January 2023

Adopted by the Town Council:
March 28, 2023

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AUTHORIZATION

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INTRODUCTION

Major emergencies and disaster incidents are unique events that present communities and emergency personnel with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of local government. Since disasters differ in important ways, and it is impossible to plan for every contingency, highly detailed operational procedures that can quickly become out of date are avoided in this plan in favor of a streamlined, all hazards preparedness approach.

Government agencies need to anticipate how they will provide services during a disaster, how to resume services once they have been interrupted, or consider alternative means for providing services during a disaster. This Emergency Operations Plan provides guidance to the staff of the Town of Severance, volunteers, departments and agencies, and private and non-profit sectors to respond to an emergency.

Purpose

The Town of Severance Emergency Operations Plan (EOP) aims to provide general guidelines and principles for managing and coordinating the overall response and recovery activities before, during, and after major emergencies and disaster events that affect the Town.

Executive Summary

The Town of Severance Emergency Operations Plan (EOP) 1) outlines circumstances under which the plan should be implemented, 2) provides guidance on the key elements of the plan, and 3) identifies the Town of Severance's implementation strategies. The EOP will be implemented during all emergency or disaster events that require Town staff to utilize alternative methods of maintaining the daily functions of the Town of Severance. This may include an internal disaster such as a fire in the building where the executive offices are located or where files critical to Town functions are located. It could include an environmental event such as extreme winds or flooding where access to services for the town may be interrupted due to debris or impassable roads. Implementation of this plan may occur due to a large disease outbreak or mass fatality event where components of the town's daily functions (vital records) may be overwhelmed. Implementation may also become necessary with the loss of essential leaders in the town or during a required evacuation of the population of the town and/or county.

This EOP has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other state and federal guidelines for local emergency management plans and programs.

The contents of this plan are intended to provide a basis for the coordinated management of the types of emergencies and disaster events that may occur in the Town of Severance. Weld County and Regional Partners are welcome to use and adapt this plan. Other organizations and special districts are encouraged to develop and maintain current standard operating procedures (SOPs) to include checklists necessary for implementing assigned duties and functions.

This plan does not address emergency planning and management of the county or other special districts. These political subdivisions are responsible for the development and maintenance of their EOPs and Annexes, standard operating procedures (SOPs) and training necessary for implementing assigned duties and functions of their jurisdiction's EOP. The Plan is designed to work in concert with

departmental standard operating guidelines, county, regional, and the State of Colorado EOPs.

The Police Chief is responsible for regularly scheduled plan updates and revisions and for developing a training and exercise program to familiarize town staff with the provisions of the plan.

The National Incident Management System, NIMS, is the adopted method and organizational structure for managing emergency response and recovery operations within the Town of Severance. All Town employees are requested to achieve certificates in the FEMA recommended training fitting their job title and fitting their response level in an emergency.

Planning Contact Information

For all information pertaining to this plan, contact:
James Gerdeman
Police Chief
3 Timber Ridge Parkway (Physical)
PO Box 339 (Mailing)
Severance Colorado 81432
(970) 686-1218
jgerdeman@townofseverance.org

Record of Change

All changes are to be annotated on the master copy of the Emergency Operations Plan, which is maintained by the Police Chief. Should the change be significant in nature, an electronic update shall be made and recorded with the applicable stakeholders. If not deemed significant, changes will be reviewed and incorporated into the plan as needed or during scheduled annual updates.

This plan will be updated annually with the participation of the department heads and Town Council, and as needed after any incident, to ensure that it remains an effective and accurate emergency management tool for officials, responders, and citizens of the Town of Severance.

DATE REVISED	CHANGE OR UPDATE	PAGE REVISED	REVISED BY

Distribution

This document shall be known as the Town of Severance Emergency Operations Plan (EOP). This EOP is approved and hereby ordered to be electronically distributed. All agencies, departments, and personnel should review and accept their respective responsibilities as outlined in this plan, including organizational planning and training necessary to implement the plan when required. A hard copy will be kept in the Town Manager's Office (3 Timber Ridge Parkway Severance Colorado 80550), Severance Police Department (209 1St Street Severance Colorado 80550), Severance Town Clerk's Office (3 Timber Ridge Parkway Severance Colorado 80550), and the Weld County Emergency Manager's Desk (1150 O Street, Greeley Colorado 80632).

Upon adoption, this EOP will be electronically distributed to town officials and departments, the county government, and any identified stakeholders for their respective use as well as for planning and training purposes. Additional copies of this plan are available from the Town Clerk and will be posted on the Town of Severance's website (https://www.townofseverance.org).

#of Copies	Position	Individual Receiving Copy	Date

SCOPE

The plan establishes a system for coordinating the prevention, preparedness, response and recovery, and mitigation phases of emergency management in the Town of Severance. This plan may be fully or partially activated to manage natural, technological, and human-caused incidents that occur. It is divided into three sections: the base plan, supporting annexes, and supporting documents to be included at a later date.

Essential functions are those organizational functions and activities that must be continued under any and all circumstances as prescribed by the Colorado Constitution. However, some functions may be able to be suspended or prioritized on a temporary basis as needed in an emergency situation and/or recovery.

The scope of the EOP is to identify the essential functions of the Town of Severance and prepare to maintain or recover them during all hazard events. This plan and its annexes address capabilities the Town has or can develop to provide services from alternate locations, redundancy for data collection, and personnel that has been trained to provide leadership under disaster circumstances (order of succession). This plan Annexes address key messages that may need to be developed for public, vendor- managed activities (vaccines, office supplies, UPS [uninterruptible power supply]). It also addresses payroll, purchasing, and human resource considerations.

The Town of Severance is responsible for emergency response operations within Town boundaries with support from the Weld County Sheriff's Office, Weld County Emergency Medical Services (EMS), Weld County Emergency Management, and the Windsor/Severance Fire Protection District.

Disasters and large-scale emergencies are rarely confined to one jurisdiction. Although only a portion of the Town of Severance is likely to be impacted by a single disaster or emergency event, a multi-jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of municipal and county governments, private and volunteer organizations, and state and federal governments.

