



MEMORANDUM

MEETING TYPE: Board of County Commissioners Regular Meeting
MEETING DATE: June 27, 2023
ITEM NAME: Approval of Emergency Operations Plan
SUBMITTED BY: Brittney Ciarlo, Emergency Manager

SUMMARY:

Please find the updated Emergency Operations Plan attached for your review. The plan meets all standards set by the Colorado Emergency Management Performance Grant and has been sent out for review by all necessary partners and agencies. This document will be valid for a period of three years from date of signature and will be reviewed for necessary updates on a yearly basis. The document lays out expectations, functions, roles and responsibilities during a disaster or other event.



HUERFANO

— COUNTY —

EMERGENCY SERVICES

HUERFANO COUNTY EMERGENCY OPERATIONS PLAN

June 2023

PREPARED BY:

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INTRODUCTION

The Huerfano County Emergency Operations Plan (EOP) has been developed for local emergency planning established under the State of Colorado Disaster Assistance Act, Colorado Revised Statute (CRS 24-33.5-700) and is aligned with the National Response Framework (NRF) and the National Incident Management System (NIMS). It meets the requirements of State and Federal guidelines for emergency management plans and programs. The Huerfano County EOP establishes the structure for a coordinated response to various types of natural, technological, human-caused emergencies, disasters or terrorist attacks.

Each agency, organization or individual assigned a specific responsibility under this plan should have a broad understanding of the basic document and a thorough understanding of the assigned tasks. This plan neither replaces nor replicates standard agency or organization Operational Plans but instead it will be used when a situation calls for multiple agencies and organizations to integrate into a single command structure or when an incident escalates beyond the capabilities of the community and need to request outside resources.

DELEGATION OF AUTHORITY

This document supersedes all previous versions of the Huerfano County Emergency Operation Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the Incident Commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Huerfano County Board of County Commissioners (BOCC) Adopted the Huerfano County Disaster Policy, on September 10, 2019. The Huerfano County Disaster Policy is incorporated into this EOP.

The Huerfano County Disaster Policy establishes, in advance of a disaster, powers to be implemented upon declaration of a local emergency or disaster by which staff of county division and departments can take extraordinary action to reasonably assure safe and healthy response and post disaster recovery.

The Huerfano County Disaster Policy identifies methods by which the County may take cooperative action with other government entities to facilitate response and recovery.

The Huerfano County Disaster Policy, recognizes that the Board of County Commissioners is the Appointed Authority pursuant to the Colorado Disaster Emergency Act, and has responsibility for the daily supervisory, administrative and budgetary authority for government action in the immediate aftermath of a disaster or emergency. This disaster policy established the following:

- The Huerfano County Disaster Policy creates, and defines, the Huerfano County Office of Emergency Management as the division of the Huerfano County Government which has primary responsibility for emergency and disaster management activities that eliminate or reduce

hazardous events and for the preparation for, response to, and recovery from, significant emergency and disaster events that can and do occur

- In recognition of the risks that such disasters pose to life and property, the BOCC has created and empowered the Office of Emergency Management (OEM) and hired an Emergency Manager
- The Disaster Policy outlines specific actions to be taken when a local emergency or disaster declaration is issued for unincorporated areas of Huerfano County and in support of municipal areas

This Disaster Policy authorizes, in advance of a disaster, the establishment and maintenance of:

- A response organization
- A recovery management organization
- A Plan to prepare for, direct, and coordinate orderly and expeditious post disaster response and recovery

Huerfano County Disaster Policy’s Delegation of Authority Provisions:

- The Appointed Authority (The BOCC) directs and authorizes the Emergency Manager under direction of the County Administrator to provide and coordinate emergency and disaster prevention, preparedness, response and recovery services within unincorporated Huerfano County.
- The Emergency Manager shall be responsible for planning and coordinating local emergency and disaster services, preparing and keeping a local disaster emergency plan (*AKA the Emergency Operations Plan or EOP and annexes*) and preparing and distributing to all appropriate officials a clear and complete written statement of the emergency responsibilities of all local agencies and officials and of the emergency and disaster response chain of command
- The Emergency Manager under direction of the County Administrator is authorized to act as the coordinating official with the Colorado Division of homeland Security and Emergency Management (CO DHSEM), the Federal Emergency Management Agency (FEMA), and other state and federal departments involved in emergency response and recovery

ADOPTION & PROMULGATION

The Huerfano County Emergency Operations Plan is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of local support as well as coordination with state and federal partners. The Huerfano County EOP is important to the mission of reducing the vulnerability to all natural and human caused hazards, minimizing the damage and assisting in the recovery from any type of incident that occurs.

The EOP will be formally adopted by the Huerfano County Board of County Commissioners by Resolution and filed with the Department of Emergency Management and the Colorado Division of Homeland Security and Emergency Management. This plan is considered effective for three (3) years upon

adoption by the Board of County Commissioners Planning and update coordination processes for the scheduled update and adoption of the Emergency Operations Plan are overseen by the Huerfano County Emergency Manager. All changes to the EOP between adoption periods shall be approved by the Huerfano County Emergency Manager and noted in the Record of Changes section as a continuous record from previous versions.

Once adopted, the Emergency Operations Plan will be distributed to all public safety agencies, and state, federal, and local governments that operate within Huerfano County. The EOP will also be available to the public. The EOP is designed to minimize the disruption of each agency's mission by establishing a system of collaboration during times of crisis. To meet this goal, it is imperative that all County, partner, and stakeholder agencies and their personnel prepare, train, exercise, equip, and execute their required roles and responsibilities in accordance with this EOP.

This plan supersedes and replaces the 2014 Huerfano County Emergency Operations Plan (EOP). This EOP applies to all Emergency Operations conducted in Huerfano County.

This plan was approved and adopted by the Huerfano County Board of Commissioners on:

Signed this ____ day of _____, _____

John Galusha, BOCC Chairman

Arica Andreatta, BOCC

Karl Sporleder, BOCC

RECORD OF CHANGES

All changes are to be annotated on the master copy of the Huerfano County EOP. Should the change be significant in nature, updates will be made to applicable pages. If not, changes will be reviewed and incorporated into the EOP during the next scheduled update.

Date	Section	Page #	Change/Addition	EMAP Standard Met

PURPOSE

The purpose of the Huerfano County EOP and its Annexes is to establish a comprehensive, whole community, all hazards approach to incident management across a spectrum of mission areas including prevention, protection, mitigation, response and recovery.

The Huerfano County Emergency Operations Plan incorporates best practices and procedures from various incident management disciplines including homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety. All of these are integrated into a unified coordinating structure.

The Huerfano County EOP and its Annexes provide the framework for interaction with local, private sector, and non-governmental organizations. The EOP describes capabilities and resources and establishes responsibilities and operational processes for coordinating response activities, sharing incident information with response partners and the public, alert and notification, and mobilization of resources during an incident response.

SCOPE

This EOP provides guidance for community-wide coordination of incident planning and response to incidents and hazards affecting Huerfano County and all individuals, resources, and property within the jurisdiction. The scope of the EOP includes all entities within the geographic boundaries of the County. This EOP is scalable and designed to support the organization, management, and coordination of all types of incidents and/or hazards affecting the jurisdictions.

Huerfano County shall cooperate with the disaster agencies of both municipalities situated within its borders, La Veta and Walsenburg. This plan is applicable to all of Huerfano County, but it does not replace or preempt those municipalities' emergency operations or recovery plans. As a high-level strategic document, the EOP complements and integrates with other emergency plans.

This document considers emergent operations from an all-hazards perspective. This plan focuses on activities that are directly related to an evolving incident or potential incident.

SITUATION OVERVIEW

Huerfano County has a total population of 7,082 (2022). Two major highways run north/south and east/west through the County. These are both designated hazardous material routes, I-25 and Highway 160. Huerfano County borders Pueblo, Las Animas, Costilla, Alamosa, Saguache and Custer County.

Huerfano County lies in southern Colorado and encompasses more than 1,591 square miles of land and 2 square miles of water, totaling 1,593 square miles. Huerfano County offers a varied terrain that ranges from extremely mountainous Blanca Peak with a peak of 14,345 feet to the eastern prairie at about 5,280 feet. The county seat is located in Walsenburg. The mild climate varies widely from the eastern plains to the western mountains.

The responsibility for Huerfano County's public safety systems is shared amongst several jurisdictions and response agencies. Three fire districts and coverage areas, one law enforcement agency, two emergency medical service providers, and one 911 public safety dispatch center serve Huerfano County. Huerfano County Government, 2 municipalities, federal land partners, state park, and interstate highway authorities also provide support for Huerfano County's public safety systems.

Huerfano County is exposed to several hazards that have the potential for disrupting the community, causing damage to property, and creating casualties. The natural hazards the county is exposed to include:

- Dam failure
- Drought
- Earthquake
- Flood
- Hazardous Materials
- Landslide, debris flows, mudflow, rockfall
- Methane gas
- Severe thunderstorm (lightening/hail)
- Severe winter storm
- Subsidence
- Wildfire
- Windstorm/Tornado

Additional information regarding these hazards and others that Huerfano County may be exposed to can be found in the Hazard Identification and Risk Assessment section below.

Whole-community inclusion is the process involving businesses, schools, media, nonprofit groups, faith-based organizations, community organizations, and individuals and families in the preparedness planning process. This includes understanding and meeting the actual needs of the whole community; engaging and empowering all parts of the community; and strengthening existing capacities within agencies or communities, which are already functioning on a daily basis. The planning approach shall be to plan with the community, rather than for the community. Huerfano County is committed to developing plans that serve the whole community and their involvement in planning is vital.

