs.

1.5.4 Community Plans

The Community is supported by a number of partner agencies. To the greatest extent possible, the Community encourages supporting agencies to design their plans to complement the Community's EOP, and the Community will seek to engage supporting agencies in the EOP update process to ensure appropriate linkages.

1.6 Laws and Authorities

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population.

The Town of Parachute does not have an office or division of emergency management services separate from its existing agencies, while Garfield County (with jurisdiction over Battlement Mesa) does maintain an Office of Emergency Management. However, for the purposes of this plan and consistency with the County and State plans, the Community's emergency management structure—defined as the Parachute and Battlement Mesa Community—will be referred to generally as the Community Emergency Management Organization (EMO), though no formal organization exists.

The Community EMO should, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the EOP.
- Manage and maintain the Community EOC, from which Community officials can coordinate emergency and disaster response activities.
- Establish an Incident Command structure for management of incidents by all local emergency service agencies.
- Coordinate with County and State agencies, as well as other private, nonprofit, volunteer, and faith-based organizations, to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.

Through promulgation of this plan, the Grand Valley Fire Protection District (GVFPD) has been identified as the lead agency in the EMO. However, the Parachute Police Chief (for the Town of Parachute) and the Garfield County Emergency Manager (for Battlement Mesa) have been given the collateral title of Emergency Manager. The Emergency Manager has authority and responsibility for the organization, administration, and operation of the EMO. The Emergency Manager may delegate any of these activities to designees, as appropriate.

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The Community EMO is consistent with NIMS, and procedures supporting NIMS implementation and training for the Community will be developed and formalized.

Refer to the Garfield County Emergency Operations Plan for further details on the County’s emergency operations structures.

Table 1-3 sets forth the federal, State, and County legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-3 Legal Authorities	
Federal	
–	Federal Emergency Management Agency (FEMA) Policy
○	Crisis Response and Disaster Resilience 2030 (January 2012)
○	FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)
○	FEMA Administrator’s Intent (2015-2019)
○	FEMA Incident Management and Support Keystone (January 2011)
○	FEMA Publication: 1 The Federal Emergency Management Agency (November 2010)
○	FEMA Strategic Plan 2011-2014
○	National Disaster Housing Strategy (January 2009)
○	National Disaster Recovery Framework (September 2011)
○	National Incident Management System (December 2008)
○	National Preparedness Goal (September 2011)
○	National Response Framework (January 2008)
–	Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003)
–	Presidential Policy Directive 8: National Preparedness (2008)
–	Public Law 107-296 The Homeland Security Act of 2002
–	Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2007)
–	Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended April 2013)

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Table 1-3 Legal Authorities**State of Colorado**

- Title 24, Article 33.5, Part 701, Colorado Revised Statutes, the Colorado Disaster Emergency Act of 1992
- Title 25, Article 32, Part 101, Colorado Revised Statutes, the Radiation Control Act
- Article IV, Constitution of the State of Colorado; entitled the Executive Department
- Executive Order 005 11, Establishing a policy to enhance the relationship between state and local government
- Executive Order D 011 04, National Incident Management System
- Title 24, Article 32, Part 2504, Colorado Revised Statutes, Temporary housing for disaster victims
- Title 24, Article 33.5, Part 05.3, Colorado Revised Statutes, Statewide all-hazards resource database
- Colorado Revised Statutes, Title 24, Article 33.5, Part 705.4, Creation of the All-hazards Resource Mobilization System and the Resource Mobilization Plan
- Colorado Revised Statutes, Title 24, Article 33.5, Part 822, Memorandum of Understanding with volunteer organizations to assist the Sheriff, local government, local emergency planning committee, or state in providing services in the event of a disaster
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1102 Governor's powers for emergency relief to local governments
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1105, Debris Removal authorities
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1107, Community loans after a Presidentially Declared Disaster
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1220, Emergency Fire Fund creation and management
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1221, State responsibility for managing forest and wildland fires in specific areas of the state
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1222, Cooperation by counties with the governing bodies of organized fire districts, fire department, municipal organizations, private entities, other counties, agriculture, and the federal government in the management and prevention of forest fires
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1223, Sheriff's authority to enforce all state forest fire laws
- Colorado Revised Statutes, Title 24, Article 33.5, Part 1226, Wildfire Emergency Response Fund creation and requirements
- Colorado Revised Statutes, Title 24, Article 60, Part 2902, Emergency Management Assistance Compact authorization
- Colorado Revised Statutes, Title 29, Article 22, Part 102, Response authorities for hazardous substance incidents
- Colorado Revised Statutes, Title 29, Article 22.5, Part 103, Wildland fire general authority and responsibilities
- Colorado Revised Statutes, Title 30, Article 10, Part 516, Sheriff's duty to preserve the peace and command aid
- Colorado Revised Statutes, Title 37, Article 60, Part 123.4, State Flood Response Fund creation

Refer to the [Emergency Management Program Guide for Colorado](#) for further detail regarding state laws pertaining to an emergency.

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Table 1-3 Legal Authorities	
County	
–	Resolution No. 2012-71, Adoption of the Multi-Jurisdictional Natural Hazard Mitigation Plan (February 2012)
–	Resolution 07-95, Creation of the County Emergency Management Office
Local	
–	Town of Parachute Home Rule Charter Section 1-12, Emergency Ordinances
–	Town of Parachute Home Rule Charter Section 8-9(b), Amendments after Adoption – <i>Emergency Appropriations</i>
–	Town of Parachute Home Rule Charter Section 12-5, Emergency Powers and Line of Succession
–	Town of Parachute Municipal Code Chapter 15.10, Flood Damage Prevention Regulations

1.6.1 Mutual Aid and Intergovernmental Agreements

Colorado is a member of the Emergency Management Assistance Compact (EMAC). Member states may request EMAC assistance when the Governor has declared a state of emergency. The State’s Authorized Representative will initiate the EMAC procedures for requesting assistance upon a declaration.

In addition, the County is a member of the Northwest All-Hazards Emergency Management Region and maintains numerous mutual aid agreements with surround counties. This agreement allows neighboring jurisdictions, including communities in Garfield County, to access the resources within other counties for up to 72 hours following an incident, free of charge.

See individual FAs for existing mutual aid agreements.

During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.7 General Declaration Process

A local declaration of emergency can be initiated by the Town Manager or County Manager and allows for flexibility in managing resources under emergency conditions. This informs the State that an emergency situation exists beyond local response or recovery capabilities. Such a request will expire within seven days except by consent of the Parachute Board of Trustees or Board of County Commissioners. Local declarations should be made to the regional Field Manager or Duty Officer at the Colorado Division of Homeland Security and Emergency Management (DHSEM) at 303-472-4046. A declaration of emergency can accomplish the following:

- Divert funds and resources to emergency operations to meet immediate needs.
- Authorize implementation of local emergency plans and implement extraordinary protective measures.

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- Receive resources from organizations and individuals initiated through mutual aid and cooperative assistance agreement channels.
- Provide specific legal protection for actions initiated under emergency conditions.
- Set the stage for requesting state and/or federal assistance to augment local resources and capabilities.
- Raise public awareness and encourage the community to become involved in protecting its resources.

Community legal services should review and advise officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

A declaration shall, at a minimum:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within the Community's boundaries.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.
- State the type of assistance or resources required to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed as a result of the declaration of emergency.

The declaration of emergency will be written based on the best information available at the time. It may be amended to reflect additional information or changes in the situation. Legal services may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If County, State, or federal assistance is needed, the declaration must also state that all appropriate and available local resources have been expended, are nearing depletion, or are projected to be inadequate and that mutual aid agreements have been initiated, as well as contain a specific request for the type(s) of assistance required.

EOC Command and General Staff (to be described in Section 5) have the following responsibilities in the declaration process:

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- **EOC Manager:** Present the package to the Board of Trustees.
- **Operations:** Identify necessary resources and outline any special powers needed to respond to the emergency. Assist in the Initial Damage Assessment (IDA) and Preliminary Damage Assessment (PDA).
- **Planning:** Provide situation and resource summaries; conduct a windshield survey, IDA, and PDA.
- **Logistics:** Compile resource requests.
- **Finance:** Track incident costs, assist in the PDA, and coordinate damage survey activities.

See Appendix A for sample Declaration of Emergency forms.

1.7.1 Town of Parachute Disaster Declaration Process

The Town of Parachute may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing County, State, or federal disaster assistance. To declare a state of emergency, the Town Manager or Emergency Manager will call either a regular or a special meeting of the Board of Trustees to request a declaration of emergency by the board, or immediately declare an emergency in writing.

1.7.2 Battlement Mesa/County Declaration Process

A state of emergency existing within Battlement Mesa may trigger a County declaration, as Battlement Mesa is an unincorporated community. The Board of County Commissioners is tasked with declaring a state of emergency within the County.

The County may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing State or federal disaster assistance. To declare a state of emergency, the Emergency Manager will either call a regular or special meeting of the Board of County Commissioners to request a declaration of emergency or immediately declare an emergency in writing.

1.7.3 State Assistance

The State may provide assistance via DHSEM. Assistance may be provided in the form of technical assistance, resource management, funding support (if available), and others. The emergency manager of a requesting jurisdiction shall complete a Request for Assistance (RFA) form providing mission and resource needs, special considerations, point of contact information, and staging area information. In addition, a Resource Order Form (213rr) is to be completed by the emergency manager. To initiate State support, contact the regional field manager at the State EOC at 303-279-8855.

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1.7.4 Federal Assistance

FEMA provides resources, coordination, planning, training, and funding to support state and local jurisdictions when requested by the Governor through an executive order or proclamation. This will activate the State’s emergency response, recovery, and mitigation phases and provide authority for the mobilization and deployment of all resources related to the emergency.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. DHSEM coordinates all requests for federal assistance through the State EOC. FEMA coordinates the Governor’s Presidential request for assistance in accordance with the National Response Framework.

1.8 Continuity of Government

Table 1-4 presents the policy and operational lines of succession during an emergency for the Community.

Table 1-4 Community Lines of Succession	
Grand Valley Fire Protection District	
Emergency Coordination	Emergency Policy and Governance
1. Fire Chief 2. Deputy Fire Chief 3. Training Division Chief	1. Fire Chief 2. Board of Directors President 3. Board of Directors Vice President
Town of Parachute	
Emergency Coordination	Emergency Policy and Governance
1. Police Chief 2. Deputy Police Chief	1. Board of Trustees 2. Town Manager
Garfield County	
Emergency Coordination	Emergency Policy and Governance
1. County Sheriff 2. Emergency Manager	1. Board of County Commissioners 2. County Manager 3. County Attorney 4. Director of Building and Planning 5. Road and Bridge Supervisor 6. Director of Public Works and Facilities

Each agency is responsible for pre-identifying staff patterns showing a line of succession in management’s absence. Lines of succession for each agency should be maintained informally in each individual agency. The Town Manager, Fire Chief, and/or Board of County Commissioners will provide guidance and direction to agency heads to maintain continuity of government and operations during an emergency. Individual agency heads within the Community are responsible for developing and implementing continuity of government and

1. Introduction

operations plans to ensure continued delivery of essential functions during an emergency.

1.9 Safety of Employees and Family

All agency heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Agencies with developed COOP plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency or department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the Community and surrounding community from significant impacts to human lives and the economy. Thus, staff should be provided with tools to protect themselves and their families while they provide health and medical services during a pandemic or other type of public health emergency.

Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

While all Community agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. Each employee should develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the agency and Community residents as rapidly as possible.

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2

Situation and Planning Assumptions

This section of the EOP builds on the scope discussion in Section 1 by profiling the Community's risk environment, identifying specific planning considerations, and describing the predicate assumptions underlying the plan. This section ensures that, while taking an all-hazards approach to emergency management, the plan is tailored to the unique risks faced by the Community.

2.1 Situation

The Parachute-Battlement Mesa community is exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Natural hazards to which the Community may be exposed include droughts, floods, wildfires, and winter storms. The threat of a technological or human-caused chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

2.1.1 Community Profile

This EOP covers two jurisdictions within Garfield County in the northwest portion of Colorado. The Town of Parachute and the unincorporated Census Designated Place, Battlement Mesa, are separated by the Colorado River on the Western Slope of the Colorado Rocky Mountains and straddle Interstate 70. As of 2014, the Town of Parachute had an estimated population of 1,172 individuals, while Battlement Mesa's estimated population was 4,540 individuals.

The Community is noted for a highly transient population that comes and goes with peak gas and oil production. In addition, residents generally commute long distances to work, creating potential difficulty in returning home following an incident occurring during the work week.

2.1.1 Community Events

Routine and recurrent events may warrant the implementation of the EOP. In addition, these events, which bring large groups of people together, have the potential to coincide with natural hazards. The community events outlined in Table 2-1 may require considerations in pre-planning for an emergency.

2. Situation and Assumptions

Event Name	Date	Description	Average Attendees
Grand Valley Days	July/August	Parade, rodeo, and events in town park.	1,000
Oktoberfest	September/October	Concert with fireworks, alcohol permitted.	1,000–2,000
Winterfest	January	Small parade, dinner, sleigh rides; night time conditions.	250–500

Figure 2-1 Map of Parachute-Battlement Mesa Community



2. Situation and Assumptions

Figure 2-2 Map of Garfield County



2.1.2 Threat/Hazard Identification

The Community may be subject to a variety of natural, technological, and human-caused hazards and threats, as described below:

- **Natural Hazards:** Result from acts of nature.
- **Technological Hazards:** Result from accidents or failures of systems and structures.
- **Human-Caused/Adversarial Threats:** Result from accidental or intentional actions of other humans.

Table 2-2 identifies the hazards and threats most likely to impact the Community based on its vulnerability and the resulting potential impacts of each hazard or threat.

2. Situation and Assumptions

Natural	Technological	Human-Caused/ Adversarial Threats
<ul style="list-style-type: none"> ■ Drought ■ Extreme Heat Event ■ Flood ■ Landslide/Debris Flow ■ Wildfire ■ Windstorm ■ Winter Storm 	<ul style="list-style-type: none"> ■ Communications System Failure ■ Dam Failure ■ Hazardous Materials Release (Fixed Facility) ■ Hazardous Materials Release (Transportation) ■ Power Failure ■ Train Derailment 	<ul style="list-style-type: none"> ■ Civil Disturbance/Protest/Demonstration ■ Public Health Emergency ■ School Violence ■ Sports/Public Event Disturbance ■ Terrorism

See the County Natural Hazard Mitigation Plan for more information regarding natural hazards potentially impacting the Community.

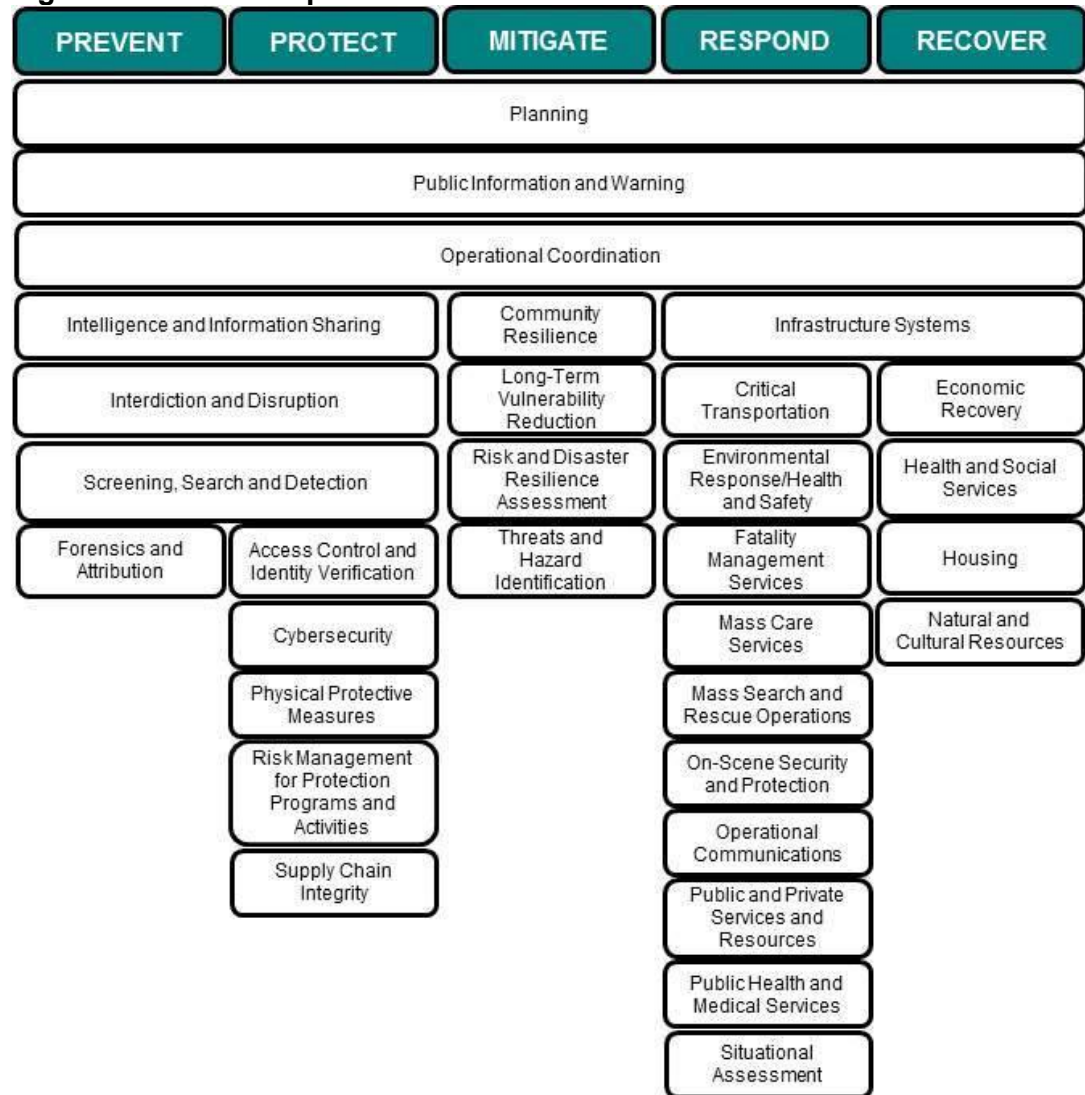
2.1.3 Capability Assessment

The availability of the Community’s physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. Community response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints.

The Community has not defined its core capabilities in accordance with the National Preparedness Goal or undertaken a formal capabilities assessment to date. Should an assessment be conducted in the future, it will help emergency responders evaluate, coordinate, and enhance the cohesiveness of their emergency response plans. A community capability assessment is a low impact systematic approach to evaluate the Community’s emergency plan and capability to respond to hazards.

2. Situation and Assumptions

Figure 2-3 Core Capabilities List



2.1.4 Protection of Critical Infrastructure and Key Resources

Critical infrastructure and key resources support the delivery of critical and essential services that help ensure the security, health, and economic vitality of the Community. These can include the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation, disruption to which could significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.

2. Situation and Assumptions

Key facilities that should be considered in infrastructure protection planning include:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.
- Government facilities, such as agencies, and administrative offices.
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events.
- Communications and cyber systems, assets, and networks such as secure Community servers and fiber optic communications lines.

2.2 Assumptions

This EOP is based on the following assumptions and limitations:

- Essential community services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by Community emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/ICS protocol.
- Each responding Community and County agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require State and federal assistance.
- County support of Community emergency operations will be based on the principle of self-help. The Community will be responsible for utilizing all available local resources, along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.

2. Situation and Assumptions

- Considering shortages of time, space, equipment, supplies, and staff during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the Community may be affected by environmental and technological emergencies.
- The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the Community could be subject to radioactive fallout or other hazard related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations that affect the Community. Although this plan defines procedures for coordinating such assistance, it is essential for the Community to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over Community resources will remain at the Community level even though the Governor has the legal authority to assume control in a State-declared emergency.
- Community communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the Community can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
 - Familiar with established policies and procedures.
 - Assigned pre-designated tasks.
 - Provided with assembly instructions.
 - Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

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3

Roles and Responsibilities

Agencies within the Community have varying day-to-day operations and will continue to do so during emergency operations. This section assigns responsibilities specific to a disaster or emergency situation to specific departments and agencies.

3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The Parachute Police Chief is responsible for emergency management operations for the Town of Parachute, while the County Emergency Manager is responsible for emergency management planning and operations for the area of the County lying outside the limits of the incorporated municipalities, which includes Battlement Mesa.

Most Community agencies have emergency functions that are similar to their normal duties. Each agency is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual FAs.

3.2 Emergency Management Organization

In Colorado, the local Office of Emergency Management is responsible for the development, coordination, and activation of jurisdiction-wide mutual aid and emergency management plans and deployment of resources. Under the Community EMO structure, the Parachute Police Chief is considered the Emergency Manager for incidents impacting the Town of Parachute, unless otherwise delegated. The Garfield County Emergency Manager has authority over Battlement Mesa. Roles and responsibilities of individual staff and agencies are described throughout this plan to further clarify the Community's emergency management structure.

The Emergency Manager may, depending on the size or type of incident, delegate the authority to lead response and recovery actions to other staff. These

3. Roles and Responsibilities

delegations of authority and limitations to authority should be documented within an incident log. Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for the Community's emergency management program can vary depending on the location, size, and impact of the incident. The EMO for the Community is divided into two general groups, organized by function—the Multi-Agency Coordination Group (MAC Group) and emergency response agencies.

3.2.1 Multi-Agency Coordination Group

The MAC Group may include representation from each agency responding to the incident. The MAC Group is responsible for the activities conducted within the Community. The members of the group include both elected and appointed executives with legal responsibilities. Key general responsibilities for local elected and appointed officials include:

- Establish strong working relationships with local jurisdictional leaders and community partners.
- Lead and encourage local leaders to focus on preparedness by participating in planning, training, and exercises.
- Support staff participation in local mitigation efforts within the Community, including the private sector, as appropriate.
- Understand and implement laws and regulations that support emergency management and response.
- Ensure that local emergency plans take into account the needs of:
 - The Community, including persons, property, and structures.
 - Access and Functional Needs Populations, including unaccompanied children and those with service animals.
 - Individuals with household pets.
- Lead and encourage all residents (including those with access and functional needs) to take preparedness actions.
- Encourage residents to participate in volunteer organizations and training courses.

3.2.1.1 Community Policy and Budget

Though the Community is dedicated to working together during an emergency or disaster, the ultimate responsibility for policy, budget, and political direction for each entity is different:

3. Roles and Responsibilities

- Town of Parachute – Mayor and Board of Trustees.
- Battlement Mesa – County Board of Commissioners

During emergencies, the responsibilities of the Mayor and Board of Trustees, as well as those of the County Board of Commissioners, include encouraging residents' involvement and assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the entities will provide elected liaison with the community and other jurisdictions. In the event that declaration of emergency is needed, the appropriate entity(s) will initiate and terminate the state of emergency through a declaration ratified by the entity.

General responsibilities include:

- Establish emergency management authority by ordinance or resolution.
- Adopt this EOP and other emergency management-related resolutions.
- Declare a state of emergency and provide support to the on-scene Incident Commander in requesting assistance through the County.
- Act as liaison to the community during activation of the EOC.
- Act on emergency funding needs.
- Attend Public Information Officer (PIO) briefings.

3.2.1.2 Community Administration

Though the Community is dedicated to working together during an emergency or disaster, the ultimate responsibility for administering services for their respective residents within each entity is different:

- Town of Parachute – Town Manager
- Battlement Mesa – County Manager

During emergencies, the Town Manager and County Manager are responsible for continuity of government, overall direction of Parachute-specific emergency operations, and dissemination of public information, including the following tasks:

- Ensure that all Community agencies develop, maintain, and exercise their respective service annexes to this plan.
- Support the overall preparedness program in terms of its budgetary and organizational requirements.

3. Roles and Responsibilities

- Implement the policies and decisions of the governing body.

3.2.1.3 Emergency Managers

The Parachute Police Chief serves as the Emergency Manager for the Town of Parachute, while the County Emergency Manager serves that role for Battlement Mesa. The Emergency Managers have the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Managers work with the MAC Group to ensure that there are unified objectives with regard to the Community's emergency plans and activities, including coordinating all aspects of the Community's capabilities. The Emergency Managers coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Managers are responsible for:

- Serve as staff advisor to the Mayor, Board of Trustees, and Town Manager, and/or Board of County Commissioners for emergency matters.
- Identify hazards and assess their potential risks to the Community.
- Determine the Community's capability to prevent, mitigate the effects of, prepare for, respond to, and recover from emergencies.
- Coordinate the planning and general preparedness activities of the government and maintenance of this plan.
- Analyze the emergency skills required and arranging the training necessary to provide those skills.
- Prepare and maintain a resource inventory (including call-down lists).
- Ensure the operational capability of the Community EOC.
- Activate the Community EOC.
- Keep the governing body apprised of the Community's preparedness status and anticipated needs.
- Serve as day-to-day liaison between the Community and County Emergency Management.
- Maintain liaison with organized emergency volunteer groups and private agencies.
- Coordinate activities such as evacuations, sheltering, and plans and programs for populations with access and functional needs.

3. Roles and Responsibilities

3.2.1.4 Agency Heads

Agency heads collaborate with the MAC Group during development of local emergency plans and provide key response resources. Agency heads and their staffs develop, plan, and train to learn internal policies and procedures for meeting response and recovery needs safely. They also make staff available to participate in interagency training and exercises to develop and maintain the necessary capabilities, as well as clearly reinforce preparedness expectations. Agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Emergency Manager.

3.2.2 Responsibilities of All Agencies

Individual agencies are an integral part of the emergency organization. While some agencies' staff comprises emergency response personnel, the majority of Community agencies focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

All Community agencies are responsible for the following:

- Support EOC operations to ensure that the safety and protection of the residents is provided for.
- Establish, in writing, an ongoing line of succession and/or delegation of authority for each agency; this document must be made known to agency employees, and a copy must be filed with the Parachute Board of Trustees/Garfield County Board of County Commissioners and Emergency Manager.
- Develop alert and notification procedures for agency staff.
- Develop guidelines to implement assigned duties specified by this plan.
- Track incident-related costs incurred by the agency, in coordination with the EOC Finance Section if activated, and submit expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include staff overtime, equipment used/expended, and contracts initiated.
- Ensure that vehicles and other equipment are equipped and ready, in accordance with standard operating procedures (SOPs).
- Notify the Emergency Manager of resource shortfalls.
- Identify essential functions and develop procedures for maintaining and/or reestablishing services provided to the public and other Community agencies.
- Assign staff to the EOC, as charged by this plan.

3. Roles and Responsibilities

- Develop and implement procedures for protecting vital records, materials, and facilities.
- Promote family preparedness among employees.
- Ensure that staff complete required training (including required NIMS and ICS training).
- Dedicate staff time for participation in training exercises.
- Prepare and maintain supporting SOPs and annexes (including incorporation of NIMS components, principles, and policies).

3.2.3 Responsibilities by Function

This group includes services required for an effective emergency management program, of which response is a key element. These agencies include fire agencies/districts, law enforcement, emergency medical service (EMS) providers, and public health, environmental health, and public works agencies.

Agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

- **Primary Agency(s):** Identify lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function, and will coordinate with supporting agencies.
- **Supporting Agency(s):** Identify agencies with substantial support roles during major incidents.

3.2.3.1 Transportation

Primary Agency: Garfield County Road and Bridge

Supporting Agency: Garfield County Sheriff's Office

Transportation-related responsibilities include:

- Monitor and report the status of and any damage to the Community's transportation system and infrastructure.
- Identify temporary alternative transportation solutions that can be implemented by others when Community systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinate the restoration and recovery of Community transportation systems and infrastructure.

3. Roles and Responsibilities

- Coordinate support of emergency operations activities among transportation stakeholders within the Community's authorities and resources limitations.

See FA 1 – Emergency Services, FA 3 – Infrastructure Services and the County EOP, ESF 1 – Transportation for more details.

3.2.3.2 Communications

Primary Agency: Garfield County Emergency Communications Authority

Supporting Agency: Mesa County Emergency Communications

Alert and Warning

Responsibilities related to alert and warning include:

- Monitor emergency communications networks.
- Disseminate emergency alerts, as requested by the on-scene Incident Commander, EOC Manager, or PIO.
- Receive and disseminate warning information to the public and key County and Community officials.

Communication Systems

Communication-related responsibilities include:

- Establish and maintain emergency communications systems.
- Coordinate the use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication within the EOC, once activated.
- Manage and coordinate all emergency notifications to agencies and officials (e.g., during transition to continuity facilities or succession notification).

See FA 1 – Emergency Services and the County EOP, ESF 2 – Communications for more details.

3. Roles and Responsibilities

3.2.3.3 Public Works and Engineering

Primary Agencies: Parachute Public Works Department, Battlement Mesa Metro District, Garfield County Road and Bridge

Supporting Agency: N/A

Responsibilities related to public works and engineering include:

- Conduct pre-incident and post-incident assessments of public works and infrastructure.
- Execute emergency contract support for life-saving and life-sustaining services.
- Coordinate repair of damaged public infrastructure and critical facilities.
- Coordinate repair and restoration of the Community's critical infrastructure.
- Coordinate disaster debris management activities.

See FA 3 – Infrastructure Services and the County EOP, ESF 3 – Public Works and Engineering for more details.

3.2.3.4 Firefighting

Primary Agency: Grand Valley Fire Protection District

Supporting Agencies: Garfield County Fire Protection Districts and Fire Departments

Responsibilities related to fire service include:

- Provide fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- Perform life-safety inspections and recommendations for activated emergency shelters.

See FA 1 – Emergency Services and the County EOP, ESF 4 – Fire Fighting for more details.

3.2.3.5 Emergency Management

Primary Agencies: Parachute Police Department, Garfield County Office of Emergency Management

Supporting Agency: Grand Valley Fire Protection District

The Emergency Manager is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. Community agencies will be requested to designate staff who can be made available to be trained by Parachute and Garfield County

3. Roles and Responsibilities

Emergency Management and to work in the EOC during an emergency. Other agencies may be requested to provide assistance in an emergency.

The following tasks are necessary for the Community to activate and utilize its EOC to support and coordinate response operations during an emergency:

- Provide coordination of resources and emergency communications at the request of the on-scene Incident Commander.
- Maintain contact with neighboring jurisdictions and the County.
- Maintain the EOC in an operating mode, as required by the incident, or ensure that the EOC space can be converted into an operating condition.
- Request agency representatives (by title) to report to the EOC and developing procedures for crisis training.
- Ensure that EOC staff operate in accordance with ICS.
- Ensure accurate record keeping.
- Develop and identify duties of staff, use of displays and message forms, and procedures for EOC activation.

See Chapter 5 – Command and Control, FA 1 – Emergency Services, and the County EOP Basic Plan and ESF 5 – Information and planning for more details.

3.2.3.6 Mass Care, Shelter, and Human Services

Primary Agency: Garfield County Human Services

Supporting Agency: Garfield County School District 16

The Community relies on the support of the County to provide shelter and mass care services and has adopted the procedures outlined in the County EOP. The Garfield County Human Services Department, with support from Garfield County School District 16 and the Red Cross, is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in the County EOP, ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services. Responsibilities related to mass care include:

- Maintain and implement procedures for care and shelter of displaced residents.
- Maintain and implement procedures for the care and shelter of animals in an emergency.
- Coordinate support with other Community and County agencies, relief agencies, and volunteer groups.

3. Roles and Responsibilities

- Designate a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Provide emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinate with faith-based organizations and other volunteer agencies.
- Identify emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- Identify sources of clothing for disaster victims (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).
- Secure sources of emergency food supplies (with the Red Cross and Salvation Army).
- Coordinate operation of shelter facilities operated by the Community or County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- Coordinate special care requirements for sheltered groups such as unaccompanied children and the elderly.

See FA 2 – Human Services and the County EOP, ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services for more details.

3.2.3.7 Logistics Management and Resource Support

Primary Agencies: Garfield County Office of Emergency Management, Town of Parachute Emergency Manager

Supporting Agency: Grand Valley Fire Protection District

Responsibilities related to resource support include:

- Establish procedures for employing temporary staff for disaster operations.
- Establish and maintain a staffing reserve, in cooperation with law enforcement.
- Coordinate deployment of reserve staff to Community agencies requiring augmentation.
- Establish emergency purchasing procedures and/or a disaster contingency fund.

3. Roles and Responsibilities

- Maintain records of emergency-related expenditures for purchases and staff.

See FA 1 – Emergency Services and the County EOP, ESF 7 – Resource Support for more details.

3.2.3.8 Public Health and Medical Services

Health Services

Primary Agency: Garfield County Public Health and Environment

Supporting Agency: Grand River Health

The Community relies on the County to provide public health services. The County Public Health Director is responsible for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters, and/or widespread outbreaks. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents. The Public Health Director also serves as the public health representative for the County EMO. Relevant operations are detailed in the County EOP, ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services and ESF 8 – Public Health and Medical Services.

Responsibilities related to public health include:

- Coordinate with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provision of public health, medical, and behavioral health services, including making provisions for populations with functional needs.
- Coordinate public health surveillance.
- Coordinate mass prophylaxis and delivery and distribution of pharmaceuticals, if necessary.
- Coordinate mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposal of the dead.
- Coordinate isolation and/or quarantine actions, as needed and permitted.
- Coordinate dissemination of public health information.
- Designate a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

See FA 2 – Human Services and the County EOP, ESF 8 – Public Health and Medical Services for more details.

3. Roles and Responsibilities

Emergency Medical Services

Primary Agency: Grand Valley Fire Protection District

Supporting Agency: Garfield County Fire Protection Districts and Fire Departments

EMS-related responsibilities include:

- Provide emergency medical care and transport.
- Coordinate EMS resources.
- Request additional EMS assets as necessary.

See FA 1 – Emergency Services and the County EOP, ESF 8 –Public Health and Medical Services for more details.

3.2.3.9 Search and Rescue

Primary Agencies: Grand Valley Fire Protection District, Garfield County Sheriff's Office

Supporting Agencies: N/A

Responsibilities related to search and rescue include:

- Coordinate available resources to search for and rescue persons lost outdoors.
- Perform specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.
- Cooperate with and extend assistance to surrounding jurisdictions, on request and as resources allow.
- Establish and monitor training standards for certification of search and rescue personnel.