- � Within the Town of Severance, emergency response functions may be provided by the following agencies:
    - Town of Severance: Administration, Police Department, Clerk, Public Works, Planning and Building/ Community Development Offices
    - Windsor / Severance Fire Department
    - Weld County Sheriff's Office
    - Weld County Emergency Medical Services
    - Weld County Social Services
    - Weld County Public Health
    - Weld County Emergency Management
    - Colorado Bureau of Investigations
    - Colorado State Patrol
    - Colorado Department of Transportation
    - Colorado Parks and Wildlife
    - Office of Homeland Security and Emergency Management
    - Xcel Energy / Poudre Valley REA Inc.
    - Regional Dispatch Center
    - Lightgig Communications
    - Weld County Humane Society

❀ Routine emergencies will be managed by these agencies under Colorado Revised Statue authorities using the Incident Command System. As an emergency escalates, the Incident Commander will coordinate with town officials to ensure all public safety functions are being provided.

❀ When required by incident complexity, the Town of Severance will assign an agency representative to command and/or open an Emergency Operations Center (EOC). The EOC will manage issues including, but not limited to the following:

- damage assessment,
- coordination of outside agencies and volunteers,
- intergovernmental relations.

❀ The town will work in cooperation with the following agencies and jurisdictions in multi-jurisdiction incidents and/or through mutual aid response:

Weld and Adjacent Counties	Adjacent Cities and Towns
Weld County Office of Emergency Management	Windsor/Severance Fire District
Colorado Department of Public Health and Environment (CDPHE)	Weld County Humane Society
Colorado Department of Transportation (CDOT)	Colorado Parks and Wildlife
Colorado Office of Emergency Management	FEMA / U.S. Government

❀ The **Colorado Department of Public Safety, Division of Homeland Security, and Office of Emergency Management (COEM)** are available 24 hours a day to provide advice and technical assistance to the Town of Severance and Weld County. In addition, the COEM may provide state resources or coordinate other supplemental assistance in support of local emergency management actions. A formal declaration of a disaster by the Town Council may be required as a pre-condition of some forms of state assistance or to expedite state assistance. COEM is also the state agency responsible for processing requests for state and federal disaster assistance. It should be noted that response and recovery operations are the responsibility of the Town of Severance, and initial support should be provided by Weld County. As a result of an emergency or disaster event and declaration, **county, state or federal funding assistance is not guaranteed**.

Base Plan

The Town of Severance Emergency Operations Base Plan describes the processes comprising a town-wide approach to incident management designed to integrate the efforts and resources of local governments, the private sector, and non-governmental organizations (NGOs). Weld County Government, special districts, and non-governmental organizations should maintain and update their jurisdictional or response area emergency operations plans on an ongoing basis. Basic roles and responsibilities are outlined in this plan for coordination purposes. This base plan is adopted by the Severance Town Council and no major changes are done without their approval.

Supporting Annexes

The Annexes to the EOP detail the policies, structures, and responsibilities for coordination support with local agencies or other jurisdictions and entities during incidents. Annexes in support of this EOP are both functional based and hazard specific based. As incidents, planned events, and exercises occur, these Annexes are subject to change to improve response capabilities. New Annexes may be added as needed. Town Council approval for annexes to be added is preferred but not required.

SUPPORTING DOCUMENTS

These documents provide other relevant, more detailed supporting information, including terms, definitions, acronyms, and a compendium of plans.

Town of Severance Documents

- ❂ Weld County Multi-Jurisdictional Hazard Mitigation Plan
- ❂ Town of Severance Incident Command System Forms

Emergency Management

A link to the current Supporting Documents from Emergency Management may be found at https://www.weld.gov/Government/Departments/Office-of-Emergency-Management/Hazard-Mitigation.

These plans include but are not limited to:

- ❂ Weld County Emergency Operations Plan
- ❂ Weld County Emergency Flood Plan
- ❂ Weld County Prairie Fire Plan
- ❂ Weld County Severe Storm Plan

Public Health

A link to the current Supporting Documents from Emergency Management may be found at http://www.weld.gov/Government/Departments/Health-and-Environment. These plans include but are not limited to:

- ❂ Public Health Emergency Operations Plan
- ❂ Public Health Improvement Plan
- ❂ Weld County Community Health Resource Guide
- ❂ Regional Health Assessment

Supporting Documents on the Web

Other Supporting Documents can be found on the web. They can be found by clicking on the hyperlinks below for each document:

- ❂ Colorado State Emergency Operations Plan (Link Here)
- ❂ State of Colorado Resource Mobilization Annex (Link Here)
- ❂ Colorado Homeland Security Resource Guide (Link Here)

Note: Supporting documents may be developed and revised independently of the base plan. ***Report broken links to Town Clerk at*** lvanarsdall@townofseverance.org.

AUTHORITIES

Federal

- ❋ Americans with Disabilities Act
- ❋ Robert T. Stafford Disaster Relief And Emergency Assistance Act And Amendments (Public Law 93-288)
- ❋ Post-Katrina Reform Act
- ❋ National Response Framework (PPD-8)
- ❋ Homeland Security Act And Information Sharing Act (H.R. 5710)
- ❋ Homeland Security Presidential Directive 5, Management Of Domestic Incidents (PPD-5)
- ❋ PETS ACT 2006
- ❋ Homeland Security Presidential Directive 8, National Preparedness (PPD-8)
- ❋ Plain Language Guidance
- ❋ Homeland Security Act and Information Sharing Act 202
- ❋ National Incident Management System (NIMS)

State

- ❋ Colorado Disaster Management Act (24 - 33.5 - 704(5) et seq., C.R.S., I,)
- ❋ Colorado All Hazard Resource Database Creation
- ❋ Colorado State Emergency Operations Plan (Signed by Jared Polis on September 30, 2019)

Local

- ❋ Weld County, Colorado Resolution No. 881176, December 1988, established the Weld County Office of Emergency Management.
- ❋ Weld County Board of County Commissioners adopted the National Incident Management System (NIMS) on January 9, 2006.
- ❋ Adoption of the Weld County Multi-Hazard Mitigation Plan on January 2021.
- ❋ Town of Severance Resolution No. 2014-05R adopting the National Incident Management system affirmed by the Severance Town Council, June 2, 2014.
- ❋ Town of Severance Resolution No. 2015-02R, January 19, 2015, adopting Emergency Management Protocols and Plans.