PROVISION OF ASSISTANCE

Huerfano County is prepared to respond to the hazards listed in this plan. This EOP will be utilized, exercised, and updated so that the County is adequately prepared; however, if an incident goes beyond the County's capability to respond, the County acknowledges that outside assistance may be required. Ongoing communication, training and coordination is vital between all public safety systems beyond just

local partners. Due to the small nature of Huerfano County, it is expected that a larger event will require assistance from our larger State and Federal partners.

HAZARD IDENTIFICATION & RISK ASSESSMENT

A disaster event can occur at any time anywhere within Huerfano County, stemming from hazards that general fall into two general categories:

- A. Natural hazards including floods, fires, earthquakes, severe storms (snow, rain, hail, tornado), pandemic, drought, power failure and water supply
- B. Human-Caused hazards including hazardous material, transportation incidents, civil disturbances, terrorists, bomb threats and/or cybersecurity attacks

Huerfano County's complete Hazard Identification and Risk Assessment is fully detailed in the Huerfano County Multi-Hazard Mitigation Plan (2018). Huerfano County is vulnerable to a wide variety of natural and manmade hazards that threaten life and property. Damage to critical facilities and disruption of vital services caused by natural events can have a significant impact on our communities. Due to more recent events, more and more human-caused hazards ranging from accidents to domestic and international terrorism, both physical and cyber, are becoming more of a concern.

The Hazard Mitigation Plan includes full profiles and mitigation strategies for the following hazards:

- Dam Failure
- Drought
- Earthquake
- Flood
- Hazardous Materials
- Landslide, debris flows, mudflow, rockfall
- Methane Gas
- Severe Thunderstorm (Lightning and Hail)
- Severe Winter Storm
- Subsidence
- Wildfire
- Windstorm/Tornado

As the 2023 Mitigation update is taking place, several other areas will be added including pandemic and cybersecurity.

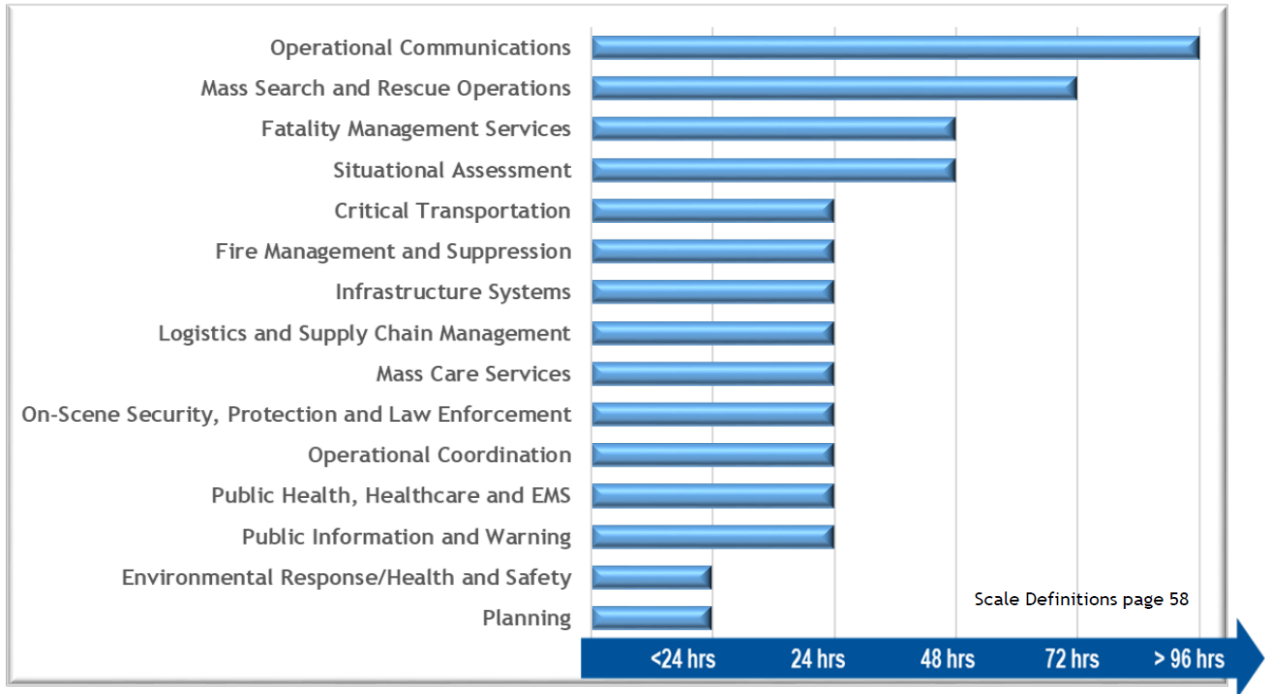
CAPABILITY ASSESSMENT SUMMARY

The Colorado Emergency Preparedness Assessment (CEPA) is a framework and tool to help state and local stakeholders assess risk, capabilities and the potential need for support and resources during emergencies or disasters. CEPA provides a standardized and repeatable process to better understand the capabilities at the county/local level and allows for the examination and analysis of regional or statewide trends.

The key component of the CEPA process is an in-person meeting between state and local subject matter experts (SMEs) to discuss and analyze risk and capability information and to identify potential resource gaps. This process also provides an opportunity to promote continued communication and coordination among state and local partners. Information obtained during the CEPA process helps the state better plan for and respond to the needs of individualized counties.

The below figures are Huerfano County’s Capability and Response Capacity Assessment rankings of each core capability. This assessment identified areas of strength, as well as areas with gaps or weaknesses that might hinder mitigation, response, or exacerbate existing hazards or vulnerabilities.





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Capability	Based on the county's current capacity and experience with previous disasters, how long can the county deliver the response core capabilities without outside assistance?
Operational Communications	More than 96 hours
Mass Search and Rescue Operations	72 hours
Fatality Management Services	48 Hours
Situational Assessment	48 Hours
Critical Transportation	24 Hours
Fire Management and Suppression	24 Hours
Infrastructure Systems	24 Hours
Logistics and Supply Chain Management	24 Hours
Mass Care Services	24 Hours
On-Scene Security, Protection and Law	24 Hours
Operational Coordination	24 Hours
Public Health, Healthcare and EMS	24 Hours
Public Information and Warning	24 Hours
Environmental Response/Health and Safety	Less than 24 Hours
Planning	Less than 24 Hours



COLORADO
 Division of Homeland Security & Emergency Management
 Department of Public Safety

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MITIGATION OVERVIEW

Mitigation measures within Huerfano County are efforts that reduce the likelihood and/or consequences of natural and manmade hazards. A significant and sustained effort has been underway to mitigate the impacts of both wildfire, and burn scar flooding and debris flow since the Spring Fire in 2018. These efforts have often leveraged public / private partnerships. These efforts have achieved a notable result with very limited resources. Deliberate actions should be maintained in order to continue with these valuable mitigation efforts. Huerfano County has a Mitigation Coordinator on staff in the Office of Emergency Management that focuses in this specific area while coordinating and informing citizens and members of FireWise Communities of steps that should be taken to prevent damage or sustain an event. More mitigation strategies, projects, processes, progress and future efforts are listed in more detail in the Huerfano County Multi-Hazard Mitigation Plan.

ASSUMPTIONS

The Huerfano County Emergency Operation Plan was created with the following planning assumptions and considerations:

- Incidents are expected to be managed at the lowest jurisdictional level.
- Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- The combined knowledge and capabilities of government at all levels, the private sector, and non-governmental organizations will be required to prevent, protect, mitigate, respond to and recover from incidents and disasters.
- Warning times for emergencies or disasters will vary from little or none to days or weeks depending on the event.
- In the event of an emergency, life safety, incident stabilization and property conservation are the immediate priorities.
- Departments and agencies at all levels of government and certain nongovernmental organizations with a response or recovery role, may be required to come in on short notice to provide timely and effective assistance.

CONCEPT OF OPERATIONS (ConOps)

This section describes the local coordinating structures, processes, and protocols required to manage incidents or disasters in Huerfano County. These are designed to enable the execution of the responsibilities of each jurisdiction having authority and to integrate local, private and non-governmental organization efforts to incident management.

The Emergency Operations Center (EOC) should be activated and appropriately staffed to support field agencies and operations and will work to carry out additional functions that are needed to fulfill

its role. The EOC will function in accordance with this EOP and other established EOC operating procedures.

Emergency operations should incorporate procedures for integrating resources from a variety of local and state entities, volunteer and private agencies and the federal government. If the effects of a disaster or emergency require the Huerfano County government to seek outside assistance, the assistance provided shall supplement, not replace, the operations of the Huerfano County offices or departments involved. Huerfano County shall retain the responsibility for direction and control of its own operations, personnel, resources, and facilities when an emergency or disaster occurs.

The Office of Emergency Management shall engage in a “Whole Community” approach to emergency management.

EMERGENCY MANAGEMENT PRINCIPLES

The Huerfano County EOC operates on the Emergency Support Function (ESF) model. This model is discussed in the National Response Framework 4th Edition, Oct 28, 2019. The National Response Framework (NRF) is an all-hazard disaster response plan, which provides a federal operational response structure for disasters that are beyond the capabilities of local and state governments. The ESF model divides responsibility into those functions most likely required during an emergency or disaster. Activation is based on need in a given incident. Agency representation in an ESF is predetermined based on the expertise required. Additional operational staff for the EOC also may include: EOC Manager, Finance Director, Logistics Chief, Operations Chief, Planning Chief, Information, and Situation Unit Leader.