See FA 1 – Emergency Services and the County EOP, ESF 9 – Search and Rescue for more details.

3.2.3.10 Oil and Hazardous Materials Response

Hazardous Materials Response

Primary Agencies: Grand Valley Fire Protection District, local oil and gas companies

Supporting Agency: Garfield County Hazardous Materials Response Team

Responsibilities related to oil and hazardous materials include:

- Conduct oil and hazardous materials response (chemical, biological, etc.).

3. Roles and Responsibilities

- Provide remote consultation, as needed.
- Assess the potential health effects of a hazardous materials release.
- Identify the needs for hazardous materials incident support from regional and State agencies.
- Recommend protective actions related to hazardous materials.
- Conduct environmental short- and long-term cleanup.

See FA 1 – Emergency Services and the County EOP, ESF 10 – Oil and Hazardous Materials Response for more details.

3.2.3.11 Energy and Utilities

Primary Agencies: Water/Sewer – Town of Parachute Public Works Department, Battlement Mesa Metro District, local providers (Electricity – Holy Cross, Excel Electric; Gas – Excel Gas; Telecommunications – Century Link)

Supporting Agencies: N/A

Responsibilities related to energy include:

- Coordinate with local utilities to restore and repair damaged infrastructure and accompanying systems.
- Coordinate with local utilities to reduce the risk of physical or cyber-attack on lifeline utility systems.
- Coordinate temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

See FA 3 – Infrastructure Services and the County EOP, ESF 12 – Energy for more details.

3.2.3.12 External Affairs (Public Information)

Primary Agencies: Agency Public Information Officers, Garfield County Public Information Group

Supporting Agencies: N/A

Responsibilities related to public information include:

- Conduct ongoing hazard awareness and public education programs.
- Compile and prepare emergency information for the public in case of emergency.

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- Coordinate with other agencies to ensure consistency of education and emergency information.
- Arrange for media representatives to receive regular briefings on the Community's status during extended emergency situations.
- Secure printed and photographic documentation of the disaster situation.
- Handle unscheduled inquiries from the media and the public.
- Maintain awareness of non-English-speaking and/or bilingual population centers within the Community and County and preparing training and news releases accordingly.
- Monitor the media and correct misinformation.
- Oversee and provide information to call-takers who receive requests for assistance from the public.

See FA 1 – Emergency Services and the County EOP, ESF 15 – External Affairs for more details.

3.2.3.13 Law Enforcement Services

Primary Agencies: Parachute Police Department, Garfield County Sheriff's Office

Supporting Agencies: Colorado State Patrol

Responsibilities related to law enforcement include:

- Protect life and property and preserve order.
- Provide law enforcement and criminal investigation.
- Provide traffic control, crowd control, and site security.
- Request support from Garfield County Road and Bridge or local contractors to support traffic control efforts, if necessary.
- Isolate damaged areas.
- Provide damage reconnaissance and reporting.

See FA 1 – Emergency Services and the County EOP, ESF 13 – Public Safety and Security for more information.

3. Roles and Responsibilities

3.2.3.14 Recovery

Primary Agencies: Town of Parachute Town Manager, Garfield County Office of Emergency Management

Supporting Agencies: Grand Valley Fire Protection District, Battlement Mesa Metro District, Parachute Public Works Department, Garfield County Road and Bridge

Recovery-related responsibilities include:

- Direct emergency recovery in times of disaster by providing leadership in coordinating private and governmental-sector emergency recovery efforts.
- Participate with County and State partners to conduct damage assessments; identify and facilitate availability and use of recovery funding.
- Access recovery and mitigation grant and insurance programs; provide outreach, public education, and community involvement in recovery planning.
- Coordinate logistics management and resource support, provide assistance as needed.
- Locate, purchase, and coordinate delivery of resources necessary during or after an incident in the Community.
- Ensure accurate documentation of the recovery effort to secure federal reimbursement of funds.

See FA 4 – Recovery/Mitigation Strategy and County EOP, ESF 14 – Long-Term Community Recovery for more details.

3.2.3.16 Evacuation and Population Protection

Primary Agencies: Parachute Police, Garfield County Sheriff's Office

Supporting Agency: Grand Valley Fire Protection District, Colorado State Patrol

Responsibilities related to evacuation and population protection include:

- Define responsibilities of Community agencies and private-sector groups.
- Identify high-hazard areas and corresponding numbers of potential evacuees.
- Coordinate evacuation planning, including:
 - Movement control

3. Roles and Responsibilities

- Health and medical requirements
 - Transportation needs
 - Emergency Public Information materials
 - Shelter and reception location
- Develop procedures for sheltering in place.
 - Confirm and manage locations of staging areas and pick-up points for evacuees requiring public transportation.
 - Provide guidance on commuting arrangements for essential workers during the evacuation period.
 - Assist with control and safety measures in the evacuated area and reassign staff during the evacuation period.
 - Conduct evacuation in accordance with Community policy.
 - If an evacuation is instituted, notify the Red Cross (1-888-680-1455).

See FA 1 – Emergency Services and IA 9 – Evacuation for more details.

3.2.3.17 Damage Assessment

Primary Agencies: Garfield County Community Development Building Division, Parachute Building Department

Supporting Agency: Parachute Public Works Department, Battlement Mesa Metro District

Responsibilities related to damage assessment include:

- Establish a damage assessment team from among Community agencies with assessment capabilities and responsibilities.
- Train and provide damage plotting team members to the EOC.
- Assist in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assist in determining the geographic extent of the damaged area.
- Evaluate the effect of damage on the Community's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

See FA 3 – Infrastructure Services and FA 4 – Recovery/Mitigation Strategy for more details.

3. Roles and Responsibilities

3.2.3.22 Legal Services

Primary Agencies: Town Board of Trustees, Board of County Commissioners, County Attorney

Supporting Agencies: Ireland, Stapleton, Pryor & Pascoe (for GVFPD)

Responsibilities related to legal services include:

- Advise Community officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
 - Implement wage, price, and rent controls.
 - Establish rationing of critical resources.
 - Establish curfews.
 - Restrict or deny access.
 - Specify routes of egress.
 - Limit or restrict use of water or other utilities.
 - Remove debris from publicly or privately owned property.
- Review and advise Community officials in determining how the Community can pursue critical objectives while minimizing potential exposure.
- Prepare and recommend local legislation to implement emergency powers when required.
- Advise Community officials and agency heads regarding record keeping requirements and other documentation necessary for exercising emergency powers.

3.2.2.23 Coordination with Special Facilities

Primary Agency: Garfield County Office of Emergency Management, Parachute Emergency Manager

Supporting Agency: Grand Valley Fire Protection District, Garfield County School District 16

Responsibilities related to coordination with special facilities (e.g., schools, care facilities, correctional institutions) include:

- Establish strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Encourage staff preparedness by participating in planning, training, and exercises.

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- Educate staff, students, clients, etc. on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- Prepare and maintain emergency plans and SOPs.

3.2.3.24 Other Agency Responsibilities

Other Community agency and department heads not assigned a specific function in this plan should be prepared to make their resources (including staff) available for emergency duty at the direction of the EOC.

3.3 Local and Regional Response Partners

The Community's emergency organization is supported by a number of outside organizations, including the County, service organizations, and the private sector.

3.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, Parachute, Battlement Mesa, and the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

- Plan for the protection of employees, infrastructure, and facilities.
- Plan for the protection of information and the continuity of business operations.
- Plan for, respond to, and recover from incidents that impact private-sector infrastructure and facilities.
- Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.
- Develop and exercise emergency plans before an incident occurs.
- Where appropriate, establish mutual aid and assistance agreements to provide specific response capabilities.
- Provide assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3. Roles and Responsibilities

3.3.2 Non-Governmental and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. In the Community, nongovernmental/faith-based organizations such as the Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of nongovernmental and faith-based organizations in an emergency may include:

- Train and manage volunteer resources.
- Identify shelter locations and needed supplies.
- Provide critical emergency services to those in need, such as cleaning supplies, clothing, food, shelter, and assistance with post-emergency cleanup.
- Identify those whose needs have not been met and help coordinate assistance.

3.3.3 Individuals and Households

Although not formally a part of the Community's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by doing the following:

- Reduce hazards in their homes.
- Prepare emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitor emergency communications carefully.
- Volunteer with established organizations.
- Enroll in emergency response training courses.
- Encourage children to participate in preparedness activities.

See IAs and visit www.ready.gov for more information regarding individual and household preparedness.

3.4 County Response Partners

The County Emergency Manager is appointed under the authority of the Board of County Commissioners. The County Emergency Manager is responsible for

3. Roles and Responsibilities

developing a countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster.

See the County EOP for details on the County's emergency management organization and detailed roles and responsibilities for County agencies.

3.5 State Response Partners

Upon acceptance of a local emergency declaration, the Governor may recommend State assistance to the Community through an Executive Order. Assistance may come in the form of resource and staff support, or reimbursement.

See the State of Colorado EOP for details on the State's emergency management organization and detailed roles and responsibilities for State agencies.

3.6 Federal Response Partners

Federal response partners are typically requested by State Emergency Management in the event that State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the State of Colorado EOP and, if necessary, the NRF.

See the NRF for details on the federal government's emergency management organization and detailed roles and responsibilities for federal agencies.

4

Concept of Operations

Section 4 of the EOP states the Community's response and recovery priorities, provides concepts to guide the Community through the phases of emergency operations, and provides a guide for multi-jurisdictional coordination and incident command.

4.1 General

The Community is responsible for emergency management and protecting life and property of residents within its jurisdiction. This EOP will be used when the Community or individual emergency response agencies are reaching or have exceeded their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events where Community resources are limited and/or have been expended.

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan both impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the Community in the following five mission areas.

4.1.1 Prevention

Prevention activities serve to avoid, intervene, or stop an incident from occurring.

Prevention activities are taken to protect lives and property. They involve applying intelligence and other information to a range of efforts. Those activities may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

4.1.2 Protection

Protection actions reduce the vulnerability of critical infrastructure or key resources. These efforts deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies.

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Protection actions require coordination on the part of federal, state, and local governments; the private sector; and concerned residents across the Community. Protection includes continuity of government and operations planning; awareness elevation and understanding of threats and vulnerabilities to their critical facilities, systems, and functions; identification and promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing among private entities within the sector, as well as between government and private entities.

4.1.3 Mitigation

Mitigation program goals and project efforts are intended to reduce risks and vulnerabilities. Mitigation activities are the ongoing efforts that endeavor to maximize safety and security from natural, technological, and human-induced hazards. The goal of mitigation efforts is to support the safety and security of the Community's population, infrastructure protection, and economic stability.

The Community's mitigation efforts are aligned with federal program guidelines and include enhancing and maintaining a capacity to implement a comprehensive statewide hazard loss reduction strategy; supporting the development and enhancement of local capability to practice hazard mitigation; increasing public and private sectors' awareness and support for disaster loss education; reducing the Community's hazard vulnerability through the application of scientific research and development; and reducing the vulnerabilities of publically owned or managed facilities and infrastructure resulting from assessed hazards.

4.1.4 Response

Response activities address the short-term and direct effects of an incident.

Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

4.1.5 Recovery

Recovery operations include short-term, intermediate, and long-term activities.

Short-term recovery operations restore vital services. Examples include electrical power, water, and waste systems; debris removal; and assistance to disaster victims.

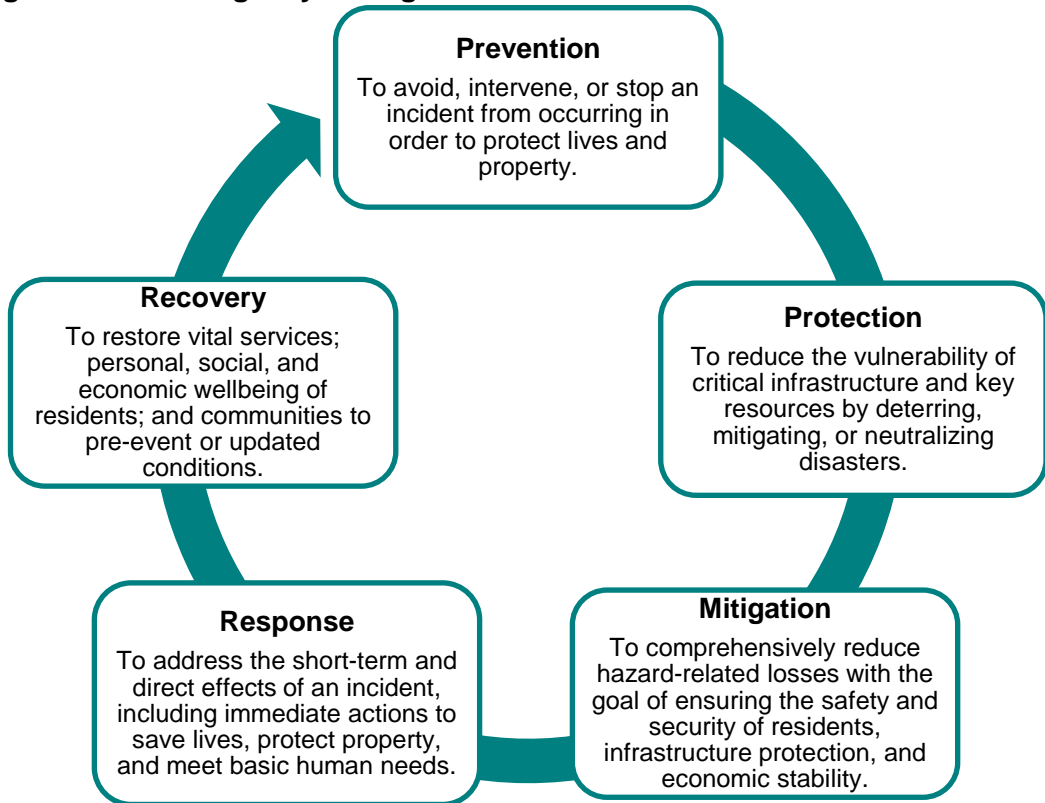
Intermediate recovery focuses on rebuilding the community. This phase of recovery involves returning individuals, families, critical infrastructure, and essential government and commercial services to a functional, if not pre-disaster, state. Intermediate recovery is often characterized by temporary actions that provide bridges to permanent measures.

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Long-term recovery focuses on restoring communities to pre-event or updated conditions. This is accomplished by assisting property owners in repairing or rebuilding homes and businesses and assisting local governments, school districts, and other public nonprofit agencies in restoring or reconstructing damaged infrastructure. State, local, and nongovernment organizations administer the provisions of federal and state disaster relief funds to provide for restoration and recovery of vital facilities. Post-disaster mitigation programs should be anticipated during the recovery period.

Long-term recovery activities are situationally dependent and may include a range of services. Examples include the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Figure 4-1 Emergency Management Mission Areas



4.2 National Incident Management System

In 2003, Homeland Security Presidential Directive 5 required all federal agencies to adopt NIMS and use it to guide incident management. NIMS provides a consistent nationwide framework and comprehensive approach to enable

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government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.

A core component of NIMS is ICS. ICS is a management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The processes and procedures presented in the EOP are designed to be consistent with NIMS and ICS.

4.3 Response and Recovery Priorities

4.3.1 Response

Response activities within the Community are undertaken immediately after an incident. The Community's response priorities are defined below:

1. **Lifesaving:** Efforts to save lives and operations that minimize risks to public health and safety.
2. **Property:** Efforts to reduce impacts to critical infrastructure and facilities and minimize residents' property damage.
3. **Environment:** Efforts to mitigate long-term impacts to the environment.

4.3.2 Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the Community. This EOP is not a comprehensive recovery plan; however, the Community recognizes that response and recovery activities often take place concurrently until the life safety and emergency protective actions are completed.

Recovery operations are the actions taken to restore vital services, help residents resume self-sufficiency, and help communities return to pre-event or "new normal" conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. The Community's recovery priorities for critical infrastructure and facilities are defined below:

1. **Initial/Preliminary Damage Assessment:** Determine structure impacts to the Community.
2. **Debris Removal:** Coordinate debris clearance, collection, and removal.

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- 3. **Infrastructure Restoration:** Facilitate restoration of critical infrastructure and facilities.
- 4. **Mitigation Activities:** Coordinate projects that decrease the Community’s future risk to hazards.

4.4 EOC Activation Levels

EOC Activation Levels assist local and county response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations within the Community will not always fit neatly into these levels, and any incident has the potential to intensify or expand to a higher level. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents. In accordance with the County EOP, this EOP and the Community EOC will be activated using the considerations in Table 4-1.

Phase	Event	Scope	Examples
Level IV	Normal operations; routine, localized events with relatively minor damages.	Emergency communications center monitoring the situation.	Routine vehicle accident.
Level III	Threats that require situational awareness, planning, or possible local-level response.	Incident site to monitor needs for County or other resources.	Structure fire, minimal flooding.
Level II	Threats that require increased situational awareness, coordination, or damage assessment.	Partial mobilization of EOC staff, and response and supporting agencies as required.	Incident endangering life and property on multiple fronts.
Level I	Catastrophic damage involving the entire county or neighboring counties.	Full mobilization of EOC staff with all available response and supporting agencies.	County or multi-county incident: large wildfire or flood.

4.5 Readiness

Readiness refers to the activities undertaken within the Community prior to an incident, as well as the Community’s ability to recognize the occurrence of an incident and begin life-saving, property protection, and restoring services in a timely manner. Developing a culture of operational readiness, which is key to an effective response, requires plans and procedures to be understood and internalized. The following activities will be undertaken to help ensure operational readiness within the Community:

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- Regularly assess systems and services for key vulnerabilities.
- Maintain an adequate supply of operational equipment and other resources.
- Ensure that resources are conveniently located and easy to access.
- Regularly review this EOP and supporting forms, and apply lessons learned from exercises and real events.
- Ensure that adequate communications protocols are in place through staff call out lists and emergency contact forms.
- Provide operational training opportunities for staff.

4.5.1 Monitoring

All staff should know and understand the early signs of a situation that will exhaust Community resources and require the implementation of this EOP. The following activities will help ensure proper situational monitoring:

- Establish updatable resource inventories to enhance agencies' ability to track resources.
- Monitor the situation before, during, and after any anticipated or ongoing incident.
- Monitor and identify historic problem sites, including culverts, sections of the sewer system, water mains, and roadways.
- Perform required maintenance on equipment and resources such as vehicles, tools, and machinery.
- Identify possible and probable hazards to ensure timely repair and resumption of service, by doing the following:
 - Monitor the National Weather Service in preparation for a storm event.
 - Coordinate with other agencies to receive incident status updates.
 - Deploy staff to monitor current conditions.

4.6 Response

Response activities within the Community are undertaken immediately after an incident is discovered. These activities involve analyzing the situation and determining a response strategy; directing and coordinating response forces; coordinating with other jurisdictions; and using available resources efficiently and effectively. The following section details the Community's approach to incident management.

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4.6.1 Initial Notifications

Within the Community, initial reports of an incident typically come from Community Counts, which supports areas within western Colorado. For more information see the Community Counts website at <http://communitycountscolorado.com/>. Reports of a potential incident may also come from a variety of other sources, including:

- **First responders** on the scene requesting assistance
- **Other agencies requesting support** for ongoing response activities
- **Residents** reporting hazardous situations

4.6.2 Activation

When an emergency situation arises, and it is determined that the normal organization and functions of Community government are insufficient to effectively meet response requirements, the Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander. In addition, the Emergency Manager may partially or fully activate and staff the Community EOC based on an emergency's type, size, severity, and anticipated duration. Upon notification that the EOC has been activated and/or an emergency has been declared, all involved Community emergency services will implement their respective plans and procedures, and provide the Emergency Manager with the following information:

- Operational status.
- Readiness and availability of resources.
- Changing conditions and status of resources (staff, equipment, facilities, supplies, etc.).
- Significant concerns and issues dealing with potential or actual loss of life or property.

Refer to the immediate actions checklist for further information on initial actions to be taken by the Emergency Manager (or designee) upon implementation of all or part of this EOP.

4.6.3 Alert and Warning

Warnings, emergency information and notifications, or disaster reports received by Community staff will be relayed to the Emergency Manager and the Garfield County Emergency Communication Authority 9-1-1 Center. Emergency information will be provided to the public using a number of mechanisms, including the Emergency Alert System, Emergency Notification System, and direct contact. Community response personnel will communicate and receive notifications using traditional communications technology such as landline and

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cellular telephones, faxes, pagers, internet/email, and radio throughout the duration of response activities as long as these resources are available. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency. External partners will be notified and coordinated through the Community EOC as appropriate.

See FA 1 – Emergency Services for more details.

4.6.4 Coordination

The EOP has been developed to support regional assistance and coordination during an emergency situation. Coordination among Community Partners helps ensure restoration of all critical services in a timely fashion. It is routinely necessary to share resources and staff during a response to multiple systems, and all responding staff are expected to accommodate resource sharing to the best of their ability.

In addition, Community Partners' response duties may not align with other supporting tasks and duties. Therefore, effective communication is required in order to ensure coordination in carrying out *all* activities within the operation.

Effective coordination requires a proper understanding of identified roles and responsibilities, as well as command and control frameworks. These concepts are described in further detail in Sections 3 and 5. Coordination helps ensure the following:

- Properly managed Incident Command.
- Coordinated efforts to restore services to multiple systems.
- Effective resource management.
- Accurate and consistent issuance of standardized public information among the partners.

4.6.5 Communications

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responder and public safety and will be used by all Community staff during emergencies. The use of common terminology enables emergency responders, EOC staff, and Community staff, as well as staff from neighboring jurisdictions, the County, or the State to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity.

Response activities are heavily focused in the field, and proper communication capabilities within and between agencies are imperative to ensure effective coordination and resource management. Effective communication also relies on working relationships throughout agencies, as well as interoperable

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communication equipment. These must be established *prior* to an incident. During emergency operations, field staff will need to interact with supervisors who may or may not be physically present. Communications will also need to be transmitted to fixed locations, such as Community EOC, and other supporting agency facilities.

One or more of the commonly used modes of communication may be inoperable during an emergency; therefore, there is a need for robust communications infrastructure to ensure that all responding staff can communicate with each other. These include:

- Clear, concise SOPs that allow field staff to complete work without direct lines of communication.
- Multi-modal emergency contact forms.
- Providing employees with daily/routine updates via email in order to provide accurate, timely updates to residents.
- Interoperable radio communications, or other low-tech options.
- Mutual aid agreements for additional equipment.

Routine communications within the responding agencies occur via cellphone, email, and home phone devices. Establishing standardized means of communication will help ensure a consistent and streamlined flow of information. Emergency staff will adhere to the following communication standards:

- High priority communications, including resource requests, will occur via cellphone, landlines, or in person.
- Backup method for high priority communications will occur via radios and the Garfield County Emergency Communication Authority.
- First responders in the community utilize a paging system.
- Situational awareness communications will occur via cellphone, radio, in person, or email and will always be shared with other responding agencies.
- Situational awareness communications and status updates will be provided to EOC staff in a routine fashion and when new, imperative information has been discovered.
- Handwritten notes will serve as a backup method for documenting field operations.

See FA 1 – Emergency Services for detailed information regarding how communication systems are accessed, managed, and operated throughout an emergency's duration.

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4.6.6 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and provide the basis for emergency alert and warning (when an incident alert is not received by an outside agency). Situational awareness is the ongoing process of collecting, analyzing, and sharing information across agencies, intergovernmental levels, and the private sector. Intelligence gathering is the collecting of security and operational information, such as collection of severe weather forecasts from the National Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

The Community will consider utilizing a tool such as WebEOC to improve situational awareness, resource management, and intelligence gathering.

On a day-to-day basis, and during Level 1 and 2 incidents when the EOC is not fully activated, the Community, primary agencies, and supporting agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

4.6.7 Emergency Public Information

Emergency public information involves developing, coordinating, and disseminating information to the public, coordinating officials, and incident management and responders under all hazard conditions. To ensure that appropriate information is distributed to all populations within the Community, the EMO will seek to develop public and private partnerships with fixed and mobile service providers, local officials and state agencies, representatives from access and functional needs populations such as non-English speakers and the disabled community, staff from nonprofit emergency support organizations, representatives from fixed facilities, third-party emergency alert and telephone notification vendors, and broadcasters. These partnerships help inform overall guidance of emergency public information message development, standards of practice, and evaluation tools, and help refine public information plans and procedures.

The PIO is a member of the Command Staff responsible for interfacing with the public, media, and other agencies during all emergency mission phases. During an emergency, the PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information and is an important link between the EMO and

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the community. The information the PIO provides to a community can call people to action, educate and inform, change behavior and attitudes, create a positive impression of the County's emergency management organization, and prepare the community for an emergency.

4.6.7.1 Methods of Public Information Dissemination

Clear, accurate, and consistent information must be disseminated to the public during an emergency for the public to take appropriate protective actions. The information must be distributed in a variety of methods to ensure accessibility and comprehensive penetration of the message. Methods of public information dissemination include the following:

- **Press releases** – A press release is a prepared written news release that uses current data and information.
- **Media briefing or conference** – A briefing is an exchange of information on a single topic and typically includes a question-and-answer period, whereas a conference is a gathering of media where reporters expect to be able to ask questions on a variety of topics.
- **Print Media** – Print media, including newspapers and magazines, allow PIOs to disseminate public information such as detailed information, background, and input from subject matter experts.
- **Radio** – In addition to warnings issued by the EAS, radio allows PIOs to release audio clips and sound bites to the public. The local station KSUN 101.1 FM is an active partner in emergency operations and may support public messaging.
- **Television** – PIOs may utilize television to disseminate visuals, sound bites, and graphics to the public.
- **Internet** – The internet is a dynamic communication conduit that includes webpages, RSS feeds, and email and can be used as a strategic path for sharing information during an emergency.
- **Newsletters/Mailers** – Information sent directly to the public can provide details on events and activities as well as background information on the County's emergency management programs.
- **Social Media** – Web-based platforms may be used for alerting the public in sudden onset and rapidly developing disasters, direct communication with large groups of constituents, building situational awareness, fostering transparency and accountability, obtaining feedback, and responding quickly to rumors and misinformation. Common types of social media are:
 - Blogs

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- Social networking (e.g., Facebook, LinkedIn)
- Media sharing (e.g., YouTube, Flickr, Pinterest, Instagram)
- Wiki
- **Call Center** – May be used as a way to divert unnecessary calls away from the 9-1-1 system, gather information to increase situational awareness of the incident, and disseminate emergency public information.
- **Message Boards** – The County utilizes message boards on roadways to indicate hazardous conditions, and Colorado Department of Transportation routinely activates similar boards on Interstate 70.

Each distribution method has strengths and weaknesses. The PIO must determine the best methods of media distribution to reach all populations within the County and must ensure that the weakness of each system is covered by the strength of another. Additionally, the PIO must ensure that all communications are accurate, consistent, and coordinated to avoid public confusion. Pre-planning, message maps, easily adapted messages to be recorded, and the creation of partnerships can assist the PIO in determining what message formats and dissemination methods will be the most accessible to the population of the County.

4.6.8 Resource Management

When the EOC is activated, the Logistics and Planning Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all Community resources. In a situation where resource allocations are in dispute, the Town Manager has the final allocation authority for all Parachute resources, and the Garfield County Emergency Manager has the final allocation authority for all County resources. Community resources will be allocated according to the following guidelines:

- Deploy resources according to the following priorities:
 1. Protection of life
 2. Protection of responding resources
 3. Protection of public facilities
 4. Protection of private property
- Distribute resources so that the most benefit is provided for the amount of resources expended.
- Coordinate resident calls for assistance through the PIO at the EOC or Joint Information Center (JIC). Use local media to provide residents with information about where to make these requests.

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- Activate mutual aid agreements as necessary to supplement local resources.
- When all local resources are committed or expended, issue a request to the County for County, State, and federal resources through an emergency declaration.

Refer to the State Resource Mobilization Plan for more details regarding State resource mobilization mechanisms.

4.6.8.1 Mutual Aid Requests

If it is determined that additional County, State, or federal aid will be needed to respond to the emergency, a local declaration of emergency will be made, and a formal request will be sent to the County requesting support. Larger incidents will lead to a state of emergency being declared by the Governor.

Garfield County maintains mutual aid agreements with various county agencies and organizations, as well as with neighboring jurisdictions for additional resources and support. Requests for these resources will be sent to the County Emergency Manager.

4.6.8.2 Resource Procurement

The response may also rely on contracts and procurement from local businesses. The Community maintains contracts with a number of local businesses and may rely on these businesses and others to provide local resource support in a time of community need.

4.6.9 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as Vulnerable Populations and Special Needs Populations) are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals who are deaf or hard of hearing
- Individuals with limited English proficiency
- Children and the elderly
- Individuals without vehicles
- Individuals with special dietary needs

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- Individuals who experience physical disabilities

Persons with access and functional needs within the Community have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, the Emergency Manager will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

See FA 2 – Human Services for additional information on Access and Functional Needs Populations.

4.6.10 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the Community, and, whenever possible, the Community will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children.

Individuals with children have the primary responsibility for minimizing the impact of disasters on themselves and their children through personal preparedness activities. To the greatest extent possible, the Emergency Manager will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services.

4.6.11 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by people affected by disasters. Preparing for the care of animals during a disaster is the responsibility of owners. However, the Community may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the Community may request assistance through County Emergency Management.

Garfield County Animal Control maintains a list of animal service providers that may support the Community's needs in times of emergency. This list includes shelters, veterinarian clinics, animal control support, and other services.

4.6.12 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations.

The following issues will be considered when demobilizing:

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- Identification of surplus resources and probable resource release times.
- Demobilization priorities as established by the on-scene Incident Commander and/or EOC Manager.
- Released or demobilized response resources as approved by the on-scene Incident Commander and/or EOC Manager.
- Repair and maintenance of equipment, if necessary.

The Town Manager and/or County Manager, with advice from EOC Manager and/or on-scene Incident Commander, will determine when a state of emergency no longer exists, emergency operations can be terminated, and normal Community functions can be restored.

4.6.13 Transition to Recovery

Once the immediate response phase has been completed, the Community will turn toward recovery to restore government function and community services. A transition from response to recovery may occur at different times in different areas of the Community.

Recovery activities may begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster may disrupt employment, interrupt government services, impact the ability of businesses to function, and impact tax revenues within the Community. This EOP is not a recovery plan; however, the Community recognizes that response and recovery activities often take place concurrently until life safety and emergency protective actions are completed.

Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the Community can concentrate on long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.

During the recovery period, the Community will review and implement mitigation measures; collect lessons learned and share them within the emergency response community; and reassess this EOP, including annexes, to identify deficiencies and take corrective actions. Resources to restore or upgrade damaged areas may be available if the Community demonstrates that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

See FA 4 – Recovery/Mitigation Strategy for more details.

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4.7 Modes of Operation

The Community Partners outlined in this plan represent the Town of Parachute, Battlement Mesa Metro District, Grand Valley Fire Protection District, and Garfield County. In keeping with emergency management principles, incidents will be managed at the most local jurisdiction level possible.

4.7.1 Autonomous Local Incident Management

Each jurisdiction participating in this EOP routinely manages a variety of minor incidents and is prepared to handle most such occurrences with little or no outside assistance. This includes instances where a special jurisdiction requires assistance in accordance with a standing protocol (e.g., when fire-rescue services are needed at a school). In such a situation, the school's Incident Commander typically contacts the nearest appropriate source of assistance via the Garfield County Emergency Communications Authority or Community EOC to request resources. When the resources arrive on scene, they may be incorporated into the existing Incident Command, or a Unified Command may be established. Resources are demobilized and returned to the providing jurisdiction at the earliest possible juncture.

4.7.2 Autonomous Local Incident Management with Mutual Aid

From time to time, capabilities of a Community Partner are insufficient or become exhausted, such as when a localized natural or technological incident generates significant casualties and/or property damage. In cases such as these, the Incident Commander or Emergency Manager typically contacts the most appropriate source of mutual aid assistance via dispatch or the EOC, requesting the needed resources under the auspices of the appropriate formal mutual aid arrangement. When the resources arrive on scene, they may be incorporated into the existing Single or Unified Command; as soon as they are no longer needed, they are demobilized and returned to the providing jurisdiction.

4.7.3 Autonomous Local Incident Management with Requirements Escalated to the County

In some situations, a Community Partner's needs cannot be met through inter-local mutual aid. Examples of such requirements include the need for specialized assets or technical capabilities available only from the County, State, or federal government. In such cases, partners are typically obliged to escalate their requests to Garfield County via the County Office of Emergency Management. It should be noted that merely requesting assistance through the County shall not equate to initiating County emergency operations; rather, in this context it is simply adherence to the established MAC Group.

4.7.4 Unified Emergency Operations

Finally, when a major incident occurs, or when multiple discrete incidents are occurring simultaneously, it may be difficult to achieve a common operating

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picture (shared situational awareness) among disparate, autonomous operations. Additionally, one or more impacted Community Partner's incident management capabilities may be diminished or overwhelmed; policy questions may arise that require multi-jurisdictional deliberation and consensus; and unified resource management efforts may be needed to help de-conflict and prioritize requests, make the best use of all available assets, and maximize the effectiveness of logistical processes. Enhanced wide-area coordination and collaboration can help address such challenges, and in such situations the involved jurisdictions may opt to consolidate selected incident management processes and capabilities into a single, seamlessly integrated response effort.

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Command and Control

Section 5 of the EOP highlights the setting in which the EOC exists. The section details the location, capabilities and policies of the EOC. Additionally, the section outlines a process for establishing operations within the EOC – including activation, EOC procedures, and deactivation.

5.1 General

The ultimate responsibility for command and control of agencies and resources lies with the Parachute Police Chief and Garfield Office of Emergency Management. The Parachute Police Chief, acting as Emergency Manager, will maintain direction and control of the Community EMO, unless otherwise delegated. The County Emergency Manager will maintain direction and control of operations within Battlement Mesa and other unincorporated areas within the County. As discussed in Section 5.5.4, operations may take the form of Unified Command following incidents impacting both Parachute and Battlement Mesa. Community emergency operations, both on-scene and in the Community EOC, will be conducted in a manner consistent with NIMS, including the use of ICS.