PLANNING ASSUMPTIONS

❋ Government at all levels must continue to function under all threats, emergencies, and disastrous conditions. Continuity of Government (COG)/Continuity of Operations (COOP) plans should be developed by all agencies and departments consistent with this plan and in accordance with the State of Colorado Emergency Operations Plans and National level guidance.

❋ Municipal governments and special districts will perform under their scope of authority and responsibility and will make declarations of emergency or disaster to County Emergency Management. All emergency and disaster declarations received by the County Emergency Manager will be forwarded to the State of Colorado Office of Emergency Management.

❋ The Town of Severance has no fiscal responsibility to any special district after receipt of their emergency or disaster declaration, nor should the Town of Severance expect Weld County or the State of Colorado to have fiscal responsibility upon a receipt of an emergency or disaster declaration.

❋ County government, other municipal governments, special districts, and non-governmental organizations should maintain and update their jurisdictional or response area emergency operations and continuity plans on an ongoing basis and especially during time of an emergency or disaster response. These entities are expected to coordinate their planning, response, and continuity efforts with the Town of Severance to support intergovernmental responsibility.

❋ Incidents begin at the local government level (this includes special districts) and will remain the responsibility of the local government throughout the incident and through the recovery phase. Higher levels of government may agree to share some of the responsibility within an agreed upon scope. Generally, local jurisdictions (up through the county) should not plan on the arrival of significant State resources ordered for up to and possibly exceeding 36 hours after the incident. Federal resources may not arrive until 48-72 hours after the incident.

❋ An emergency or disaster can occur at any time and at any location. It may create significant human suffering and loss of life, property damage, and economic hardship to individuals, the government, public services, the environment, and the business community.

❋ Collaborating and sharing information across multiple levels of government, the response community, and the private sector is essential for the successful stabilization and common operating picture of any emergency or disaster.

❋ All aspects of a community (e.g., volunteer, faith, access, and functional needs, local governments and community-based organizations; other non-governmental organizations (NGOs); and the private sector) may be needed to effectively plan, respond, and recover from a major disaster.

❋ The public expects the government to keep them informed and provide guidance and assistance upon detection of a threat and in the event of an emergency or disaster.

❋ The premise of the National Response Framework, the State Emergency Operations Plan, and this plan is that all levels of government share responsibility for working together in preventing, preparing for, responding to, and recovering from the effects of an emergency or disaster event.

❋ Within the Town of Severance's organization structure, certain town departments have clearly understood responsibilities during an emergency while other departments have coordination responsibility and authority; however, it may be necessary to staff an emergency or disaster with additional outside staff assistance. Depending upon the magnitude and catastrophic nature of the emergency and disaster there is a potential that all town offices and departments could be mission tasked to respond and perform certain functions during an emergency or disaster event. The transition to emergency work would be under the direction of the Town Council and managed by the Town Manager.

TOWN PROFILE

The Town of Severance is a Home Rule Municipality in Weld County, in the northern portion of the State of Colorado. The town is a small community with some commercial properties. The town is surrounded by agricultural land and dairy farms. The town population was 597 at the 2000 census, 3165 at the 2010 census, 7683 at the 2020 census and 9605 according to the 2021 census.

Town of Severance History

In 1894, David E. Severance applied for a post office for a community of approximately 50 families to be named Tailholt. There are several theories as to the origins of the name Tailholt, but the most widely accepted results was from James Whitcomb Riley's famous 1879 poem, The Little Town O' Tailholt. However, because David Severance's name was on the application for the post office, it was erroneously named Severance. Rather than filing again, the name stuck. Mail for Severance was carried to and from Eaton, then later from Windsor, by horse and buggy.

The Town of Severance was founded by Bruce Eaton, the son of Governor Benjamin Eaton, in 1906, and by 1920 the town had enough residents to incorporate in Weld County with 40 votes for and 0 against.

A promotion began in the early 1900s to persuade farmers to raise sugar beets so a sugar factory would be built in neighboring Windsor. The necessary acreage was pledged, and the Windsor factory was built in 1903, becoming the Great Western Sugar Company in 1905. Then Severance became a sugar beet receiving station and dump on the Great Western Railway, operating until 1985.

Geography

The Town of Severance is in the northern part of Colorado, just northwest of Greeley, at an elevation of 4,888 feet. The town has a total area of 3 square miles, of which, 3 square miles is land, and 0.1 square miles is water. The Town of Severance is located at 40°32'07"N 104°51'03"W

Climate

Town of Severance experiences four distinct seasons. High temperatures are generally around 85 °F (29 °C) in the summer and 42 °F (5 °C) in the winter, although there is significant variation. The hottest days generally occur in late July, and the coldest in January. Nighttime lows are near 57 °F (14 °C) in the summer and around 15 °F (-9 °C) in the winter. Record high temperatures of 103 °F (39 °C) have been recorded, as have record low temperatures of -41 °F (-40 °C). The first freeze typically occurs around September 17, and the last often occurs in mid-May. Extratropical cyclones, which disrupt the weather for the eastern two-thirds of the US often originate in or near Colorado, which means Severance does not experience many fully developed storm systems. Thunderstorms are frequent during summer afternoons. Severance typically experiences between 6 and 12 hail days per year and one of the highest concentrations of tornadic activity anywhere. The area where Colorado, Nebraska, and Wyoming meet receives the most hail of any location in the United States. Some days in the winter and spring can be warm and extremely dry, with Chinook winds often raising temperatures to near 70 °F (21 °C) in January and February and sometimes to near 90 °F (32 °C) in April. Severance's elevation and low year-round humidity means that nighttime low temperatures are practically never above 68 °F (20 °C), even in the very hottest part of the summer. The diurnal

temperature range is usually rather wide, with a 50-degree (Fahrenheit) difference between daytime high and nighttime low not uncommon, especially in the spring and fall months. Rapid fluctuation in temperature is also common – a sunny 80 °F (27 °C) October afternoon can easily give way to a 28 °F (-2 °C) blizzard within 12 hours.

Economy

The Town of Severance is primarily a bedroom community with a small amount of commercial. A large portion of the town is surrounded by agriculture.