PLAN ACTIVATION & EMERGENCY DECLARATION PROCESS

The Emergency Operations Plan (EOP) and any necessary supporting annexes can be implemented at any time during any type of disaster/hazard. The EOP should go into effect whenever the County Administrator, Board of County Commissioners or designee, Emergency Manager, orders it so. Actions taken by Huerfano County will be specific to the situation, emergency or disaster at that moment. The Huerfano County EOP may also be activated upon the request of mutual aid or other local jurisdiction’s that need County assistance in response to a major event.

A Disaster/Emergency Declaration is an administrative tool used by local governments to signal to its constituents and other governments that an emergency exceeds or has the potential to exceed local capacity. This allows for emergency spending, prioritization of resource requests and open channels for state and federal resources and financial support.

A local municipality may declare a disaster or emergency by notifying the Huerfano County Emergency Manager, County Administrator and the Huerfano County Board of County Commissioners (BOCC).

Huerfano County may issue a Declaration at the county level when an incident or potential incident is of such severity or complexity that is considered a disaster. At the request of the County, the State may then issue a State Declaration of Disaster/Emergency and will serve as the channel to the federal

government. If enough thresholds are met, a Presidential Disaster Declaration in accordance with Robert T. Stafford Disaster Relief and Emergency Assistance Act.

A template for a Disaster/Emergency Declaration and Delegation of Authority follow:



RESOLUTION NO. ____ - ____

THE BOARD OF COUNTY COMMISSIONERS OF HUERFANO COUNTY, COLORADO

A RESOLUTION DECLARING A NATURAL DISASTER OR EVENT WITHIN HUERFANO COUNTY.

WHEREAS, Huerfano County has suffered or there is an imminent threat that Huerfano County will suffer from widespread or severe damage, injury or loss of life and/or property resulting from: (nature of disaster)

_____.

Which occurred on _____ of 20_____.

And

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the County's available resources.

NOW THEREFORE BE IT RESOLVED there is hereby declared a disaster.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS _____ DAY OF _____, 20_____.



BOARD OF COUNTY COMMISSIONERS OF
HUERFANO COUNTY, COLORADO

BY: _____
John Galusha, Chairman

Arica Andreatta, Commissioner

Karl Sporleder, Commissioner

County Clerk and Recorder and
Ex-Officio Clerk to said Board

Copy shall be sent to:
Colorado Office of Emergency Management (COEM)
9195 E. Mineral Ave. Ste 200
Centennial, Co 80112
FAX: (720) 852-6750



DELEGATION OF AUTHORITY

County Administrator authority and responsibility for managing and controlling the _____ Incident impacting Huerfano County, is hereby transferred to _____ as Incident Commander.

As Incident Commander, you are accountable to the _____ County Administrator for the overall management of this incident, including its control and return to local County control. You are expected to adhere to the standards of the National Incident Management System and Incident Command System, relevant and applicable laws, policies, professional standards and policy direction from the County Administrator.

The protection of emergency responders and citizens is your highest priority task. The protection of public and private property including key economic infrastructure is your next highest priority. Priorities of the County will include the protection of the economic, cultural, social and environmental assets in the affected area. Suppression of this incident is your primary assignment and you are expected to do so to the best of your ability in a manner that provides for the safety and well-being of involved personnel.

Specific direction for this incident is as follows:

1. Transition with existing forces will be handled smoothly but as rapidly as possible.
2. Ensure coordination, cooperation and communication with the County Administrator, the County Emergency Operations Center (EOC) Coordinator, Agency Representatives, and the local, State and Federal agencies involved.
3. Ensure coordination of public information through the EOC and a Joint Information System / Joint Information Center that may be established for the Incident.
4. _____

This transfer includes the authority to obligate agency funds necessary to pay for controlling this incident up to \$ _____ for the first operational period ending _____, subject to the following limitations:

1. Coordination with Huerfano County Finance Department staff and adherence to County procedures regarding use of the Emergency-Disaster Funds.
2. Reasonable cost-effective and cost containment practices will be used at all times with keen attention to avoid duplicate resource ordering. At which time the EOC is activated, all resource ordering will take place through the EOC.
3. _____

This Delegation of Authority becomes effective at _____ (time) on _____, 20 __, and may be changed or updated by written addendums should the incident extend into additional operation periods. Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator Date and Time

Incident Commander Date and Time

Addendum for the Delegation of Authority

Addendum 1

to the Delegation of Authority becomes effective at _____ (time) on _____, 20 __, for the Operational Period # _____. This includes the authority to obligate agency funds necessary to pay for controlling this incident up to \$ _____ for this operational period. This addendum may be changed or updated by written addenda should the incident extend into additional operation periods.

Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator Date and Time

Incident Commander Date and Time

Addendum 2

to the Delegation of Authority becomes effective at _____ (time) on _____, 20 __, for the Operational Period # _____. This includes the authority to obligate agency funds necessary to pay for controlling this incident up to \$ _____ for this operational period. This addendum may be changed or updated by written addenda should the incident extend into additional operation periods. Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator Date and Time

Incident Commander Date and Time

Addendum 3

to the Delegation of Authority becomes effective at _____ (time) on _____, 20 __, for the Operational Period # _____. This includes the authority to obligate agency funds nec

essary to pay for controlling this incident up to \$_____ for this operational period. This addendum may be changed or updated by written addenda should the incident extend into additional operation periods . Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator

Date and Time

Incident Commander

Date and Time

Addendum 4

to the Delegation of Authority becomes effective at _____ (time) on _____
____, 20 __, for the Operational Period # _____. This includes the authority to obligate agency funds necessary to pay for controlling this incident up to \$_____ for this operational period. This addendum may be changed or updated by written addenda should the incident extend into additional operation periods . Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator

Date and Time

Incident Commander

Date and Time

PRE-DISASTER OPERATIONS

Emergency Management employs a comprehensive approach to all-hazards planning and focuses on a collaborative effort with a wide range of partners, known as a “whole community” approach. This shared responsibility blends a collection of disciplines that together seek to build a more robust response and a better prepared and disaster resilient community. To support this, Emergency Management typically performs a support and coordination role, versus a command and control model.

RESPONSE TO DISASTER OPERATIONS

This EOP is used in conjunction with the Huerfano County Alert & Warning plan, Emergency Action Plan, and Huerfano County’s Resiliency and Recovery Base plan. Huerfano County coordinates with all 15 ESF’s, our local Economic Development group and other volunteer agencies. State coordination may be vital during an event that exceeds the capability of Huerfano County.

Huerfano County executes the EOP and other county plans by:

- Immediate response communication through CodeRed phone groups coordinated through the County Administrator, Emergency Manager and Dispatch center
- The Dispatch Center and Emergency Manager have a notification procedure list that could trigger an EOC activation.
 1. Wildland Fire:
 - . More than one fire agency involved *or*,
 - a. Near or threatening structures *or*,
 - b. Evacuation of people or animals may be needed *or*,
 - c. Highly visible to general population
 - d. Also inform Pueblo Interagency Dispatch
 2. Severe Weather:
 - a. Extensive damage due to wind, hail or snow *or*,
 - b. Road closure (*snow, flooding, limited visibility, rock fall, etc.*) *or*,
 - c. Stranded motorists due to weather *or*,
 - d. Long term power failure
 3. Man-Made:
 - a. HazMat incident involving road closure, river contamination or evacuation *or*,
 - b. Road Closure due to accident that may last several hours *or*,
 - c. Mass-Casualty (*bus crash, building collapse*) *or*,
 - d. Evacuations due to fire (house or apartment) that may need sheltering of residents.
 4. Flooding:
 - a. Road Closure *or*,
 - b. House damage/flooding that may require evacuation *or*,

- c. Report of significant rise in river or streams (flash-flooding)
5. Other:
- a. Public Health threats- water, air, food, etc.
 - b. Any threat to a school or public location (bomb threats, civil disturbance, etc.)
 - c. Any event that you think is worth notifying me. Please notify me if there is any doubt, I would rather know what is going on and be able to inform the commissioners, county administrator, and be informed if federal or state partners and media contact me.

RECOVERY FROM DISASTER OPERATIONS

The recovery phase for Huerfano County begins when the Recovery and Resiliency Base Plan (included as an annex to the EOP) is implemented. This is a signed plan that went into effect in May 2021. All of the collaboration needs, transition from response to recovery and short and long-term support for impacts to the County are covered in the Base Plan annex.

ACCESS & FUNCTIONAL NEEDS

Policies surrounding access and functional needs (AFN) ensure equal and equitable access for all individuals without discrimination. The Americans with Disabilities Act (ADA) defines an individual with a disability as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having an impairment.” The NRF defines these populations as “populations whose members may have additional needs before, during and after an incident.”

Before, during, and after an incident, individuals with access and functional needs can be assisted to maintain their health, safety, and independence utilizing the “C-MIST” framework to identify their needs. C-MIST is the acronym for **C**ommunication, **M**aintaining Health, **I**ndependence, **S**afety, **S**upport Services, and **S**elf-Determination, and **T**ransportation.

Physical and programmatic access, auxiliary aids and services, integration, and effective communication are often enough to enable individuals to maintain their health, safety, and independence in an emergency or disaster situation. When basic access is not enough, individuals with access and functional needs may have additional requirements in one or more of the following functional areas to participate in and benefit from emergency planning, programs, and services.

By planning to meet the **access and functional needs** of individuals who are protected from discrimination, planning can also address the needs of a wide range of individuals defined as “at-risk individuals” or “vulnerable” in other Federal statutes or planning documents. Therefore, both statutorily and inclusively. Huerfano County incorporates a whole community approach throughout its planning, response, and recovery efforts and considers individuals with AFN to be included in the whole community. The County incorporates AFN into the EOP by predetermining ESF agencies to support the whole community, including AFN considerations, during all stages of planning and preparedness, and committing additional bandwidth to these communities during and after a disaster.