During a declared disaster, control may be relinquished to the County or State by way of delegation of authority at any point during the duration of the incident.

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (e.g., Public Works, Police, and/or Fire District), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander will notify the Emergency Manager and request activation of the Community EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with Community, County, and State leads.

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5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the Community may activate the EOC and assign an EOC Manager, whose roles are outlined in Section 5.5.1. The EOC and EOC Manager support on-scene operations and coordinate Community resources. The request will be submitted to the Emergency Manager, who will determine whether to activate the Community EOC and will assume, or designate, the role of EOC Manager. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the Community EOC for resource coordination, communications, and public information support. In a more complex incident, the Incident Commander may relocate to the Community EOC to serve as part of the Unified Command or MAC Group, ensuring proper coordination of resources across agencies. Outside assistance from neighboring jurisdictions or from private contractors will be requested and used as an adjunct to existing Community services, and then only when a situation threatens to expand beyond the Community's response capabilities.

Upon activation of the Community EOC, the EOC Manager is empowered to assume executive control over all agencies, divisions, and offices of the Community during a state of emergency. If appropriate, the on-scene Incident Commander or EOC Manager may request that the Mayor or County Emergency Manager declare a state of emergency.

5.4 Emergency Operations Center

The EOC is a physical location that supports incident response activities, including tracking, management, and allocation of appropriate resources and staff, and may also serve as a Multi-Agency Coordination Center, if needed. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the seat of government for the duration of the crisis.

5.4.1 Emergency Operations Center Activation

During emergency operations, and upon activation of the EOC, EOC staff will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by one of the Emergency Managers, who may assume or designate the role of EOC Manager. While the on-scene Incident Commander retains tactical control of the incident, the EOC Manager assumes responsibility for coordinating and prioritizing Community resources in support of emergency operations.
- The EOC Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.

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- Emergency operations will be conducted by Community agencies, augmented as required by trained reserves, volunteer groups, forces supplied through mutual aid agreements, and private contractors. County, State, and federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate emergency operations.
- The on-scene Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordinate resources with the EOC.
- Agency heads and organization leaders are responsible for assigned emergency functions, as outlined in the FAs.
- The EOC may, as appropriate, operate on a 24-hour basis.
- The Emergency Manager who activated the Community EOC will immediately notify the County Emergency Management office upon activation of the Community EOC. Periodic updates will be issued to the County for the duration of Community EOC activation.

See Appendix D – Incident Action Planning Cycle for more information on the activities that take place during an operational period and the development of an Incident Action Plan.

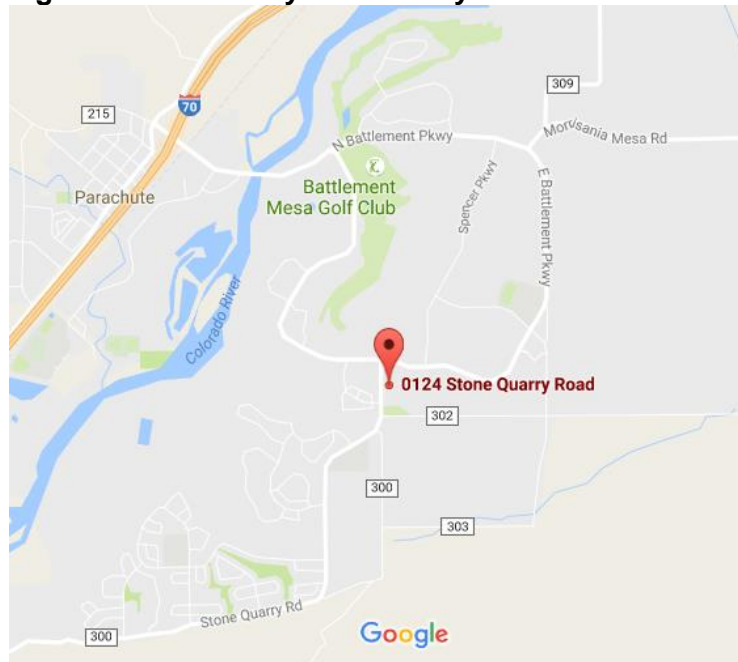
5.4.2 Emergency Operations Center Location

The **primary location** for the Community EOC is:

Grand Valley Fire Protection District Station #1
0124 Stone Quarry Road, Parachute, CO 81635

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Figure 5-1 Primary Community EOC Location



If necessary, the **back-up location** for the Community EOC is:

Town Hall, Town of Parachute
 222 Grand Valley Way,
 Parachute, CO 81635

Figure 5-2 Back-up Community EOC Location



The location of the EOC can change as required by the needs of the incident. Coordination and control for Community emergency resources will take place from the EOC as long as incident conditions allow. However, if conditions require

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relocation of the EOC, then the EOC Manager will designate an alternate facility. The EOC Manager may request the use of County facilities from County Emergency Management.

5.4.3 Emergency Operations Center Staffing

The EOC is maintained and operated by the GVFPD and staffed by representatives from Community Partners and supporting agencies. The level of staffing will be commensurate with the level of response required.

Depending on the incident type, Community agencies will provide staff to the EOC at the request of the acting EOC Manager. The Community may receive assistance from County Emergency Management to support the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the on-scene Incident Commander or EOC manager may change to meet the needs of the incident. In the event that local staffing resources are not adequate to maintain the Community EOC, the Community may request support from the State via the County.

Community agencies involved in emergency response and staff assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Staff assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited staff and resources available in the Community, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

5.4.4 Access and Security

During an emergency, access to the Community EOC will be limited to designated emergency operations staff due to the large volume of incoming and outgoing sensitive information. The EOC Manager may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify staff who are authorized to be present.

5.4.5 Deactivation

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the on-scene Incident Commander, EOC Manager, and Town and/or County Manager (if different than the EOC Manager).

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the Community EOC during the day with limited staffing to facilitate dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately

5. Command and Control

requiring the Town and/or County Manager and staff to manage recovery operations as part of their daily responsibilities.

The Town and/or County Manager has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened (see activation procedures in Section 5.4.1) and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC would occur at the direction of the appropriate Emergency Manager.

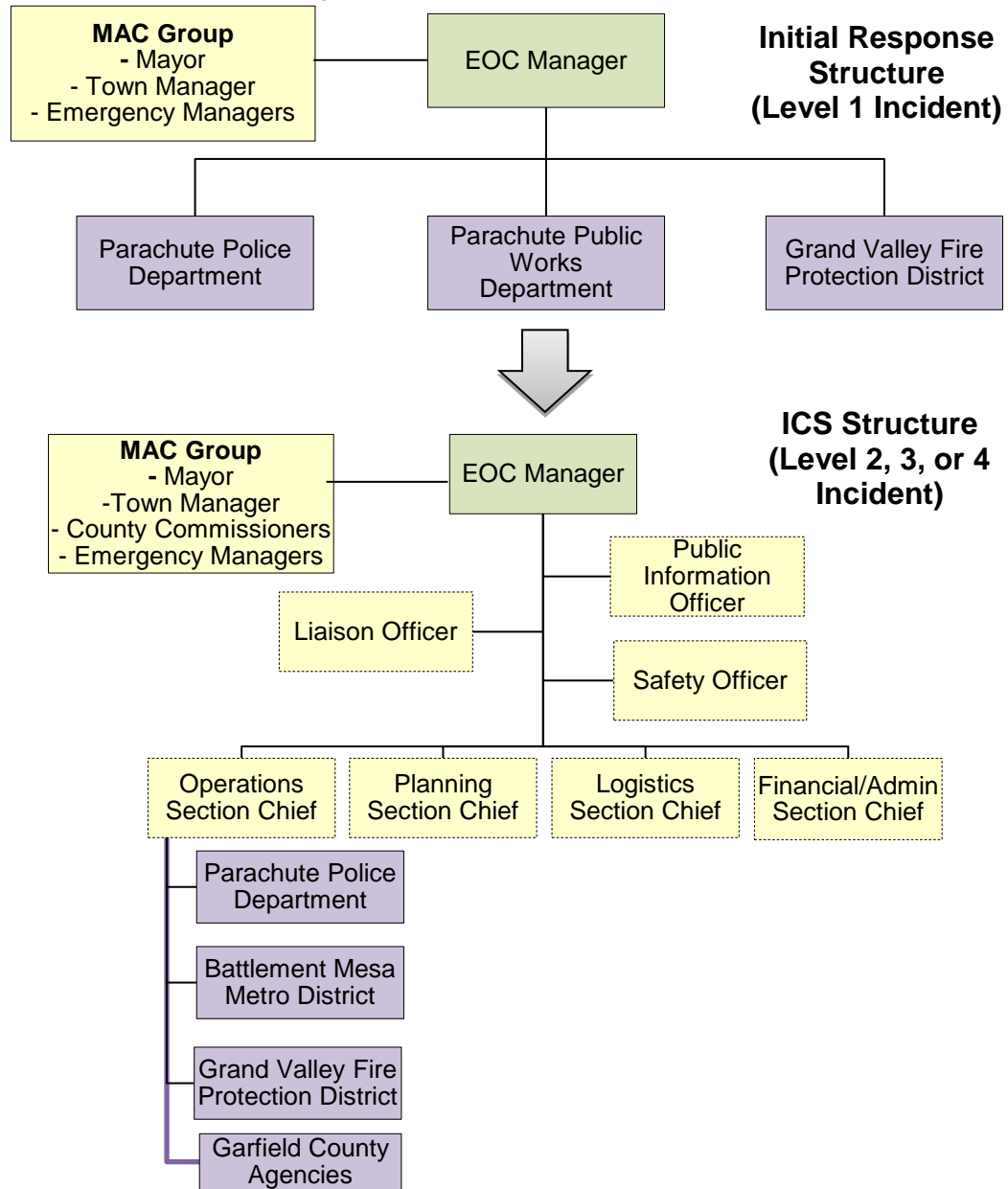
5.5 Incident Command System

ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The Community will utilize ICS to manage resources and activities during an emergency response, in order to communicate with other responding agencies using common terminology and operating procedures (Figure 5-3).

The Community ICS structure can be expanded or contracted, depending on the incident's changing conditions. During a large-scale (Level 3) incident, it can be staffed and operated by qualified staff from any emergency service agency, including staff from a variety of disciplines. The Community ICS structure can also be utilized for lower level emergencies such as a minor incident involving a single emergency response agency (Level 6). The Community has established an EMO, supporting EOC activation and ICS operational procedures, and position checklists. These checklists are appended to this Basic Plan (Appendix B); however, this document does not perform the full function of an EOC manual. Note that the Community may need to rely on County support to fill gaps within the Community's ICS structure, and staffing within the Community EOC. During an incident affecting all or a majority of the County, the County designate a centralized EOC that may serve as the coordinating center for the Parachute-Battlement Mesa Community.

5. Command and Control

Figure 5-3 Example of a Scalable Command Structure for the Community



5.5.1 Emergency Operations Center Manager

The EOC Manager is responsible for operation of the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC Manager is responsible for:

- Maintain EOC operations in accordance with the principles of ICS and NIMS.
- Approve and support implementation of an IAP.

5. Command and Control

- Coordinate activities supporting emergency operations.
- Approve release of information through the PIO.
- Perform the duties of the following Command Staff if no one has been assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC Manager may change to meet the needs of the incident.

5.5.2 Emergency Operations Center Command Staff

5.5.2.1 Safety Officer

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations. The Safety Officer's responsibilities include:

- Identify initial hazards, determine personal protective equipment requirements, and define decontamination areas.
- Implement site and access control measures.
- Monitor and assess the health and safety of response personnel and support staff.
- Prepare and implement a site Health and Safety Plan and update the EOC Manager, on-scene Incident Command, and Operations Chiefs as necessary regarding safety issues or concerns.
- Exercise emergency authority to prevent or stop unsafe acts.

5.5.2.2 Public Information Officer

The PIO will coordinate and manage the Community's public information network, including local, County, regional, and State agencies; political officials; and other emergency management stakeholders. The PIO's duties include:

- Develop and coordinate release of information to incident personnel, media, and the general public.
- Coordinate information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, participating in a JIC.

5. Command and Control

- Implement information clearance processes with the EOC Manager.
- Conduct and/or manage media briefings and implement media-monitoring activities.

5.5.2.3 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the Community EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, public works/utility companies, and volunteer services such as the Red Cross. Responsibilities typically associated with a liaison role include:

- Serve as the contact point for local government officials, agency representatives, and stakeholders.
- Coordinate information and incident updates among interagency contacts, including the public information network.
- Provide resource status updates and limitations among staff, capabilities, equipment, and facilities to the EOC Manager, government officials, and stakeholders.

The annexes attached to this plan contain general guidelines for Community staff, volunteer organizations, neighboring jurisdictions, County officials and agencies, and other response agency staff to carry out assigned Command Staff responsibilities at the Community EOC, as well as at EOCs of the County and neighboring jurisdictions.

5.5.3 Emergency Operations Center General Staff

5.5.3.1 Operations Section Chief

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

- **Grand Valley Fire Protection District** – Emergencies dealing with fire, rescue, or hazardous materials.
- **Parachute Police Department/Garfield County Sheriff's Office/Colorado State Patrol** – Incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.
- **Parachute Public Works/Battlement Mesa Metro District/Garfield County Road and Bridge** – Incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.

5. Command and Control

- **Garfield County Human Services** – Incidents requiring sheltering and evacuation activities.
- Private entities, companies, and nongovernmental organizations may also support the Operations Section. Examples of support these organizations may provide include:
 - Grass roots social media support for situational awareness, as well as identifying and connecting resources to residents in need
 - Non-hazardous debris clearance collection and disposal

The Operations Chief is responsible for the following:

- Develop and coordinate tactical operations to carry out the IAP:
 - Manage field response activities.
 - Direct implementation of unit operational plans.
 - Request resources as needed.
- Manage and incorporate community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

5.5.3.2 Planning Section Chief

The Planning Section is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collect and evaluate information, and distribute incident information through status summaries.
- Maintain resource status.
- Prepare and disseminate the IAP and develop alternatives for tactical operations.
- Conduct planning meetings.

5.5.3.3 Logistics Section Chief

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for the following:

5. Command and Control

- Manage various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and staff.
- Coordinate with the Planning Section to estimate future support and resource requirements.
- Assist with development and preparation of the IAP.

5.5.3.4 Finance/Administration

The Finance/Administration Section is activated for large-scale incidents or incidents that require emergency funding or use of specialized services and equipment that are not within the Community's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning Section. The Finance and Administration Chief is responsible for the following:

- Monitor costs related to the incident.
- Maintain accounting, procurement, and staff time records.
- Conduct cost analyses.

5.5.4 Unified Command

Following an incident that impacts the both Parachute and Battlement Mesa, Unified Command will be incorporated into response management. Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its individual authority, responsibility, and accountability.

Table 5-1 presents a comparison of a single Incident Commander and Unified Command.

5. Command and Control

Single Incident Commander	Unified Command
<p>The Incident Commander is solely responsible (within the confines of his or her authority) for establishing incident objectives and strategies.</p> <p>The Incident Commander is directly responsible for ensuring that all functional area activities are directed toward accomplishment of the strategy.</p>	<p>The individuals designated by their jurisdictional and organizational authorities (or by agencies within a single jurisdiction) must jointly determine objectives, strategies, plans, resource allocations, and priorities and work together to execute integrated incident operations and maximize the use of assigned resources.</p>

Source: ICS-300: Intermediate ICS for Expanding Incident Student Manual.

5.5.5 Area Command

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involve multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control, and does not have operational responsibilities. If activated, the Area Command:

- Sets overall incident-related priorities:
 - De-conflicts incident management objectives with other ICS organizations and established policies.
 - Allocates critical resources according to incident-related priorities.
 - Identifies critical resource needs and reports them to the EOCs.
- Conducts oversight:
 - Ensures proper management and effective communications and provides for staff accountability and a safe operating environment.
 - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

5.5.6 MAC Group Roles and Responsibilities

After an emergency that warrants attention is announced, depending on the nature and extent of the emergency, the MAC Group may be established and meet at the EOC or confer via conference call. Any member of the MAC Group may initiate a meeting or a conference call.

5. Command and Control

During this initial meeting, the MAC Group should document their discussions and decisions for Community records. Possible decision options may include the following:

- Do nothing.
- Monitor the incident and meet again as it develops.
- Manage the emergency with the use of Community EOC.
- Activate the EOC based on the level of need.

Other roles and responsibilities of the MAC Group include:

- Collect and synthesize information on emergency status.
- Develop objectives for initial emergency response.
- Notify necessary organizations and agencies of incident response.
- Coordinate initial response actions with other activated EOCs.
- Establish response priorities based on initial objectives.
- Coordinate initial collection and allocation of resources.

5.6 Emergency Operations Center Deactivation

The EOC Manager, in consultation with Community Partners, will determine when to deactivate the EOC. This determination shall be made after consultation with the Command and General Staff. A partial deactivation may be used to provide structure for support and recovery activities.

Termination of EOC activities requires a number of different steps, including documentation recovery, cost recovery, after-action reporting, demobilization of EOC staff and resources, and facility shutdown.

5.6.1 Cost Recovery

Accurate documentation of all items necessary for cost recovery is essential for transferring information within and between the EOC and other EOCs and for implementing cost recovery processes after the response is completed. Section Chiefs are responsible for ensuring that all staff understand and utilize established cost recovery documentation.

The Finance Section is responsible for maintaining an accurate account of all costs incurred during the response and recovery phases of the incident. Costs that need to be detailed include:

- Staff time (including overtime)
- Services provided
- Response facilities used

5. Command and Control

- Resources used (including mutual aid)
- Damage and injury claims

Note: Life safety and protection of property and the environment are the most important first response activities. Documentation may be temporarily deferred until after critical activities take place.

5.6.2 Demobilization of Staff and Resources

EOC personnel positions are deactivated based on guidance from the EOC Manager. This activity is conducted by the De-Mobilization Unit of the Planning Section. Each individual is expected to:

- Deactivate assigned position and close-out logs.
- Complete all required forms, reports, and other documentation prior to departure and submit the materials to the Planning Section.
- Clean up work station.
- Leave a phone number where the individual can be reached.
- Provide input to the After Action Report (AAR).

5.6.3 Facility Shutdown

Once all staff and resources have been demobilized, the EOC will be deactivated and agencies will resume normal operations.

6

Plan Implementation and Maintenance

Section 6 of the EOP outlines the plan development process, prescribes plan maintenance and improvement processes, and provides plan training and exercise requirements.

6.1 Plan Review and Maintenance

The EOP will be re-promulgated when a new senior elected or appointed official takes office or at a minimum of every four years. This review will be coordinated by the Fire Chief and will include participation by members from each of the agencies assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective agencies.

Recommended changes should be forwarded to:

David A. Blair, Fire Chief
Grand Valley Fire Protection District Station #1
0124 Stone Quarry Road
Parachute, CO 81635

6.2 Training Program

To assist with training and preparing essential response staff and supporting staff to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

The Emergency Manager coordinates training for Community staff and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

6. Plan Development and Maintenance

Current training and operational requirements set forth under NIMS have been adopted and implemented by the Community (see minimum training requirements in Table 6-1). Training records should be maintained by the Emergency Manager.

Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as:

- EMS personnel
- Firefighters
- Law enforcement personnel
- Public works/utility personnel
- Skilled support personnel
- Other emergency management response personnel
- Support/volunteer personnel at all levels

Emergency Personnel	Training Required
Entry level first responders and disaster workers	ICS-100 IS-700
First-line supervisors, single resource leaders, field supervisors, and other emergency management/ response personnel that require a higher level of ICS/NIMS Training	ICS-100, -200 IS-700
Supervisory role in expanding incidents or a staff role in an EOC	ICS-100, -200, -300 IS-700, IS-800
Command and General Staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/EOC Managers	ICS-100, -200, -300, -400 IS-700, -800
PIOs	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701a
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
Planning	IS-800
Elected and appointed officials	G-191, -402
<i>Independent study courses can be found at http://training.fema.gov/IS/crslst.asp. Additional information about NIMS training guidelines can be found at: http://www.fema.gov/pdf/emergency/nims/06_training.pdf</i>	

6. Plan Development and Maintenance

6.3 Exercise Program

The Community will conduct exercises throughout the year to test and evaluate this EOP. The Community will coordinate with agencies; organizations (nonprofit, for profit, and volunteer); neighboring jurisdictions; and State and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the Community will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <http://hseep.dhs.gov>.

The Emergency Manager will work with other Community/County agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, the Emergency Manager will conduct a review, or “hot wash,” with exercise participants after each exercise. The Emergency Manager will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the Community’s readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. The Emergency Manager will ensure that equipment, training, and planning shortfalls identified following an incident are addressed by the Community’s EMO.

6.5 Community Outreach and Preparedness Education

An educated community is a key component to community preparedness and resilience. The GVFPD and County Emergency Management will educate the public about threats, disasters, and what to do when an emergency occurs. Both maintain active community preparedness programs.

Information about the GVFPD’s public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the Community’s websites, such as Grand Valley Fire Protection District at <http://www.grandvalleyfire.org/>.

In addition to education opportunities through GVFPD and County Emergency Management, residents are encouraged to take part in other training opportunities

6. Plan Development and Maintenance

through the Red Cross, Firewise, FEMA, and other organizations. Examples of such trainings include:

- Red Cross Disaster Trainings: <http://www.redcross.org/take-a-class/disaster-training>
- Firewise Online Courses: <http://www.firewise.org/online-courses-and-education/online-courses.aspx>
- FEMA Independent Study Courses: <https://training.fema.gov/is/>

6.6 Funding and Sustainment

It is a priority of the Community to fund and maintain an EMO that ensures the Community's ability to respond to and recover from disasters. The Emergency Manager will work with the Parachute Town Manager and Board of Trustees, Garfield County Board of County Commissioners, and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that the Parachute Town Manager and Board of Trustees, as well as the Garfield County Board of County Commissioners are informed of progress toward building emergency response and recovery capabilities and are aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

6.7 Resilience and Risk Reduction

With the recent completion of the Colorado Resiliency Framework, the State has made it a priority to reduce risks and vulnerabilities faced by communities. The Community will work to support initiatives aimed at improving social cohesion, develop sustainable economic opportunities, improve health, and protect natural and cultural resources through their role as emergency responders.

A

Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

DECLARATION OF STATE OF EMERGENCY

To: *Insert name and title*, Garfield County Emergency Management

From: *Insert name and title*, Town of Parachute, Colorado

At *insert military time* on *insert month, day, year*, a/an *insert description of emergency incident or event type* occurred in the Town of Parachute within the geographic boundaries of *insert geographic boundaries* threatening life and property. The current situation and conditions are:

Deaths: *insert number of deaths*

Injuries: *insert number of injuries*

Population at risk: *insert number of population at risk*

The current emergency conditions or threats are: *insert conditions or threats*.

An initial estimate of the damage and impacts is: *insert initial estimate*.

The following assistance is being requested: *insert specific information about the assistance being requested*

Actions that have been taken and resources that have been committed by the Town of Parachute: *insert the current actions taken and resources that have been committed by the Community*.

I do hereby declare that a State of Emergency now exists in the Town of Parachute and that the Town of Parachute has expended or will shortly expend its necessary and available resources. I respectfully request that Garfield County provide assistance, consider the Town of Parachute an "Emergency Area" and, as appropriate, request support from State agencies and/or the federal government.

Signed: _____

Title: *Insert Title* Date & Time: *insert date and military time*

This request may be passed to the County via radio, telephone, or fax. The original signed document must be sent to Garfield County Emergency Management, with a copy placed in the final incident package.

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B

Incident Command System Forms

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Appendix B. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are to be maintained at the EOC, separate from the EOP.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

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C

Emergency Operations Center Position Checklists

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Appendix C. Emergency Operations Center Position Checklists**Index of EOC Position Checklists**

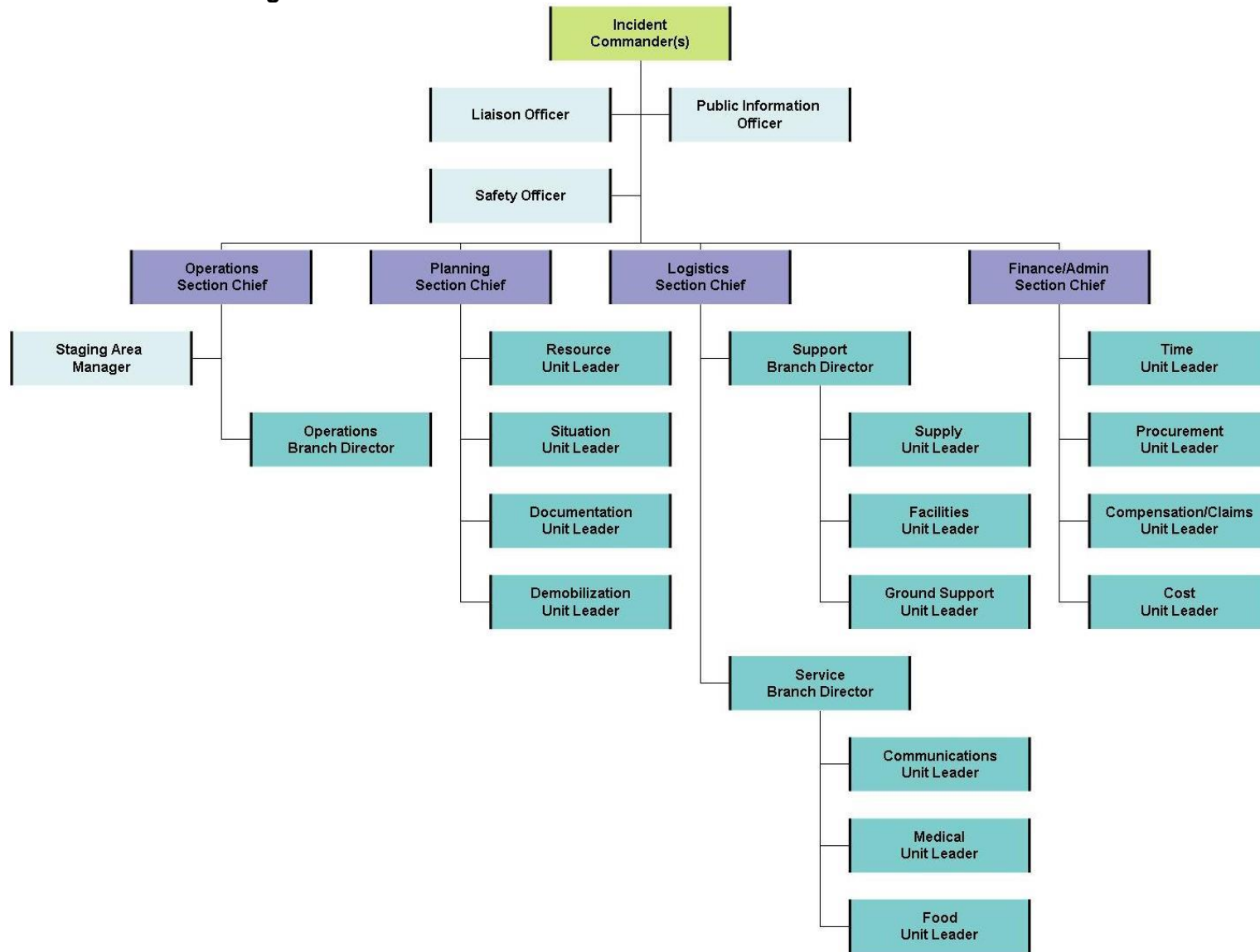
The following checklists are to be maintained at the EOC, separate from the EOP.

1. Air Operations Branch Director
2. Communication Unit Leader
3. Compensation/Claims Unit Leader
4. Cost Unit Leader
5. Demobilization Unit Leader
6. Division-Group Supervisor
7. Documentation Unit Leader
8. Facilities Unit Leader
9. Finance – Administration Section Chief
10. Food Unit Leader
11. Ground Support Unit Leader
12. Incident Commander
13. Liaison Officer
14. Logistics Section Chief
15. Medical Unit Leader
16. Operations Branch Director
17. Operations Section Chief
18. Planning Section Chief
19. Procurement Unit Leader
20. Public Information Officer
21. Resources Unit Leader
22. Safety Officer
23. Service Branch Director
24. Situation Unit Leader
25. Staging Area Manager
26. Strike Team-Task Force Leader
27. Supply Unit Leader
28. Support Branch Director
29. Technical Specialist
30. Time Unit Leader

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Appendix C. Emergency Operations Center Position Checklists

Figure C-1 EOC Position Organizational Chart



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D

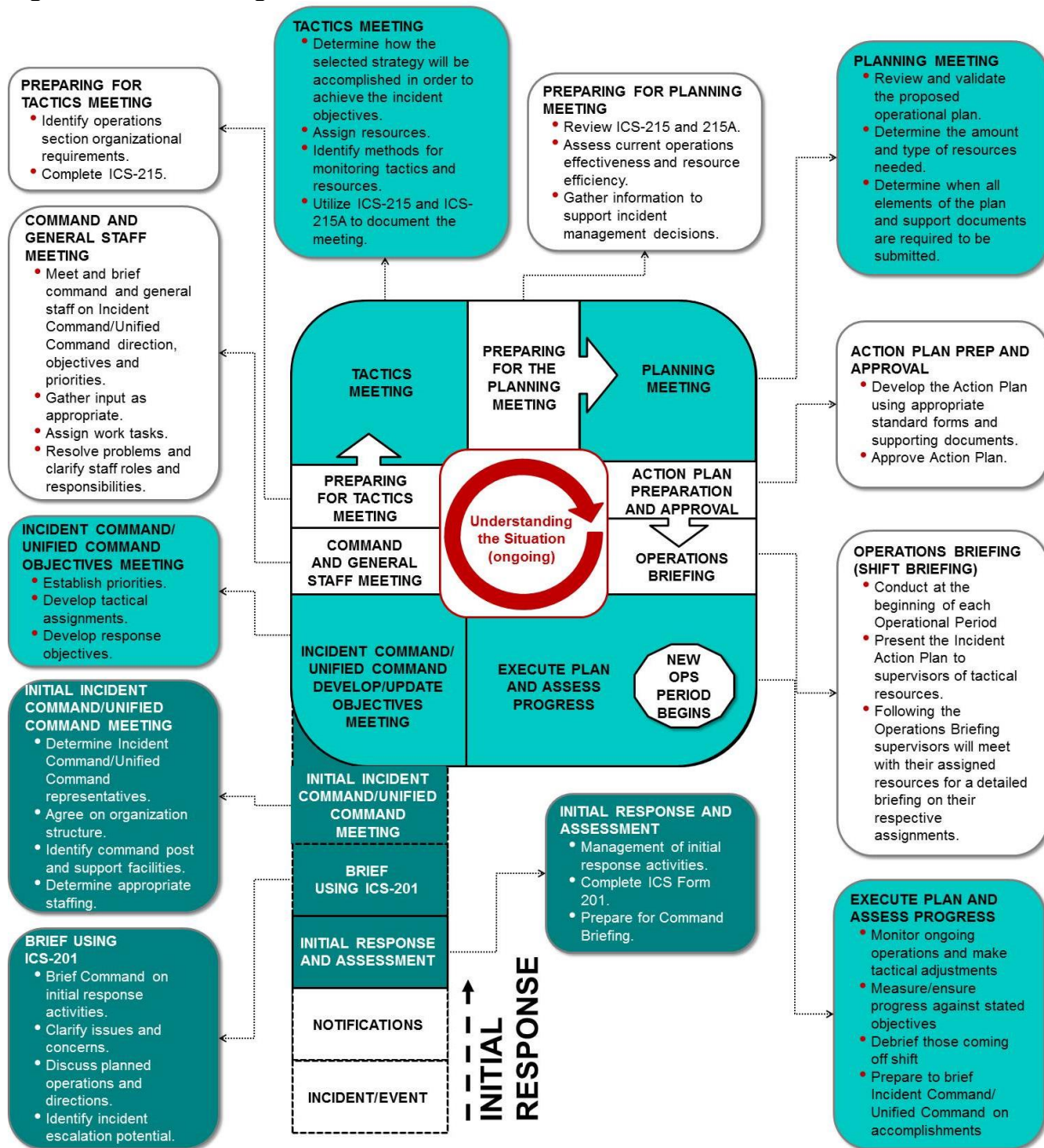
Incident Action Planning Cycle

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Appendix D. Incident Action Planning Cycle

An Incident Action Plan is the vehicle by which Incident Command communicates their expectations and provides collaboration and participation among all levels of incident management. A complete Incident Action Plan facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The Planning “P” in Figure D-1 is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period whereas the top of the leg of the “P” is the beginning of the first operational planning period cycle.

Figure D-1 Planning “P”



Appendix D. Incident Action Planning Cycle

An Incident Action Plan should be comprised of the items listed in Table D-1, along with pertinent information on each item.