Demographics

As of the census of 2021, there were 9605 people, 3800 households, and 3201 families residing in the Town of Severance. The population density was 1067.2 inhabitants per square mile (111.4/km^2). There were 3800 housing units at an average density of 422.2 per square mile (38.6/km^2).

There were 3800 households, of which 54.1% had children under 18 living with them, 79.0% were married couples living together, 5.46% had a single parent householder, and 11.8% were non-families and 17.6% had 65 years of age or older. The average household size was 2.98 and the average family size was 3.31.

In the town, the population was spread out, with 32.5% under the age of 18, 59.1% from 18 to 64, and 8.4% who were 65 years of age or older. The median age was 35 years. Females make up 47.4% of the population and males make up 52.6% of the population.

The median income for a household in the town was $111,055, and the median income for a family was $120,933. Males had a median income of $68,952 versus $51,981 for females. The per capita income for the town was $43,090. About 0.7% of the population were below the poverty line.

Government

The Town of Severance is a State of Colorado home rule Town within Weld County. The town may govern its own affairs within certain limits, but the authority to exercise powers is derived from the Colorado Revised State Statutes. The Severance Town Council consists of six members and a mayor. The mayor and members are elected for four-year terms. The mayor is an elected position. The mayor pro-tem is selected by the Council annually in January. All members of the Town Council are elected at large from within the town electorate as a whole.

Sectoring the Town of Severance

Due to the size and layout of the Town of Severance's critical infrastructure, the Town of Severance is one Sector in an emergency only involving the Town. In a County-wide event, the County as a whole is one Sector.

HAZARD VULNERABILITY ASSESSMENT

Through the county-wide hazard mitigation process, an assessment was conducted of potential hazards within the Town and County. The assessment details the frequency, vulnerability, exposure, and risk of potential hazards to the County and was completed in 2016 and updated in 2021 (scheduled for revision in 2026). The Weld County Multi-Hazard Mitigation Plan was developed to reduce and eliminate losses from natural and manmade hazard events and to better protect the people and property of the County from the effects of hazard events. The current All Hazard Mitigation Plan may be accessed by visiting Hazard Mitigation – Weld County.

Hazard Profile

The Town of Severance is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage, and create mass casualties. The Hazard Vulnerability Assessment identified specific hazards for the Town based on the likelihood of occurrence, severity, and impact. The findings include the following hazards and their relative risk ranking:

HIGH RISK	MEDIUM RISK	LOW RISK
Drought	Lightning	Extreme Temperatures
Wildfire	Windstorms	Mass Causality Incident
Tornadoes	Hazardous Materials Incident	
Hail Storms	Imminent Threat	
	Public Health Emergencies	
	School Incidents (in addition to imminent Threats)	
	Severe Winter Storms	
	Flooding	

Vulnerability Assessment

The Town of Severance and Weld County Risk Assessment revealed a number of problem areas to be addressed in the mitigation strategy. These key findings are summarized in the following list.

Drought

- Multi-year droughts occur every 10 years on average in Weld County;
- Drought can affect both water quantity and quality;
- The agriculture-based economy is particularly vulnerable to drought;
- Drought increases the risk of other hazards, such as wildfires.

Extreme Temperatures

- Extreme cold is a concern for the town than extreme heat, though extreme heat can exacerbate drought and wildfire conditions;
- Extreme cold has caused issues with frozen or burst water pipes and crop losses.

Flood

- The latest recorded flood event in Weld County was in 2013;
- The most severe flood impacts could occur in neighboring Cities.

Hazardous Materials Release

- Highways 14 through Severance is a hazardous materials route, which could present challenges with any release inside the Town;
- Streams and reservoirs are also vulnerable to contamination.

Imminent Threat

- Imminent Threat can be defined as "any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement." Some examples would be acts of terrorism and active shooters;

- Potential imminent threat targets in the Town of Severance include schools, water infrastructure, power infrastructure, and all government offices and facilities;

- School shootings and threats have been especially concerning in the past few years. The Town of Severance's Police Department has facilitated practical training with the Weld County Sheriff's Office and school training on this matter.

Lightning

- Damaging or fatal lightning events are rare in the Town of Severance;
- Lightning can damage the power grid, information technology, and communications networks and interrupt water and sewer utility systems for the Town.

Mass Casualty Events

- Traffic accidents involving multiple casualties are the primary concern;

- Traffic accidents will most likely occur along Highway corridors 392, 257, and 14.
- The County has produced tabletop and full-scale exercises on mass casualty scenarios to improve preparedness and response.

Multi-Hazard Event

- Weld County has been included in past emergency declarations for drought, frost/freezing events, and high winds; the County has also been included in state declarations for flooding, severe storms, and wildfires;
- Hazard events that cause road closures, such as floods, and winter storms, affect the economy and safety of Weld County by restricting access to visitors, workers, and goods and services.

Public Health Emergencies

- West Nile Virus and pandemic flu are the main concerns for public health emergencies in the County;
- There were a few cases of pandemic flu or West Nile Virus in the County in 2022.

Severe Winter Storm

- There is a high vulnerability to severe winter weather along highways and county roads.
- Vehicle accidents, power/utility disruptions, and isolation due to road closures are the primary concern related to severe winter storms.

Wildfire

- ❈ Critical roads are also vulnerable to wildfire.
- ❈ Severance may be subject to significant settling of smoke during a wildfire event.

Windstorm

- ❈ Past damages from windstorms have typically included blown-down trees and power poles and damage to roofs. Blown-down trees have fallen on structures and vehicles within the Town of Severance.

Critical Facility and Infrastructure

Critical infrastructure and facilities were identified for the Town as part of the Multi-Hazard Mitigation Plan planning process.

Critical Facilities

Critical Facilities are defined as facilities that provide a necessary service before, during, and after times of disaster. These generally include:

- ❈ Carrier-Neutral Locations (CNL) for Broadband
- ❈ Emergency Operations Centers
- ❈ Emergency Medical Service Facilities
- ❈ Fire Station
- ❈ Fuel Station
- ❈ Governmental Buildings
- ❈ Grocery Stores
- ❈ Law Enforcement Facilities
- ❈ Schools
- ❈ Churches
- ❈ Shelters/Evacuation Centers

Critical Infrastructure

Critical infrastructure is defined as assets that are essential to the functioning of a society and economy. These include:

- ❈ Communication Towers
- ❈ Dams, water treatment and distribution, water storage, water supply
- ❈ Electric power lines, sub-stations
- ❈ Fiber Optic
- ❈ Generators
- ❈ Internet
- ❈ Natural Gas Distributors
- ❈ Sewer collection lines and wastewater treatment plants
- ❈ Telephone facilities
- ❈ Transportation routes

MITIGATION CAPABILITIES

The Town of Severance has limited response and recovery capabilities due to town size, population, areas with limited access, and limited emergency responder personnel. Further limitations in these capabilities are determined through annual plan reviews and exercises. The following details mitigation capabilities within the town structure.