EMERGENCY MANAGEMENT PHASES

The Five Phases of Emergency Management:

Prevention focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. Sometimes risks of loss of life or injury can be limited with good evacuation plans, environmental planning and resilient design standards.

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. After Action Reviews (AARs) are key to improving response capabilities. Training and exercises, which focus on readiness to respond to all-hazards incidents and emergencies, are also crucial.

Response is a reaction to a catastrophic disaster or emergency. Response consists of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach. Focus is on the immediate measures needed to protect life, property, and the environment. Incident Command activities focus on operational response to and management of the incident itself. EOC operational focus is at the higher, strategic level. The EOC is responsible for the management of the broader consequences and for resource fulfillment coordination.

Recovery is the long-term coordination of those activities that continue beyond the emergency period, to restore critical community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided, and may last for several years.

Mitigation is a multitude of proactive efforts to reduce loss of life and to minimize environmental and property damage. Mitigation focuses on measures taken to limit the extent of, or affect from disasters before they occur. Structural mitigation actions address characteristics of the environment, or infrastructure; examples include flood control projects, raising building elevations, and clearing and maintaining defensible space around structures. Non-structural mitigation might entail the adoption or updating of building codes.

COMMUNITY LIFELINES



Huerfano County EOC structures its response around the stabilization of seven Community Lifelines. Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. All Community Lifelines are interdependent, and destabilizing one Lifeline

will frequently impact the status of another. When disrupted, decisive intervention is required to stabilize the incident. The seven lifelines are:

- Safety & Security
- Health & Medical
- Communications
- Hazardous Materials
- Food, Water, Shelter
- Energy (Power/Fuel)
- Transportation

During EOC Activations, Community Lifelines are assessed and assigned one of the following colors:

- ⦿ [gray]: **Status Unknown**
- ⦿ [green]: **Stable**
- ⦿ [yellow]: **Functional, but inadequate for consistent service**
- ⦿ [red]: **Unstable, inadequate level of service**

RECOVERY SUPPORT FUNCTIONS & RESPONSIBILITIES

Support functions do not operate in a vacuum, but instead are interrelated. Decisions made in one area can dramatically affect other areas. Recovery support functions are described in full in the Huerfano County Recovery and Resiliency Base Plan. Recovery/resiliency support function areas used in the plan include:

- Huerfano County Internal Administration and Support
- Community and Local Government
- Economic and Business Recovery
- Housing
- Infrastructure
- Social Services: Health Care and Other Human Services
- Watershed Restoration and Natural Resources

Each of the categories above has sub-function responsibilities broken down into a checklist that can be found on pg. 47 in the Huerfano County Recovery and Resiliency Base Plan.

ORGANIZATION AND ASSIGNMENT OF ROLES & RESPONSIBILITIES

County employees may be assigned to work in the EOC, or other Emergency Operations based on their job description, their special skills or expertise, or at the direction of the Huerfano County Administrator, or other Huerfano County official as may be necessary during an incident as described in the provisions of The Huerfano County Disaster Policy.

While the type and scale of each particular incident may vary greatly, assignments will normally be made based on the nature of each individual’s day to day job duties and functions. Leadership positions in the EOC (and other Emergency Operations) will normally be filled by those who already hold leadership roles in their daily duties. Skill sets will also be matched whenever possible. Tasks and responsibilities may fluctuate depending on the incident at hand.

Departmental leadership in the EOC is generally the same as anytime else. Department Directors are in charge, and they themselves (or those they designate in their absence) will run their respective ESFs in the EOC.

ESF RESPONSIBILITIES & LEAD AGENCIES MATRIX

FUNCTION	RESPONSIBILITY	LEAD AGENCY	SUPPORT AGENCIES
ESF 1- Transportation	<ul style="list-style-type: none"> ● Prioritize and/or allocate resources needed to maintain and restore the transportation infrastructure ● Determine the most viable transportation networks to, from and within the disaster area, and regulate the use of those networks. 	HC Road & Bridge/Public Works	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC BOCC ● School District ● SCCOG ● CDOT ● SPRHC ● HC Public Works
	<ul style="list-style-type: none"> ● Provide services relating to voice, video, and data to an incident and the EOC. 		<ul style="list-style-type: none"> ● HC Sheriff’s Office ● HC Emergency Manager

<p>ESF 2- Communications & Information Technology</p>	<ul style="list-style-type: none"> ● Restoration/repair of tele-communication infrastructure and information resources ● Alert and Warnings & Notifications 	<p>HC Communications Center</p>	<ul style="list-style-type: none"> ● HC Information Technology ● Fire/EMS Response
<p>ESF 3- Public Works & Road and Bridge</p>	<ul style="list-style-type: none"> ● Provide personnel, equipment, supplies and other necessary resources to aid in emergency operations, such as repairing roads/debris removal, etc. ● Make emergency repairs to essential County facilities and infrastructure ● Damage and Impact Assessments 	<p>HC Public Works and Road & Bridge</p>	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC Land Use & Building ● CDOT
<p>ESF 4- Firefighting</p>	<ul style="list-style-type: none"> ● Coordinate firefighting activities and provide personnel, equipment and supplies in support of wildland and rural operations. 	<p>Fire District(s) Representative</p>	<ul style="list-style-type: none"> ● HC Sheriff's Office ● HC Emergency Manager & Mitigation Coordinator ● HC Road & Bridge ● HC Communications Center ● HC Search & Rescue

<p>ESF 5- Emergency Management</p>	<ul style="list-style-type: none"> ● Collect, analyze, process and disseminate information during a potential/actual event ● Coordinate incident management efforts and manage EOC 	<p>HC Emergency Manager</p>	<ul style="list-style-type: none"> ● HC County Administrator & BOCC ● DHSEM ● Fire Agencies ● HC Health & Human Services ● HC Sheriff's Office ● HC PIO ● HC Road & Bridge & Public Works ● HC Communications Center ● HC Mitigation Coordinator ● HC Land Use & Building ● HC Finance ● Red Cross ● HC Assessor's Office ● HC Information Technology & GIS
	<ul style="list-style-type: none"> ● Ensure health standards are maintained at all sites 	<p>HC Human Services</p>	<ul style="list-style-type: none"> ● HC County Administrator & BOCC ● School Districts

<p>ESF 6- Mass Care, Housing and Human Services</p>	<ul style="list-style-type: none"> ● Disaster housing, human services & sheltering ● Damage Assessment 		<ul style="list-style-type: none"> ● Volunteer Agencies/Red Cross ● SPRHC ● HC Information Technology ● HC Sheriff's Office ● CSU Extension Agent
<p>ESF 7- Logistics</p>	<ul style="list-style-type: none"> ● Coordinate and support timely and efficient delivery and return (if necessary) of all supplies, equipment, services and facilities before, during and after an incident. 	<p>Logistics Section Chief</p>	<ul style="list-style-type: none"> ● HC Finance ● HC Emergency Manager ● HC County Administrator & BOCC ● Fire/EMS Agencies ● SPRHC ● Volunteer Agencies
<p>ESF 8- Public Health and Medical Services</p>	<ul style="list-style-type: none"> ● Provide supplemental assistance for patient movement, food safety, medical surges, and overall health surveillance 	<p>Health Department & Spanish Peaks Regional Health Center (SPRHC)</p>	<ul style="list-style-type: none"> ● HC Coroner ● HC Emergency Manager ● HC Human Services ● Fire/EMS Agencies ● Volunteer Agencies/Red Cross ● Behavioral Health

			<ul style="list-style-type: none"> ● SPRHC ● HC Public Works
ESF 9- Search and Rescue	<ul style="list-style-type: none"> ● Provide personnel, equipment, supplies, and other resources necessary to locate, extricate, and treat injured/trapped persons ● Provide updates to Dispatch regarding status of operations 	HC Search & Rescue	<ul style="list-style-type: none"> ● HC Sheriff's Office ● HC Emergency Manager ● HC ommunications Center ● Fire/EMS Response
ESF 10- Hazardous Materials Response	<ul style="list-style-type: none"> ● Support response to an actual or potential hazardous material spill ● Coordinate environmental cleanup 	Designated Emergency Response Authority	<ul style="list-style-type: none"> ● Colorado State Patrol ● HC Sheriff's Office ● HC Emergency Manager ● HC Information Technology ● Fire/EMS Response ● Health Department
ESF 11- Agriculture and Natural Resources	<ul style="list-style-type: none"> ● Coordinate animal mass care services and emergency assistance, such as evacuation and feeding ● Ensure protection of natural and cultural 	CSU Extension	<ul style="list-style-type: none"> ● HC Emergency Manager ● Health Department ● Colorado Dept. of Parks and Wildlife ● Natural Resources Conservation District

	resources and historic properties		<ul style="list-style-type: none"> ● HC Land Use ● Volunteer Agencies
ESF 12- Energy	<ul style="list-style-type: none"> ● Provide information and data concerning the status of energy restoration efforts ● Damage and Impact Assessments ● Repair & restoration 	HC Public Works	<ul style="list-style-type: none"> ● Public & Private Utility Providers ● HC Emergency Manager ● Fire Response ● HC Sheriff's Office ● HC Information Technology & GIS
ESF 13- Public Safety and Security	<ul style="list-style-type: none"> ● Traffic and crowd control and security at damaged County properties 	HC Sheriff's Office	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC Information Technology & GIS ● Fire/EMS Agencies
ESF 14- Recovery & Mitigation	<ul style="list-style-type: none"> ● Intermediate and long-term community recovery, support stabilization of key community lifelines ● Damage Assessments 	HC Recovery/Emergency Manager	<ul style="list-style-type: none"> ● HC County Administrator & BOCC ● HC County Offices: Assessor, Finance, Public Works, Land Use & Building, Economic Development ● HC Mitigation Coordinator

			<ul style="list-style-type: none"> ● HC Human Services ● Health Department ● Volunteer Agencies
ESF 15- Public Information and External Affairs	<ul style="list-style-type: none"> ● Activate and operate a Joint Information Center (JIC) if necessary ● Provide correct, timely and accessible information 	HC PIO	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC County Administrator & BOCC ● HC Sheriff's Office ● HC Communications Center ● HC Tourism Board

COMMUNITY LIFELINES RESPONSIBILITIES

Community Lifelines are used to help evaluate the severity of an incident, report on critical community systems and prioritize response activities within their specific scope. Huerfano County Emergency Manager will utilize the Huerfano County Lifelines-Critical Infrastructure Matrix and corresponding ESF leads to monitor and assess lifelines during an event. This Matrix was created to identify all critical lifelines within Huerfano County, their locations, ownership and contact information. The Huerfano County Lifelines-Critical Infrastructure Matrix document is housed by the Huerfano County Emergency Manager and IT Departments.