Order	FEMA-ICS Form	Title	Required	Prepared By
1	200	Cover Sheet	Always	Planning Support Unit Leader
2	202	Incident Objectives	Always	Situation Unit Leader
3	205	Incident Radio Communications Plan	As the incident requires – Radio Use	Communications Unit Leader
4	205A	Incident Telephone Communications Plan	Always	Resource Unit Leader
5	207	Incident Organization Chart	Always	Resource Unit Leader
6		Incident Map	Always	Situation Unit Leader /GIS Unit
7	204	Assignment List	Always	Resource Unit Leader
8	220	Air Operations Summary	As the incident requires – Air Ops	Operations Section Chief/Air Operations Branch
9	206	Medical Plan	Always	Safety Officer
10	230	Meeting Schedule	Always	Situation Unit Leader
11	213	General Message	Optional	Any Message Originator
12	Other components as needed		Optional	Planning Support

For more information, see FEMA's Incident Action Planning Guide, June 2012

E

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- Homeland Security Act of 2002 (Public Law 107-296). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Homeland Security Policy Directive/HSPD-5: Management of Domestic Incidents. Accessed on 20 December 2013 at: <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>
- Presidential Policy Directive/PPD-8: National Preparedness. Accessed on 20 December 2013 at: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>

FEMA Policy

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- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, November 2010. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/25975>
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State

- State of Colorado Emergency Operations Plan, 2015
<http://www.dhsem.state.co.us/sites/default/files/2015%20SEOP%20Consolidated.pdf>
- State of Colorado Natural Hazard Mitigation Plan, 2013
<http://www.dhsem.state.co.us/sites/default/files/2013%20Colorado%20Natural%20Hazards%20Mitigation%20Plan%20-%20Final.pdf>
- State of Colorado Disaster Recovery Plan, 2015
<http://www.dhsem.state.co.us/sites/default/files/Recovery%20Annex%20%203-2-15.pdf>

County

- Garfield County Emergency Operations Plan, 2015 <http://www.garfield-county.com/emergency-management/documents/Garfield-County-2015-Emergency-Operations-Plan.pdf>
- Natural Hazard Mitigation Plan, 2012 <http://www.garfield-county.com/county-services/documents/Garfield-County-Natural-Hazard-Mitigation-Plan.pdf>
- Community Wildfire Protection Plan, 2012 <http://garfield-county.com/emergency-management/documents/Garfield-County-Community-Wildfire-Protection-Plan.pdf>
- Disaster Recovery Framework, 2012 http://garfield-county.granicus.com/Viewer.php?view_id=2&clip_id=97&meta_id=7254
- Wildfire Annual Operating Plan, 2016 http://gacc.nifc.gov/rmcc/dispatch_centers/r2crc/dispatch/Plans%20and%20Guides/County%20AOPs/2016%20Garfield%20County%20Wildfire%20AOP%20Final%20Version.pdf
- Memoranda of Agreement / Understanding

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Acronyms and Glossary

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Appendix F. Acronyms and Glossary

Acronyms

AAR	After Action Report
ADA	Americans with Disabilities Act
CBRNE	chemical, biological, radiological, nuclear and explosive
CDOT	Colorado Department of Transportation
COOP	Continuity of Operations
Community	Parachute-Battlement Mesa Community
County	Garfield County
CWPP	Community Wildfire Protection Plan
DERA	Designated Emergency Response Authority
DSHS	Department of Social and Health Services
DHSEM	Colorado Division of Homeland Security and Emergency Management
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMO	Emergency Management Organization
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FA	Functional Annex
FEMA	Federal Emergency Management Agency
GVFPD	Grand Valley Fire Protection District
HazMat	Hazardous Materials
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System
IDA	initial damage assessment
JIC	Joint Information Center
JIS	Joint Information System
MAC Group	Multi-Agency Coordination Group
MOU	Memorandum of Understanding

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NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NSS	National Shelter System
PDA	Preliminary Damage Assistance
PIO	Public Information Officer
PPD-8	Presidential Policy Directive 8, National Preparedness
SOP	Standard Operating Procedure
State	State of Colorado
TDD	telecommunications device for the deaf
USDA	U.S. Department of Agriculture
VA	Veterans Administration
VOIP	voice-over internet protocol
WMD	weapons of mass destruction

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Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

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Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

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Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multi-Agency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

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Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single agency or department. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the agency or department.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and

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Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, community, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

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Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

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Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as a public health event or fire with unknown origins. This is

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different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

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Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, community, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

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Multi-Agency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the Multi-Agency Coordination System.

Multi-Agency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Non-governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-

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based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies

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among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, and Critical Infrastructure Sector Coordinating Councils).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

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Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

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Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any

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possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Substate Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as ortho-photo mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United

Appendix F. Acronyms and Glossary

States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) 43 U.S.C.A. and 1601 et seq., that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Appendix F. Acronyms and Glossary

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

Source: <https://nimcast.fema.gov/nimscast/index.jsp>

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Function Matrices

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Appendix G. Function Matrices

Related EOP Functional Annexes	FA 1	FA 2	FA 3	FA 4
Key: P – Primary S – Support	Emergency Services	Human Services	Infrastructure Services	Recovery/Mitigation Strategy
Parachute-Battlement Mesa				
Battlement Mesa Metro District	S		P	S
Colorado Department of Transportation			S	
Colorado River Fire Protection District	S			
Debeque Fire Protection District	S			
Garfield County Animal Control		S		
Garfield County Emergency Communications Authority	P			
Garfield County Emergency Management	S	S		P
Garfield County Hazardous Materials Response Team				
Garfield County Health and Human Services	S	P		
Garfield County Housing Authority		S		S
Garfield County Public Health and Environment		S		
Garfield County Road and Bridge			P	
Garfield County School District 16		S	S	
Garfield County Sheriff’s Office	P	S	S	
Grand River Health	S	S		
Grand Valley Fire Protection District	P	S	S	S
Mesa County Emergency Communications	S			
Parachute Police Department	P	S		
Parachute Public Works Department	S		P	S
Parachute Town Administration				P
Parachute Veterinary Clinic		S		
TransCare Ambulance	S			
Local Utilities			S	S

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FA 1 – Emergency Services

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FA 1. Emergency Services

FA 1 Tasked Agencies	
Primary Agencies	Garfield County Emergency Communications Authority Garfield County Sheriff's Office Grand Valley Fire Protection District Parachute Police Department
Supporting Agencies	Battlement Mesa Metro District Colorado River and Debeque Fire Protection Districts Garfield County Health and Human Services Department Garfield County Office of Emergency Management Garfield County School District 16 Grand River Hospital Mesa County Emergency Communications Parachute Public Works Department TransCare Ambulance

1 Purpose and Scope

This annex outlines the basic Community emergency services necessary to respond to a disaster. It outlines the main roles and responsibilities for primary agencies, provides a concept of operations to assist the Community in coordinating emergency services, and references related authorities, agreements, and supporting plans. The Community Emergency Management Organization, as outlined in the Basic Plan of this EOP, is designed to provide support to local emergency services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures of local response agencies.

This annex covers the following functions:

- Emergency Communications
- Firefighting
- Emergency Medical Services
- Search and Rescue
- Hazardous Materials Response
- Public Safety and Security (Law Enforcement)
- Emergency Public Information
- Evacuation and Population Protection

Emergency services information that is specific to a unique hazard (e.g., hazardous materials releases, terrorism, flood response, etc.) can be found in the appropriate Incident Annex (IA).

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Refer to IA 9 – Evacuation for additional resources related to evacuation.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the Community:

- None at this time.

3 Situation and Assumptions

3.1 Situation

The Community may encounter situations in which many, or all, of its emergency response agencies need to be activated. The primary emergency service agencies are the Grand Valley Fire Protection District (GVFPD), Parachute Police Department, Garfield County Sheriff's Office, and Garfield County Emergency Communications Authority. If additional response resources are needed, mutual aid is available from neighboring local governments and the County.

3.2 Assumptions

- Community emergency services agencies are able to handle routine and small-scale emergencies within their existing capabilities and response plans and procedures.
- A natural or human-caused emergency or disaster may occur at any time requiring response capabilities beyond those normally available to the Community.
- Emergency personnel are trained in the Incident Command System (ICS)/National Incident Management System (NIMS).
- Utilization of the Parachute-Battlement Mesa Emergency Operations Plan (EOP) does not require activation of the Emergency Operations Center (EOC). The need to activate the EOC will be determined at the time of the incident by the Emergency Manager or on-scene Incident Commander.
- In an emergency, the Community may assume a Unified Command approach to integrate Parachute, Battlement Mesa, and Garfield County resources.
- Due to limited Community resources, and depending on the extent of an emergency, the Community may not be able to meet the requests for emergency response/recovery assistance from other units of local government in the County during a major emergency.

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- Both the media and the public will expect and demand that information regarding an emergency be provided in a timely manner.
- The local media, particularly radio and television, can perform an essential role in providing emergency instructions and status information to the public, both through news bulletins and National Emergency Alert System (EAS) broadcasts, webpages, and social media sites.
- Most of the public will receive and understand official information related to evacuation.
- Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. However, some individuals may refuse to evacuate. It is also assumed that most evacuees will use private transportation means; however, transportation may have to be provided for some.
- Community staff/emergency responders will work to address the concerns of Access and Functional Needs Populations who may have trouble understanding or accessing official emergency information.
- Time constraints, route limitations, and hosting facilities' capacities to accommodate evacuees could significantly stress and deplete local resources.

4 Emergency Services Functions

4.1 Alert and Warning

The effectiveness of an alert and warning system depends largely on the specificity and clarity of instructions and whether the public perceives the warning entity as credible at the time the warning is issued. In addition, messages must be geographically precise, repeated more than once, and broadcast in more than one medium.

The Community's alert and warning system utilizes the local EAS, reverse dialing system, police and fire vehicle public address systems, and door-to-door contact. Police and fire vehicle public address systems and door-to-door contact are used either as a last resort or for highly localized hazards. Other local media (TV, radio, newspaper, etc.) may be utilized as appropriate. These methods may be used separately or in combination to alert and warn the public of an emergency. In addition, special facilities such as schools, hospitals, utilities, and industrial facilities may need notification.

4.1.1 General Guidelines

- Upon detection of an emergency condition arising within the Community, the on-scene Incident Commander will decide whether

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there is a need for immediate alert, attempt to notify the Emergency Manager, and direct its implementation.

- The Community may also receive warning information from the County by telephone. When warning information is received by telephone, the information should be confirmed by a return telephone call.
- If the emergency is localized, Community law enforcement may alert residents in the area by telephone, mobile public address systems, traffic reader boards, and door-to-door contact.
- The Community will educate residents about its alert and warning system.
- A log of warnings issued during the incident shall be maintained by the assigned Public Information Officer (PIO).

4.1.2 Emergency Notification System

The Garfield County Emergency Communications Authority utilizes the Emergency Notification System to allow public safety agencies within the County to provide residents with essential information needed prior to, during, or after an incident. The system works by sending messaging via standard voice and text communication devices.

4.1.3 Emergency Alert System

The EAS consists of linked broadcast stations and governmental communication systems to provide emergency alert and warning to the public. All participating television and radio stations rebroadcast the information given to the primary stations.

Detailed instructions for the activation and use of the EAS are outlined in the County EAS Plan. This plan can be activated by the Emergency Manager or the on-scene Incident Commander. Sample EAS messages can be found in Appendix A-1 of this annex.

4.1.4 Other Methods of Alert

Most marked police vehicles and most fire vehicles are equipped with mobile or hand-held public address systems that may be used for alert and warning.

Door-to-door alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending on the weather and the expected duration of the emergency.

Direction of these assets shall be the responsibility of the on-scene Incident Commander or EOC Manager through the Law Enforcement Branch Director, with input and support from the Planning, Logistics, and Operations Sections.

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See the County EOP, Emergency Support Function (ESF) 2 – Communications for more details.

4.2 Fire Services

Disaster operations for fire services will be an extension of normal agency and facility duties. Responsibilities include fire control, and hazardous material and oil spill response. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks, including providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door to door to warn citizens who cannot be reached by primary warning systems.

A designated representative shall serve as the EOC Fire Protection Branch Director, coordinating the flow of fire and rescue information and processing requests for additional fire and rescue resources, granting them as appropriate.

Fire service personnel are responsible for assessing threat hazards posed by fire, radiological materials, and other hazardous materials. They also recommend to the on-scene Incident Commander appropriate protective actions for emergency responders, including requirements for personal protective equipment. In addition, fire service personnel are responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

The GVFPD is responsible for the timely issuance of fire warnings and information to the public and for notifying appropriate Community management. In the event of an evacuation, warning may be delegated to the Parachute Police Department or Garfield County Sheriff's Office as part of the evacuation process. In the event of a natural or technological disaster that could increase the chances of fire, or during periods of extremely hot, dry, and windy weather, additional public information briefings may be conducted.

See the County EOP, ESF 4 – Firefighting for more details.

4.3 Emergency Medical Services

Emergency Medical Services (EMS) is a type of emergency service dedicated to providing out-of-hospital acute medical care and/or transport to definitive care, to patients with illnesses and injuries that the patient or the medical practitioner, believes constitutes a medical emergency. EMS operations are the responsibility of GVFPD. Disaster operations for EMS will be an extension of normal agency and facility duties. Coordination between EMS, search and rescue, and fire service providers is necessary to ensure emergency operational readiness. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.

FA 1. Emergency Services**4.3.1 Mass Casualty Operations**

A Mass Casualty Incident is an incident that overwhelms the Community's ability to provide EMS to injured victims. This may include limited ambulance resources or hospital capacity.

In the event of a Mass Casualty Incident, local EMS providers and medical facilities will conduct operations to provide immediate resources, minimize loss of life through prompt medical treatment in the field, and coordinate field medical services and activities with existing medical facilities and other support services and resources.

4.3.2 Mass Fatality Operations

A Mass Fatality Incident is an incident that results in multiple fatalities and overwhelms the Community's ability to provide for appropriate body identification, removal, and related services.

In the event of a Mass Fatality Incident, the County Coroner, in coordination with local law enforcement, will be the primary agency and will be responsible for removal and examination of the deceased, notification of next of kin, and determination of the need for investigation and/or autopsy or the release and disposition of remains.

See the County EOP, ESF 8 – Public Health and Medical Services for more details.

4.4 Search and Rescue

Search and rescue operations can involve several different scenarios, including:

- Rescuing survivors or recovering bodies from debris following a disaster such as a severe weather event or earthquake.
- Rescuing survivors or recovering the bodies of lost hunters or hikers in remote portions of the area.
- Rescuing survivors or recovering bodies involved in plane crashes.
- Rescuing survivors or recovering bodies involved in accidents on waterways.

The GVFPD will lead search and rescue operations, with support from the Garfield County Sheriff's Office. The GVFPD maintains the following specialized rescue capabilities:

- Swift water rescue
- Ice rescue
- Trench rescue

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- Confined space
- Low and high angle rescue

Regardless of the situation, search and rescue operations will likely be a multi-agency event involving responders from a number of local emergency response agencies, local volunteer organizations, and possibly State agencies.

See the County Search and Rescue Plan and the County EOP, ESF 9 – Search and Rescue for more details.

4.5 Hazardous Materials Response

The Parachute Police Chief is the Designated Emergency Response Authority (DERA) for all responses within the Town of Parachute, and the Garfield County Sheriff is the DERA for all responses within unincorporated Garfield County, including Battlement Mesa.

Hazardous materials response includes ensuring that actions are taken to mitigate, clean up, and dispose of hazardous materials and minimize the impacts of incidents. In the first instance, the GVFPD is the primary agency responsible for hazardous materials operations in the Community, along with the local oil and gas company responsible for the incident. The GVFPD is trained and equipped to the technician level, and responders are certified Hazardous Materials Technicians. Additional support through the Garfield County Hazardous Materials Response Team will be requested through County Emergency Management.

When a County Hazardous Materials Team arrives on scene, its role is to provide technical resources to the on-scene Incident Commander. The local first responder retains Incident Command. If the incident is large enough to require a Unified Command, the team leader becomes a part of that structure. The regional teams are responsible for mitigating and containing the incident. They do not become involved in clean-up operations. Once the situation is stable, the Colorado Department of Public Health and Environment is responsible for working with the responsible party to ensure that cleanup of the incident is completed appropriately. A full team may not respond in every instance. The system provides for a tiered response, ranging from technical advice over the phone to on-site reconnaissance, to a full team response.

See the County Hazardous Materials Response Plan and the County EOP, ESF 10 – Oil and Hazardous Materials for more details.

4.6 Law Enforcement Services

Disaster operations for law enforcement will be an extension of normal agency and facility duties. Responsibilities include maintenance of law and order, traffic control, and crowd control.

The Parachute Police Chief is responsible for directing Parachute's law enforcement response to a major emergency and coordinating response activities

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with the EOC. The Garfield County Sheriff’s Office is responsible for directing law enforcement activities within Battlement Mesa. The Chief and Sheriff, or a designated representative, shall serve as the EOC Law Enforcement Branch Chief, coordinating the flow of law enforcement information, processing requests for additional law enforcement resources, and allocating them, as appropriate.

Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area will be requested through the established command post.

See the County EOP, ESF 13 – Public Safety and Security for more details.

4.7 Evacuation and Population Protection

The Board of County Commissioners, Town Manager, or the on-scene Incident Commander may order an evacuation. The Board of Commissioners must approve and sign the evacuation order after considering both the legal and social implications of this action. If, however, for the health and safety of citizens, time does not permit access to the Board of Commissioners, the Town Manager or on-scene Incident Commander may order an evacuation and notify the Board of Commissioners as soon as practical.

Overall, evacuation operations fall under the direction of the Parachute Police Department, and County Sheriff’s Office, with assistance from the GVFPD. See Appendix B of this annex for further details regarding evacuation protocol. Alert and warning functions notify affected persons of impending evacuations.

See IA 9 – Evacuation for more detail regarding evacuation orders.

4.7.1 Evacuation Levels

The following evacuation levels will be used to provide the public with information pertaining to evacuation needs.

Table 4-1 Community Evacuation Levels	
Level	Actions
Level 1 (Green)	A Level 1 Evacuation means “BE READY” for potential evacuation. Residents should be aware of the danger that exists in their area, and monitor emergency services websites and local media outlets for information. This is the time for preparation and precautionary movement of persons with special needs, mobile property, and (under certain circumstances) pets and livestock.

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Table 4-1 Community Evacuation Levels	
Level	Actions
Level 2 (Yellow)	A Level 2 Evacuation means “BE SET” to evacuate. Residents must prepare to leave at a moment’s notice. Level 2 indicates that there is significant danger to their area and residents should either voluntarily relocate to a shelter or with family/friends outside of the affected area, or, if choosing to remain, be ready to evacuate at a moment’s notice. Residents may have time to gather necessary items, but doing so is at their own risk. This might be the only notice that residents receive if conditions rapidly deteriorate.
Level 3 (Red)	A Level 3 Evacuation means “GO” – evacuate now. Residents should leave immediately. Danger to their area is current or imminent and they should evacuate immediately. If they choose to ignore the advisement, emergency responders may not be able to assist them further. This is the last notice that residents receive, and entrance to evacuated areas may be denied until conditions are safe.

4.7.2 Determination of Time Needed for Evacuation

To determine evacuation time requirements, the following factors should be considered:

- Time from response to decision to evacuate.
- Time needed to alert and instruct the public, depending on the time of day and other factors.
- Time needed to mobilize the population, once warned.
- Time required to evacuate the hazard area.

4.7.3 Sheltering in Place

If sufficient time is not available to evacuate and/or the nature of the incident makes evacuation unsafe, Incident Command may choose to direct those in the affected area to shelter in place. Sheltering in place restricts affected people to their current locations. Other restrictions may also be necessary (see Appendix A-1 of this annex for EAS message format).

5 Roles and Responsibilities

The roles and responsibilities for each department or agency in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1 Emergency Manager

The Emergency Manager may be responsible for the following actions in support of an emergency response:

- Activate the EOC, if necessary.
- Report to the EOC to assume overall responsibility for resource ordering activities.
- Regularly brief the Parachute Mayor/Board of Trustees and/or Board of County Commissioners on developments in the situation.
- Designate an alternative EOC location, if necessary.
- Assign a representative to the County EOC, if applicable.
- Coordinate the flow of public information to ensure consistency and appropriateness.

5.2 Grand Valley Fire Protection District

The GVFPD may be responsible for the following actions in support of an emergency response:

- Command firefighting forces and direct all responding support forces operating within the incident area.
- Establish the initial ICS structure.
- Call on mutual aid resources as necessary.
- Provide a qualified representative to the EOC to fill the role of Fire Branch Director in the Operations Section.
- Relocate equipment as necessary.
- Assist law enforcement in traffic/crowd control as necessary.
- Coordinate activities through the Community EOC.
- Provide a qualified representative to report to the EOC to assume overall responsibility for fiscal activities.

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- Track, analyze, approve, and report fiscal activities in support of emergency operations.
- Request EMS support from Garfield County Fire Protection District and fire departments and other mutual aid EMS agencies.

5.3 Parachute Police Department/Garfield County Sheriff's Office

The Parachute Police Department and/or Garfield County Sheriff's Office may be responsible for the following actions in support of an emergency response:

- Provide law enforcement and public safety support during an emergency.
- Assist in warning and evacuation of the public as conditions require.
- Provide a qualified representative to the EOC to fill role of Law Enforcement Branch Director in the Operations Section.
- Law enforcement employees who are unable to get to their home departments should report to the closest law enforcement department and offer to be part of the staffing pool.
- Relocate equipment as necessary.
- Assist in traffic/crowd control as necessary.

5.4 Garfield County Emergency Communications Authority

The Garfield County Emergency Communications Authority may be responsible for the following actions during an emergency response:

- Maintain emergency contact lists for agencies and communities served.
- Maintain primary and backup communications equipment.
- Notify Emergency Management and other appropriate agencies of situations affecting the Community.
- Administer County Emergency Notification System.

5.5 Parachute Public Works Department/Battlement Mesa Metro District

The Parachute Public Works Department and/or Battlement Mesa Metro District may be responsible for the following actions in support of an emergency response:

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- Provide a qualified representative to report to the EOC to assume overall responsibility for Public Works activities under the direction of the Operations Chief.
- Relocate equipment as necessary.
- Assist the Parachute Police Department and Garfield County Sheriff's Office in closing streets and/or rerouting traffic, as applicable.
- Provide damage assessment information to the Community EOC, as applicable.

Specific departmental duties and responsibilities are contained in the Public Works Department response plans and procedures.

5.6 Garfield County Emergency Management

Garfield County Emergency Management may be responsible for the following actions in support of an emergency response:

- Coordinate and implement the priorities of the Community EMO in County emergency response operations.
- Activate the County EOC, notifying lead agencies to report and coordinate County support agencies for local/County response activities.
- Support ICS at the Community level and provide resources as appropriate.
- Support mutual aid activities.
- Make recommendations to the Community EMO for response activities, including the issuance of a "State of Emergency" proclamation.
- Prepare for recovery activities.

5.7 Garfield County School District 16

Garfield County School District 16 may be responsible for the following actions in support of an emergency response:

- Provide transportation support for emergency response personnel.
- Provide emergency housing for emergency response personnel, if necessary.
- Coordinate community sheltering and mass-care activities.

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- Support emergency evacuation activities.

5.8 Other Organizations

Organizations such as the Colorado Department of Transportation, the Colorado State Patrol, local ambulance service, and local hospitals may assign liaisons as points of contact within the Community EOC for coordination and communication.

6 Concept of Operations

6.1 General

The Community has established this EOP in accordance with NIMS and designated an Emergency Manager. The Emergency Manager is responsible for developing and training an Emergency Management Organization capable of managing the response and recovery of a major emergency in accordance with the provisions of this plan.

Some emergencies may require a self-triggered response. In the event of an emergency in which telephone service is interrupted, members of the Operations and General Staff should first ensure the safety of their families and then report to the EOC.

6.2 Critical Activities

Incidents within the Community are handled through a concerted effort by all responding departments and agencies. The following activities represent critical aspects of a successful incident response.

6.2.1 Readiness

Readiness refers to the activities undertaken by the Community prior to an incident, as well as the Community's ability to recognize disruption and begin restoring services in a timely manner. Developing a culture of readiness also requires continuous operational readiness, which is key to an effective response, and requires plans and procedures to be understood and internalized. The following activities may be undertaken to help ensure preparedness within the Community:

- Regularly assess systems and services for key vulnerabilities.
- Maintain an adequate supply of operational equipment and other resources.
- Ensure that resources are conveniently located and easy to access.
- Regularly review this EOP, and supporting annexes, and apply lessons learned from exercises and real events.

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- Ensure that adequate communications protocols are in place through staff call out lists and emergency contact forms.
- Provide operational and other training opportunities for personnel.
- Develop internal call out forms and procedures.

6.2.2 Initial Notifications

Initial reports of a potential incident may come from a variety of sources:

- First responders on the scene, requiring maintenance to infrastructure or assistance with lifesaving activities.
- Community and County departments requesting support for ongoing response activities.
- Residents reporting incidents via emergency dispatch.

6.2.3 Coordination

The EOP has been developed to support regional assistance and coordination during an emergency situation. Coordination among the responding departments and agencies helps ensure restoration of all critical services in a timely fashion. It is routinely necessary to share resources and personnel during a response to multiple systems, and all responding personnel are expected to accommodate resource sharing to the best of their ability.

In addition, department response duties may not align with each other. Therefore, effective communication is required in order to ensure coordination in carrying out *all* activities within the operation.

Effective coordination requires a proper understanding of the identified roles and responsibilities and command and control frameworks outlined in the EOP and this Functional Annex. Coordination helps ensure the following:

- Properly managed Incident Command.
- Coordinated efforts to restore services to multiple systems.
- Effective resource management.
- Accurate and consistent issuance of standardized public information among the Community Partners.

6.2.4 Information Sharing

One of the most critical functions of the emergency operations is information sharing to ensure that both situational awareness and resource requests can pass into and out of the EOC without interruption.

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6.2.5 Communication

The Garfield County Emergency Communications Authority serves as the formal alert and warning and emergency message distribution point for the Community. Emergency messages may be received via radio, telephone, or the Law Enforcement Data System and will be distributed according to departmental procedures. Messages that affect the overall emergency preparedness of the Community, such as information about the movement of hazardous materials or weather alerts, will be distributed to the Parachute Police Department, Garfield County Sheriff’s Office, GVFPD, and Emergency Manager.

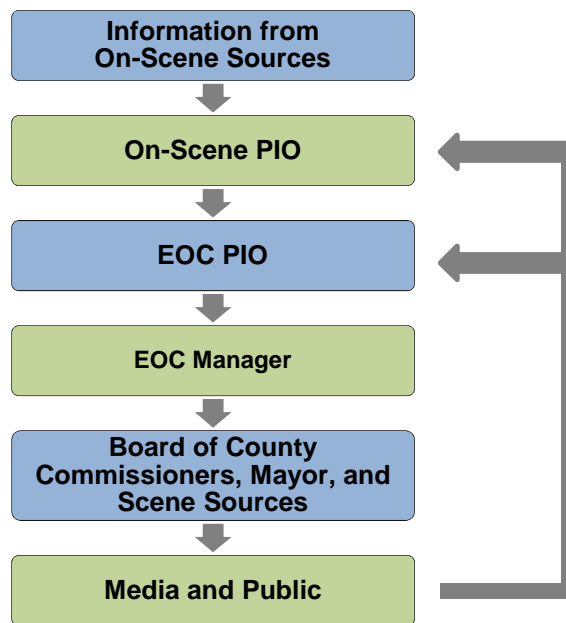
After normal working hours, the Garfield County Emergency Communications Authority will use its emergency contact lists to contact responding department representatives. Once contact with the responding department’s representative is made, it is the responsibility of that representative to determine and activate the appropriate departmental response and further contacts that must be made.

6.3 Emergency Public Information

Until the EOC is opened, the on-scene PIO provides information to the media, with the approval of the on-scene Incident Commander. Once the EOC is activated, PIO functions are directed from the EOC, with news releases approved by the EOC Manager. In addition to formal news releases from the EOC PIO, the on-scene PIO can continue to provide information regarding response activities.

6.3.1 Information Flow

Incident information flow shall be routed as follows.



Appendix A-2 of this annex contains guidelines for the release of information to the media.

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6.3.2 Joint Information System

Providing timely and accurate public information during an emergency of any nature is critical to the overall response efforts. A Joint Information System will be implemented in conjunction with ICS, and a local and/or regional Joint Information Center (JIC) will be established under Unified Command. During a regional or statewide incident, the Community will ensure that procedures are coordinated with those implemented by State and regional PIOs.

Depending on the size and nature of an incident, the JIC may be co-located with an existing EOC/command post or designated as an independent facility. A lead PIO, representing the lead agency for the response, will be assigned to the incident and will maintain the following responsibilities:

- Coordinate information-sharing among the larger PIO network.
- Develop and distribute materials to the general public and media partners under the direction of the EOC Manager.
- Schedule media briefings in a designated location away from the EOC and other emergency operations.

6.3.3 Media Briefing Facilities

During an emergency, media briefing areas may be established in the closest available facility that is capable of handling them.

6.3.4 Media Access to the Scene

- In cooperation with the EOC and the Safety Officer, the on-scene Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with consideration for the safety of media personnel, the impact on response, and the wishes and concerns of the victims.
- If it is not safe or practical to admit all media representatives to the scene, a media “pool” may be created, in which media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a “staged” photo opportunity to tape response vehicles or support activities may satisfy the media’s need for video footage.
- Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.
- Victims and families should be provided access to public officials without having to face media, as appropriate.

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- The media may be allowed access to response personnel, at the discretion of the on-scene Incident Commander, only if such an interview does not interfere with the response effort.
- Response personnel will not comment on the incident without the consent of the Incident Commander. Inquiries should be directed to the designated PIO, with approval of the Incident Commander and the department of jurisdiction.

7 Annex Development and Maintenance

The GVFPD Fire Chief, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that Community staff are familiar with their roles in providing emergency services, the Community will incorporate elements of emergency services into its training and exercise program.

8 Supporting Plans and Procedures

The following documents support emergency services for the Community:

- Garfield County Emergency Operations Plan
 - ESF 2 – Communications
 - ESF 4 – Firefighting
 - ESF 5 – Information and Planning
 - ESF 9 – Search and Rescue
 - ESF 10 – Oil and Hazardous Materials Response
 - ESF 13 – Public Safety and Security
 - ESF 15 – External Affairs
- Garfield County Hazardous Materials Response Plan

State of Colorado

- State of Colorado Emergency Operations Plan and ESFs

Federal

- National Response Framework and ESFs

9 Appendices

- Appendix A Emergency Public Information Templates
 - A-1 Emergency Alert System Templates

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- A-2 Guidelines for Release of Information to the Media
- A-3 Sample Media Statement Format
- A-4 Warning Log

Appendix A Emergency Public Information Materials

- A-1 Emergency Alert System Templates
- A-2 Guidelines for Release of Information to the Media
- A-3 Sample Media Statement Format
- A-4 Warning Log

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Appendix A-1 Emergency Alert System Templates**EVACUATION:**

The [County or Town] is managing a(n) _____ emergency. A State of Emergency has been declared. The Incident Command and [County Commissioners or Mayor] are requesting the immediate evacuation of the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south due to _____. Please take medications and personal hygiene supplies with you and evacuate to (a point) _____ by traveling _____. Failure to evacuate may result in life endangerment. The American Red Cross is opening shelters for those affected by the evacuation at _____. If you need help evacuating your home, please signal emergency workers by placing a white cloth on your front door or calling the Community at _____.

SHELTER IN PLACE:

The Incident Command and [County Commissioners or Mayor] are urging citizens for the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south to take the following protective actions due to _____. Stay indoors with all windows closed. If you must go outdoors for any reason, _____. Failure to follow these instructions may result in damage to _____. Please stay tuned to this station for further details.

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Appendix A-2 Guidelines for Release of Information to the Media

The following guidelines shall be used in evaluating and releasing information concerning the incident:

1. Accurate information will be provided to the media. Facts that can be confirmed should be released as soon as possible. If little information is available, the following statement should be issued:

“We are aware that an (incident/accident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). Emergency crews are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (location), and will alert the media at least 1/2 hour prior to the briefing. At this time, the briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.”

2. Emergency information dissemination should be restricted to approved, specific, and verified information concerning the incident and should include:
 - a. Nature and extent of emergency occurrence.
 - b. Impacted or potentially affected areas of the Community.
 - c. Advice on emergency safety procedures, if any.
 - d. Activities being conducted by the Community to combat the hazardous conditions or mitigate the effects.
 - e. Procedures for reporting emergency conditions to the EOC.
3. Information concerning the incident should be consistent for all members of the media.
4. Information should be presented in an objective manner.
5. Rumor control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

“We will not confirm _____ until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

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6. Information that media representatives often request includes:
 - a. Emergency: What is it?
 - b. Location: Where is it?
 - c. Time: When did it occur? How long will it last?
 - d. Fatalities: Are there any? How many?
 - e. Injuries: Are there any? How many? What is the nature of the injuries?
 - f. Injured: Where are they being treated? Where can family members call to get information?
 - g. Involved agencies: What agencies responded? How many? What level of involvement do they have?
7. Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
 - a. Personal conjecture about the course of the emergency or the conduct of response.
 - b. Opinions about evidence, or a suspect or defendant's character, guilt, or innocence.
 - c. Contents of statements used in alibis, admissions, or confessions.
 - d. References to the results of various tests and examinations.
 - e. Statements that might jeopardize the testimony of witnesses.
 - f. Demeaning information/statements.
 - g. Information that might compromise the effectiveness of response and recovery.
8. In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the District Attorney's and Coroner's office.
9. Confidential information is not to be released. This includes home phone numbers of Community personnel, volunteer emergency workers, and any unpublished fire stations and Community telephone numbers.
10. Public information briefings, releases, interviews, and warnings shall be logged and tape-recorded. Copies shall become part of the final incident package.
11. Do not commit to firm briefing times unless it is certain that these times can be kept.

Appendix A-3 Sample Media Statement Format

MEDIA RELEASE

Date: _____

Time: _____

Press Release #: _____

TYPE OF INCIDENT: _____

Location: _____

Date: _____ Time: _____

Narrative details about incident: _____

For further information, please contact _____
at _____.

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A-4 Warning Log

ISSUED DATE _____ TIME _____

SITUATION _____

WARNING ISSUED _____

WARNING REISSUED: YES _____ NO _____

DATE _____ TIME _____

DATE _____ TIME _____

DATE _____ TIME _____

NEW WARNING ISSUED

DATE _____ TIME _____

WARNING TERMINATED

DATE _____ TIME _____

SIGNATURE OF TERMINATING OFFICIAL

X _____

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FA 2 – Human Services

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FA 2 Tasked Agencies	
Primary Agencies	Garfield County Human Services Department
Supporting Agencies	Garfield County School District 16 Garfield County Animal Control Garfield County Emergency Management Garfield County Housing Authority Garfield County Public Health and Environment Garfield County Sheriff's Office Grand River Health Grand Valley Fire Protection District Parachute Police Department Parachute Veterinary Clinic Local Community- and Faith-Based Organizations (e.g., American Red Cross, Salvation Army)

1 Purpose and Scope

This annex provides information regarding the Community’s response to the needs for mass care/sheltering, human services, and public health support for victims of natural and technological emergencies and disasters. It outlines basic roles and responsibilities for primary agencies, provides a concept of operations to assist the Community in coordinating emergency services, and references related authorities, agreements, and supporting plans. The Community Emergency Management Organization, as outlined in the Basic Plan of this Emergency Operations Plan (EOP), is designed to provide support to local human services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures (SOPs) of local response agencies.