County Emergency Management Program

In the absence of a designated emergency manager for the Town of Severance, the County Emergency Manager assumes emergency management jurisdiction. The County's Emergency Management program addresses planning efforts for the four phases of emergency management: preparedness, mitigation, response, and recovery. The County Emergency Manager is under the direction of the Weld County Commissioners operationally and Weld County Administrator administratively.

The Emergency Manager's program provides a structure for anticipating and dealing with emergency incidents and recognizes that disasters recur through the four phases of emergency management: preparedness, mitigation, response, and recovery.

All Hazards Planning

Weld County Multi-Agency Coordination Group

The Town of Severance participates in the Weld County Multi-Agency Coordination Group. The Emergency Manager is responsible for establishing the Weld County Multi-Agency Coordination Group. This multi-jurisdictional, multi-disciplinary planning and coordination group is committed to developing and implementing all-hazards planning for preparedness, prevention, response, and recovery from emergencies and disasters. Participation is open to all local and county agencies, departments, special districts, and businesses within Weld County and surrounding areas.

Weld County Community Planning Group

The Town Manager is the Designated Emergency Response Authority (DERA) for the Town of Severance. The LEPC is a committee appointed by the State Emergency Response Commission (SERC), as required by the Emergency Planning and Community Right-to- Know Act of 1986 (EPCRA). It develops emergency plans for Local Emergency Planning Districts and collects material safety data sheet (MSDS) forms and chemical release reports. It also provides this information to the public. The LEPC is tasked with hazardous materials preparedness, response, and related training and sits in a policy advisory position for the county.

The Weld County Policy Group

The Weld County Policy Group consists of the county, municipal, and other jurisdictional policy makers within Weld County.

Evacuation and Warning Systems

Emergency Notification System

The town utilizes an emergency phone notification system to provide 'general information' based alerts as well as geographically specific emergency notifications to residents.   These alerts can be sent to landline phones, cellular phones, and email addresses if the end-user has opted in for this service. Commuters and visitors to the county may also sign up for the system via a mobile application. Residents may self-register for emergency alerts on the Weld County website: http://www.weld.gov/Government/Departments/Public-Safety-Communications/Emergency-Notifications. The Town generally relies on the Weld County Communications Center and/or Emergency Manager to deliver these messages.

Local Broadcast Media

The Town also utilizes the Emergency Alert System to broadcast warnings over local radio stations and National Oceanic and Atmospheric Administration (NOAA) towers (where available). The authority to initialize this utility, and the message contained, lies with the Weld County Emergency Manager.

Social Media and Email

The town utilizes the Town website, Facebook, Instagram, and Vertical Response (an email listserv)to inform, warn and prepare the public. The town general preparedness information alerts and incident updates are ongoing for this platform:

https://www.facebook.com/townofseverance/

https://www.instagram.com/townofseverance/

https://www.twitter.com/townofseverance/

The authority to initialize this utility as a warning mechanism lies with an Incident Commander (IC), Severance Police Chief, Fire Chief, Emergency Manager, or the designated Town Public Information Officer (PIO) during an incident. To post preparedness information, contact the Town Manager or their designee.

Hazard and Critical Infrastructure Mapping

The County has a Geographic Information System (GIS) and Information Technology (IT) Department that can, upon request, provide mapping and database support. The Town of Severance has a third-party contractor that can be accessed and utilized upon request.

CONCEPT OF OPERATIONS

This document is based on lessons learned and best practices from previous events concerning command and coordination. This includes the immediate event and any effects on the surrounding area or communities. Each incident is unique and requires different prevention and response measures. Therefore, by adhering to the guidelines of NIMS and the National Response Framework (NRF), the town stands ready to meet these challenges.

Every town department or office may be required to respond to an emergency. If a department does not have a specific response role in a given emergency, that department may still be relied upon to support responding departments. The Town Manager is responsible for directing and controlling town resources during an emergency that is either confined to the municipal capability or has reached beyond the capabilities of a local jurisdiction.

Upon request, the Town's Emergency Operations Center (EOC) Manager or designee will activate and manage the Town of Severance's EOC. The EOC is the facility from which emergency response activities can be directed, coordinated and/or supported. The EOC structure is scalable based on the magnitude of the situation. If a disaster exceeds Town resources, assistance will be requested from the private sector, county agencies, regional agencies, the State of Colorado, and federal agencies, if required.

Incident Management Priorities

The Town of Severance's priorities for incident management are as follows:

- Save lives and protect the health and safety of the public, responders, and recovery workers;
- Protect and restore critical infrastructure;
- When appropriate, conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution;
- Protect property and mitigate damages and impacts to individuals, communities, and the environment;
- Facilitate recovery for individuals, families, businesses, government, and the environment;
- Sound management of costs and expenses incurred for any incident.

The Town of Severance has resources and expertise available to assist with incident-related problems. The town may modify normal operations and redirect resources to save lives, relieve human suffering, sustain survivors, protect property and assist in re-establishing essential services. Lifesaving and life-protecting response activities have precedence over other emergency response activities.

Private, faith-based, and volunteer organizations (i.e., American Red Cross, Salvation Army, Colorado Volunteer Organizations Active in Disasters) will provide basic necessities and life-sustaining relief, which is not normally available from government resources to individuals and families. Local and State governmental agencies will assist these organizations by providing information, guidance, and coordination of the relief efforts.