INDIVIDUAL/AGENCY ROLES & RESPONSIBILITIES

<u>HC Board of County Commissioners</u>	<ul style="list-style-type: none"> ● Top-level responsibility for addressing the full spectrum of actions to prevent, protect, mitigate, respond to, and recover from incidents involving all natural and manmade hazards. ● Making a disaster declaration when a disaster or extraordinary event has occurred, or the threat of such is imminent
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	<ul style="list-style-type: none"> ● Ultimate approval of Delegations of Authority ● Final legal authority and responsibility for all Huerfano County activities, including all Emergency Operations. May have power to suspend local laws/ordinances, such as curfew, direct evacuations, etc.
<p><u>HC Emergency Manager</u></p>	<ul style="list-style-type: none"> ● Support the Incident Commander as needed with disaster planning and coordinate the community’s emergency response organizations, public utilities, welfare agencies, and adjacent jurisdiction emergency management coordinators; facilitate integrated emergency response and recovery ● Monitor Lifelines and coordinate with proper agency to restore impacted lifelines or create a short term solution to non-functioning lifelines ● Oversight of EOC activity and operation ● Disaster Consequence Management: coordinate emergency support activities of governmental and private sector agencies during disaster response ● Situational Awareness: keep Huerfano County Officials, neighboring jurisdictions, and other key partners on the status of the disaster ● Coordinate with HC BOCC and County Administrator if seeking state assistance ● Ensure all partners/individuals understand their roles in the EOC ● Planning and coordinating evacuations, shelters and re-entry processes with necessary partners ● Support the Emergency Alert System (EAS) and other public alerting systems.

	<ul style="list-style-type: none"> ● Coordinate with the HC JIC and PIO to encourage local media cooperation in a disaster. ● Keep CO DHSEM informed of the potential or actual emergency and status of response. ● Prepare an after-action report for any EOC activation or declared disasters.
<p><u>HC County Administrator</u></p>	<ul style="list-style-type: none"> ● Advise HC BOCC on Disaster Declarations and Delegations of Authority ● Negotiate terms of Delegation of Authority to ensure the County's interests are protected ● Advise the HC Emergency Manager/EOC Manager on all operational guidance coming from the Policy Group ● Liaison activities with officials from all levels of government ● Assist HC Finance with tracking incident expenses and budgetary concerns/restraints
<p><u>HC Sheriff's Office</u></p>	<ul style="list-style-type: none"> ● Identify actions to be taken to protect the whole-community, infrastructure, and property ● Establish and maintain law and order ● Assist in warning the public regarding the nature of emergency or disaster. ● Provide staff liaison to the Huerfano County EOC or maintain contact with the EOC. ● Coordinate search and rescue activities with Huerfano County Sheriff's Office ● Designate and secure evacuation routes to include traffic control points and roadblocks

	<ul style="list-style-type: none"> ● Provide security for evacuated areas; to include areas accommodating evacuees such as emergency shelter
<u>Fire Chief(s)/EMS</u>	<ul style="list-style-type: none"> ● Coordinate firefighting activities and provide personnel, equipment and supplies in support of wildland and rural operations. ● Assist in various technical rescue operations, as required ● Assist in warning the public of impending danger, and as necessary, evacuating potential danger areas and providing fire security in evacuated areas as needed. ● Provide available emergency equipment to assist with traffic control. ● EMS to provide life safety measures as necessary
<u>HC HR Officer</u>	<ul style="list-style-type: none"> ● Provide information to County employees on available benefits ● Coordinate workers compensation claims with third party administrator, county departments and injured employees ● Coordinate messaging with HC PIO regarding impacts to County workers ● Recruitment and hiring temporary workers for emergency related employment ● Provide direction and guidance for the development and implementation of disaster related employment policies.
<u>HC Road & Bridge Director</u>	<ul style="list-style-type: none"> ● Assess damage, provide emergency and permanent repair recommendations as needed to County property within the right of way ● Coordinate debris management activities within County right of way

	<ul style="list-style-type: none"> ● Provide emergency traffic control equipment and personnel and assist with establishment of emergency traffic routes ● When available, provide heavy equipment for disaster response and recovery operations
<u>HC Finance Director</u>	<ul style="list-style-type: none"> ● Maintain normal financial obligations, including employee pay, accounts receivable and accounts payable ● Resume services to the public as soon as practical ● Activate emergency procedures for purchasing supplies and/or equipment necessary for EOC and DAC operations ● Maintain detailed financial records of all incident costs accrued during a disaster ● Coordinate documentation reports and financial information for state and federal reimbursements ● Implement disaster finance policy, record keeping and expenditure processes with all elected/appointed officials and department heads
<u>HC Land Use Director</u>	<ul style="list-style-type: none"> ● Determine the extent and type of building damage, including any use restrictions and whether services can be restored ● Monitor rebuilding and safe reconnection of utilities in the recovery phase ● Provide building permitting and temporary land use guidance and direction including land use codes, development, temporary housing, debris removal, and temporary/expedited permitting
<u>HC Human Services</u>	<ul style="list-style-type: none"> ● Provide referral services to assist disaster victims with unmet needs or crisis-oriented mental health services ● Coordinate the Disaster Assistance Center with other jurisdictions, agencies and other volunteer organizations to

	<p>provide food, counseling, clothing, heat, occupational needs, emergency location services and/or housing.</p> <ul style="list-style-type: none"> ● Maintain ongoing assistance programs, such as SNAP, Low Energy Assistance Program, Aid to Dependent Children, Aid to Needy and Disabled, Old Age Pension, Medicaid, Home and Community Based Services. Refer to Social Security Administration for Social Security Benefits.
<u>HC Assessor</u>	<ul style="list-style-type: none"> ● Coordinate with HC IT and GIS to store electronic data ● Protect all records ● Assist with performing Damage Assessment surveys ● Resume services to the public as soon as practical
<u>HC County Clerk</u>	<ul style="list-style-type: none"> ● Protect all records ● Resume services to the public as soon as practical with a system that allows citizens to replace lost documentation ● Maintain emergency plans for elections ● Recording of official documents during a disaster
<u>CSU Extension Agent</u>	<ul style="list-style-type: none"> ● Assist and coordinate animal evacuations, sheltering and feed management
<u>HC Coroner</u>	<ul style="list-style-type: none"> ● Ensure Mutual Aid Agreements are in place for resource needs in excess of local capacity ● Follow legal requirements for proper death notification and removal process ● Approve any information released by HC PIO regarding incident fatalities. ● Report all casualty information to the EOC ● Establish morgue facilities, direct the identification of deceased and cause of death

<p><u>HC Information Technology Director</u></p>	<ul style="list-style-type: none"> ● Provide Maps & GIS data to support all emergency operations ● Maintain database of all Critical Infrastructure within the County in coordination with Emergency Manager ● Assist with damage assessment (property inventory, site pictures, ownership records, etc.) ● Assure that County information technology capabilities are maintained during an emergency and restore services if networks are unstable
<p><u>HC County Attorney</u></p>	<ul style="list-style-type: none"> ● Function as the principal legal advisor to Huerfano County Government ● Provide an interpretation of federal, state, and local laws and regulation to ensure that Huerfano County is operating within expectations ● Provide guidance for disaster policies implemented to support response and recovery operations.
<p><u>Public Health</u></p>	<ul style="list-style-type: none"> ● Coordinate and assist with medical and public health and environmental services for disaster operations. ● Advise the Policy group on all public health, medical and environmental events. ● Coordinate support for inoculations, water purification, insect and rodent control, and other necessary health protection measures ● Evaluate and recommend methods for the disposal of contaminated food, animal carcasses, and other debris disposal. ● Assist with identifying residents with health problems that require special equipment or assistance in the event of an evacuation.

<u>Hospital</u>	<ul style="list-style-type: none"> ● Provide a wide variety of health interventions services for survivors of disasters ● Conduct planning efforts and create agreements with other agencies to assist with patient overload
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DIRECTION, CONTROL AND COORDINATION

Coordination will occur between Incident Command and the Emergency Operations Center (EOC) through the EOC Manager and correlating Section Chiefs at the Incident Command Post. The Huerfano County Department of Emergency Services Dispatch Center will provide liaison support between both entities to assist with coordination.