This annex covers the following functions:

- Mass Care
- Emergency Assistance
- Housing
- Human Services
- Public Health Services
- Care of Emergency Response Personnel and Emergency Operations Center (EOC) Staff

For larger events that may require short- or long-term housing for disaster victims, County Emergency Management coordinates this need with the Community Emergency Manager. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or

FA 2. Human Services

shelters, and use of other facilities outside the incident area, should evacuation be necessary.

Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items such as food, water, and ice is managed and coordinated via established sites within the Community. Some situations may require coordination and management of volunteer services and donated goods to maximize benefits without hindering response activities.

Emergency response agencies for the Community will also identify and coordinate assistance for Access and Functional Needs Populations (also called Special Needs and Vulnerable Populations) within the impacted area. The term “Access and Functional Needs Populations” describes members of the community who experience physical, mental, or medical care needs who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the Community:

- None at this time.

3 Situation and Assumptions

3.1 Situation

Emergencies or disasters can necessitate evacuation of people from residences that are temporarily uninhabitable, damaged, or destroyed. Providing for these victims will consist of making facilities and services available and coordinating activities with government agencies and volunteer disaster assistance organizations. Emergency shelter or housing needs may be short or long term. When such needs arise, it is the responsibility of the Community to work with the various human service agencies to meet them.

3.2 Assumptions

- Although Community government has primary responsibility for implementing and coordinating the resources and services included in this annex, the Red Cross will manage and coordinate sheltering and mass care operations to the extent of its capability. The Salvation Army will support these operations, and other professional and/or volunteer organizations (e.g., faith-based organizations) that normally respond to emergency/disaster situations will continue to do so.

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- The Red Cross will have agreements in place for use of specific shelters that could be activated by calling the local Red Cross representative. These shelters may be used for specific events associated with the Community and County, as well as housing evacuees from neighboring counties if the need arises.
- Permission to use Red Cross–approved facilities for disaster operations and sheltering will be obtained and agreed upon in writing. Pre-identified facilities intended for shelter and mass care will be available and operational at the time of need.
- Community government and other available response agencies will manage and coordinate all shelter and mass care activities until the Red Cross has arrived on scene, assessed the situation, and activated procedures for preparing and operating shelters.
- Assistance will be available through mutual aid agreements with the County, other counties, other regions, and State and federal emergency agencies and organizations.
- Unique demands will be placed on the delivery of human services, including crisis counseling, emergency assistance, and the care of access and functional needs groups. As a consequence, the clientele groups of both local and State human service organizations will increase.
- Under localized emergency conditions, a high percentage of evacuees will seek lodging with friends or relatives rather than go to established facilities.
- If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

4 Human Services Functions

When an incident occurs that requires evacuation, preparations will begin for receiving evacuees at selected facilities. Essential personnel, including volunteers, will be alerted; pre-positioned material resources (cots, blankets, food, etc.) will be made ready; and medical facilities will be alerted to the possibility of receiving evacuee patients. Participating agencies will provide food and clothing as needed, assist with registration of evacuees/victims, and provide information to assist victims who need additional services. Once the incident transitions to the recovery phase, the human needs of victims should be continually assessed and met as necessary via one or more Disaster Recovery Centers.

4.1 Mass Care

Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites. The Red Cross will assist in registering evacuees and, as applicable, will coordinate information with appropriate government agencies regarding evacuees housed in Red Cross shelters.

4.1.1 Shelter

Protective shelters are life-preserving; they are designed to afford protection from the direct effects of hazard events and may or may not include the life-supporting features associated with mass care facilities. In contrast, mass care facilities are life-supporting; they provide protection from the elements and basic life-sustaining services when hazard events result in evacuations. The latter category of facilities is the focus of this annex and is designated as “Reception and Care” facilities in local Red Cross sheltering plans.

The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Public school facilities will receive prime consideration for use as emergency mass care facilities; such use will be coordinated with school officials. Selected facilities will be located far enough from the hazard area to preclude the possibility of the threat extending to the mass care facility. Agreements for use of some facilities have been obtained by the Red Cross. The Community will obtain permission from owners to use other facilities as required. When Red Cross facilities are opened, the Red Cross will be responsible for maintaining all functions and staffing according to Red Cross policy. The Red Cross will maintain listings of qualified and trained shelter and lodging facility managers.

Options for temporary shelter available to the Community during the first 72 hours of an incident include:

- Pre-determined sheltering sites and supplies available through the Red Cross.
- If a Presidential Declaration has been issued, temporary buildings or offices requested through the Federal Coordinating Officer.

A designated member of the Community EOC staff may serve as the Community Shelter Coordinator. Services will be provided through the coordinated efforts of staff members, the Red Cross, the Salvation Army, other State-supported agencies, volunteer agencies, and mutual-aid agreements with various support groups. Law enforcement agencies will provide security at shelter facilities, where possible, and will also support back-up communications, if needed.

Food will be provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Feeding operations are based on nutritional standards and, if possible, should include meeting dietary requirements of victims

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with special dietary needs. The Red Cross will be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies. The Red Cross will coordinate all mass feeding and other services needed at open shelters within the Community's jurisdiction with Community Emergency Management via the Community EOC.

Shelter/lodging facility managers will be responsible for the operation of their individual facilities. The primary communications link between shelter facilities and the EOC will be landline and cellular phones. If telephones cannot be used or are overloaded, law enforcement personnel may provide radio assistance. Shelter facility managers should arrange for persons in their facilities to monitor prescribed communication sources for guidance and announcements.

4.1.2 Sheltering Service and Companion Animals

The Community, the Red Cross, and other organizations or groups providing sheltering and mass care will comply with Americans with Disabilities Act (ADA) requirements for service animals, as well as with facility owners' and County regulations regarding the presence of service animals in shelters.

However, pets are not allowed in Red Cross shelters. Depending on the emergency, evacuees may be requested to provide food and water for pets prior to leaving their homes, or they may take small animals to a pet care facility at their own direction and expense.

4.1.3 Bulk Distribution

Emergency relief items to meet urgent needs are distributed via established sites within the affected area. Distribution of food, water, and ice through federal, State, and local governmental entities and nongovernmental organizations is coordinated at these sites. The Red Cross will coordinate all bulk distribution activities needed within the Community's jurisdiction with the Community Emergency Manager via the Community EOC.

4.2 Disaster Welfare Information

Disaster Welfare Information collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunifying family members within the affected area. The Red Cross will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists. County Amateur Radio Emergency Services provides support to the Red Cross and Community Emergency Management in gathering, disseminating, and managing disaster welfare information.

4.3 Long-Term Housing

All housing needs identified during and following emergency incidents or disasters impacting the Community will be coordinated through the County Emergency Manager via the County EOC. In some disaster situations, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends, or in commercial facilities. To the greatest extent possible, local and county government will coordinate post-disaster housing needs for the homeless population.

4.4 Social Services

4.4.1 Behavioral Health

The Community relies on the County Health and Human Services Department for behavioral health services during a disaster. Details regarding the provision of these services are provided in the County EOP.

Additional agencies and organizations involved with providing crisis counseling and mental health support to victims and families, the first responder community, and Access and Functional Needs Populations include:

- Area hospitals
- County and regional volunteer organizations
- Local nursing homes and care facilities

See the County EOP, Emergency Support Function (ESF) 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services for more details.

4.4.2 Access and Functional Needs Populations

The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance. The Community will seek the assistance of the County Health and Human Services Department and other human service agencies or organizations to assist in coordinating the emergency housing, sheltering, and feeding of Access and Functional Needs Populations. The following is a detailed description of the types of support individuals within each functional need category may require:

- **Maintaining Independence.** Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.); durable medical equipment (wheelchairs, walkers, scooters, etc.); service animals; and/or attendants or caregivers. Supplying needed

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support to these individuals will enable them to maintain their pre-disaster level of independence.

- **Communication.** Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.
- **Transportation.** Individuals who cannot drive or who do not have vehicles may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., vehicles with lift equipment or oxygen facilities) or information about how and where to access mass transportation during an evacuation.
- **Supervision.** Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's disease, or psychiatric conditions such as schizophrenia or intense anxiety). Young children may be unable to identify themselves if separated from their caregivers, and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- **Medical Care.** Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power-dependent equipment to sustain life. These individuals require the support of trained medical professionals.

4.4.2.1 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the Community. In particular, the Community will focus on the following issues when planning for children:

- **Preparedness.** Program and planning activities that relate to the needs of children. This includes involving members of the community familiar with children's issues.
- **Evacuation.** Identifying where children are located (schools, daycares) and how they will be evacuated.

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- **Shelter.** Identifying resources for diapers, formula, and food appropriate for all ages; portable cribs and playpens; and staffing resources needed to supervise unaccompanied children.
- **Public Outreach and Education.** Promoting personal preparedness among families with children as well as at local schools and daycares.

4.4.2.2 Animals in Disaster

As resources allow, the Community will consider issues particular to household pets and service animals. Preparing for the care of animals during a disaster is the responsibility of owners; however, the Community recognizes that the following services may be needed in a disaster:

- Animal pickup – large and/or small animals
- Animal housing – in house and/or temporary shelters
- Food for evacuated animals
- Medical care
- Information and referral
- Financial assistance
- Animal rescue

Equipment and supplies that may be necessary include:

- Portable cages, crates, and cardboard cat carriers
- Box traps
- Nets
- Temporary livestock stalls
- Food

The Community may coordinate with local animal owners, veterinarians, and animal advocacy groups to address animal-related issues that arise during an emergency. If local resources are insufficient to meet existing needs, the Community may request assistance through County Emergency Management.

4.4.2.3 Managing, Transporting, and Communicating

Agencies and organizations involved in managing, transporting, and communicating with Access and Functional Needs Populations during an emergency and pertaining to mass care include:

- Area hospitals

- Private clinics and care facilities
- Red Cross and other volunteer agencies
- Local school districts including Garfield School District 16
- Local radio stations serving the Community

Nursing homes and residential care facilities are required to have disaster and emergency plans in place that ensure the transfer of clients to appropriate facilities.

4.5 Public Health Services

The County Public Health Department provides public health services to all citizens within the County. Contact with the Department will be made through County Emergency Management during a major emergency.

The County Public Health Department is responsible for developing plans to address how public health personnel plan for, respond to, and recover from all hazards that may impact public health, including communicable disease, pandemic scenarios, chemical incidents, radiological incidents, and bioterrorism. The department maintains a comprehensive EOP and guidelines for public health personnel responding to a public health incident in the County.

County public health administrators are charged with the strict and thorough enforcement of the public health laws of Colorado. As part of their duties, they may enact protective public health measures on matters relating to the preservation of life and health of the people of the State. In addition to naturally occurring pandemics, a bioterrorism event may be the most challenging experience the public health arena will ever face. The control of such an epidemic requires a coordinated effort of public health services, public safety agencies, and emergency management organizations traditionally lacking in integrated operations.

The County Public Health and Department will request emergency medical, health, and welfare services not available in the County from the State.

See the County EOP, ESF 8 – Public Health and Medical Services for more details.

4.6 Care of Response Personnel and Emergency Coordination Center Staff

Arrangements for the feeding and sheltering of EOC staff are the responsibility of the Logistics Section. As space allows, EOC staff will sleep and eat at the EOC. Sleeping areas may also be set up in other facilities.

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Response personnel will be released to their homes or stations to sleep. If necessary, space may be arranged in a shelter. This shelter should be different than the one used for disaster victims or evacuees.

Families of response personnel may be sheltered together in the event of an extended incident involving a major shelter operation. This will facilitate keeping families informed and help maintain the morale of response personnel.

5 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

5.1 Emergency Manager

The Emergency Manager may be responsible for the following actions in support of an emergency:

- Coordinate emergency preparedness planning and exercise activities.
- Identify local government's authority, responsibility, and role in providing long-term temporary emergency housing for disaster victims.
- Assess the situation and issue appropriate notifications to activate and staff the EOC, including notification of the Red Cross, if it is determined that a representative is needed to coordinate emergency food and shelter.
- Establish a communications link with affected jurisdictions, volunteer agencies, and the public and ensure that they are kept informed of available shelters.
- Assist in coordinating logistics to support operations and ensure that the provisions of any memorandum of understanding (MOU) are implemented, as necessary.
- Pursue additional mass care-related MOUs with local retailers and service providers.
- Assist in procurement of mass care resources, including food, water, and sheltering equipment.
- Coordinate with local, State, and federal agencies in damage assessment and cost recovery activities, as well as identifying long-term temporary emergency housing options.

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- Ensure that necessary communication activities are conducted to inform the public of disaster recovery activities, including information regarding long-term temporary emergency housing assistance.
- Continue to assist in restoration of normal services and operations, as appropriate.
- Conduct an after action debriefing/evaluation regarding the overall effectiveness of the Community's efforts in providing emergency food and shelter.

5.2 American Red Cross

The Red Cross provides disaster relief services across Colorado 24 hours a day, seven days a week, 365 days a year. It is not the intent of the Community to supplant the Red Cross as the primary provider and coordinator of emergency housing, sheltering, and feeding services; however, the Community is not relieved of its obligation to safeguard the welfare of its citizens in times of emergencies.

The Red Cross may be responsible for the following actions in support of an emergency:

- Develop and maintain plans, procedures, and policies for establishing, managing, and operating a feeding and sheltering system to meet the needs created by a major disaster.
- Develop and maintain MOUs with local governments to define and clarify roles and responsibilities in preparing for and responding to disasters.
- Participate in regularly scheduled exercises conducted by the Community Emergency Management Organization to test the EOP.
- Implement the response actions outlined in the MOU with the Community, as necessary.
- Evaluate the direct or indirect effects of the hazard on available shelter resources.
- Provide specific resource requirements, including feeding support, clothing and bedding supplies, emergency registration of people, and trained shelter management volunteers.
- Coordinate activities with voluntary organizations active in disaster; faith-based organizations; other social service agencies; and local, State, and federal government to provide emergency food and shelter.
- Assist the Community in determining post-emergency needs for long-term emergency temporary housing, as requested.

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- Prepare a report on the condition of shelter facilities and make arrangements for returning them to normal use.
- Compile a record of emergency expenditures.
- Critique the provision of shelters for people displaced from their residences and institute reforms, as required.

5.2.1 Contacting the Red Cross

The Red Cross's toll free number (1-888-680-1455) is answered at their regional headquarters during normal business hours. After business hours, the number is routed to their answering service, which will take initial information and contact their Regional Duty Officer. The Regional Duty Officer will then contact the agency requesting services in order to obtain additional information before dispatching the appropriate first response agency for incident verification before proceeding.

5.2.2 Red Cross Services

The Red Cross works with those impacted to assess their unmet disaster-caused needs. Services they may provide include:

- Temporary and emergency shelter (congregate shelter or hotel lodging).
- Feeding (distributing meals or financial assistance to purchase food).
- Clothing (ensuring there is a change of clothing available).
- Mental health support.
- Essential medications and medical supplies.
- Referrals to other agencies for additional services.

The Community will contact the Red Cross if evacuations are occurring; there are people that need food, clothing, or shelter as a result of a disaster; there are people that need mental health support as a result of a disaster; and/or there are people who have lost their essential medications or medical equipment (e.g., eyeglasses, cane) in a disaster.

5.3 Grand Valley Fire Protection District

The Grand Valley Fire Protection District may be responsible for the following actions in support of an emergency response:

- Provide personnel, supplies, materials, and facilities as available in support of this function.
- Establish shelter Emergency Medical Services response plan.

- Provide fire and line safety inspections, as appropriate.
- Support mass-care services, as available.

5.4 Parachute Police Department/Sheriff's Office

The Parachute Police Department and Garfield County Sheriff's Office may be responsible for the following actions in support of an emergency response:

- Assist with shelter security and communications.
- Support mass-care services, as available.

5.5 Emergency Management

Emergency Management may be responsible for the following actions in support of an emergency response:

- Provide liaison with the Red Cross.
- Assist in dissemination of public information in coordination with the Community PIO.
- Maintain a list of available shelters in the County.

5.6 Garfield County Human Services Department

The Garfield County Human Services Department may be responsible for the following actions in support of an emergency response:

- Upon request, screen shelter residents and visitors for communicable diseases.
- Establish and monitor isolation space.
- Provide staff and supplies for immunizations as directed by the medical officer.
- Provide advice on sanitation measures for emergency food and water.
- Monitor garbage and waste disposal.

5.7 Garfield County School District 16

The School District may be responsible for the following actions in support of an emergency response:

- Provide shelter locations as appropriate.
- Support shelter set-up and maintenance, if available.
- Assist with procurement of food and water, if available.

5.8 Garfield County Housing Authority

The Garfield County Housing Authority may be responsible for the following actions in support of an emergency response:

- Assist with temporary and permanent housing support to residents impacted by the disaster.
- Identify rental assistance support and affordable housing options in the area.

5.9 Garfield County Animal Control

Garfield County Animal Control may be responsible for the following actions in support of an emergency response:

- Identify shelter solutions for pets and livestock.
- Support animal shelter activities.

6 Concept of Operations

6.1 General

In cooperation with available volunteer disaster assistance organizations, the Community Emergency Manager will ensure the provision of basic human services. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the greatest extent possible, the Community will assist and coordinate the post-disaster housing needs of the homeless. While coordinated Community/Red Cross decision-making is desirable, the Red Cross may independently initiate operations. The Salvation Army and other charitable groups (e.g., faith-based organizations) will provide additional support for disaster victims.

In the case of unmet needs, the Emergency Manager will issue requests for County assistance via the EOC to County Emergency Management. Some emergencies will not entail mass care assistance but will still require a limited amount of emergency food and clothing.

6.2 Readiness

Initial preparedness efforts will begin with identification of population groups requiring special assistance during an emergency (e.g., senior citizens and the handicapped). Needs should be matched to capabilities and resources, and any gaps should be addressed through planning, training, and exercises.

In addition, the following activities will be undertaken to help ensure the Community is prepared to deliver disaster human services:

- Regularly assess identified shelter facilities for function and usability.

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- Determine available mass care resources to better understand regional mass care capabilities.
- Regularly review this Functional Annex (FA), and apply lessons learned from exercises and real events.
- Provide operational training opportunities to Community staff and participate in supporting agencies training opportunities.

6.3 Response

Mass care activities within the Community are undertaken immediately upon determination that a substantial section of the public is in need of support. Specific activities may rely on partner-specific plans, including the Red Cross, Garfield County Housing Authority, and Salvation Army. To be further highlighted in Section 7, the following mass care-related mass care activities will be performed:

- Coordinate and lead all evacuation orders, if necessary. *See FA 1 – Emergency Services and Incident Annex (IA) 9 – Evacuation for more details.*
- Support the Red Cross and other partners in the set-up, operations, and demobilization of all shelters and mass care facilities.
- Ensure that emergency medical services are provided following the immediate detection of an emergency.
- Coordinate and support the communication of disaster welfare information services.
- Coordinate long-term housing options following the immediate response of an emergency.
- Provide crisis counseling and mental health services.
- Manage all volunteer and donation efforts in the Community.

6.4 Transition to Recovery

Once the incident transitions to the recovery phase, human needs of victims should be continually assessed and met as necessary via one or more Disaster Resource Centers. In addition, the Community may be required to consider the following:

- Transitional and permanent housing needs.
- Ongoing mental health service needs.
- Unemployment support and workforce development needs.

- Public health concerns caused by the incident.

7 Annex Development and Maintenance

The Emergency Manager, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that Community staff are familiar with their roles in providing human services, the Community will incorporate elements of human services into its training and exercise program.

8 Supporting Plans and Procedures

The following documents support human services for the Community:

- Garfield County Emergency Operations Plan
 - ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services
 - ESF 7 –Resource Support
 - ESF 8 – Public Health and Medical Services
 - ESF 11 – Agriculture and Natural Resources
 - ESF 14 – Long-Term Community Recovery
- State of Colorado Emergency Operations Plan and ESFs
- State of Colorado Recovery Plan
- National Response Framework and ESFs

9 Appendices

Appendix A Shelter Survey Form

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Appendix A Shelter Survey Form

This form is intended to record information needed to make decisions when it becomes necessary to open a shelter.

<p>Directions: Please print all information. Complete one survey for each <u>area</u> within a facility that is to be used as a shelter or, if the entire facility is to be used as a shelter, for each facility. Complete all sections as thoroughly as possible, indicating numbers, space dimensions, etc. This form is generic to many types of facilities; some of the questions on this form may not apply to every site. In such cases, answer not applicable (N/A).</p>	
General Facility Information	
Facility Information	
Facility Name:	
Name/Description of area in this facility being surveyed for use as a shelter (e.g., gymnasium):	
Are there other areas in this facility being surveyed? If yes, name them.	
Governing Agency/Owner:	
Street Address:	
Town/Community:	Zip Code:
Latitude:	Longitude:
Map Locator Information (map name, page, grid):	
Mailing Address (if different):	
Business Phone Number: () -	Fax Number: () -
E-mail Address (if applicable):	
<p>Primary Contact to Authorize Facility Use: Name: _____ Day Phone: (_____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (_____) _____ - _____ E-mail: _____</p>	<p>Alternate Contact to Authorize Facility Use: Name: _____ Day Phone: (_____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (_____) _____ - _____ E-mail: _____</p>

<p>Primary Contact to Open Facility: Name: _____ Day Phone: (_____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (_____) _____ - _____ E-mail: _____</p>	<p>Alternate Contact to Open Facility: Name: _____ Day Phone: (_____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (_____) _____ - _____ E-mail: _____</p>
---	---

Facility Physical Information
 Attach a sketch or copy of the facility floor plan.

Availability for Use/Use Restrictions

Some facilities are only available during certain times due to other activities. Please indicate the periods that the facility is available.

Facility available for use at any time of the year.

Facility **only** available for use during the following time periods:
 From: to
 From: to

Facility **is not** available for use during the following time periods:
 From: to
 From: to

Is the facility within 5 miles of an evacuation route? Yes No

Is the facility within 10 miles of hazardous materials storage or disposal site? Yes No

Are there trees, towers, or other potential hazards that could impact the safety of the facility or block access to it after a disaster? Yes No
 If yes, please describe:

Is smoking allowed in the facility buildings? Yes No
 Is smoking allowed on the facility grounds? Yes No

Capacity

Shelter Capacity - How many persons can be accommodated for sleeping?
 Area available for shelter use:
 Length: _____ x Width: _____ = Total Area: _____
Record only useable space. For example, if a room is 600 square feet but has furniture or fixtures that occupy half of that space and can't or won't be removed, the useable space is 300 square feet.

The area listed above is is not is partially disabled accessible.

Calculation of Shelter Capacity (Total area ÷ Square feet per person = Capacity)
 Recommended range of square feet per person by shelter type:
 Evacuation shelter: 15 to 30 square feet per person
 General shelter: 40 to 60 square feet per person
 Access and Functional Needs Shelter: 80 square feet per person

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Type of Shelter	Total Area	Square Feet/Person	Capacity *
<input type="checkbox"/> Evacuation			
<input type="checkbox"/> General			
<input type="checkbox"/> Access and Functional Needs			
* Does the actual layout of the area being surveyed decrease the usable space and significantly impact the capacity of the area? If so, explain.			
Seating Capacity - How many persons can be accommodated in fixed (not pull-out) seating areas (bench and flip-up type seating)?			
<input type="checkbox"/> Bench	Measured Linear Feet of Bench _____ ÷ 16 ft ² /person = Bench Seating Capacity _____		
<input type="checkbox"/> Chairs	Number of Chairs Counted = _____ = Seating Capacity _____		
<input type="checkbox"/> Not Applicable			
Parking			
Number of on-site parking spaces (do not include on-street parking in this figure):			
Number of handicapped parking spaces:			
Do curb cuts exist in and exiting the parking area that are at minimum 35 inches wide? <input type="checkbox"/> Yes <input type="checkbox"/> No			
When the facility is in normal use (e.g., school in session): <input type="checkbox"/> On-site parking is adequate for shelter residents <input type="checkbox"/> Off-site parking is available as noted below (e.g., on streets around the school): _____ _____ <input type="checkbox"/> There is not adequate on-site or off-site parking available		When the facility is not in normal use (e.g., school not in session): <input type="checkbox"/> On-site parking is adequate for shelter residents <input type="checkbox"/> Off-site parking is available as noted below (e.g., on streets around the school): _____ _____ <input type="checkbox"/> There is not adequate on-site or off-site parking available	
General Facility Construction			
Facility Construction <input type="checkbox"/> Wood Frame <input type="checkbox"/> Prefabricated <input type="checkbox"/> Concrete <input type="checkbox"/> Trailer <input type="checkbox"/> Masonry <input type="checkbox"/> Bungalow <input type="checkbox"/> Metal <input type="checkbox"/> Pod <input type="checkbox"/> Portable Classroom <input type="checkbox"/> Other If "Other," describe:		Number of stories: Elevator: <input type="checkbox"/> Yes <input type="checkbox"/> No Where, in relation to shelter area?	Approximate year of construction: Chair Lift: <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity:

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<input type="checkbox"/> Accessible doorways (minimum 35 inches wide)	<input type="checkbox"/> Ramps (minimum 35 inches wide): <input type="checkbox"/> Fixed <input type="checkbox"/> Portable							
<input type="checkbox"/> Automatic doors or appropriate door handles	<input type="checkbox"/> Level Landings							
Open Space: Indicate quantity and size (square feet)								
<input type="checkbox"/> Athletic Field(s):								
<input type="checkbox"/> Fenced Court(s):								
<input type="checkbox"/> Secured Playground Area								
<input type="checkbox"/> Other:								
Fire Safety								
<i>Some facilities that appear to be suitable for sheltering might not meet local fire codes based on building Capacity. It is recommended that local codes be examined to determine if the facility meets them.</i>								
Does the facility have inspected fire extinguishers?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have functional fire sprinklers?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have a fire alarm?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, choose one:	<input type="checkbox"/> Manual (pull down) <input type="checkbox"/> Automatic							
Does the fire alarm directly alert the fire department?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have an internal fire hose system?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have smoke detectors in/near the shelter area?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Sanitation Facilities								
Indicate the quantity of only those sanitation facilities that will be accessible to shelter staff and residents near the area being surveyed for use as a shelter. If more than one area within the facility is being surveyed, only describe the sanitation facilities that will be for the exclusive use of the shelter area described in this survey.								
Standards for ADA-compliant, accessible features for people with disabilities:								
<u>Toilets:</u> Bathroom stall (38 inches wide); Grab bars (33–36 inches wide)								
<u>Showers:</u> Shower stall (36 x 36 inches); Grab bars (33–36 inches in height); Shower seat (17–19 inches in height); Fixed shower head (48 inches in height) or Hand-held spray unit with hose accessible for people with disabilities:								
<u>Sinks:</u> Sink (34 inches in height); Towel dispenser (39 inches in height)								
	Urinals	Toilets	Showers	Sinks				
	ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant
Men’s								
Women’s								
Unisex								
Total								
Are there any limitations on the availability of these facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, describe limitations (e.g., only during specific time blocks, etc.):								
Are there baby diaper changing tables in any of the restroom facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No								

Food Preparation Facilities		
<input type="checkbox"/> There are no food preparation or food service capabilities at this facility		
<input type="checkbox"/> Full-Service Kitchen: food is stored, prepared, and served on site. If full-service, number of meals that can be produced: _____		
<input type="checkbox"/> Food is prepared off site by a central kitchen and served on site Central Kitchen Contact: _____ Phone Number: () _____		
<input type="checkbox"/> Warming Oven Kitchen		
Appliances/Equipment: Indicate quantity and size (square feet) as appropriate.		
Refrigerators:	Walk-in Refrigerators:	Industrial Refrigerators:
Freezers:	Walk-in Freezers:	Roasters:
Burners:	Griddles:	Warmers:
Ovens:	Convection Ovens:	Microwaves:
Steamers:	Steam Kettles:	Food Processors:
Ice Machines:	Sinks:	Number of Sink Compartments:
Commercial Dishwasher (<i>approved sanitation levels</i>):		Non-commercial Dishwasher:
Location of equipment if in area other than kitchen:		
Dining Facilities		
Dining area on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Location:	
Snack Bar: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, seating capacity:	
Cafeteria: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, seating capacity:	
Other indoor seating: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe; include size and seating capacity:	
Total estimated seating capacity for eating:		
Standards for accessible for people with disabilities		
Tables (28–34 inches in height); Serving Line/Counter (28–34 inches in height); Aisles (minimum 38 inches wide)		
Are there accessible tables? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number:	Are serving line/counters accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are aisles accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional comments related to food preparation or dining areas:	
Health Service Facilities	
Number of private rooms available:	Access to locked refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total square footage of available space for health care needs:	
Location of health service area:	
Laundry Facilities	
Number of clothes washers:	Number of clothes dryers:
Availability to shelter operator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are laundry facilities coin operated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special conditions or restrictions:	
<u>Facility Services Information</u>	
Electricity	
Emergency (generator power) on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Capacity in kilowatts:
Is facility staff required to operate emergency generator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
This generator powers: <input type="checkbox"/> Facilities throughout the shelter area <input type="checkbox"/> Only emergency lights and other critical circuits in the shelter area <input type="checkbox"/> No generator serves the shelter area	
Estimated run-time without refueling (in hours):	<input type="checkbox"/> Auto start <input type="checkbox"/> Manual start
Fuel type:	
Emergency fuel serve (fuel reserve) availability: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, quantity (in gallons):
Utility Company/Vendor:	Emergency Phone Number: () -
Generator Fuel Vendor:	Emergency Phone Number: () -
Generator Repair Contact:	Emergency Phone Number: () -
Heating	
Source of heat: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel	
Shelter area is heated: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Cooling	
Source of cooling: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane	
Shelter area is air conditioned: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Water	
Source of Water: <input type="checkbox"/> Municipal <input type="checkbox"/> Well(s) <input type="checkbox"/> Trapped Water	
If trapped, potable (<i>drinkable</i>) storage capacity in gallons:	Non-potable (<i>undrinkable</i>) storage capacity in gallons:
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Cooking: *refer to Food Preparation Facilities for additional information on facility cooking capacities.	
Source of Cooking Energy: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane	
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
<u>Communications Information</u>	
Radio:	
Is there an NOAA Weather Radio at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is it located?	
Is there an emergency communications (ham) radio at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is it located? Who is trained/authorized to operate it? Name: _____ Contact #: ()	
Telephone/fax machines:	
Telephone Service: <input type="checkbox"/> Traditional Landline <input type="checkbox"/> VOIP (internet line)	

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Are there business telephones available to shelter staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list any restrictions:
Are there business telephones available to shelter occupants: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list any restrictions:
Are there accessible telephones (49 inches from floor)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of accessible phones:	Is there Telecommunications Device for the Deaf (TDD) availability? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there earpiece telephones (volume adjustable)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there fax machines available to shelter staff? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there speaker telephone/conference availability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total number of fax machine telephone lines:
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Computers:	
Type of internet service connection: <input type="checkbox"/> Dial-up <input type="checkbox"/> High-Speed <input type="checkbox"/> Cable <input type="checkbox"/> Wireless	
Computers available to shelter staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there public access to computers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of computers:	
Location of computers for evacuee use:	
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Television:	
Is there a TV available for shelter use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of cable TV drop for shelter area:	
<u>Shelter Management Information</u>	
This section is designed to identify shelter use capabilities of the facility for registration, management, and pet-care.	
Shelter Management	
Location of shelter registration:	Is there a computer network drop in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No

Location of office for shelter management team:	Is there a computer network drop in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone number in this office:	
Shelter supply kit is located:	
Key for kit is located:	
Pet Care Capacity: if applicable	
Pets could be housed: <input type="checkbox"/> On site in existing facility Capacity: _____ <input type="checkbox"/> On site using additional resources (Tents/Trailers) Capacity: _____ <input type="checkbox"/> Combination of existing facility and additional resources <input type="checkbox"/> Off site	
Location of pet intake area:	Location of pet shelter area:
Is the space used for the pet shelter area near chemicals: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of outdoor pet walking area:	
Facility Staff	
Facility personnel required when using facility: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility kitchen staff required when using facility kitchen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Voluntary organizations (such as church or fire auxiliaries) required when using the facility: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sanitation/Maintenance staff required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will any of the above groups be experienced or trained in shelter management? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Shelter Agreement Information	
Does the facility/owner have a current agreement for use as emergency shelter? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date:	Updated:
Additional information about agreement, if applicable:	
Additional notes (use additional page as needed):	

Survey completed/updated by:		Date:	
<i>Printed name and title of authorized facility personnel:</i>		<i>Signature of authorized personnel:</i>	
<i>Agency/Organization of authorized facility personnel:</i>			
<i>Printed name and title of shelter surveyor:</i>		<i>Signature of shelter surveyor</i>	
<i>Agency/Organization of surveyor:</i>			
<p>Shelter Determination:</p> <p><input type="checkbox"/> Facility can be used as general emergency shelter.</p> <p><input type="checkbox"/> Facility can be used as an evacuation shelter.</p> <p><input type="checkbox"/> Facility can be used as an access and functional needs shelter.</p> <p><input type="checkbox"/> Facility can be used as a pet-friendly shelter</p> <p><input type="checkbox"/> Facility will not be used as a shelter.</p> <p>Facility is ADA-compliant: <input type="checkbox"/> Partially <input type="checkbox"/> Fully <input type="checkbox"/> Not ADA Accessible</p> <p>Is this shelter entered in the National Shelter System (NSS)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NSS ID: _____</p>			

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FA 3 – Infrastructure Services

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FA 3. Infrastructure Services

FA 3 Tasked Agencies	
Primary Agencies	Battlement Mesa Metro District Garfield County Road and Bridge Garfield County School District 16 (Transportation) Parachute Public Works Department
Supporting Agencies	Colorado Department of Transportation Garfield County Sheriff's Office Grand Valley Fire Protection District Parachute Police Department Local Utilities: <i>Water and Sewer: Parachute/Battlement Mesa Metro District</i> <i>Electricity: Holy Cross, Xcel Energy</i> <i>Gas and Propane: Xcel Energy</i> <i>Telephone/Internet/TV: CenturyLink</i>

1 Purpose and Scope

This annex provides information regarding the coordination of infrastructure, public works, damage assessment, and engineering services during all phases of emergency management. It outlines basic roles and responsibilities for primary agencies, provides a concept of operations to assist the Community in coordinating emergency services, and references related authorities, agreements, and supporting plans. The Community Emergency Management Organization, as outlined in the Basic Plan of this Emergency Operations Plan (EOP), is designed to provide support to local infrastructure services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures (SOPs) of local response agencies.