The Mayor, with the consultation of the Town Council, if possible, may declare a disaster or emergency. If the Mayor is unavailable, the Mayor Pro Tem may sign a disaster or emergency declaration. If the Mayor and the Mayor Pro Tem are unavailable, any town council member may sign a disaster or emergency declaration. The decision to make a declaration may be based upon emergency needs created by the incident and/or damage assessment findings indicating the damages are of sufficient

severity and magnitude to warrant assistance from the state. This authority is granted to a town, through a county, by the Colorado Disaster Act. Once the state receives a local emergency/disaster declaration, the state then may make a declaration under the Stafford Act to the President, who may grant a major disaster declaration. This, in turn, may make specific federal support programs available for a defined period. After the Town declaration is made, it must be ratified within seven (7) days by the full Town Council. The declaration must be renewed every seven (7) days and should be left in place while emergency response measures are conducted. Local declarations should be discontinued or allowed to expire at the point emergency response work is completed. State or federal declarations may be left in place during recovery activities.

The Police Chief, the local Fire Chief, and/or the Town Manager may directly call upon any Town Department available to assist in any emergency response. The Police Chief may call upon resources under their control to include any agency or entity under agreement with their agency and any mutual aid agency requested by the Police Chief or Local Fire Chief. The Police Chief may call upon the Sheriff to utilize resources under the control of the Sheriff to include the Search and Rescue Team, any agency or entity under agreement with the Sheriff, and any mutual aid agency requested by the Sheriff.

Local Coordination

The Town of Severance is responsible for large-scale emergency response operations/coordination within the Town. Each of the Municipality and County Governments within Weld County should establish both a Chain of Command and Continuity of Operations (COOP) sections for their respective functions as part of their Municipal/County Emergency Operations Plans.

All local governments and special districts within the Town of Severance are responsible for coordinating with one another and providing mutual aid within their capabilities, usually according to the established written Mutual Aid Agreements. If necessary, normal working operations may be suspended or redirected during an incident in order to support emergency response and control throughout the Town.

Based on the assessment of emergency conditions by the designated Incident Commander(s), the Town Council (and/or County leadership) will be notified and advised of the situation and the need to report to the Town or County EOC.

Policy Group

Designated Policy Group members with responsibility over an incident will be assembled as needed to evaluate policy level decisions on how best to manage the incident to best serve the Town, approval of incident expenditures, and for the formal declaration of a disaster. The Policy Group consists of the Severance Town Council, designated leadership of the Town, the special district, the Town Manager, the Police Chief, the Fire Chief or his/her designee, and other officials as needed. This group may be asked to collaborate with Weld County.

The group may be called upon to discuss the formal declaration of local or town emergencies or disasters, discuss and or approval and commitment of Town resources and funds for disaster or emergency purposes, discuss delegations of authority and/or fund expenditure, cost share agreements between involved jurisdiction, formulation of directives to municipal departments and personnel regarding changes in normal duties/work schedules and discussion of Continuity of Operation Plans. Other possible decisions involving the issuance of official orders regarding population protection or temporary social restrictions, such as evacuation orders, establishment of curfews, and enactment of price controls, may need to be discussed and coordinated by this group.

STAGES OF EMERGENCY MANAGEMENT

Emergency operations involve much more than merely responding to an incident when it occurs. Regardless of the type of hazard, there are four stages in the emergency management process: mitigation, preparedness, response, and recovery.

Mitigation

FEMA.gov defines mitigation as:

> Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. In order for mitigation to be effective, we need to take action now—before the next disaster—to reduce human and financial consequences later (analyzing risk, reducing risk, and insuring against risk). It is important to know that disasters can happen at any time and any place; if we are not prepared, the consequences can be fatal.

> Effective mitigation requires that we all understand local risks, address the hard choices, and invest in long-term community well-being. Without mitigation actions, we jeopardize our safety, financial security, and self-reliance.

> - Disasters can happen at any time and any place; their human and financial consequences are hard to predict.
> - The number of disasters each year is increasing, but only 50% of events trigger Federal assistance.
> - FEMA's mitigation programs help reduce the impact of events—and our dependence on taxpayers and the Treasury for disaster relief.

> FEMA's Federal Insurance and Mitigation Administration (FIMA) manages the National Flood Insurance Program (NFIP) and implements a variety of programs authorized by Congress to reduce losses that may result from natural disasters. Effective mitigation efforts can break the cycle of disaster damage, reconstruction, and repeated damage. FEMA's mitigation and insurance efforts are organized into three primary activities that help states, tribes, territories, and localities achieve the highest level of mitigation: Risk Analysis, Risk Reduction, and Risk Insurance. Through these activities and FEMA's day-to-day work across the country, communities are able to make better mitigation decisions before, during, and after disasters.

Effective mitigation requires that we all understand local risks, address the hard choices, and invest in long-term community well-being. We jeopardize our safety, financial security, and self-reliance without mitigation actions.

Mitigation involves the actions taken before an incident that reduce the chance of occurrence or the effects of a disaster. This stage includes flood plain management, public education campaigns, building and fire codes, defensible space programs for residential buildings, and preventative health care.

Prevention

Prevention means actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves steps to protect lives and property. It applies "Prevention" Activities to avoid an incident or prevent an emergency. Explanatory Material: Activities, tasks, programs, and systems intended to protect lives and property. Involves applying intelligence and other information to a range of activities that may include such countermeasures as:

- ❀ Deterrence operations
- ❀ Heightened inspections
- ❀ Improved surveillance
- ❀ Disease prevention among people, domestic animals, and wildlife.

Examples of prevention activities include:

- ❀ Collect, analyze and apply intelligence and other information
- ❀ Conduct investigations to determine the full nature and source of the threat and to implement countermeasures such as inspections, surveillance, security, and infrastructure protection
- ❀ Conduct tactical operations to interdict, preempt, or disrupt illegal activity; and to apprehend and prosecute the perpetrators
- ❀ Conduct public health surveillance and testing procedures, immunizations, and isolation or quarantine of individuals for biological and agricultural threats
- ❀ Deter, detect, deny access or entry, defeat, and take decisive action to eliminate threats
- ❀ Conduct code enforcement, inspections, and behavior modification to reduce risk
- ❀ Analyze threats created by natural hazards and develop action plans to reduce the threat to citizens and property

Preparedness

Preparedness involves the planning necessary to ensure that the effects of a disaster or an emergency will be minimized and to assist local jurisdictions in developing appropriate response capabilities needed in the event of an emergency. To respond properly, a jurisdiction must have a plan for response, trained personnel to respond, and necessary resources with which to respond. Emphasis is on emergency planning, training, exercises, and public awareness information sharing and programs.