The response to an emergency will be made at the lowest governmental level that will ensure proper operational effectiveness. Each jurisdiction is responsible for approving and managing the use of their own resources for emergency purposes and establishing a line of succession for authorizing funds or other related resources. When those capabilities are exceeded, support and coordination for each jurisdiction rests on Huerfano County.

When response and recovery needs exceed the capability of Huerfano County, the Huerfano County EOC will coordinate with the State of Colorado Emergency Operations Center (SEOC) for resource assistance and other available state and federal support. Communication between the two agencies is handled by the Emergency Manager/EOC Manager for the County and the Regional Field Manager on behalf of Colorado Division of Homeland Security and Emergency Management (CO-DHSEM).

OPERATIONAL MANAGEMENT, DIRECTION AND CONTROL

Incident Command: Maintains authority, responsibility, and accountability for its personnel and other resources while managing and directing incident activities through the establishment of a common set of incident objectives, strategies, and a single Incident Action Plan. Incident Command typically operates out of an Incident Command Post on scene and is supported by the Emergency Operations Center and Policy Group.

EOC Operation: During an incident, the EOC fulfills the role of initiating and coordinating local government resources ordering and deployment. The EOC also coordinates and controls the activities of private and volunteer organizations, in their delivery of emergency assistance to affected areas. The EOC provides governmental and affiliated officials with a centralized location to gather and analyze critical incident information; facilitate the decision-making process; and coordinate response and short-term recovery activities.

The Huerfano County Emergency Operations Center (EOC) provides multi agency coordination through the following functions:

- **Resource support** – Actions to identify, acquire, prioritize, order, and allocate needed and anticipated support resources
- Developing and maintaining **situational awareness** – Information from various sources must be displayed and shared with the appropriate audiences to promote increased understanding and awareness of the current situation
- **Emergency Support Function (ESF) coordination** – The EOC provides coordination and management for all ESF's activated in support of the incident
- **Management of information** – The EOC must have processes in place to collect, document, analyze, and distribute information
- **Policy coordination** – Policy directives of the BOCC are reflected within the EOC's operations

EOC activation may be requested by:

- The Emergency Manager
- The Huerfano County Administrator or Board of County Commissioners
- Huerfano County Sheriff or designee
- Director of Public Health Department
- Other officials, such as:
 - Municipal / Utilities
 - Incident Commander / Unified Command
 - Local Fire / Police Chiefs, or designees

The EOC is generally responsible for coordination and control of all support outside of the Incident Command footprint, along with administrative and off-site functions. Resource requests will be coordinated through the EOC. All requests for activation will be coordinated by the Emergency Manager or designee.

If the size and scope of the incident warrants, the EOC will activate and operate at one of three levels; *Virtual*, *Limited* or *Full* activation. The EOC Manager or Director will determine the level of operation based on the current situation and assessment of Lifelines using the best available information at the time.

Dispatch & Communications: During an EOC activation, dispatch personnel may be assigned to report to the EOC to assist with communication functions during the activation and until they are no longer required. During a disaster, multiple communication systems will be used to communicate amongst all agencies involved:

- Radios: 800 MHZ and/or VHF depending on what system has best coverage for the incident. Channels and frequencies will be chosen by responding jurisdictions
- Landlines, cell phones and pagers may be used in the field and EOC

- Amateur Radio Emergency Services (ARES) is a backup communication system that can also be used in the field and EOC
- CodeRed Emergency Notification System: County Employees, EOC and Policy Group Personnel, as well as the community may be notified via emergency notifications through the CodeRed system allowing contact by text and voice.

Policy Group: The Policy Group is called upon in times of disaster where impacts and consequences may somehow affect more than one entity. The participants include elected officials or upper management able to discuss issues and actions but also make decisions on their government’s behalf.

Multi-Agency Coordination: Huerfano County has Huerfano Multi-Agency Coordination (HMAC) and Recovery Multi-Agency Coordination (RMAC) teams established. These are working groups that meet to identify issues, solutions and coordinate activities, either in planning or recovery mode. The groups consist of agency administrators or their designees.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The National Incident Management System, 3rd Edition (NIMS) is a comprehensive, nationwide systematic approach to incident management. NIMS is a federal system, which requires local governments to have an updated Emergency Operations Plan that incorporates NIMS components, principles and policies.

NIMS is applicable to all levels of stakeholders, including local government, non-governmental organizations, private sector and other agencies that play a role during disasters. In Huerfano County, NIMS is the basis for all incident management and shall be utilized to manage both small and large scale incidents.

NIMS Guiding Principles:

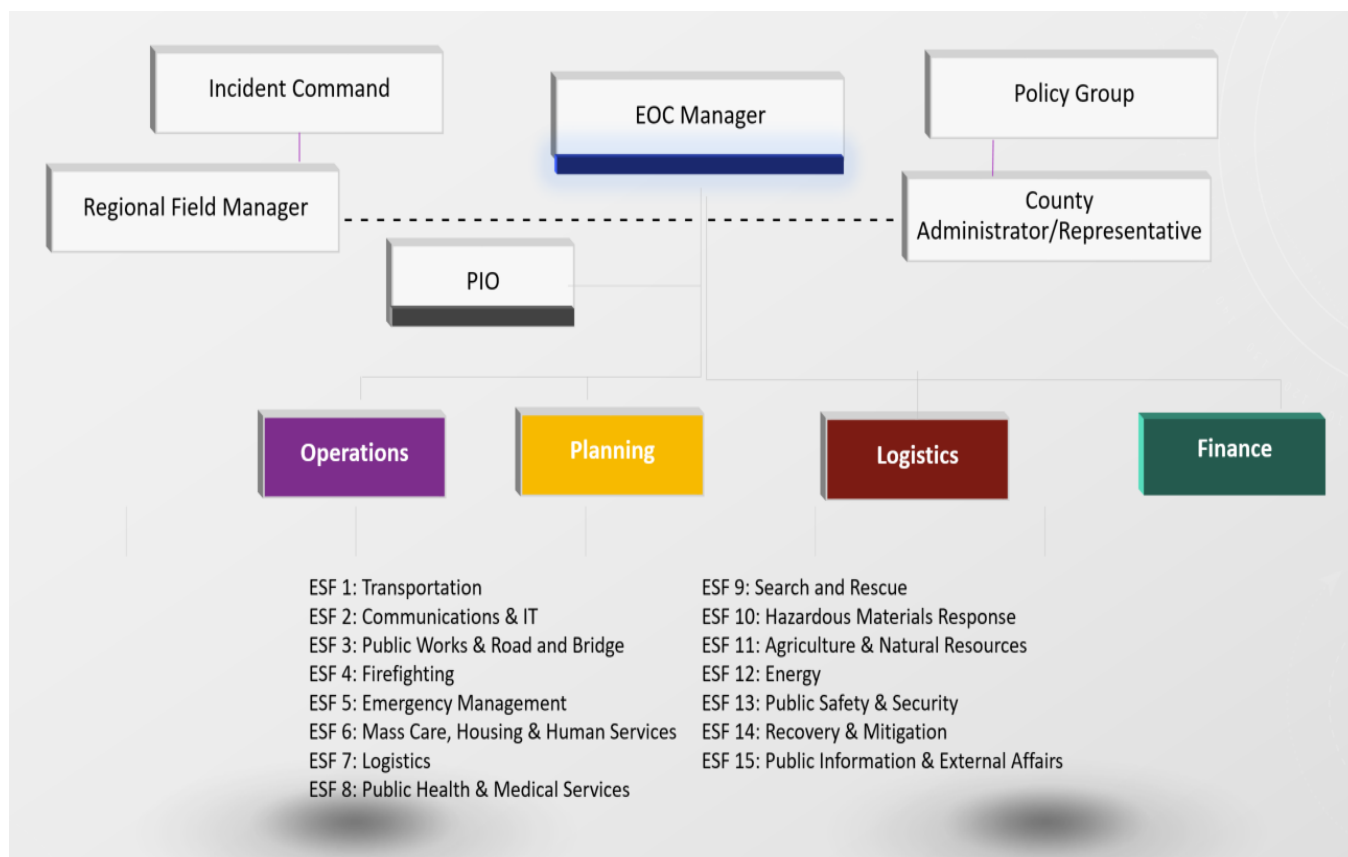
1. Management by Objectives

The Incident Commander and EOC Manager establish objectives that drive all incident and EOC operations.

2. Scalable, Flexible & Adaptable Modular Organization

ICS and EOC Structures develop in modular fashion based on an incident’s size, complexity, and hazard environment. Responsibility for establishing ICS and EOC teams rests with Incident Commander and EOC Manager.

ORGANIZATION CHART



CONTROL OF RESPONSE ASSETS

The Board of County Commissioners is responsible for the overall direction of the response activities of all County Departments. Department heads shall maintain control over their employees and equipment.

The Sheriff and Emergency Manager are responsible for assuring that coordinated and effective emergency response systems are developed and implemented.

In regards to personnel, needs are requested through the EOC by field-level responders for acquiring and allocation. Once personnel assets have arrived and checked in via the EOC, the Incident Commander will assume responsibility. All documentation of resources requested and order status must be updated in WebEOC.

MULTIAGENCY COORDINATION GROUP

Huerfano Multi-Agency Coordination (HMAC) and Recovery Multi-Agency Coordination (RMAC) teams are established and functioning. These are working groups that meet to identify issues, solutions and coordinate activities, either in planning or recovery mode. The groups consist of agency administrators

or their designees that have policy-making authority. There is a monthly standing meeting during blue-sky times, but a committee can be called to convene at the EOC before or during a disaster.

INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

For large incidents involving multiple organizations, a Joint Information System (JIS) may be implemented. The need for a JIS is identified by the BOCC, HCSO, and/or the EOC. A JIS is an information network of Public Information Officers (PIO) and support staff working together to deliver accurate and timely information to the public. The JIS 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; and controlling inaccurate information that could undermine the incident response and recovery efforts.

A JIS is a cooperative effort and mirrors the Incident Command System which utilizes a unified command structure when responsibilities are shared. Each agency involved in a JIS retains their autonomy and continues to speak for itself. Multiple public information units exist within the Huerfano County government. The County Public Information Office and the Sheriff's Office Public Information Office work in a unified support structure when there are cross-jurisdictional responsibilities; they integrate incident information and public affairs into a cohesive format to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations.

For an all-hazards incident, under the direction of the BOCC, the County Public Information Office coordinates the information from the public information units within the District Attorney's Office, Social Services, Department of Public Works, Public Health, and the Huerfano County Attorney's Office.

COMMUNICATIONS PLAN SUMMARY

In the event of a disaster, or if there is a threat that could lead to a disaster, Huerfano County will initiate actions to coordinate county communications. All communication begins at the Huerfano County Dispatch Center. Utilizing the Emergency Management list of notification requirements, Dispatch will notify the Emergency Manager. The Emergency Manager is responsible for communicating potential threats and/or disasters to the County Administrator and BOCC. If needed, the Policy Group will be made aware of the situation. These notifications are done via text groups, group phone calls or CodeRed group notifications. It is the goal of Huerfano County to handle personnel, equipment needs and resources first. It is also the job of the Emergency Manager to keep the Regional Field Manager apprised of any situation that has potential of expanding beyond Huerfano County's capability. The Regional Field Manager will communicate any resource requests and situation to the State if deemed necessary.

ADMINISTRATION

Huerfano County does have administrative protocols in place that are to be utilized only during an emergency event. The County government shall determine, if necessary, when normal administrative procedures shall be suspended or relaxed. The Huerfano County Disaster Policy has been implemented into this EOP and the document in its entirety can be found as an annex to this document.

EMPLOYEE REASSIGNMENT

The Huerfano County Disaster Policy defines the Huerfano County Policies concerning administrative matters during a disaster, this includes authority vested in the Huerfano County Administrator to reassign employees to work in the EOC or in other Emergency operations, as a condition of their employment. The Huerfano County Disaster Policy also addresses matters concerning Administration and pay.

INSURANCE AND WORKER'S COMPENSATION

The HR Director is responsible for all medical benefits and reporting of worker's compensation claims. Safety and employee wellbeing is a top priority for Huerfano County. Benefits, Insurance and Worker's compensation are explained in more detail in the Huerfano County Employee Handbook, which can be found as an annex to this document.

TIMEKEEPING

During Emergency Operations, all time worked must be correctly accounted for by all employees. When working in the EOC, all staff must be sure to sign in and out each day. Staff will be directed to continue utilizing the County payroll timekeeping system and may be additionally required to utilize Salamander for logging purposes.

All EOC and other Emergency Operations Staff should also complete paper copies of an ICS 214 Activity Log. These need to be collected and forwarded to finance. These forms will serve as a part of Huerfano County employees and paid contract staff timesheets for work during Emergency Operations. Failure to submit ICS 214 for all work activities will result in the employee losing remuneration for hours worked.

RECORDS RETENTION

In order to provide normal government operations following a disaster, each department or agency must take actions to protect essential records. Huerfano County follows requirements found in its Record Retention Policy, which can be found as an annex to this EOP. The most standard retention period is 7 years.

DOCUMENTING RESPONSE & RECOVERY OPERATIONS

Unless customized Huerfano County Specific forms/processes have been developed for a specific function (Such as has been done with the Huerfano County 213rr) Emergency Operations and EOC staff should use the standard FEMA Emergency Management Institute ICS Forms for all record keeping and planning activities. WebEOC should be utilized to enter and store all documents related to that event.

USE OF VOLUNTEERS

Volunteers and volunteer agencies must be approved and verified prior to commencing operations inside the impacted areas (or other restricted locations) –both during and after the incident. Credentials will be issued to those who are approved, and the time, location, and nature of all activities will be defined and monitored by the EOC.

Those without proper credentials will be escorted from areas which have restricted access. Unaffiliated volunteers can request to officially join and work through a recognized nonprofit agency. This should occur before performing any activity during or after an incident.

Spontaneous volunteers from outside of the impacted community, who are not a member of a recognized group Volunteer Organization will be turned away from offering assistance to impacted residents. This is for their safety as well as for that of the community. Proper training and equipment is essential. Workers must be fully vetted in advance of all activities.

AFTER ACTION REPORTING

Upon deactivation of the EOC after an emergency or disaster, or after a training/exercise, the Emergency Manager shall be responsible for reviewing the incident with the involved parties and submit an after action report (AAR) to the Board of County Commissioners. At a minimum, the AAR should document:

- The activities that took place;
- Any issues/gaps;
- Areas for improvement;
- Successes; and
- An improvement plan with individual/office/agency tasks.

Completed AAR's should be utilized prior to a similar training to ensure that any previous issues are recognized and have been corrected.

FINANCE

The agency having jurisdiction is responsible for the cost of the incident. That being said, the government or agency which initially orders (requests) the resource is responsible to pay for that resource.

Once the EOC has been activated, all resource requests should be made using the Huerfano County specific 213RR form. If there is agreement that Huerfano County is to assume responsibility for the expense, the form must detail the agreement, and it must be signed by the individual who authorized that commitment to pay.

A major disaster or emergency may require the expenditure of large sums of Huerfano County funds. If the demands exceed available funds, upon prior approval by the BOCC, the County may make additional funds available from the TABOR Reserve and/or Contingent Fund. If funds are insufficient, the BOCC

may grant authorization to transfer and expend monies appropriated for other purposes under a declared emergency or disaster.

Participating agencies, County departments and County offices are responsible for coordinating with the Huerfano County Finance Department (&/or The Finance Section in the EOC) all matters concerning the expending of funds, and are responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills and for closing out orders in a timely manner.

Disaster finance procedures, as directed and coordinated by the Huerfano County Finance Department (&/or The Finance Section in the EOC), will be utilized to ensure the proper and efficient processes relating to procurement transactions, contracts, purchasing card limits and approval authority of the allocation of funds when required during emergencies or disasters. Emergency contracting procedures set within the Disaster Policy should also be followed.

Each County agency identified in the EOP is responsible for documenting all emergency or disaster related expenditures using the financial tracking and reporting protocol as directed by the Huerfano County Finance Department. Each County department or enterprise must exercise proper oversight throughout the course of the incident to maintain logs, records, receipts, invoices, purchase orders, rental agreements and all other applicable documentation.

Local jurisdictions may adopt a more strict policy if they wish, but must at all times adhere to Huerfano County Procurement Policies. In general compliance with *2 CFR Part 200*, is considered the minimum standard level of compliance, for Huerfano County, State of Colorado, and for the federal government. Therefore, if there is any request for, or any expectation of the expenditure of Huerfano County funds, the Huerfano County Procurement Policy must be followed. This includes all requests for assistance, for reimbursements and requests for refunds.

LOGISTICS

Resource Mobilization shall be conducted in accordance with the Huerfano County Disaster Policy, which was adopted on September 10, 2019 and with procedures as directed by the Huerfano County policy group, Huerfano County Administrator, and the Huerfano County Finance department.

Resource management involves the integration of resources from Huerfano County government, regional neighbors, volunteer organizations, private sector, and State and Federal governments. Mutual Aid and other local agreements should always be utilized if possible prior to expending of funds when ordering resources. The Logistics Team shall work closely with and under the direct guidance of a designated Finance Officer present in the EOC.

Key considerations should at a minimum include:

- The use of the Huerfano County 213RR (Resource Requests) Forms, Flowcharts, & Procedures
- The Colorado Division of Fire Protection and Control (DFPC) Huerfano County Annual Operation Plan (AOP), if applicable. The documents outline what resources are and are not reimbursable by DFPC
- Pueblo Interagency Dispatch Center Resource Ordering Protocols

- State of Colorado Resource Mobilization Guidance
- State of Colorado WebEOC Resource Status, Ordering and Tracking
- EOC Finance Director’s Guidance
- EOC Logistics Team Guidance
- Existing Contracts and Agreements (IGA’s, MOU’s, MOA’s, etc...)
- Existence of or pending status of any Disaster Declarations

Each agency participating in this EOP, or in EOC Operations, or requesting resources from Huerfano County, is responsible for understanding and complying with the Huerfano County resource ordering protocols implemented through the EOC.

The Logistics Section of the EOC shall endeavor to ensure that resources mobilization during an incident shall be capable to identify, inventory, dispatch, mobilize, transport, recover, and demobilize and to accurately track and record available human and material critical resources throughout all incident management phases. Critical resources are those necessary to preserve life, property, safety, and security. The goal shall be to ensure that critical resources are available to incident managers and other emergency responders upon request for proper distribution and to aid disaster victims in a cost-effective and timely manner.

MUTUAL AID AND REGIONAL AID AGREEMENTS

An MAA is a written agreement between agencies, offices or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency. Mutual aid only comes into effect when a jurisdiction or agency has identified that the event will exceed their capacity. After all local resources have been exhausted, then state and federal resources can be requested. Local MAA’s are reviewed with all involved parties and their legal counsel, if necessary, before officially signed. A list of all current MAA’s, IGA’s and MOU’s are housed in the Department of Emergency Management.