The annex covers the following functions:

- Transportation
- Infrastructure Repair and Restoration
- Energy and Utilities
- Debris Management

See Functional Annex (FA) 4 for information on Damage Assessment.

2 Policies and Agreements

The following policies and agreements are currently in place to support infrastructure services for the Community:

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- Inter-local agreement between Town of Parachute and Battlement Mesa Metro District for water supply inter-connect in case of emergency.

3 Situation and Assumptions

3.1 Situation

In a major disaster or emergency, response and recovery needs may exceed local response capabilities. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged and partially or fully inoperable. A major disaster may affect the lives of local response personnel and their families and prevent them from performing their prescribed emergency duties. Similarly, equipment in the immediate disaster area may be damaged or inaccessible. Sufficient resources may not be available to the Community to meet emergency requirements. County and State assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, coordinated, effective response.

3.2 Assumptions

- Response operations for the Parachute Public Works Department and/or Battlement Mesa Metro District will include assisting law enforcement and fire services in traffic control and rescue operations and clearing and maintaining critical lifeline routes (Garfield County Road and Bridge will assume lead role for clearing and maintaining critical lifeline routes for Battlement Mesa).
- In a natural hazards event such as flood, windstorm, or earthquake response, the Parachute Public Works Department and/or Battlement Mesa Metro District will generally be assigned or assume the lead agency role for all water and sewer operations.

4 Infrastructure Services Functions

4.1 Infrastructure Repair and Restoration

The Community has identified critical infrastructure and resources to be protected and prioritized during an emergency event or disaster, to the greatest extent possible. During an emergency situation, the protection of human lives will take precedence during all facets of response, and essential services within the Community will be maintained as long as conditions permit.

Infrastructure repair and restoration actions may include:

- Conduct pre- and post-incident assessments of public works and infrastructure.

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- Execute emergency contract support for life-saving and life-sustaining services.
- Coordinate technical assistance, including engineering expertise, construction management, and contracting and real estate services.
- Provide emergency repair of damaged public infrastructure and critical facilities.

See the County EOP, Emergency Support Function (ESF) 3 – Public Works and Engineering for more details.

4.2 Energy and Utilities

A utility failure would impact the availability of essential services such as the water supply, electrical power, natural gas, telephone, and sanitary sewer services. While a failure may result from natural or human-created causes, the severity of the incident must be measured by the duration of the disruption of the service and its impact on life and property.

It is expected that public and private utility providers, such as those providing power, water, natural gas, petroleum, sanitation, or communications services, will develop internal organizational procedures that will guide operations after a major event. These procedures should facilitate the basic assessment of what happened, what can be done about it, and what is needed. If appropriate, this information should be provided to the Community EOC as soon as possible.

Contact with utility providers may be established by the Emergency Manager or through the Community EOC to coordinate resources, establish priorities, assess and document damages, and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions. Utility providers will be invited to send a liaison to the Community EOC to facilitate coordination between agencies.

Energy- and utility-related actions may include:

- Collect, evaluate, and share information regarding energy/utility system damage and estimations of the impact of outages/failures within affected areas.
- Coordinate restoration of service in impacted areas.
- Ensure backup power and utility sources for critical facilities.

See the County EOP, ESF12 – Energy for more details.

4.3 Debris Management

A debris management plan defines the roles, responsibilities, and procedures and provides guidance for development and implementation of all elements involved

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in managing debris removal operations in the response and recovery phases of a disaster.

Garfield County Road and Bridge will address larger debris management issues for the County. If needed, the Community will request the following infrastructure services from County Emergency Management:

- Identify and label uninhabitable/unsafe structures.
- Establish priorities and processes for issuing demolition and building permits.
- Stabilize damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- Develop and designate emergency collection, sorting, and debris routes and sites for debris clearance from public and private property.

In the case of a widespread debris-generating event, Garfield County Road and Bridge provide all available resources to support debris management activities on private roads and properties.

See the County's Debris Management Plan for more information.

5 Roles and Responsibilities

See Appendix A – Roles and Responsibilities Checklist for more information.

5.1 General Responsibilities

The activities and responsibilities for each department in support of infrastructure services will vary depending on the type of resource, length of the warning period, and duration of the incident.

5.1.1 Emergency Manager

The Emergency Manager may be responsible for the following actions in support of an emergency response:

- Regularly brief the Mayor and/or Board of County Commissioners on situational developments.
- Collect resource requirement information from all Community departments.
- Evaluate the situation and determine whether the EOP needs to be implemented.
- Assess developing conditions and evaluate their potential impact.
- Research sources of needed resources.

FA 3. Infrastructure Services

- Establish and maintain contact with the County; provide updates on developing conditions.
- Consider activating the Emergency Operations Center (EOC).
- Document actions taken and costs incurred.
- Facilitate post-incident analysis.

5.1.2 Parachute Public Works Department/Battlement Mesa Metro District/Garfield County Road and Bridge

The Parachute Public Works Department and Battlement Mesa Metro District may be responsible for the following actions in support of an emergency response:

- Develop and maintain an emergency notification list of department personnel.
- Open emergency response routes for rescue and life-saving operations.
- Restore streets and manage street traffic, including traffic control devices.
- Restore wastewater (sanitary sewer) system capacities.
- Restore and operate sanitary sewer pump stations and pressure mains.
- Interface with utility providers to ensure timely restoration of services.
- Remove and dispose of debris from public rights-of-way and public property that was a direct result of a disaster event.
- Administer existing contracts and develop new ones to restore infrastructure and services.
- Maintain the agency's fleet and provide emergency fuel supplies and equipment necessary to provide for the public's safety, health, and well-being; this will be given top priority during an emergency.
- Maintain and regularly test the Community's emergency generators.
- Coordinate with law enforcement to assist in traffic control.
- Develop and maintain operating procedures for disaster response.
- Establish contracts and relationships with contractors and vendors who may play key roles in repair and restoration of County infrastructure.
- Request assistance through the County, if necessary.

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- Document incident actions and costs incurred.
- Notify regulating agency(s), as appropriate.

5.1.3 Grand Valley Fire Protection District

The GVFPD may be responsible for the following actions in support of an emergency response:

- Notify appropriate personnel of the developing situation.
- Assess the district's minimum resource needs to maintain operations.
- Evaluate potential safety issues and make recommendations to the Safety Officer.
- Provide communication resources and support as needed.
- Provide fire suppression personnel and equipment to support public works response and recovery activities.

5.1.4 Parachute Police Department/Sheriff's Office

The Parachute Police Department and Garfield County Sheriff's Office may be responsible for the following actions in support of an emergency response:

- Assume primary responsibility for closing and/or rerouting traffic on streets to assist movement of people, keep people out of danger, and/or keep them from impeding emergency response activities.
- Coordinate and assist County Road and Bridge in closing County roads and/or rerouting traffic through the Community, if applicable.
- Coordinate and assist the Colorado Department of Transportation and Colorado State Patrol in closing State highways and/or rerouting traffic through the Community, if applicable.
- Alert personnel of developing conditions.
- Assess the department's minimum resource needs to maintain operations.
- Evaluate potential security and safety issues and make recommendations to the Safety Officer.
- Provide law enforcement personnel and equipment to support public works response and recovery activities.
- Provide communication resources and support as needed.

FA 3. Infrastructure Services**5.1.5 Local Utilities**

Local utility companies may be responsible for the following actions in support of an emergency response:

- Coordinate response activities with Parachute Public Works Department and/or Battlement Mesa Metro District regarding restoration of services.
- Make repairs and restore services as soon as possible.
- Support the Community with equipment, personnel, etc., as appropriate.

6 Concept of Operations**6.1 General**

When the EOP is implemented, all activities and resources supporting infrastructure services will be coordinated by the Community EOC staff as identified and managed using the Incident Command System (ICS). The Parachute Public Works Department, Battlement Mesa Metro District, and/or Garfield County Road and Bridge are the lead agencies for infrastructure operations and debris management.

Infrastructure services agencies will focus on restoring vital lifeline systems to the community, with an emphasis on critical roads. These agencies will also emphasize supporting law enforcement, fire, and search and rescue services with evacuation and traffic control capabilities. Other operational priorities include:

- Damage assessment (see FA 4 – Recovery Strategy).
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public’s health and safety.
- Identification and labeling of uninhabitable/unsafe structures.
- Coordination of the closure and repair of transportation infrastructure.
- Repair and restoration of damaged public systems (e.g., water, wastewater, and stormwater systems).
- Coordination with utility restoration operations (power, gas, and telecommunications).
- Prioritization of efforts to restore, repair, and mitigate infrastructure owned by the Community and County.

FA 3. Infrastructure Services

Community agencies may use local contractors to supplement their emergency response capabilities, escalating unmet needs through the County EOC and/or mutual aid partners.

6.2 Readiness

Community infrastructure can require repair and restoration at a moment's notice, and personnel must be ready to carry out all tasks to restore infrastructure services. Readiness refers to activities undertaken within the Community prior to an incident, as well as the Community's ability to recognize and begin restoring services in a timely manner. Developing a culture of operational readiness, which is key to an effective response, requires plans and procedures to be understood and internalized. The following activities will be undertaken to help ensure operational readiness within the Community:

- Regularly assess systems and services for key vulnerabilities.
- Maintain an adequate supply of operational equipment and other resources.
- Ensure that resources are conveniently located and easy to access.
- Regularly review the EOP and supporting forms, and apply lessons learned from exercises and real events.
- Ensure that adequate communications protocols are in place through staff call out lists and emergency contact forms.
- Provide operational training opportunities for personnel.

6.2.1 Monitoring

Personnel in Community departments should know and understand the early signs of a situation that will exhaust resources and require implementation of the EOP. The following activities will help ensure proper situational monitoring:

- Establish department inventory lists to enhance the ability to track resources.
- Monitor the situation before, during, and after any anticipated or ongoing incident.
- Monitor and identify historic problem sites, including culverts, sections of the sewer system, water mains, frequently impacted roadways, and airport, and maritime infrastructure.
- Perform required maintenance on equipment and resources such as vehicles, tools, and machinery.

FA 3. Infrastructure Services

- Identify possible and probable hazards to ensure timely repair and resumption of service by doing the following:
 - Monitor National Weather Service bulletins and communications in preparation for a storm event.
 - Coordinate across departments to receive incident status updates.
 - Deploy personnel to monitor current conditions.

6.3 Response

Response activities within the Community are undertaken immediately after an incident is discovered. Specific response activities may rely on SOPs. The following infrastructure-related initial response activities will be performed:

- Assist in lifesaving activities and providing equipment to support the overall mission of the response.
- Perform a Preliminary Damage Assessment (PDA), which is a required document for Presidential Disaster Declaration. A PDA:
 - Provides scope of damages.
 - Enables response and recovery prioritization.
 - Identifies resource needs.
- Infrastructure stabilization and service restoration may be required to restore water-related services, repair facilities, clear roadways, and assist in repairing related infrastructure. Priorities for restoration are as follows:
 1. Critical facilities and services
 2. Economic or business facilities
 3. Community facilities

6.3.1 Initial Notifications

Initial reports of a potential incident may come from a variety of sources:

- **First responders** on the scene, requiring maintenance to infrastructure, or assistance with lifesaving activities.
- **Community and County departments** requesting support for ongoing response activities.
- **Residents** reporting impacts to Community infrastructure via emergency dispatch.

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Reports of an emergency will be referred to the proper departments. Upon receipt of these reports, team leaders will mobilize to the scene and determine the need to activate emergency operations. Once needs are determined, the supervisor will initiate a call out to alert required staff of the situation. Effective operations rely on the use of on-call schedules to ensure that staff can be quickly assembled during nights and weekends.

Upon arrival on scene, responding staff should evaluate the situation and notify any required departments or agencies. These may include, but are not limited to:

- **Parachute Public Works Department/Battlement Mesa Metro District** for
 - Drinking-water-related impacts
 - Wastewater-related impacts
 - Community-owned and operated infrastructure
 - Debris removal assistance
- **Grand Valley Fire Protection District** for hazardous waste containment or fire and rescue operations.
- **Parachute Police Department/County Sheriff's Office** for law enforcement or traffic control assistance.
- **Garfield County School District 16** for transportation-related activity needs.
- **County Road and Bridge** for all County-owned and operated infrastructure and debris removal assistance.
- **Colorado Department of Transportation** for all State-owned and operated infrastructure.
- **Holy Cross or Xcel Energy** for all electrical concerns or assistance.
- **Xcel Energy** for all gas-related concerns or impacts.
- **CenturyLink** for telecommunications impacts.

6.3.2 Coordination

Coordination across the Community's departments helps ensure timely restoration of all affected infrastructure. It is routinely necessary to share resources and personnel during a response to multiple systems, and all staff are expected to accommodate resource sharing to the best of their ability.

FA 3. Infrastructure Services

Response duties and priorities for responding departments may not align with infrastructure-related duties and priorities. Therefore, effective communication is required to ensure coordination in carrying out *all* activities within the operation.

Effective coordination requires a proper understanding of identified roles and responsibilities, and command and control frameworks. Coordination helps ensure the following:

- Properly managed incident command.
- Coordinated efforts to restore services to multiple systems.
- Effective resource management.
- Accurate issuance of standardized public information.

6.3.3 Communications

Infrastructure-related emergency activities are heavily focused in the field, and proper communication capabilities within and across departments are imperative to ensure effective coordination and resource management. Effective communication also relies on working relationships throughout departments, as well as interoperable communication equipment. These must be established *prior* to an incident. During emergency operations, field staff will need to interact with supervisors that may or may not be physically present. Communications will also need to be made to fixed locations, such as the Town Hall, the Community EOC, and other supporting departments and agencies. One or more of the commonly used modes of communication may be inoperable during an emergency; therefore, there is a need for robust communications infrastructure to ensure that all responding staff can communicate with each other. These include:

- Clear, concise SOPs that allow field staff to complete work without direct lines of communication.
- Multi-modal emergency contact forms.
- Providing employees with daily/routine updates via email in order to provide accurate, timely updates to residents.
- Interoperable radio communications, or other low-tech options.
- Mutual aid agreements for additional equipment.

Routine communications within the Community's departments occur via cellphone, email, and home phone devices. Establishing standardized means of communication will help ensure a consistent and streamlined flow of information. Department staff will adhere to the following communication standards:

- High priority communications, including resource requests, will occur via cellphone, radio, or in person.

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- Backup methods for high priority communications will occur via the emergency dispatch.
- Situational awareness communications will occur via cellphone, radio, in person, or email and will always be shared with other responding agencies.
- Situational awareness communications and status updates will be provided to supervisors in a routine fashion and when new, imperative information has been discovered.
- All work orders and field operations will be tracked and documented.
- Handwritten notes will serve as a backup method for documenting work orders and field operations.

6.3.4 Situational Awareness

Specific information from the field will help inform decisions regarding next steps and potential public information releases. Situational awareness relies on data collection directly from field operations. In addition, these reports may come from news media, residents, and other responding departments. Responding staff should provide all situational awareness to the appropriate supervisor. The following data are pertinent to informing infrastructure-related decisions:

- Description of the incident or emergency
- Location of service disruption
- Status of service disruption
- Number of customers affected
- Services provided by responding staff
- Estimated restoration times
- Public health/safety advisories and notifications

On a day-to-day basis, and during emergency response incidents, emergency staff will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

FA 3. Infrastructure Services**6.3.5 Public Information**

Upon activation of the Community EOC, all infrastructure-related public information released will be coordinated and dispersed through a singular Public Information Officer (PIO).

See FA 1 – Emergency Services and the Basic Plan of the EOP for more details.

6.4 Transition to Recovery

A shift toward recovery operations will occur once the Community has restored infrastructure-related services. This process may occur at different times for different departments and different disciplines. Therefore, departments should be prepared to provide additional resources and personnel support to ongoing response efforts following their transition to recovery. The transition to recovery will involve the following processes:

- Demobilization of field staff and resources
- Assessment of all utilized resources and impacted infrastructure
- Resource replacement and replenishment
- After Action Reporting

Recovery also represents an opportunity to address repetitive vulnerabilities and replace these systems with lower risk options or more resilient systems. This may involve culvert replacements, improving sewer overflow capacities, updating water mains, or improving roadway systems.

Further discussions within the Community may be needed to develop comprehensive recovery plans and implementation strategies.

7 Annex Development and Maintenance

The Parachute Public Works Department, Battlement Mesa Metro District, and Garfield County Road and Bridge, in coordination with identified and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that Community staff are familiar with their roles in providing infrastructure services, the Community will incorporate elements of infrastructure services into its training and exercise program.

8 Supporting Plans and Procedures

The following documents support infrastructure services for the Community:

- Garfield County Emergency Operations Plan
 - ESF 1 – Transportation
 - ESF 3 – Public Works and Engineering

FA 3. Infrastructure Services

- ESF 5 – Information and Planning
- ESF 7 –Resource Support
- ESF 10 – Oil and Hazardous Materials Response
- ESF 12 – Energy
- ESF 14 – Long-Term Community Recovery
- State of Colorado EOP and ESFs
- National Response Framework and ESFs
- National Infrastructure Protection Plan

9 Appendices

- Appendix A – Roles and Responsibilities Checklist
- Appendix B – FA 3 Representative Checklist

FA 3. Infrastructure Services

Appendix A Roles and Responsibilities Checklist

The following checklist identifies key roles and responsibilities for Functional Annex (FA) 3. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the infrastructure services function. All tasked agencies should maintain agency-specific plans and procedures that allow them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place **before** an emergency occurs and include plans or preparations made to save lives and help response and recovery operations. Preparedness roles and responsibilities for FA 3 are as follows.

All Tasked Agencies

- Develop operational plans for infrastructure services activities.
- Participate in infrastructure-related trainings and exercises as appropriate.

Parachute Public Works Department, Battlement Mesa Metro District, and/or Garfield County Road and Bridge

- Coordinate regular review and update of this annex with supporting agencies.
- Facilitate collaborative planning to ensure the Community's capability to support infrastructure-related activities.
- Develop and maintain a standard operating procedures and plans to support public works emergency response, including:
 - Conduct pre-incident and post-incident assessments of public works and infrastructure.
 - Execute emergency contract support for life-saving and life-sustaining services.
 - Coordinate repair of damaged public infrastructure and critical facilities.
 - Coordinate repair and restoration of the Community's critical infrastructure.
 - Coordinate disaster debris management activities.
 - Establish a damage assessment team from among Community departments with assessment capabilities and responsibilities.

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- Train and provide damage plotting team members to the Emergency Operations Center (EOC).
- Assist in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assist in determining the geographic extent of the damaged area.
- Evaluate the effect of damage on the Community's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

Emergency Manager

- Maintain operational capacity of the Community EOC to support public works activities.
- Ensure that staff are identified and adequately trained to fulfill the finance function in the Community EOC, including the tracking of public works resources.

Response

Response activities take place **during** an emergency and include actions taken to save lives and prevent further property damage in an emergency situation. Response roles and responsibilities for Infrastructure Services are as follows.

All Tasked Agencies

- Provide a representative to operate from the EOC or other command location to ensure coordination with other agencies, as necessary.

Parachute Public Works Department, Battlement Mesa Metro District, and/or Garfield County Road and Bridge

- Coordinate public works and engineering-related activities in support of the Community Emergency Operations Plan.
- Provide heavy equipment and engineering resources.
- Coordinate debris management activities.
- Provide public works and engineering support on a priority basis as determined by the EOC and on-scene Incident Commander(s).
- Make recommendations regarding the priority of repairs.

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Community Building Official

- Conduct damage assessment activities for Community owned/managed properties

Emergency Manager

- Coordinate with the EOC Planning Section to identify unmet needs.
- Establish a Public Works Branch in the Community EOC if needed.
- Track the use of Public Works resources through the EOC Finance Section.
- Request support for volunteers and donations activities through the State EOC.

Recovery Phase

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or even safer situation following an emergency. Recovery roles and responsibilities for Infrastructure Services are as follows.

All Tasked Agencies

- Demobilize response activities.
- Maintain incident documentation to support any applicable public and/or individual assistance claims. Continue to repair infrastructure and buildings on a priority basis.

Parachute Public Works Department, Battlement Mesa Metro District, and/or Garfield County Road and Bridge

- Coordinate and/or facilitate pre-/post-damage assessment activities.
- Provide information concerning dangerous areas or other existing problems.
- Establish control measures related to emergency solid waste disposal.

Emergency Manager

- Compile and keep all documentation collected relating to infrastructure-related response activities.
- Coordinate all after-action activities and implement corrective actions as appropriate.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.

Mitigation roles and responsibilities for infrastructure-related services are as follows.

All Tasked Agencies

- Participate in the hazard/vulnerability identification and analysis process.
- Take steps to correct any deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.

FA 3. Infrastructure Services

Appendix B FA 3 Representative Checklist

ACTIVATION AND INITIAL ACTIONS
<input type="checkbox"/> Report to the Emergency Operations Coordinator (EOC) Incident Commander, Section Chief, Branch Coordinator, or other assigned supervisor.
<input type="checkbox"/> Become familiar with available job resources (e.g., plans, equipment, and staff) and EOC plans and forms.
<input type="checkbox"/> Review the EOC organization and staffing chart and understand your role in working with the various branches and sections.
<input type="checkbox"/> Equip your work station with necessary equipment and supplies and test the functionality of all equipment.
<input type="checkbox"/> Obtain situation report(s), Incident Action Plan (IAP), and/or receive briefings from EOC and/or field personnel.
INITIAL OPERATIONAL PERIODS
<input type="checkbox"/> Obtain a briefing from the person you are replacing.
<input type="checkbox"/> Attend meetings and briefings, as appropriate.
<input type="checkbox"/> Establish and maintain your position log with chronological documentation.
<input type="checkbox"/> Follow procedures for transferring responsibilities to replacements.
<input type="checkbox"/> Follow staff accountability and check-in/-out procedures when temporarily leaving your assigned work station.
FINAL OPERATIONAL PERIODS
<input type="checkbox"/> Complete and submit all required documentation.
<input type="checkbox"/> Ensure that all materials are returned to their proper storage location and file requests for replacement of resources that are expended or inoperative.
<input type="checkbox"/> Follow check-out procedures.
<input type="checkbox"/> Share lessons learned at After-Action Conferences to contribute to the After-Action Report and inform future activations.

FA 3. Infrastructure Services

Keys to Success**INFORMATION MANAGEMENT**

Information management is getting the right information to the right people, in the right form, at the right time. It includes receiving, sorting, prioritizing, and delivering information.

The EOC information management role for Functional Annex (FA) Leads and agency representatives includes:

- Filter information for what is accurate, distill that information to what is useful, and push it to the appropriate people within the EOC or agency, contributing to a common operating picture.
- Serve as a conduit of information to and from agencies.
- Supply accurate, appropriate, and up-to-date information to the Situation Report.

RESOURCE MANAGEMENT

Resource management is getting the right resources to the right place, at the right time. The resource request process is at its core and supports coordinated management of resource requests by local, state, and federal partners. Resources include equipment, supplies, and personnel.

The EOC Resource Management support role for FA Leads and agency representatives includes:

- Coordinate the contribution of resources from an agency to the response and recovery.
- Request resources from other sources and agencies.
- Keep the lines of communication open and provide specific information about what an agency can and cannot provide. The more specific and timely the information held by the Logistics Section is, the more efficiently it will support the request.

4

FA 4 – Recovery/Mitigation Strategy

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FA 4 Tasked Agencies	
Primary Agencies	Garfield County Office of Emergency Management Parachute Town Administration Garfield County Road and Bridge
Supporting Agencies	Battlement Mesa Metro District Garfield County Housing Authority Grand Valley Fire Protection District Parachute Public Works Department Local Utilities

1 Purpose and Scope

This annex outlines the basic local services and resources necessary to recover from a disaster. It covers the following functions:

- Damage Assessment
- Public Assistance
- Individual Assistance

In addition, this annex outlines the scope of long-term recovery activities as defined in the National Disaster Recovery Framework and State of Colorado Disaster Recovery Plan. The Community has not developed a formal Recovery Plan to date, but will take the functional elements of long-term recovery into consideration in its recovery planning.

See Functional Annex (FA) 3 – Infrastructure Services for details related to debris management activities.

2 Policies and Agreements

The following policies and agreements are currently in place to support recovery for the Community:

- None at this time.

3 Situation and Assumptions

3.1 Situation

The recovery phase of an emergency is the period of time following the response period, when actions are taken to help citizens return to a normal, or improved life (through mitigation measures) as soon as possible after an emergency.

Recovery is both a short- and long-term process. In the short term, emphasis is placed on restoring vital services to the community and identifying and providing basic needs to the public. Long-term recovery restores the community to its

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normal state, or better. It is at this point that knowledge gained by an incident is converted to mitigation measures to decrease future hazard risks.

Local, County, and federal government are responsible for assisting the public and private sectors in disaster recovery. A widespread disaster may affect the functionality of business, disrupt employment, interrupt government services, and impact tax revenue. Recovery is a function undertaken during and after an event, along with the response. Expeditious recovery will limit costs, damages, and long-term impacts on the community. The purpose of this Recovery Strategy annex is to provide a strategy for the Community to coordinate its recovery efforts with its partners at the State and federal levels.

In most cases, recovery begins during an event's response phase, when damage is identified and assessed. Damages are classified as being in the private or public sector. The extent of damages in dollars will determine what, if any, State or federal assistance may be available during the recovery phase. To request this assistance, a local proclamation of emergency must be made and communicated to the Governor. Good record keeping and mitigation planning will support recovery efforts and ensure post-emergency compensation.

In addition to assistance available from governments, private nonprofit organizations support recoveries as well. The Red Cross and Salvation Army are examples of those involved in such efforts. The Governor can also request direct assistance from selected federal agencies without a formal presidential declaration.

3.2 Assumptions

- Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.
- Recovery activities may continue long after the Emergency Operations Center (EOC) has been closed, requiring the activities to be coordinated and managed from a different location.
- Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
- Depending on the incident it may be more appropriate for some recovery functions to be tasked to a specific community agency rather than an EOC Section.

3.3 Relationship to Other Plans

3.3.1 National Disaster Recovery Framework

The National Disaster Recovery Framework is a guide that enables effective recovery support to disaster-impacted States, tribes, and territorial and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

The National Disaster Recovery Framework is consistent with the principles set forth in the Presidential Policy Directive 8, National Preparedness (PPD-8), which directs the Federal Emergency Management Agency (FEMA) to work with interagency partners to publish a recovery framework. It is the first framework published under the Presidential Policy Directive reflecting the core recovery capabilities by supporting operational plans as an integral element of a National Preparedness System. It is a first step toward the PPD-8 objective of a shared understanding and a common, integrated perspective across all mission areas—Prevention, Protection, Mitigation, Response, and Recovery—in order to achieve unity of effort and make the most effective use of the nation’s limited resources.

The National Disaster Recovery Framework defines:

- Core recovery principles.
- Roles and responsibilities of recovery coordinators and other stakeholders.
- A coordinating structure that facilitates communication and collaboration among all stakeholders, as well as guidance for pre- and post-disaster recovery planning.
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter, and safer.

The National Disaster Recovery Framework introduces six new Recovery Support Functions that provide a structure to facilitate problem solving, improve access to resources, and foster coordination among state and federal agencies, nongovernmental partners, and stakeholders. Each Recovery Support Function has coordinating and primary federal agencies and supporting organizations that operate together with local, state, and tribal government officials, nongovernmental organizations, and private-sector partners.

The National Disaster Recovery Framework presents three positions that provide focal points for incorporating recovery considerations into the decision-making process and monitoring the need for adjustments in assistance where necessary and feasible throughout the recovery process. These positions are Federal Disaster

FA 4. Recovery Strategy

Recovery Coordinator, State or Tribal Disaster Recovery Coordinator, and Local Disaster Recovery Manager.

See the National Disaster Recovery Framework for more details.

3.3.1.1 Community Planning and Capacity Building

The core recovery capability for community planning is the ability to effectively plan and implement disaster recovery activities, engaging the whole community to achieve their objectives and increase resilience. The goal of recovery planning for the Community is to unify and coordinate expertise and assistance programs from across the Community and in coordination with the County to aid in restoring and improving the ability of the Community to organize, plan, manage, and implement recovery. Recovery planning assists the Community in developing a pre- and post-disaster system of support for their communities emphasizing the integration of hazard mitigation throughout the planning process. Recovery planning will serve as a forum for helping to integrate the nongovernmental and private-sector resources into Community recovery planning processes.

3.3.1.2 Economic Recovery

The core recovery capability for economic recovery is the ability to return economic and business activities (including agricultural) to a state of health and develop new economic opportunities that result in a sustainable and economically viable community. Economic recovery is a critical and integral part of recovery. Disasters damage not only property but also entire markets for goods and services. The speed and effectiveness of returning a community to self-sufficiency and vitality depend on quickly adapting to changed market conditions, reopening businesses, and/or establishing new businesses. Businesses employ workers, provide for community needs and services, and generate revenue once again, allowing the community, both its members and government, to provide for itself.

3.3.1.3 Health and Human Services Recovery

The core recovery capability for health and social services is the ability to restore and improve health and social services networks to promote the resilience, health, independence, and well-being of the whole community. The Community will participate in locally led recovery efforts to address public health, health care facilities and coalitions, and essential health service needs.

The core recovery capability for social services is the ability to restore social service networks to promote the resilience and well-being of affected individuals and communities. These include restoration of service, identification of critical areas of need, a Social Services Recovery Action Plan, and improvements to social services networks post-disaster.

3.3.1.4 Housing Recovery

The core recovery capability for housing is the ability to implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. Like infrastructure and safety services, housing is a critical and often challenging component of disaster

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recovery. It is critical because local economies cannot recover from devastating disasters without adequate housing, especially affordable housing. It is challenging because many years' worth of housing repair, rehabilitation, reconstruction, and new construction often need to occur at an accelerated pace as a result of a disaster. These conditions create design, construction, labor, materials, logistics, inspection, and financing issues.

3.3.1.5 Infrastructure Systems Recovery

The core recovery capability for infrastructure systems is the ability to efficiently restore the infrastructure systems and services to support a viable, sustainable community and improve resilience to and protection from future hazards. This function promotes a holistic approach to disaster recovery coordination, support, planning, and implementation for infrastructure systems that serve the community.

3.3.1.6 Natural and Cultural Resources Recovery

The core recovery capability for natural and cultural resources is the ability to protect these resources, including historic properties, through appropriate response and recovery actions to preserve, conserve, rehabilitate, and restore them in a manner consistent with post-disaster community priorities and in compliance with appropriate environmental and cultural resources laws. This function coordinates departments and agencies working together to provide information and assistance to communities seeking to protect and restore natural and cultural resources during recovery.

3.3.2 State of Colorado Recovery Plan

The State of Colorado Recovery Plan guides disaster recovery activities throughout the state. The plan outlines policies, procedures, and organizational structures that will be used to coordinate state recovery activities and resources in support of local partners, community-based organizations, and the private sector.

See the Colorado Recovery Plan for more details.

3.3.3 Garfield County Disaster Recovery Framework

The County Disaster Recovery Framework identifies a set of strategies and a management structure to guide the County as it rebuilds after a disaster occurs.

See the Garfield County Disaster Recovery Framework for more details.

4 Recovery Functions**4.1 Damage Assessment**

Damage assessment is conducted in two phases: Initial Damage Assessment (IDA) and Preliminary Damage Assessment (PDA). The IDA, a Planning Section responsibility, provides supporting information for the disaster declaration and is the responsibility of the Community. The PDA is an in-depth analysis of long-

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term effects and costs of the emergency and is performed with the combined efforts of local, State, and federal agencies and the Red Cross.

- The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster and will have great bearing upon the manner in which recovery is conducted in the Community.
- Damage assessments may need to be undertaken at different periods during a disaster event: a “windshield” survey may be conducted initially to obtain an overall general impression of the event’s impact as part of preparing to issue the disaster declaration. A more detailed damage assessment will need to be performed to document the need for State and federal aid.
- County, State, and federal assistance will depend upon the adequate and timely documentation of the results of the disaster on the local community.

4.1.1 Windshield Surveys

During the initial phase of an event with widespread property damage (such as windstorm, earthquake, etc.), normal communication links may not exist. It will be important to get an account of the damage as soon as possible in order to prioritize resource assignments.

As needed after an event, units from appropriate agencies may begin a process called “windshield surveys.” Windshield surveys consist of response agency units driving throughout the Community in a systematic manner to survey predetermined high-priority facilities. When damage is discovered, a description of the situation is to be reported. The goal is to get a quick overview of the entire situation and then assign resources to the priority situations.

4.1.2 Initial Damage Assessment

During an emergency or disaster, local governments conduct a quick initial assessment of damages and impacts, sometimes as part of a request for state or federal resources to augment local ones. The Emergency Manager coordinates this assessment and usually assigns some IDA responsibilities to other local government departments.

The IDA evaluates the damages and costs related to a disaster, the impact of the disaster on the community, and which state, federal, or volunteer agency programs might be able to provide needed assistance. With respect to federal assistance, a determination during the IDA of the extent of affected homes, businesses, and public facilities assists state officials in determining whether they need to follow up with other damage or impact assessments, possibly including a PDA for Individual Assistance, Public Assistance, or both.

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As soon as it can safely be done during or following the event, local officials should complete the Initial Damage Assessment Summary Report Form and forward it to the County. The County should forward the completed form to the State.

Table 1 outlines the Community’s priorities for damage assessment.