Examples of preparedness activities include:

- ❀ Development of plans and procedures, training and exercising
- ❀ Pre-establishment of incident command posts, mobilization centers, staging areas, and other facilities
- ❀ Evacuation and protective sheltering
- ❀ Implementation of structural and non-structural mitigation measures
- ❀ Private sector implementation of business and continuity of operations plans
- ❀ Provision of mitigation activities which are a critical foundation across the incident management spectrum from prevention through response and recovery. Examples of key mitigation activities include the following:
  - o Ongoing public education and outreach activities designed to modify behavior to reduce loss of life and destruction of property
  - o Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property, and impacts on the environment
  - o Code enforcement through such activities as zoning regulation, land management, and building and fire code inspection
  - o Flood insurance and the buy-out of properties subjected to frequent flooding

Response

The response stage covers the period during and immediately following a disaster. During this phase, jurisdictions provide emergency assistance to victims of the event and try to reduce the likelihood of further damage. The primary responders are the local fire district, law enforcement agencies, search and rescue, emergency medical service (EMS) units, and Public Works crews. Response activities can be categorized into Initial or Extended Response.

Initial Response Activity

The initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of an emergency or disaster. Examples of initial response activities include:

1. Establishing Incident/Unified Command
2. Developing and implementing incident Action Plans, as needed
3. Documenting/Discussion of situation status
4. Assessing the need for mutual aid assistance
5. Coordinating with state and federal agencies.
6. Staging of Resources
7. Check-in of Resources
8. A system to track resources on-scene
9. Briefing Town management and other key officials and/or employees on the situation
10. Dissemination of warnings, emergency public information, and instructions to citizens
11. Conducting evacuations and/or rescue operations
12. Restricting and/or redirecting the movement of traffic/people
13. Caring for displaced persons and treating the injured
14. Conducting initial damage assessments and surveys

Extended Response Activity

Extended response activities are primarily conducted in the field and at the Emergency Operations Center (EOC). Extended emergency operations primarily involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Examples of extended response activities include:

1. Preparing detailed damage assessments
2. Preparing public information
3. Operating mass care facilities
4. Conducting coroner operations
5. Procuring required resources to sustain operations
6. Continue documenting the situation status
7. Protecting, controlling, and allocating resources
8. Restoring vital utility services
9. Documenting expenditures
10. Developing and implementing Action Plans for extended operations
11. Dissemination of emergency public information
12. Declaring a local emergency

13.   Requesting a gubernatorial and federal declaration, if required
14.   Allocate Resources
15.   Inter/multi-agency coordination

Recovery

Recovery is both short and long-term and continues until all systems return to normal or near-normal operation. Short-term recovery restores vital life-support systems to minimum operating standards. Long-term recovery may go on for months—even years—until the entire disaster area returns to its previous condition or undergoes improvement with new features that are less disaster-prone. This will involve damage assessments, plan revisions, and actions initiated to mitigate future emergencies or disasters by reducing or eliminating their probability of recurring, among other things. Examples of recovery activities include:

1.   Restoring utilities
2.   Applying for state and federal assistance programs
3.   Providing public assistance information for disaster assistance
4.   Conducting hazard mitigation analyses
5.   Identifying residual hazards
6.   Determining and recovering costs associated with response and recovery

Damage Assessment

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

1.   Roads, bridges, and culverts
2.   Water control facilities
3.   Public buildings and related equipment
4.   Public Utilities
5.   Facilities
6.   All recreational and park facilities
7.   Educational institutions

EMERGENCY PURCHASING

During a declared disaster or emergency, emergency purchases, which by their nature or circumstances do not lend themselves to a competitive selection process, are exempt from the Town's competitive bid selection process. This will be outlined in the Town of Severance Disaster Policies Annex, which is not yet completed. However, emergency procurement must be at least as stringent as the state and, in turn, federal policies to remain eligible for reimbursements, which will be outlined in the Town of Severance Finance and Logistics Annex, which is not yet completed**.**

NIMS AND ICS

The National Incident Management System (NIMS) is a comprehensive system that is designed to improve local response operations through the use of the Incident Command System (ICS) and the application of standardized procedures and preparedness measures. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with command responsibility for the management of resources to effectively accomplish identified incident objectives.

While most incidents are handled daily by a single jurisdiction at the local level, there are significant instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and specific emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities.