RESOURCE GAPS

According to the CEPA Summary Report:

Based on previous experience, pre-established plans, and protocols for major incidents, Huerfano County may request outside assistance most likely in the following areas: Multi-mission aircraft (MMA) wildfire support, emergency operations center (EOC) personnel, American Red Cross (ARC) for sheltering, swift water rescue group, large air tanker support, firefighting hand crews, storage capacity and warehouse space, debris management, and hazardous material (Hazmat) teams.

There are several strengths/best practices within the county to include: A seasoned program with supportive leadership, a sense of community that pulls together, and strong partnerships and mutual aid networks. Huerfano County would like to develop internal and

external training, an intern program, and acquire and integrate knowledge by collaborating through a wide variety of stakeholders. A few identified opportunities included; leveraging a new emergency operations facility, developing internal and external training, and reviewing, finalizing and implementation of plans, policies, and procedures.

Additional focus and attention: Huerfano County would like to improve focus on office of emergency management (OEM) growth, developing essential plans, emergency operations center (EOC) training, and increasing equipment and personnel resources. There are challenges with maintaining skilled personnel and volunteers. The county would like to seek opportunities to further develop the Physical and Protective Measures; Risk Management for Protection Programs & Activities; Screening, Search, and Detection; Natural and Cultural Resources; Supply Chain Integrity and Security; and Forensics and Attribution core capabilities. Research grant reliance to see how funding may enhance capabilities and fill gaps.

RESOURCE TRACKING AND MANAGEMENT

The County Administrator will determine the EOC ordering procedures to be followed during an EOC activation. Resources ordered through the EOC must be approved by the Appointed Authority utilizing existing EOC procedures. All requested and received resources should be entered into WebEOC for tracking purposes.

PLAN DEVELOPMENT AND MAINTENANCE

The Huerfano County Emergency Manager is responsible for facilitating regularly scheduled EOP updates and revisions and for developing a training and exercise program (TEP) to familiarize, train and incorporate stakeholders on the provisions of this plan.

All emergency plans developed and used by participating sub-jurisdictions, agencies, county departments and private partner enterprises should be designed to integrate quickly and efficiently with the Huerfano County EOP.

Plan revision will occur periodically as determined by the Huerfano County Emergency Manager, the Huerfano County Administrator, or the BOCC, but not less than on an annual basis. Major revisions will be approved and officially adopted by the BOCC. Other changes to the plan, normally consisting of additional annexes, or edits to existing annexes, will be kept on file with the Huerfano County Office of Emergency Management (OEM). These updates will be recorded in the Record of Changes sections within the EOP and distributed to each agency identified in the plan.

Every agency listed in the roles and responsibilities section of this plan is expected to develop and maintain internal policies, procedures and plans needed to fulfill their roles and responsibilities as identified within the plan. Every agency should also maintain communications with The Emergency Manager; cross sharing emergency management policies, procedures, and plans and revisions.

As part of the planning process, The Office of Emergency Management has solicited feedback from every agency identified in the plan. Individual planning sessions, regularly scheduled meetings with discipline specific organizations, and EOC team training workshops, and exercises promote and enforce the operational concepts and responsibilities found in this plan.

This EOP will be promulgated by the BOCC every 3 years or as needed upon annual review.

LAWS, AUTHORITIES AND REFERENCES

Huerfano County Emergency Operations Plan uses the foundation provided by the Homeland Security Act, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and the Colorado Disaster Emergency Act of 1992 to provide a comprehensive, all hazards approach to incident management. This plan establishes the coordinating structures and processes required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework.

CONTINUITY OF OPERATIONS & CONTINUITY OF GOVERNMENT PROVISIONS

COOP and COG plans are vital to the successful response and recovery from an emergency or other incident. Elected officials and department heads will coordinate department specific plans to fit their specific needs. A copy will be given to be maintained within the Department of Emergency Management.

ACRONYMS & GLOSSARY

Agency: A division of government with a specific function offering a particular kind of assistance.

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

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

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

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. Center can serve as a primary coordination and support element of the multiagency coordination system (MACS) for an incident until other elements of MACS are formally established.

Community Lifelines: Lifelines describe those essential or critical services within a community which must be stabilized or re-established. They are what we are trying to restore - the ends —to alleviate threats to life and property.

Core Capabilities: Distinct critical elements necessary to achieve the National Preparedness Goal.

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 Incident Commanders prior to their assuming command on larger incidents.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or 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.

Emergency: Any incident, whether natural or human caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and 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 Response Personnel: Includes Federal, State, territorial, tribal, regional, and local governments, private-sector organizations, critical infrastructure owners and operators, nongovernmental organizations, and all other organizations and individuals who assume an emergency management role. These personnel are also known as emergency responders.

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, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof.

Emergency Operations Plan: The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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

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

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

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

Function: Refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved. These functions can be fire, law enforcement, search and rescue, utilities, transportation, mass care, etc. (The ESF's)

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: 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. Groups, when activated, are located between Branches and Resources in the Operations Section. See Division.

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

HMAC: The Huerfano County Multi-Agency Coordination Team.

Incident: An occurrence or event, natural or human caused, 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 (IAP): 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 Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

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

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 for the adoption of 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 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.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Interoperability: The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability is also defined as the emergency communications system that should be the same or linked to the same system that the jurisdiction uses for nonemergency procedures, and should effectively interface with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of authority.

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): 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 (IC); advising the IC 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, and local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area.

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

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

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

Lifelines: See Community Lifelines.

Local Government: A county, municipality, city, town, township, local public authority, 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.

Logistics: Providing resources and other services to support incident management.

Mission Assignment: The mechanism used to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. See also Pre-Scripted Mission Assignment.

Mitigation: The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

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.

Multiagency Coordination (MAC) Group: Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multi agency committees, emergency management committees, or as otherwise defined by the system. It 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.

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 and Assistance Agreement (MAA): 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 Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, 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 (NRF): Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

Nongovernmental 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 the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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 12-24 hours.

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

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 purposes of NIMS, 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 planned, non emergency 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: This Section is 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.

Preparedness: Actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk. Within NIMS, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualifications, licensure, and certification; and equipment certification.

Preparedness Organizations: The groups that provide 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: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework called for in PPD-8, the term "prevention" refers to preventing imminent threats.

Private Sector: Organizations and entities 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.

Protocols: Sets 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, accessible information on the 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).

Public Information Officer (PIO): 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 used to manage the development, publication control, publication supply, and distribution of NIMS materials.

Reimbursement: Mechanism used to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid 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: The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Situation Report: Document that often contains confirmed or verified information regarding the specific details relating to an incident.

Standard Operating Procedure (SOP): 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.

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

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.

System: An integrated combination of people, property, environment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Tactics: Deploying and directing resources on an incident to accomplish the objectives designated by the 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 Assistance: Support provided to State, tribal, and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Tracking and Reporting Resources: A standardized, integrated process conducted throughout the duration of an incident. This process provides incident managers with a clear picture of where resources are located; helps staff prepare to receive resources; protects the safety of personnel and security of supplies and equipment; and enables the coordination of movement of personnel, equipment, and supplies.

Unity of Command: Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

Volunteer: For the purposes of NIMS, 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.

FEDERAL, STATE & LOCAL LAWS, AUTHORITIES AND REFERENCES

REFERENCES

Colorado Disaster Emergency Act, State of Colorado Title 24, Article 33.5, Part 701 et. seq., Colorado Revised Statutes, *as amended*

Colorado Revised Statute §29-22-102, Designated Emergency Response Authority Colorado Revised Statutes §30-10-513, Wildland Fire Authority

Colorado Division of Homeland Security & Emergency Management (CDHSEM) Colorado Division of Fire Prevention and Control

Colorado Governor's Recovery Office

Comprehensive Preparedness Guide (CPG) 101, 2.0, FEMA, 2010- Developing and Maintaining Emergency Operations Plans

Colorado State Emergency Operations Plan

Huerfano County Hazard Mitigation Plan, 2018

National Incident Management System (NIMS) National Response Framework (NRF)

Presidential Policy Directive / PPD-8, National Preparedness

Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendment

ANNEXES & SUPPORTING PLANS

While the base Emergency Operations Plan (EOP) serves as the foundation and legal basis for an emergency management program, much of the material pertaining to the actions taken to respond to disasters is located in annexes to this base EOP. These annexes may include: Details specific to a selected Emergency Support Function (ESF), Hazard Specific matters, and other Support Annexes. Additional plans, CONOPS, guides and user aids also exist which support this basic EOP.

Emergency Support Functions (ESFs) serve as primary coordinating structures for EOC operations. They provide a mechanism to successfully support field operations and manage those issues that are external to the command footprint. Each ESF may have its own planning and policy documents, as needed.

Support annexes are often used to describe the concept of operations, considerations and responsibilities that are pertinent to specialized actions or specific types of emergency operations.

The base EOP, the other plans, and the supporting annexes are not developed and updated simultaneously. Annexes are developed and implemented through coordination of lead and supporting agencies. New annexes will be approved and officially adopted by the BOCC. Existing annexes may be created or updated as often as needed to reflect lessons learned from training, exercises and real world events. Updates will be distributed to each agency identified within the annex.

Annexes referred to include:

[Disaster Finance Policy](#)

[Colorado Emergency Preparedness Assessment \(CEPA\)](#)

[Huerfano County Recovery and Resiliency Base Plan](#)

[Huerfano County Flood Response Emergency Action Plan](#)

[Record Retention and Destruction Policy](#)

[Huerfano County Procurement Policies Manual](#)

[Huerfano County Employee Handbook](#)