Table 1 Parachute-Battlement Mesa Damage Assessment Priorities

Priority #1	Public Safety and Restoration of Vital Services
Emergency Operations	Emergency Operations Center Fire District facilities Police Department facilities Public Works facilities
Hazardous Industries	Hazardous occupancy industry Electrical power stations and other electrical facilities
Utilities & Transportation Infrastructure	Sanitary sewer Water lines Bridges and overpasses
Medical Facilities	Mass care and shelter facilities Medical clinics
Other Vital Public Services	Schools and other public facilities Food suppliers Other major businesses
<i>Note: Each facility should be analyzed on structural integrity, safety, functional capability, and estimated costs to repair or replace.</i>	
Priority #2	Assessment of Damage to Support Emergency or Major State or Emergency Declaration
	Multi-family complexes Single-family residences Other businesses

4.1.3 Preliminary Damage Assessment

The IDA should provide the basis for PDA activities. PDAs most often occur during the recovery phase after initial response activities have taken place. Finance Section personnel should be able to perform the tasks outlined below.

- Identify damaged facilities and lead State and federal damage assessment teams to them.
- Document expenditures in response to events for which a declaration has been requested.

The Parachute Public Works Department, Battlement Mesa Metro District, and Garfield County Road and Bridge will provide personnel to lead damage assessment teams. Volunteers may be trained and can be expected to lead damage

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assessment teams for Priority #2 IDAs. Additional support may be available from the County.

See the State Disaster Recovery Guidebook, Part I – Overview for more detailed information on damage assessment.

4.2 Public Assistance

Requests for Public Assistance for the Community will be coordinated through County Emergency Management.

4.2.1 Eligible Entities and Projects

Eligible applicants under the Public Assistance Program are units of local government, state agencies, organizations and agencies of native peoples, and private nonprofit organizations that meet certain criteria.

To be eligible for assistance, a project must result from a Presidentially declared emergency or major disaster, lie within the designated disaster area, be the responsibility of an eligible applicant, and not fall within the authority of another federal agency.

4.2.2 Request for Public Assistance

Applicants notify FEMA of their intent to apply for public assistance by filing a Request for Public Assistance form. The request form is an applicant's official notification to FEMA of the intent to apply for Public Assistance. The form outlines general information identifying the applicant, including the applicant's name, address, and primary and secondary contacts. If the applicant is unable to submit the request form to the State at the Applicants' Briefing, the applicant must submit the form within 30 days of the date of designation of the County for Public Assistance. An applicant need not wait until all damage is identified before requesting assistance.

Federal and State personnel will review each request form to ensure applicant eligibility. Once a request form has been submitted, project formulation can begin. Project formulation is the process of documenting the eligible facility, the eligible work, and the eligible cost for damaged projects.

4.2.3 Steps to Obtain Disaster Assistance

There are five primary steps to obtaining public disaster assistance:

- A request form is submitted by the applicant.
- A Public Assistance Coordinator is assigned to each applicant.
- The applicant presents a list of damages to the Public Assistance Coordinator at the kickoff meeting. This list serves as the basis for completing Project Worksheets. The applicant then has 60 days from the date of the kickoff meeting to report or identify damages to FEMA.

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- The Public Assistance Coordinator and State staff work with the applicant/sub-grantee to identify any special considerations, ensure that all damage and emergency work costs are identified, and ensure that the scope-of-work on Project Worksheets is eligible and complete.
- Upon approval of Project Worksheets, the funds are obligated to the State, who is the grantee and will disburse Public Assistance funds to the sub-grantee. Federal funds for small projects will be disbursed after approval, and federal funds for large projects will be disbursed as work is accomplished.

4.3 Individual Assistance

Individual Assistance programs strive to meet the disaster-related needs of individuals and families while utilizing disaster assistance resources as efficiently as possible. Disaster recovery officials especially strive to avoid duplication of benefits. Efficient use of recovery resources is also aided by providing assistance through a sequence of programs. Those with serious unmet disaster-related needs proceed through each step until all avenues, public and private, have been explored to meet those needs.

4.3.1 Insurance

Claims should be made in accordance with appropriate insurance policies in effect for the hazard that caused the disaster. Disaster assistance programs are not a replacement for proper insurance, nor can any disaster assistance program provide cost recovery for those affected by disaster as comprehensive as that provided by insurance policies. Moreover, most natural disasters that affect an individual or family are not widespread enough to result in the implementation of federal disaster assistance programs. Hence, in the vast majority of cases, insurance and voluntary agency assistance are the only avenues for helping families and individuals recover.

4.3.2 Voluntary Agency Assistance

Many voluntary agencies provide disaster recovery assistance to individuals and families. Like insurance, voluntary agencies should be viewed as having resources that are utilized prior to governmental disaster assistance programs. In cases for which there is a Presidential declaration of emergency, access to some voluntary agency assistance may be gained at or through Disaster Recovery Centers. Most voluntary agency assistance is intended to meet immediate disaster-related needs such as shelter, food, clothing, health and medical care (including counseling and mental health assistance), essential household furnishings, bedding, transportation, and, sometimes, temporary assistance to rent housing.

See Appendix C, Typical Individual Assistance for additional individual assistance programs.

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4.3.3 Disaster Recovery Centers

Upon a Presidential disaster declaration, a Disaster Recovery Center may be established. In addition to numerous grant and assistance programs available through the Disaster Recovery Center, the Individual and Family Grant Program provides grants to meet disaster-related necessary expenses or serious needs for which assistance by other means is either unavailable or inadequate.

Logistics Section personnel may be called upon to arrange a large facility (often a school, church, or community center) to serve as a Disaster Recovery Center. FEMA is responsible for operating Disaster Recovery Centers, which are often located in facilities such as schools, churches, and community centers. A Disaster Recovery Center provides a location where citizens can meet with local, state, federal, and volunteer agency representatives to apply for disaster assistance. Advertising of these facilities will be coordinated by the Public Information Officer (PIO) through the Joint Information Center (JIC), located in the federal/state disaster field office. Federal, state, local, and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
- Essential repairs to owner-occupied residences in lieu of temporary housing so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed as a result of a major disaster.
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Agricultural assistance payments, technical assistance, and federal grants for the purchase or transportation of livestock.
- Information regarding the availability of and eligibility requirements for food stamps.
- Individual and family grants to meet disaster-related expenses and other needs of those adversely affected by major disasters when they are unable to meet such needs through other means.
- Legal counseling to low-income families and individuals.
- Tax counseling concerning various disaster-related benefits.
- Consumer counseling and assistance in obtaining insurance benefits.

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- Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.
- Social Security assistance for those who are eligible, such as death or disability benefits or monthly payments.
- Veterans' assistance such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration (VA) if a VA-insured home has been damaged.
- Other specific programs and services appropriate to the disaster.

Logistics may also arrange office space, document reproduction services, etc. for state and federal damage assessment teams.

If federal mobile homes are to be supplied for use as emergency shelters, the Logistics Section may assist in site choice and preparation consistent with the Community's local comprehensive land use plan.

5 Roles and Responsibilities

5.1 Emergency Manager

The Emergency Manager will coordinate the Community's recovery activities, including the following actions:

- Activate the disaster assessment team or process.
- Ensure that damage information is received from private nonprofit organizations.
- Receive and compile disaster information to:
 - Share the information with the appropriate County and municipal agencies.
 - Prioritize response and recovery activities.
 - Determine whether additional resources are needed.
 - Submit forms to County Emergency Management as needed.
- Coordinate with appropriate agencies to address unmet needs.
- Receive and disseminate information to decision-makers to prioritize recovery efforts and determine the need for State or federal assistance.
- Coordinate the involvement of community response partners regarding the PDA and disaster declaration process.
- Assist county, state, and federal agencies with conducting PDAs.

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- Ensure that documentation of disaster-related response and recovery costs is completed.
- Coordinate with local officials to identify and recommend mitigation projects.

5.2 Emergency Operations Center Staff

The EOC Manager will direct EOC staff in recovery actions.

5.2.1 Operations Section

The Operations Section is responsible for the following:

- Coordinate work on long-term reconstruction, as well as restoration of roads, bridges, essential services, and essential service facilities.
- Coordinate temporary housing and long-term shelter operations for displaced individuals.
- Coordinate initial damage assessments.

5.2.2 Planning Section

The Planning Section is responsible for the following:

- Demobilize resources.
- Document emergency activities.
- Create situation status reports.
- Coordinate resource management with the Logistics Section and EOC Manager.
- Create incident-specific maps to assist in damage assessment and recovery efforts.

5.2.3 Logistics Section

The Logistics Section is responsible for the following:

- Make arrangements for the establishment of a Disaster Recovery Center for FEMA. *See Appendix C for more information.*
- Document emergency activities.
- Coordinate resource management with the Planning and Finance Sections.

5.2.4 Finance Section

The Finance Section is responsible for the following:

- Keep records of all costs incurred.
- Document emergency activities.
- Prepare documents for submission to State and federal government.
- Coordinate and document damage assessment.

5.2.5 Public Information Officer

The PIO is responsible for the following:

- Disseminate public information.
- Document all emergency activities.

5.3 Parachute Public Works Department/Battlement Mesa Metro District/Garfield County Road and Bridge

The Public Works Department, Battlement Mesa Metro District, and Garfield County Road and Bridge may be responsible for the following actions in support of recovery:

- Support damage assessment activities.
- Ensure restoration of the water and wastewater systems.
- Coordinate with law enforcement to restrict access to buildings, roads, and areas that are unsafe.

5.4 Parachute Town Manager/Garfield County Manager

The Parachute Town Manager and/or Garfield County Manager may be responsible for the following actions in support of recovery:

- Provide a qualified representative to report to the EOC and assume responsibility for all necessary fiscal activities.
- Identify recovery and mitigation priority projects.
- Coordinate with Garfield County Emergency Management to develop procedures for Public and Individual Assistance.

5.5 Garfield County Emergency Management

Garfield County Emergency Management may be responsible for the following actions in support of recovery:

- Assist the Community in coordinating damage assessment activities.
- Assist the Community in assembling the information for a local declaration of emergency.

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- Provide technical support to ensure that documentation of the Community's disaster response costs begins as soon as possible to support fiscal management in the event that State/federal disaster funds become available.
- Coordinate requests for and provision of State/federal recovery support, including Public and Individual Assistance.
- Conduct exercises and training for personnel in disaster recovery activities.

5.6 Other Community Agencies

Other Community agencies may be responsible for the following in support of recovery:

- Assist with the damage assessment and disaster declaration processes as requested.
- Document disaster-related response and recovery costs.
- Coordinate with local officials to identify and recommend mitigation projects.

5.7 Local Utilities

Local utility companies may be responsible for the following actions in support of recovery:

- Conduct damage assessment of the Community's utility infrastructure.
- Coordinate the repair and restoration of utility infrastructure.

5.8 Garfield County Housing Authority

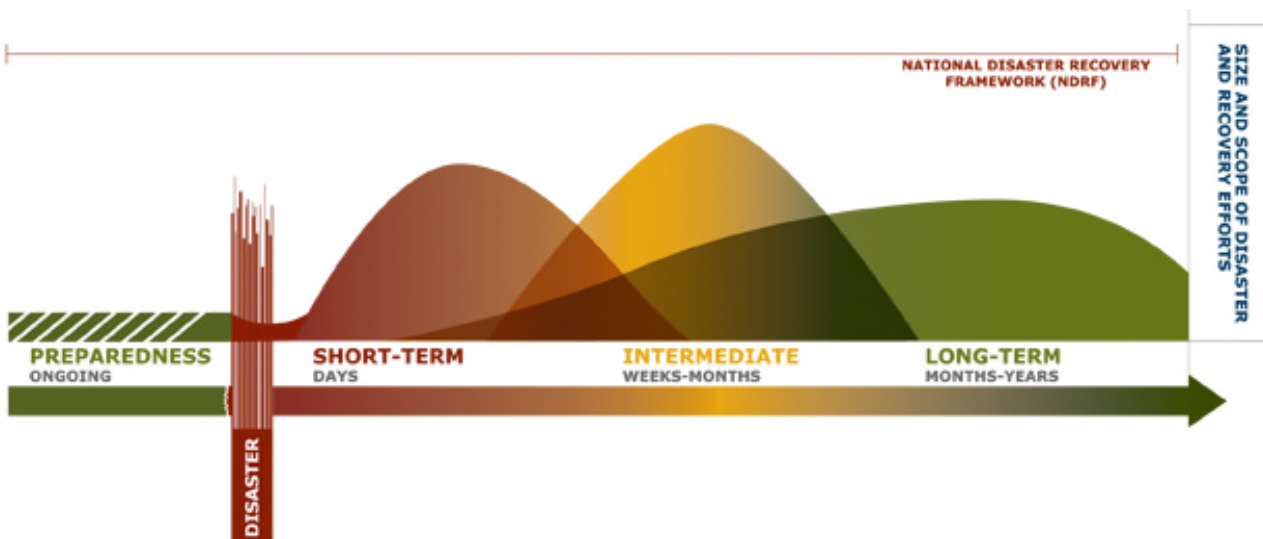
The Garfield County Housing Authority may be responsible for the following actions in support of recovery:

- Support short- and long-term disaster housing activities.

6 Concept of Operations**6.1 General**

Disaster recovery is a continuum of overlapping activities and efforts. These efforts include pre-disaster planning and short-, intermediate, and long-term recovery activities, as outlined in this section.

See the Basic Plan, Section 1 for procedures for declaring a state of emergency.



6.1.1 Local Request for County and State Assistance

If an emergency has occurred wholly within the boundaries of the Community, a request for assistance from the County and/or State must be submitted to the County for transmittal to Colorado Division of Homeland Security and Emergency Management for consideration by the Governor. The State has a reasonable expectation that counties will endeavor to assist cities within their jurisdictions before turning to the State and/or federal government for assistance.

Requests for assistance submitted to the County for transmittal to the State must include:

- The type of emergency or disaster
- The location(s) affected
- Deaths, injuries, and population still at risk
- The current emergency conditions or threat
- An initial estimate of the damage and impacts
- Actions taken and resources committed by local governments
- Specific information about the assistance being requested

6.1.2 Federal Recovery Efforts

Community recovery assistance from the federal levels comes in the form of activating Emergency Support Function (ESF) 14 – Long-Term Community Recovery. This support function provides a mechanism for coordinating federal support to state, tribal, regional, and local governments; nongovernmental organizations; and the private sector to enable community recovery from the long-

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term consequences of extraordinary disasters. ESF 14 accomplishes this by identifying and facilitating availability and use of sources of recovery funding and by providing technical assistance for community recovery and recovery planning support. For information regarding County recovery procedures, refer to ESF 14 in the County Emergency Operations Plan (EOP). For information at the federal level, ESF 14 can be found at <http://www.fema.gov/pdf/emergency/nrf/nrf-esf-14.pdf>.

NOTE: Detailed information regarding local and State recovery processes is provided in the State Recovery Plan.

6.2 Readiness

Focus: Preparing **Timeline:** Ongoing

Readiness efforts that build community and organization resiliency are paramount to the initiation, implementation, and success of recovery efforts. Specific efforts that must be undertaken in the readiness phase include:

- Pre-disaster planning, including maintenance and improvements of this plan, as well as local and tribal recovery plans, based on lessons learned and after action reports.
- Mitigation planning and project implementation at all levels (local, tribal, state) for natural, technological, and human-caused disasters.
- Building community capacity, including policy development and implementation, resource management, community education, infrastructure protection, recovery organization maintenance, and whole community planning and coordination.
- Conduct disaster readiness exercises and after action meetings.

6.3 Short-Term Recovery Activities

Focus: Stabilizing **Timeline:** Days to weeks

Short-term recovery focuses on stabilizing communities. This phase of recovery addresses health and safety needs beyond rescue, the assessment of damages and needs, the prioritization and restoration of basic infrastructure, and the mobilization of recovery organizations and resources.

Short-term recovery activities may include:

- Mass care and sheltering.
- Removal of debris on primary transportation routes.
- Support businesses with temporary infrastructure.

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- Ongoing surveillance and response to the public health impacts of a disaster.
- Identifying those in need of emotional/psychological support.
- Emergency and temporary medical care.
- Assessment and understanding of risks and vulnerabilities to mitigate impacts.
- Short-term recovery activities, which are guided by the Community EOP and coordinated through the EOC.

6.4 Intermediate Recovery

Focus: Rebuilding **Timeline:** Weeks to months

Intermediate recovery focuses on rebuilding the community. This phase of recovery involves returning individuals, families, critical infrastructure, and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

Intermediate recovery activities may include:

- Provision of interim housing.
- Repair and restoration of infrastructure.
- Support to reestablish businesses.
- Engaging of support networks to provide ongoing emotional/psychological support to those in need.
- Ensuring continuity of public health and health care services.
- Social services assistance to vulnerable populations, including food programs, unemployment programs, and self-sufficiency programs.
- Mitigation of future impacts through education of the community on ways to rebuild stronger.

6.5 Long-Term Recovery Activities

Focus: Revitalizing **Timeline:** Months to years

Long-term recovery focuses on revitalizing the community. This phase of recovery may continue for months or years and addresses complete redevelopment and revitalization of the impacted area; rebuilding or relocating damaged or destroyed social, economic, natural, and built environments; and the transition to self-sufficiency, sustainability, and resilience.

Long-term recovery activities may include:

- Implementation of long-term housing solutions.
- Rebuilding of infrastructure to meet future needs.
- Long-term economic revitalization.
- Ongoing psychological/emotional support.
- Reestablishment of disrupted public health and health care resources.
- Ensuring continuation of key social services to support vulnerable populations.
- Implementation of long-term mitigation strategies.

6.6 Mitigation Activities

Mitigation activities may overlap with any phase of the recovery process. However, they are most likely to occur alongside or following long-term recovery activities. These activities are often project-specific and designed to decrease future risk.

Mitigation activities may include structural improvements, such as:

- Protecting critical infrastructure or facilities (i.e., levees, fire buffers).
- Retrofitting critical infrastructure or facilities.

Mitigation activities may also include non-structural improvements, such as:

- Ongoing public education and outreach.¹²
- Policy and code improvements to protect infrastructure, facilities, and persons.
- Flood insurance and buy-outs of properties subjected to frequent flooding.

7 Annex Development and Maintenance

The Emergency Program Manager, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that Community staff are familiar with their roles in providing disaster recovery services, the Community will incorporate elements of recovery into its training and exercise program.

8 Supporting Plans and Procedures

The following documents support recovery for the Community:

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- Garfield County Emergency Operations Plan
 - ESF 14 – Long-Term Community Recovery
- Garfield County Disaster Recovery Framework
- Garfield County Natural Hazard Mitigation Plan
- State of Colorado Emergency Operations Plan
- State of Colorado Recovery Plan
- State of Colorado Resiliency Framework
- State of Colorado Natural Hazards Mitigation Plan
- National Response Framework
- National Disaster Recovery Framework

9 Appendices

- Appendix A – Public Assistance Materials
- Appendix B – Individual Assistance Materials
 - B-1 – Disaster Recovery Center Requirements Checklist
 - B-2 – FEMA Disaster Recovery Center Site Requirements List
- Appendix C – Typical Individual Assistance Programs

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Appendix A Public Assistance Materials

Electronic copies of the following public assistance materials can be found at <http://www.fema.gov/government/grant/pa/forms.shtm>.

- Request for Public Assistance (FF90-49)
- Hazard Mitigation Proposal (FF90-61)
- Project Worksheet (FF90-91)
- PW-Damage Description and Scope of Work Continuation Sheet (FF90-91A)
- PW-Cost Estimate Continuation sheet (FF90-91B)
- PW-Maps and Sketches Sheet (FF90-91C)
- PW-Photo Sheet (FF90-91D)
- Validation Worksheet (FF90-118)
- Project Validation Form (FF90-119)
- Special Considerations Questionnaire (FF90-120)
- PNP Facility Questionnaire (FF90-121)
- Historic Review For Determination of Adverse Effect (FF90-122)
- Force Account Labor Summary Record (FF90-123)
- Materials Summary Record (FF90-124)
- Rented Equipment Summary Record (FF90-125)
- Contract Work Summary Record (FF90-126)
- Force Account Equipment Summary Record (FF90-127)
- Applicant's Benefit Calculation (FF90-128)

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Appendix B Individual Assistance Materials

B-1 Disaster Recovery Center Requirements Checklist

B-2 FEMA Disaster Recovery Center Site Requirements List

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**Appendix B-1 Disaster Recovery Center Requirements Checklist
General Information**

Disaster Recovery Centers are sited only in jurisdictions where the need exists and local officials request them. There is no state or federal reimbursement for costs associated with use of the building selected (e.g., rent and utility costs).

Local officials must be willing to provide security at the facility during daily operations. Disaster Recovery Centers may be open for as short as a few days, to as long as a few weeks. Site selection for Disaster Recovery Centers is a joint local, state, and federal responsibility. This process is facilitated when local officials have identified and prepared ahead of time buildings that could serve as Disaster Recovery Centers.

Required

The following should be considered in identifying possible facilities to serve as Disaster Recovery Centers:

- The building must be large enough for the needs of the situation (number of agencies and clients anticipated in the Disaster Recovery Center). This may vary from as few as 1,200 to more than 4,500 square feet. Consequently, it is advisable to identify a variety of buildings of different sizes in different locations within your jurisdiction.
- Sufficient tables and chairs to meet the needs of the situation should be readily available (either in the facility or easily moved to the facility). Each agency working at the facility will need at least one table and five chairs.
- The building must have heat, electricity, good lighting, potable water, rest rooms, and adequate parking.
- Appropriate emergency medical support should be quickly available to the building.
- Appropriate fire protection should be readily available.
- Access to and through the building must be barrier-free for disabled persons. (Disaster Recovery Centers must meet Americans with Disabilities Act requirements and have a certification to that effect from the local building official on file prior to the disaster.)
- The building owner must be willing to allow the Federal Emergency Management Agency and the Small Business Administration to install telephone lines.

FA 4. Recovery/Mitigation Strategy**Preferred**

- The public should generally be familiar with the building.
- The building should be proximate to most of the affected population. Travel time should be reasonable for most of the people affected by the disaster. Public transportation should be available, if possible.
- Custodial support should be available at the facility.
- An indoor waiting area near the entrance to the building is helpful.
- Bilingual support should be available, if appropriate.
- Child care is a useful addition if it can be provided at the facility.
- Local officials should be prepared to help provide supplies, such as trash cans, writing pads, pencils, local telephone directories, maps of the disaster area(s), string, masking tape, etc.

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Appendix B-2 FEMA Disaster Recovery Center Site Requirements List

FEMA DRC SITE REQUIREMENTS WORKSHEET

The following is the worksheet that FEMA uses to evaluate potential DRC facilities:

Date site evaluated:	Primary or secondary site (circle one)	
Site address:	County name:	
Site contact/telephone number:	City name:	
After hours contact/telephone:	County E.M. Director/telephone:	
Site accessible hrs: days:	Site keys: location and who has them?	
DRC SITE REQUIREMENTS		
	YES/NO	COMMENTS
Proximate to affected area(s)?		
Parking adequate? (preferably 40 spaces or more, but no fewer than 20 spaces)		
Electricity, water, lighting adequate? <ul style="list-style-type: none"> - adequate power available for fax machines and computers? - water system functioning? - emergency lighting system available? - exterior lighting available? 		
Secure, safe, and sanitary facility? <ul style="list-style-type: none"> - building sound, of good construction, and non-leaking condition? - electric wiring in sound condition or sealed off from contact with staff and clients? (no exposed wiring - no missing receptacle cover plates or damaged receptacles) - sprinkler system operating or fire extinguishers available? - dry floors with no holes or other obstructions? - heating and/or cooling system(s) verified as inspected and functioning properly? - restrooms functional or portable units available? - adequate ventilation of working area? - can doors be locked? - are windows secure? - parking lot lighted/safe for staff and clients to walk to their cars? 		
Lease or use agreement?		
Agreement between county/city officials?		
Building is handicap accessible? <ul style="list-style-type: none"> - adequate handicap parking? - ramp for wheelchair (if necessary)? - doorways wide enough to accommodate wheelchair? - restrooms handicapped accessible, including wheelchair? 		
Space required: (1,200 sq. ft. minimum)		
Existing telephones available to FEMA? Number?		
Incoming telephone cable capacity? <ul style="list-style-type: none"> - number of pairs feeding the facility and cable type? - pre-existing service and telephone or circuit numbers? - contact local telephone company to verify availability of circuits to support minimum of 16 phone lines - Verify that inside wiring can be easily accomplished. Existing cabling may not be reliable. Insure that access to areas including ceilings, telephone rooms, and crawl spaces is available. 		
Tables and chairs available to FEMA? Number? (minimum 15 tables, 60-75 chairs)		
Fax available to FEMA? <ul style="list-style-type: none"> - number of faxes: _____ - make/model #: _____ (identify for each in comments)		
Janitorial and trash pickup services? Frequency?		
Crowd control devices such as ropes, cones, etc.?		

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Appendix C Typical Individual Assistance Programs

Typical Individual Assistance Programs

HUMANITARIAN SERVICE GROUPS

(e.g., Red Cross, Church Groups, Voluntary Organizations, Community Service Groups)

Funded by: Agency or group

Administered by: Agency or group at temporary or permanent locations

Details: These services can be requested by individuals or by local or state officials. Services provided include immediate emergency aid such as clothing, food, medical assistance, shelter, cleanup help, transportation, furniture, and medical supplies

EMERGENCY FOOD STAMP PROGRAM

Funded by: Food and Nutrition Services (U.S. Department of Agriculture [USDA])

Administered by: State Department of Social and Health Services (DSHS)

Details: This program provides food coupons to qualified disaster victims. Requires a request to the USDA by the DSHS, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.

INSURANCE ASSISTANCE

Administered by: American Insurance Association, Federal Emergency Management Agency, and National Flood Insurance Program

Details: The Insurance Assistance program provides counseling regarding insurance problems or questions.

TEMPORARY HOUSING PROGRAM

Funded by: 100% Federal

Administered by: Federal Emergency Management Agency

Details: This program provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable due to a disaster.

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Typical Individual Assistance Programs

DISASTER LOANS

Funded by: U.S. Small Business Administration

Administered by: U.S. Small Business Administration

Physical Disaster Loans - Low-interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters.

Business Loans (Physical Disaster Loans) - Low-interest loans to businesses for repair, replacement, or rehabilitation of disaster-damaged property.

Economic Injury Disaster Loans - For businesses suffering economic loss as a result of a single sudden physical event of catastrophic nature. The Small Business Administration's maximum loan is \$500,000. Funds can be used for indebtedness and operating expenses.

EMERGENCY LOANS, FARMERS HOME ADMINISTRATION

Administered by: U.S. Department of Agriculture (USDA)

Details: This program provides low-interest loans to farmers, ranchers, and agricultural operators (either tenant-operator or owner-operator) for physical and production losses. Loans may also be used to repair or replace farm property and supplies or for repayment of farm operating debts incurred during the disaster year. Loans may also be available if approved by the USDA, following a governor's request

DISASTER UNEMPLOYMENT ASSISTANCE

Funded by: Federal Emergency Management Agency

Administered by: U.S. Department of Labor through the State Employment Security Department

Details: Provides weekly benefit payments to those out of work due to a disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

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Typical Individual Assistance Programs

TAX ASSISTANCE

Administered by: Internal Revenue Service and Tax Information for Indian Tribal Governments

Details: Tax assistance is available in the form of counseling and income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses, or farming/ranching operations. Benefits may also result from filing amended state income tax returns.

SOCIAL SECURITY BENEFITS

Funded by: Social Security Administration

Administered by: Social Security Administration

Details: This program provides assistance to annuitants with address changes and expedited check delivery, as well assistance in applying for disability, death, survivor benefits, and Social Security Insurance payments.

VETERAN'S BENEFITS

Funded by: Veterans Administration (VA)

Administered by: Veterans Administration

Details: This program provides assistance in applying for VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages. VA representatives will also record address changes, if necessary.

LEGAL SERVICES

Administered by: Federal Emergency Management Agency

Details: This program provides free legal counseling to low-income persons for disaster-related problems. This may include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

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IA 1 – Severe Weather (including Winter Storms and Landslides)

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IA 1. Severe Weather (including Winter Storms and Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the Community Emergency Operations Plan and supporting procedures/plans.	
<input type="checkbox"/> Monitor weather and flood and snow reports.	
<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
<ul style="list-style-type: none"> ▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. 	
<ul style="list-style-type: none"> ▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions. 	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Parachute/Garfield County Emergency Management in coordination with lead agencies and coordinators.	
<input type="checkbox"/> Participate in Community and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Community Emergency Operations Center.	
<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the Community. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
<input type="checkbox"/> Inform Parachute/Garfield County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Work with the County Planning Department to establish appropriate infrastructure protection measures in landslide/flood-prone areas.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	
<input type="checkbox"/> Implement the Community Emergency Operations Plan when severe weather and/or landslides incidents pose threats to the Community.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Community and/or County Emergency Operations Centers may be staffed. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	

IA 1. Severe Weather (including Winter Storms and Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (recurring).	<i>ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/> Notify supporting agencies as well as the Mayor, Board of Trustees, and County Board of Commissioners.	
<ul style="list-style-type: none"> ▪ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing. 	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the Community.	<i>ICS Form 209: Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes. 	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among local and County Emergency Operations Centers and other Agency Operations Centers. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific SOPs</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>FA1 of the Community EOP</i>
<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Basic Plan of the Community EOP</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	

IA 1. Severe Weather (including Winter Storms and Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the Community EOP</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Establish a Joint Information Center and designate a lead Public Information Officer for the Community.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
<input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer before dissemination to the public.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
<input type="checkbox"/> Develop and update the Incident Action Plan (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (recurring).	
<input type="checkbox"/> Coordinate with private-sector partners as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	

IA 1. Severe Weather (including Winter Storms and Landslides)

Severe Weather Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Centers, Agency Operations Centers, and command posts.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

GUIDANCE TO RESIDENTS

NOTE: This section is not intended to be an all-inclusive list of actions that individuals should take prior to, during, and after an incident. For further detail, go to <https://www.ready.gov/> for comprehensive, incident-specific guidance.

- Prepare, at minimum, a 72-hour emergency kit for you and your family in your home, car, and at work.
- Make a family communications plan.
- Sign up for emergency alert programs, including the County Emergency Notification System and NOAA Weather Radio.
- Minimize travel if severe weather is imminent or likely.
- Bring pets indoors during severe weather.
- Winterize your home to improve its ability to retain heat during winter storms.
- Stay indoors during the severe weather.
- Follow all emergency requests, including evacuation and shelter orders.
- Go to a designated shelter if you lose electricity and it is safe to leave your home.

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IA 2 – Flood (including Dam Failure)

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IA 2. Flood (including Dam Failure)

Flood Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relevant to flood events.	
<input type="checkbox"/> Coordinate the Community’s preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the Community Emergency Operations Center.	
<input type="checkbox"/> Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<input type="checkbox"/> Annually review and update the Emergency Operations Plan and Standard Operating Procedures, as needed.	<i>Community EOP, Annexes, and agency-specific SOPs</i>
<input type="checkbox"/> Review flood-prone areas.	
<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance</i>
<input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response.	
<input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other Community agencies and private contractors relevant to multiple agency response to floods.	
RESPONSE PHASE	
<input type="checkbox"/> The Town of Parachute Manager and Garfield County Manager will provide overall guidance for the deployment of resources.	
<input type="checkbox"/> Activate mutual aid agreements.	
<input type="checkbox"/> Activate the Community Emergency Operations Center and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the Emergency Operations Center for coordination of specific response activities.	<i>Community Basic Plan, agency and company-specific plans</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for Community Emergency Operations Center, Incident Action Plan</i>
<input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable.	<i>Community Basic Plan</i>

IA 2. Flood (including Dam Failure)

Flood Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the Community Emergency Operations Center, as the situation requires.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Support search and rescue operations by coordinating resource requests outside of the jurisdiction.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Request the American Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>Red Cross Shelter Plans</i>
<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses using “one voice, one message” concepts.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Record all Emergency Operations Center activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in Emergency Operations Center logbooks.	<i>Existing ICS and Emergency Operations Center forms, ICS Form 214: Unit Log</i>
<input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County/local government.	<i>FA 3 of the Community EOP</i>
<input type="checkbox"/> Assist with coordinating Public Works activities, such as debris removal from: <ul style="list-style-type: none"> ▪ Storm drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public rights-of-way ▪ Dams (via established liaisons at the Community Emergency Operations Center) ▪ Other structures, as needed 	<i>FA 3 of the Community EOP</i>
<input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	
<input type="checkbox"/> Coordinate with Parachute Police Department, County Sheriff’s Office, and other local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	<i>FA 1 of the Community EOP</i>
Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	
RECOVERY PHASE	
<input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
<input type="checkbox"/> Deactivate/demobilize the Community Emergency Operations Center. Deactivate mutual aid resources as soon as possible.	<i>FA 1 of the Community EOP, ICS Form 221: Demobilization Plan</i>
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans	<i>FA 1 of the Community EOP and agency-specific recovery plans</i>

IA 2. Flood (including Dam Failure)

Flood Incident Checklist	
Action Items	Supplemental Information
until normal daily operations can be completely restored.	
<input type="checkbox"/> Implement revisions to the Community Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Offer recommendations to Community government and Public Works departments for changes in planning, zoning, and building code ordinances.	
<input type="checkbox"/> Participate in After Action Reports and critiques.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

GUIDANCE TO RESIDENTS

NOTE: This section is not intended to be an all-inclusive list of actions that individuals should take prior to, during, and after an incident. For further detail, go to <https://www.ready.gov/> for comprehensive, incident-specific guidance.

Flood Watch: “Be Aware.” Flooding could occur in your area.

- Follow the latest weather updates and emergency instructions.
- Know where to go to reach higher ground, if the situation progresses.
- Build or restock your emergency preparedness kit.

Flood Warning: “Take Action!” Flooding is either happening or will happen shortly.

- Move immediately to higher ground.
 - Evacuate if directed.
 - Avoid walking or driving through flood waters.
-
- Know your flood risk.
 - Consider buying flood insurance.
 - Prepare at minimum a 72-hour emergency kit for you and your family in your home, car, and at work.
 - Make a family communications plan.
 - Sign up for emergency alert programs, including the County Emergency Notification System and NOAA Weather Radio.
 - Minimize travel if flooding is imminent or likely.
 - Bring pets indoors.
 - Follow all emergency requests, including evacuation and shelter orders.
 - Go to a designated shelter if you lose electricity and it is safe to leave your home.
 - Following the flooding, photograph all damage to your property for insurance purposes.

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IA 3 – Wildfire

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Wildfire Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by Parachute/Garfield County Emergency Management and Fire District.	
<input type="checkbox"/> Participate in Community preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the Community Emergency Operations Center.	
<input type="checkbox"/> Inform Parachute/Garfield County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> Delegate authority to Area Fire Manager upon determination of needed resources.	
<input type="checkbox"/> Activate the Community Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>Basic Plan of the Community EOP and agency/company-specific plans</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/> Notify supporting fire services agencies.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the Community Emergency Operations Center for support.	
<input type="checkbox"/> Determine the scope and extent of the fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
<input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among Community Emergency Operations Center, County Emergency Operations Center, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Fire Chief directs resources for fires within the district.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	

Wildfire Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Implement local plans and procedures for fire operations.	<i>Agency-specific SOPs</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire (<i>recurring</i>).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Submit a request for a local or countywide disaster/emergency declaration, as applicable.	<i>Basic Plan of the Community EOP</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the Community EOP</i>
<input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the Incident Commander and Public Information Officer prior to dissemination to the public.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Manager and staff will assemble a Situation Report.	
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with private-sector partners as needed.	

Wildfire Incident Checklist	
Action Items	Supplemental Information
RECOVERY/DEMOBILIZATION	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage are communicated to the Incident Commander and/or Safety Officer.	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>FA 1 of the Community EOP and agency recovery plans</i>
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Community Emergency Operations Center.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Implement revisions to the Community Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

GUIDANCE TO RESIDENTS

NOTE: This section is not intended to be an all-inclusive list of actions that individuals should take prior to, during, and after an incident. For further detail, go to <https://www.ready.gov/> for comprehensive, incident-specific guidance.

Fire Weather Watch: Fire weather conditions are possible over the next 12 to 72 hours.

- **Follow the latest weather updates and emergency instructions.**
- **Know proper evacuation routes.**
- **Keep your vehicle fueled.**

- Know the wildfire risk near your home.
- Maintain at least a 30-foot buffer between your home and potential fuel sources, including wood piles, dried leaves, brush, and paper.
- Review your homeowner’s insurance policy for fire coverage.
- Prepare at minimum a 72-hour home, car, and work emergency kit for you and your family.
- Make a family communications plan.
- Sign up for emergency alert programs, including the County Emergency Notification System and NOAA Weather Radio.
- Bring pets indoors.
- Follow all emergency requests, including evacuation and shelter orders.
- If you see a wildfire and haven’t received evacuation orders, call 9-1-1.
- Go to a designated shelter if it is safe to leave your home.
- Following the fire, photograph all damage to your property for insurance purposes.

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IA 4 – Drought

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Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Community and County Emergency Operations Plans and supporting procedures and plans.	
<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
<input type="checkbox"/> Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
<input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Parachute and Garfield County Emergency Management.	
<input type="checkbox"/> Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Emergency Operations Center.	
<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop Memorandums of Understanding with those private businesses.	
<input type="checkbox"/> Inform Parachute and Garfield County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
<input type="checkbox"/> Ensure that Community maps of water mains, valves, and public sewer systems are up to date and accessible.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

Drought Incident Checklist	
Action Items	Supplemental Information
RESPONSE PHASE	
<input type="checkbox"/> When deemed necessary, implement the Emergency Operations Plan when drought and other water shortage incidents pose a threat.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The Emergency Operations Centers may be staffed. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/> Notify supporting agencies.	
<ul style="list-style-type: none"> ▪ Identify local, regional, State, and federal agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing. 	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
<ul style="list-style-type: none"> ▪ Notify command staff, support agencies, adjacent jurisdictions, Emergency Support Function leads/coordinators, and liaisons of any situational changes. 	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among local and county Emergency Operations Centers, other Agency Operation Centers, and the State Emergency Communications Center. Confirm operable phone numbers and verify functionality of alternate communications resources.	
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

Drought Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
<input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).	
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Participate in a Joint Information Center and designate a lead Public Information Officer for the jurisdiction.	
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214: Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Incident Commander/Emergency Operations Center manager and staff will assemble a situation report.	

Drought Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Develop and update the Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.	
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
<input type="checkbox"/> Make recommendations to Community and county governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize Emergency Operations Centers, Agency Operation Centers, and command posts.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

GUIDANCE TO RESIDENTS

NOTE: This section is not intended to be an all-inclusive list of actions that individuals should take prior to, during, and after an incident. For further detail, go to <https://www.ready.gov/> for comprehensive, incident-specific guidance.

- Know your drought risk.

IA 4. Drought

- Conserve water whenever possible and repair and replace dripping faucets, leaking pipes, and inefficient appliances.
- Store extra water for later use.
- Find multiple uses for water, and consider reusing it.

5

IA 5 – Transportation Accidents

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IA 5. Transportation Accidents

Two major types of transportation accidents are considered in this incident annex: air and rail. Motor vehicle accidents that occur on roadways within the Community would not normally constitute a major emergency under the Emergency Operations Plan, unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes. The Fire District and Parachute Police Department/Garfield County Sheriff’s Office/Colorado State Patrol will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board has the authority and responsibility to investigate accidents involving all aircraft and selected rail accidents. It is National Transportation Safety Board policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the Federal Aviation Administration may respond to the scene instead of the National Transportation Safety Board. The Department of Defense has the authority to investigate any accident involving military aircraft.

Transportation Accidents	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by Community Emergency Manager.	
<input type="checkbox"/> Participate in Community preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the Community Emergency Operations Center.	
<input type="checkbox"/> Inform Community Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by the Parachute/Garfield County Emergency Manager and Fire District.	
<input type="checkbox"/> Assess the Community’s transportation infrastructure (e.g. roads, bridges, and traffic control devices) and implement an emergency transportation route plan.	
<input type="checkbox"/> Develop alternate routes based on assessment of hazard threats to transportation infrastructure and based on input from the County Emergency Operations Center, Colorado Department of Transportation, and other road owners.	
RESPONSE PHASE	
<input type="checkbox"/> Notification of the occurrence of a transportation incident will come through the Garfield County Emergency Communications Authority or observance by field personnel.	
<input type="checkbox"/> Conduct a scene assessment to determine appropriate level of emergency medical, transportation, and hazardous materials response. Based on the location of the accident, mass casualty	<i>ICS Form 209: Incident Status Summary</i>

IA 5. Transportation Accidents

Transportation Accidents	
Action Items	Supplemental Information
and/or evacuation procedures may be required.	
<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>IA 8 – Hazardous Materials</i>
<input type="checkbox"/> Develop alternate routes based on assessment of damages to Community transportation infrastructure and based on input from the Community Emergency Operations Center, Colorado Department of Transportation, and other road owners. Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Community personnel should not attempt to remove accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.	
<input type="checkbox"/> The Parachute Police Department has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
<input type="checkbox"/> Contact the National Transportation Safety Board (Safety Office, 425-227-2000, 24 hours) prior to removing deceased victims or moving aircraft wreckage.	
<input type="checkbox"/> For railroad accidents, the Incident Commander should contact the railroad company’s emergency response center, as well as the National Transportation Safety Board prior to removing any victims or wreckage.	
<input type="checkbox"/> Coordinate the collection, storage, and disposition of all human remains and their personal effects from the crash site.	
<input type="checkbox"/> Activate the Community Emergency Operations Center and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> If appropriate, the Incident Commander (or designee) will activate the Emergency Alert System by contacting the National Weather Service to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the Community Emergency Operations Center for support.	
<input type="checkbox"/> Notify supporting emergency response agencies, Colorado Department of Transportation, National Transportation Safety Board, and Federal Aviation Administration if the accident involves an aircraft.	
<input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
<input type="checkbox"/> Confirm or establish communications links among the Community Emergency Operations Center, the County	

IA 5. Transportation Accidents

Transportation Accidents	
Action Items	Supplemental Information
Emergency Operations Center, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	
<ul style="list-style-type: none"> <input type="checkbox"/> For incidents occurring on State highways, ensure that the Colorado Department of Transportation and Colorado State Patrol have been notified. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<input type="checkbox"/> Appoint a Public Information Officer to formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
<input type="checkbox"/> Public information focusing on transit access points, control, and traffic control will be reviewed by the Police Chief (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer prior to dissemination to the public.	
<input type="checkbox"/> If necessary, establish a Joint Information Center staffed by Public Information Officers from various agencies.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.	
<input type="checkbox"/> Advise the County Emergency Operations Center and Colorado Department of Transportation of road restrictions and resource/support needs.	
<input type="checkbox"/> Coordinate provision of up-to-date information to friends and family of victims. Consideration should be giving to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available.	
<input type="checkbox"/> Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the Transportation Security Administration, National Transportation Safety Board, and Federal Bureau of Investigation.	
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the Community EOP</i>
<input type="checkbox"/> If necessary, determine the need to conduct evacuations and sheltering activities.	
<input type="checkbox"/> Coordinate with the Red Cross to provide shelter and family referral services through the Emergency Operations Center.	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels.	

IA 5. Transportation Accidents

Transportation Accidents	
Action Items	Supplemental Information
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214: Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the Emergency Operations Center Director and staff will assemble a Situation Report.	<i>ICS Form 209: Incident Status Summary</i>
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
<input type="checkbox"/> Coordinate with the Red Cross to assist families affected by the transportation incident	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221: Demobilization Plan</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> If necessary, provide critical incident stress management to first responders.	
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Community Emergency Operations Center.	
<input type="checkbox"/> Implement revisions to the Community Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

6

IA 6 – Terrorism (including Active Shooter and Civil Disorder)

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This annex can be applied to incidents involving weapons of mass destruction (WMD) and chemical, biological, radiological, nuclear and explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The Parachute Police Department has the lead role in terrorism crisis management within the Town and the County Sheriff’s Office elsewhere in the County. The lead agencies for the State and federal government are Colorado Bureau of Investigations and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the federal government provides assistance as required. The Community and County Emergency Operations Centers typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the County Public Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. The Colorado Division of Homeland Security and Emergency Management and Federal Emergency Management Agency are the State and federal consequence management leads.

Terrorism Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the Community Emergency Operations Plan and annexes.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Parachute/Garfield County Emergency Management.	
<input type="checkbox"/> Participate in Community, County, regional, State, and federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Community Emergency Operations Center. Include appropriate regional, State, and federal emergency contacts for terrorism response.	
<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for the Community and for the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	
<input type="checkbox"/> Inform Parachute/Garfield County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
SURVEILLANCE PHASE (BIO ONLY)	
<input type="checkbox"/> Activate Incident/Unified Command upon recommendation from the Parachute Police Department and/or Garfield County Sheriff's Office. Unified Command may consist of County, regional, State, and federal crisis management and consequence management agencies.	
<input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When necessary, send fire, hazardous materials, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
<input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.	
<input type="checkbox"/> Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard Incident Command System forms may be necessary.	<i>ICS Form 209: Incident Status Summary</i>
<input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
<input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
<input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
<input type="checkbox"/> Draft an Incident Action Plan. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Maintain communication between field response crews, local/County Emergency Operations Centers, Regional Emergency Operations Center, and State Emergency Coordination Center, as applicable. Communication should be ongoing throughout the duration of the response and should include incident status reports, resource requests, and projected staffing and equipment needs.	
<input type="checkbox"/> Gather additional information. Include photographs and video recording.	
<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
<input type="checkbox"/> Determine if any advisories should be issued to the public.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
RESPONSE PHASE	
<input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders.	
<ul style="list-style-type: none"> ▪ Be cognizant of any secondary devices that may be on site. 	
<ul style="list-style-type: none"> ▪ Be cognizant that CBRNE agents may be present. 	
<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
<input type="checkbox"/> Implement the Community Emergency Operations Plan.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During terrorism incidents, local and/or County Emergency Operations Centers may be staffed. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
<ul style="list-style-type: none"> ▪ Establish an Incident Command Post near the incident location. The Incident Command Post should be located uphill and upwind of the incident location. 	
<ul style="list-style-type: none"> ▪ Identify local, County, regional, and/or State agencies that may be able to mobilize resources to the Emergency Operations Center for support. 	
<input type="checkbox"/> Determine the type, scope, and extent of the terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209: Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify the regional Hazardous Materials Team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, federal agencies (including Federal Bureau of Investigation), and Emergency Support Function leads/coordinators of any situational changes. 	
<ul style="list-style-type: none"> ▪ Verify that the hazard perimeter and hazard zone security have been established. 	
<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
<input type="checkbox"/> Disseminate appropriate warnings to the public.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<ul style="list-style-type: none"> ☐ Confirm or establish communications links among primary and support agencies, the Community Emergency Operations Center, the County Emergency Operations Center, and State Emergency Operations Center. Confirm operable phone numbers and backup communication links. 	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ☐ Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies that may be affected by the incident. Notify them of the status. 	
<ul style="list-style-type: none"> ▪ Notification to the Colorado Bureau of Investigations and the Federal Bureau of Investigation is required for all terrorism incidents. 	
<ul style="list-style-type: none"> ▪ If an incident occurs on State highways, ensure that the Colorado Department of Transportation has been notified. 	
<ul style="list-style-type: none"> ▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<ul style="list-style-type: none"> ☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. 	
<ul style="list-style-type: none"> ☐ Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures. 	<i>County Terrorism Response Plan</i>
<ul style="list-style-type: none"> ☐ Obtain current and forecasted weather to project potential hazardous materials vapor plumes (<i>recurring</i>). <ul style="list-style-type: none"> ▪ Note: Vapor plume modeling support may be obtained through regional Hazardous Materials Teams and/or through State, and/or federal environmental protection agencies. 	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ☐ Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. <ul style="list-style-type: none"> ▪ Note: Refer to the United States Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source. 	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ☐ Determine the need for and activate emergency medical services (<i>recurring</i>). 	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ☐ Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). 	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ☐ Submit a request for emergency/disaster declaration, as applicable. 	<i>Basic Plan of the Community EOP</i>

Terrorism Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
<input type="checkbox"/> Develop plans and procedures for registering regional hazardous materials or health and medical teams as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and lead Public Information Officer before dissemination to the public and/or media partners. 	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214: Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Manager and staff will assemble a situation report.	
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with private-sector partners, as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Community, the responsible party (if known). Support from the Environmental Protection Agency may be necessary.	
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center.	
<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

7

IA 7 – Utility Failure

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IA 7. Utility Failure

Note: Most major power failures are the result of other incidents such as winter storms, tornados, etc. Refer to the specific incident checklist responsible for the utility failure for more details.

Utility Failure Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.	
<input type="checkbox"/> Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.	
<input type="checkbox"/> Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.	
<input type="checkbox"/> Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.	
<input type="checkbox"/> Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.	
<input type="checkbox"/> Procure or produce information pamphlets for distribution to the public with assistance from utilities, such as “What to do When the Lights Go Out.”	
<input type="checkbox"/> Ensure the public is informed to contact their electric utility to report outages.	
<input type="checkbox"/> Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.	
<input type="checkbox"/> Coordinate with the Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.	
RESPONSE PHASE	
<input type="checkbox"/> Establish incident command.	
<input type="checkbox"/> Identify immediate action or response requirements.	
<input type="checkbox"/> Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.	
<input type="checkbox"/> Activate the Emergency Operations Center as appropriate.	
<input type="checkbox"/> Organize or establish the Emergency Operations Center, based on operational procedures.	

Utility Failure Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Issue alert and warning based on procedure and as warranted.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Establish communications with responding agencies.	
<input type="checkbox"/> Through communications with responding agencies determine as quickly as possible:	
<input type="checkbox"/> General boundary of the affected area.	
<input type="checkbox"/> The general extent of power or other utility disruption.	
<input type="checkbox"/> Immediate needs of response forces or utilities.	
<input type="checkbox"/> Estimated time of repair or duration of outage.	
<input type="checkbox"/> Estimated population affected.	
<input type="checkbox"/> Evaluate overall situation.	
<input type="checkbox"/> Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (freezing temperatures, etc.)	
<input type="checkbox"/> Establish communications with the state.	
<input type="checkbox"/> Establish communications with and request a liaison from electric and gas utilities as appropriate.	
<input type="checkbox"/> Establish ongoing reporting from the response forces and utilities.	
<input type="checkbox"/> Coordinate with the Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.	
<input type="checkbox"/> On order, evacuate affected areas using available response forces.	
<input type="checkbox"/> Conduct first staff briefing as soon as practical after Emergency Operations Center activation.	
<input type="checkbox"/> Activate or establish rumor control through the public information officer (Public Information Officer).	
<input type="checkbox"/> Establish a schedule for briefings.	
<input type="checkbox"/> Brief Community/County/agency/utility executives.	
<input type="checkbox"/> Provide Public Information Officer with updated information.	
<input type="checkbox"/> Provide response forces with updated information, as appropriate.	
<input type="checkbox"/> Release causal information, via the public information officer (Public Information Officer) as soon as practical.	
<input type="checkbox"/> If appropriate, establish a Joint Information Center with the utility.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Issue action guidance as appropriate.	

Utility Failure Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Establish 24/7 duty roster for the Emergency Operations Center and or command post.	
<input type="checkbox"/> Develop and post any required maps or diagrams.	
<input type="checkbox"/> Activate an events log.	
<input type="checkbox"/> Review and follow resource procurement procedure.	
<input type="checkbox"/> Inventory additional resources that may be used or called upon for use.	
<input type="checkbox"/> Activate formal resource request procedure and resource tracking.	
<input type="checkbox"/> Coordinate all resource requests being forwarded to the state.	
<input type="checkbox"/> Activate financial tracking plan coordinated by the Finance Officer.	
<input type="checkbox"/> Activate damage assessment and follow damage assessment procedure.	
<input type="checkbox"/> Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Conduct a "second shift" or relieving shift briefing.	<i>ICS Form 209: Incident Status Summary</i>
<input type="checkbox"/> Discuss with and present to your relief, the incident action plan for the next 12 hours.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Gather damage assessment information (public, housing, business) from damage assessment teams.	
<input type="checkbox"/> Gather information from utilities regarding potential for additional immediate or prolonged outages.	
<input type="checkbox"/> Obtain information from the Red Cross regarding number of sheltered and support necessary for continued operation.	<i>FA 2 of the Community EOP and Red Cross Shelter Plans</i>
<input type="checkbox"/> Obtain from the Red Cross an estimated duration period for continued shelter operations, if any.	
<input type="checkbox"/> Assess citizen/community needs for individual assistance and or public assistance.	
<input type="checkbox"/> Activate local unmet needs committee if appropriate.	
<input type="checkbox"/> Gather financial information from the Finance Officer.	
<input type="checkbox"/> As appropriate, gather additional information to include:	
<input type="checkbox"/> Personnel that responded and the time involved in the response	
<input type="checkbox"/> Time sheets or time logs	

Utility Failure Incident Checklist	
Action Items	Supplemental Information
<ul style="list-style-type: none"> ▪ Supplies used 	
<ul style="list-style-type: none"> ▪ Contracts issued 	
<ul style="list-style-type: none"> ▪ Purchase orders issued 	
<ul style="list-style-type: none"> ▪ Additional expenditures 	
<ul style="list-style-type: none"> ▪ Damages to public buildings, equipment, utilities, etc. 	
<ul style="list-style-type: none"> ▪ Loss of life of any public servant 	
<ul style="list-style-type: none"> ▪ Documents regarding economic impact 	
<input type="checkbox"/> Develop or generate reports for the following, as appropriate:	
<ul style="list-style-type: none"> ▪ Federal Emergency Management Agency 	
<ul style="list-style-type: none"> ▪ State 	
<ul style="list-style-type: none"> ▪ Local elected officials 	
<ul style="list-style-type: none"> ▪ County executives 	
<ul style="list-style-type: none"> ▪ Others requiring or requesting reports 	
<input type="checkbox"/> Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.	
<input type="checkbox"/> Establish donations management based on policy and procedure.	
<input type="checkbox"/> Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.	
<input type="checkbox"/> Ensure public officials are made aware of the assistance application process, if applicable.	
<input type="checkbox"/> Ensure that the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.	
<input type="checkbox"/> Perform an incident critique as soon as possible with all possible response organizations.	
<input type="checkbox"/> Review agency and self-performance.	
<input type="checkbox"/> Review and correct any weaknesses in the plan.	
<input type="checkbox"/> Implement hazard mitigation or modify hazard mitigation plan accordingly.	
<input type="checkbox"/> Brief elected officials with updated information and disaster recovery progress.	

8

IA 8 – Hazardous Materials (Accidental Release)

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IA 8. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Parachute/Garfield County Emergency Management, the Fire Protection District, and the County Emergency Support Function 10 Lead.	
<input type="checkbox"/> Participate in Community and County preparedness activities, seeking understanding of interactions with participating agencies in hazardous materials scenarios.	
<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Community Emergency Operations Center.	
<input type="checkbox"/> Inform Parachute/Garfield County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the Hazardous Materials Team.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, Emergency Support Function coordinators, and liaisons of the situation. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. 	
<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until hazardous materials response teams arrive.	
<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
<input type="checkbox"/> If the situation warrants, request activation of the Community or County Emergency Operations Centers via the Incident Commander through the Community Manager.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Activate the Community Emergency Operations Center, coordinate response activities among Agency Operations Centers and Incident Command Posts, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	

IA 8. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/> Notify hazardous materials supporting agencies.	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ▪ Identify local, regional, and/or State agencies that may be able to mobilize resources to the Community Emergency Operations Center for support. 	
<input type="checkbox"/> Contact the State Emergency Operations Center at 303-279-8855 for technical assistance and support in requesting the regional Hazardous Materials Team.	
<input type="checkbox"/> Assign liaisons to the Community Emergency Operations Center representing government agencies, private entities (e.g., railroad companies, chemical manufacturers, etc.), and other stakeholders.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the Community Emergency Operations Center, County Emergency Operations Center, and the State Emergency Operations Center. Confirm operable phone numbers and backup communication links.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ▪ For incidents occurring on State highways, ensure that the Colorado Department of Transportation has been notified. 	
<ul style="list-style-type: none"> ▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<input type="checkbox"/> A lead Public Information Officer will be designated by the Community Manager. The Public Information Officer will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.	
<input type="checkbox"/> Implement local plans and procedures for hazardous materials operations. Implement agency-specific protocols and Standard Operating Procedures. Ensure that copies of all documents are available to response personnel.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>

IA 8. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Based upon the incident's size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the Community EOP</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms FA 1 of the Community EOP</i>
<input type="checkbox"/> Develop plans and procedures for registering regional hazardous materials teams as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Establish the Joint Information Center, as needed.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Formulate emergency public information messages and media responses using "one message, many voices" concepts (<i>recurring</i>).	<i>FA 1 of the Community EOP</i>
<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the lead Public Information Officer before dissemination to the public and/or media partners. 	
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214: Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages and names of those sending and receiving them should be documented as part of the Emergency Operations Center log.	
<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the Incident Commander/Emergency Operations Center Director and staff will assemble a Situation Report.	
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives, ICS Form 203: Organization Assignment List, ICS Form 204: Assignment List, ICS Form 205: Incident Radio Communications Plan, ICS Form 206: Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	

IA 8. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist	
Action Items	Supplemental Information
<input type="checkbox"/> Coordinate with private-sector partners, as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to hazardous materials incidents are communicated to the Incident Commander and/or Safety Officer.	
<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Community Emergency Operations Center, the responsible party (if known).	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>FA 1 of the Community EOP</i>
<input type="checkbox"/> Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Community Emergency Operations Center.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

GUIDANCE TO RESIDENTS

NOTE: This section is not intended to be an all-inclusive list of actions that individuals should take prior to, during, and after an incident. For further detail, go to <https://www.ready.gov/> for comprehensive, incident-specific guidance.

- Prepare at minimum a 72-hour emergency kit for you and your family in your home, car, and at work.
- Make a family communications plan.
- Sign up for emergency alert programs, including the County Emergency Notification System and NOAA Weather Radio.
- If you see a potential hazardous materials incident, report it to 9-1-1.
- Follow all emergency requests, including evacuation and shelter orders.
- Avoid all areas deemed impacted by the incident.
- Consider shelter-in-place needs including sealing air ducts to minimize hazardous materials from entering your home.
- Seek medical attention for unusual symptoms as soon as possible.

9

IA 9 – Evacuation

Refer to FA 1 – Emergency Services for additional information regarding evacuation.

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Sample Evacuation Order

1. An emergency condition, as a result of [TYPE OF HAZARD], exists in the Parachute-Battlement Mesa Community, and the [Town/County] has declared a State of Emergency.
2. The [Town/County] has determined that there is a need to evacuate portions of the Community.
3. Such evacuation is needed to ensure the safety of the public. Therefore:

4. The [Town/County] is requesting the immediate evacuation of:

5. The [Town/County] requests that those needing special assistance call _____ or place a white flag, (towel, rag, paper, etc.) on the front door knob or in the front window. The above number has been established to respond to evacuation assistance requests.
6. The [Town/County] is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ am/pm.
7. Information and instructions from the [Town/County] will be transmitted by broadcast radio. Public information will also be available from American Red Cross representatives at shelters now being opened to the public for emergency housing.
8. As resources allow, a reception area or American Red Cross shelter is located at:

9. The [Town/County] will advise the public of the lifting of this order when public safety is assured.

Date _____ Signed _____

Emergency Manager

Date _____ Signed _____

Incident Commander

Evacuation Checklist

✓	Action Item	Assigned
PLANNING:		
<input type="checkbox"/>	1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any special facilities and functional needs populations in risk area(s). 	
<input type="checkbox"/>	2. Determine evacuation routes for risk area(s) and check the status of these routes.	
<input type="checkbox"/>	3. Determine traffic control requirements for evacuation routes.	
<input type="checkbox"/>	4. Estimate public transportation requirements and determine pickup points.	
<input type="checkbox"/>	5. Determine temporary shelter requirements and select preferred shelter locations.	
ADVANCE WARNING:		
<input type="checkbox"/>	6. Provide advance warning to special facilities and advise them to activate evacuation, transportation, and reception arrangements. Determine if requirements exist for additional support from local government.	
<input type="checkbox"/>	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.	
<input type="checkbox"/>	8. Develop traffic control plans and stage traffic control devices at required locations.	
<input type="checkbox"/>	9. Coordinate with special facilities regarding precautionary evacuation. Identify and alert functional needs populations.	
<input type="checkbox"/>	10. Ready temporary shelters selected for use.	
<input type="checkbox"/>	11. Coordinate with transportation providers to ensure that vehicles and drivers will be available when and where needed.	
<input type="checkbox"/>	12. Coordinate with school districts regarding closure of schools.	
<input type="checkbox"/>	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
EVACUATION:		
<input type="checkbox"/>	14. Advise neighboring jurisdictions that an evacuation recommendation or order will be issued.	
<input type="checkbox"/>	15. Disseminate the evacuation recommendation or order to special facilities and functional needs populations. Provide assistance in evacuating, if needed.	

✓	Action Item	Assigned
<input type="checkbox"/>	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
<input type="checkbox"/>	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go and how they should get there ▪ Provisions for functional needs population and those without transportation 	
<input type="checkbox"/>	18. Staff and open temporary shelters.	
<input type="checkbox"/>	19. Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
<input type="checkbox"/>	20. Provide transportation assistance to those who require it.	
<input type="checkbox"/>	21. Provide security in or control access to evacuated areas.	
<input type="checkbox"/>	22. Provide situation reports on evacuation to the County.	
RETURN OF EVACUEES		
<input type="checkbox"/>	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments.	
<input type="checkbox"/>	24. Determine requirements for traffic control for return of evacuees.	
<input type="checkbox"/>	25. Determine requirements for and coordinate provision of transportation for return of evacuees.	
<input type="checkbox"/>	26. Advise neighboring jurisdictions that return of evacuees will begin.	
<input type="checkbox"/>	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
<input type="checkbox"/>	28. Provide traffic control for return of evacuees.	
<input type="checkbox"/>	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
<input type="checkbox"/>	30. Coordinate with special facilities regarding return of evacuees to those facilities.	
<input type="checkbox"/>	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> ▪ Documenting damage and making expedient repairs ▪ Caution in reactivating utilities and damaged appliances ▪ Cleanup and removal/disposal of debris ▪ Recovery programs 	
<input type="checkbox"/>	32. Terminate temporary shelter and mass care operations.	
<input type="checkbox"/>	33. Maintain access controls for areas that cannot be safely reoccupied.	

Evacuation Traffic Policy

In the event of an evacuation in the Community:

1. All Town of Parachute, Battlement Mesa Metro District, and County employees not directly involved in the incident shall be available for traffic control and direction.
2. The Parachute Police Department, Garfield County Sheriff's Office, and GVFPD have the authority to close local roads and to restrict access to and from all areas of the Community.
3. Roads under the jurisdiction of the Colorado Department of Transportation (CDOT) would be authorized for closure by CDOT; in the case of a crime or fire, the authority includes the Colorado State Patrol.
4. The Parachute Police Department and Garfield County Sheriff's Office has the authority to remove stalled and parked vehicles that impede the flow of traffic.
5. Traffic flow direction may be altered, reversed, etc. at the direction of the on-scene Incident Commander when the situation warrants.
6. Changes in traffic flow will be coordinated with the County Sheriff, Parachute Police Department, Colorado State Patrol, CDOT, Parachute Public Works, Battlement Mesa Metro District, and Garfield County Roads and Bridges.

Sample Evacuation Contact Form

Address: _____

Name of Contact: _____

Date: _____ Time: _____

of Persons in Building: _____

Evacuating (Circle One): Yes / No

Destination: _____

Shelter/Reception: _____

Other Comments: _____

Staff Making Contact: _____

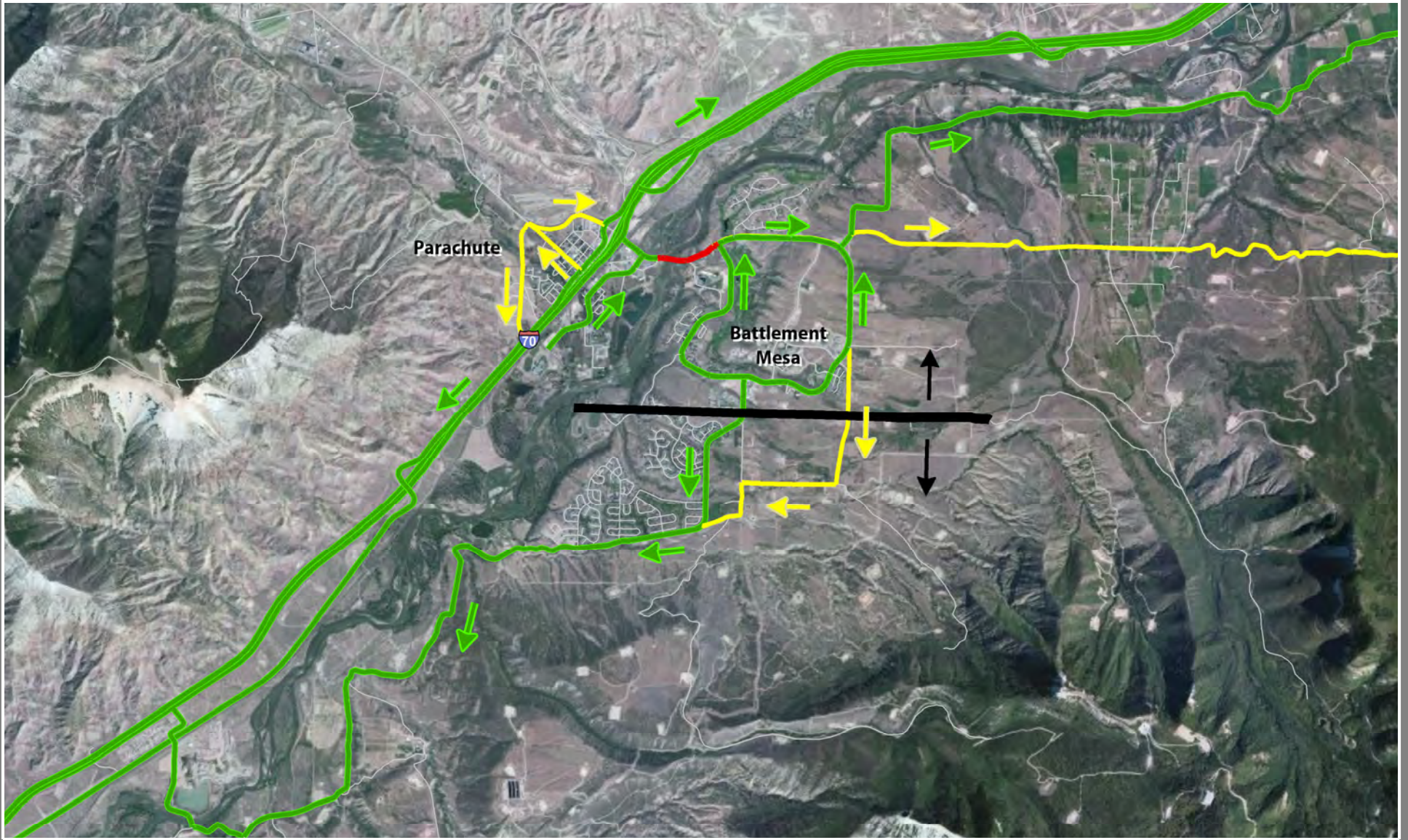
Guidance To Residents





NOTE: This section is not intended to be an all-inclusive list of actions that individuals should take prior to, during, and after an incident. For further detail, go to <https://www.ready.gov/> for comprehensive, incident-specific guidance.

- Prepare, at minimum, a 72-hour emergency kit for you and your family in your home, car, and at work.
- Make a family evacuation plan.
- Sign up for emergency alert programs, including the County Emergency Notification System and NOAA Weather Radio.
- Identify locations to meet your family following the incident.
- Identify out-of-area contacts to reach out to following the incident.
- Become familiar with identified evacuation routes.
- Follow all emergency orders, including evacuations.
- Check with neighbors and family members that may need assistance evacuating.
- Take your emergency kit with you.
- Leave early enough to avoid being trapped by the incident.
- Follow identified routes, do not take shortcuts which may be blocked for emergency response activities.
- Be alert for road hazards.
- Wear sturdy shoes and clothing that provides protection from the current environment.

Evacuation Routes

[See attached PDF map]



- Evacuation Routes
Traffic Flow
-  Primary
 -  Secondary
 -  Emergency Vehicle Traffic ONLY
 -  Division Line



Evacuation Routes
for Parachute and
Battlement Mesa, Colorado

January 2017