NIMS is the adopted organizational structure for both planning and managing emergency response and recovery operations in the Town of Severance. Employees' NIMS required training**:**
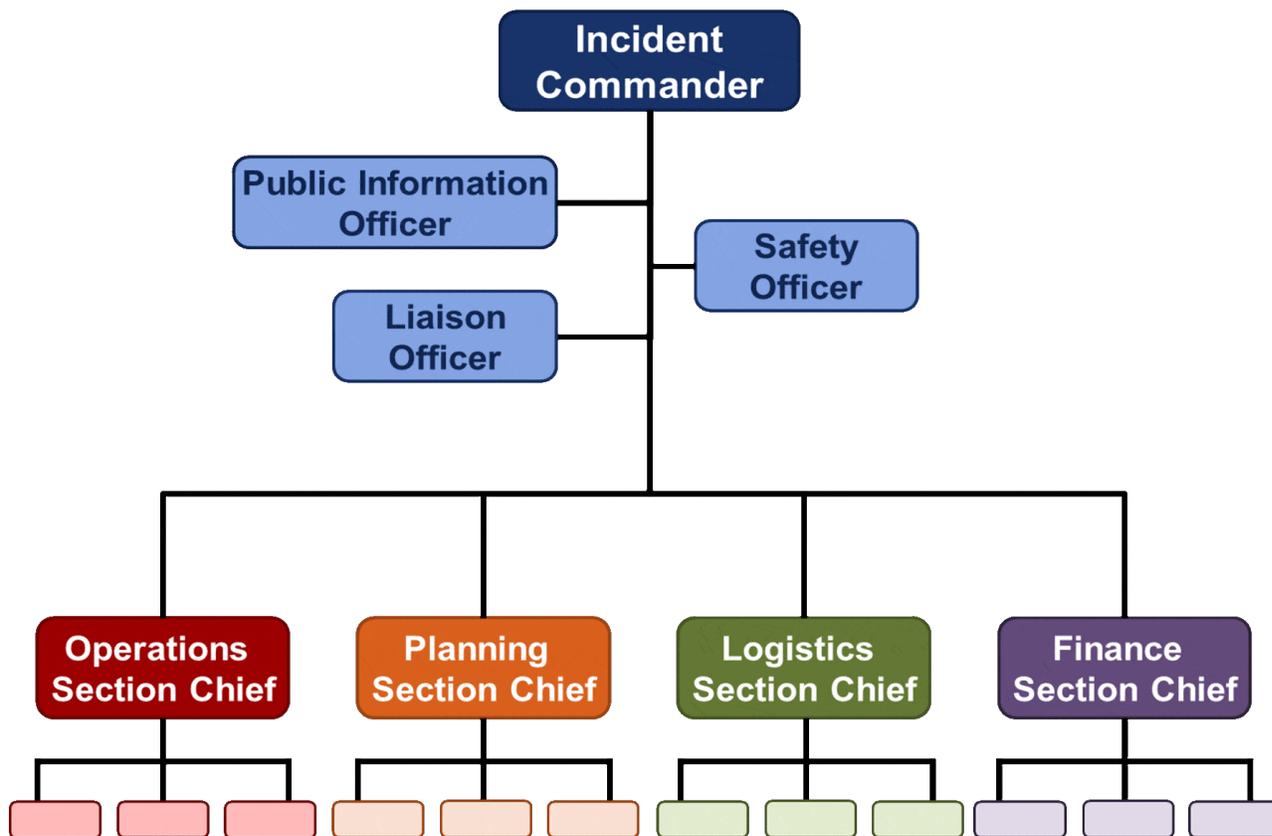
ICS Field Operations Training Needs

Incident Type(s)	Core Courses	Additional Courses
1,2	• ICS-100 • ICS-200 • ICS-300 • ICS-400 • IS-700 • IS-800 • G-191 (ICS/EOC Interface)	• Position-specific ICS courses (based on individual assignment or expected assignment) • E/L-947 Emergency Operations Center (EOC) – Incident Management Team (IMT) Interface Course • Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal Training)
3	• ICS-100 • ICS-200 • ICS-300 • ICS-400 • IS-700 • IS-800	• Position-specific ICS courses (based on individual assignment or expected assignment) • G-191 • E/L-947 • Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal training)
4	• ICS-100 • ICS-200 • IS-700	• Position-specific ICS courses (based on individual assignment or expected assignment • Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal training)
5	• ICS-100 • IS-700	• Position-specific ICS courses (based on individual assignment or expected assignment • Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal training)

Source: National Incident Management System: Training Program September 2011 by: U,S, Department of Homeland Security

In more significant incidents, the ICS structure may be extended and supported by activating the Town of Severance's and/or Weld County's Emergency Operations Center (EOC). The EOC will be staffed to serve as the coordination point for supplemental resources, intergovernmental assistance, as well as some long-term planning and recovery activities. ICS principles are nationally accepted for addressing all types of hazards and for integrating multiple agencies, jurisdictions, and disciplines into a coordinated relief effort.

For the purposes of this plan, it is assumed and expected that all town personnel, emergency response agencies, and support organizations in the Town of Severance have completed the required NIMS courses. It is further assumed and expected that the various levels of management in each agency and organization have completed the ICS training appropriate to their respective rank or function. The Town of Severance has and will continue to support NIMS compliance programs by assisting agencies in acquiring appropriate NIMS training and exercise/training evaluations. Weld County Emergency Management can assist with training upon request.

Below is a basic ICS chart in which its positions should be followed during incidents in the Town of Severance. This chart can expand to meet the changing size and complexity of an incident as needed:

EMERGENCY SUPPORT FUNCTIONS

The following is a summary of the Emergency Support Functions (ESF) identified in the National Incident Management System and utilized by the State Division of Homeland Security and Emergency Management. Below is a chart of ESF lead, ESF support, and ESF titles (Support agencies and departments are not all-inclusive):

TOWN OF SEVERANCE EMERGENCY SUPPORT FUNCTION MATRIX

Note on Department or Agency column:
1. This chart shows the responsibilities of Town of Severance Agencies or Department in a Town of Severance Emergency or Disaster
1. Responsibilities can be delegated
2. Many Department hold multiple ESF responsibilities due to the size and lack of resources in the Town of Severance

Department or Agency	ESF #1 Transportation	ESF #2 Communications and Alerting	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services	ESF #7 Logistics Management and Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials Response	ESF #11 Agriculture and Natural Resources	ESF #12 Energy	ESF #13 Public Safety and Security	ESF #14 Long-Term Community Recovery	ESF #15 External Affairs and Public Information
Town Council	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Town Manager/Deputy Town Manager (Also PIO)	S	S	S	S	S	L	S	L	S	S	L	S	S	S	L
Administrative Staff, Town Clerk and Finance Director	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Town Attorney	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Building Inspector/Code Enforcement	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Community Development Coordinator or Town Planner	S	S	S	S	S	S	S	S	S	S	S	S	S	L	S
Police Chief	S	L	S	L	L	S	L	S	L	L	S	S	L	S	S
Public Works Director	L		L		S	S	S	S				L	S	S	
Non-Town Department/Agencies Upon Request of Town Leads															
Amateur Radio Emergency Services (ARES)	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Colorado Department Agriculture											L			S	
Weld County Assessor	S			S							S			L	
Weld County Coroner				S	S	S	S	S					S	S	
Weld County Emergency Management	S	L	S	S	L	S	L	S	S	S	S	S	S	S	S
Windsor/ Severance Fire Department	S	S	S	L	S		S	S	S	L			S	S	S
Emergency Medical Services (EMS)	S	S		S	S	S	S	S	S	S			S	S	
Weld County Regional Dispatch	S	L	S	S	S				S	S			S		
UCHealth Greeley Hospital						S		S							
Other Law Enforcement Agencies		S			S									L	
Churches	S	S			S	S	S							S	
Weld County Public Health					S	S	S	L	S	S	L		S	S	S
Weld County School Districts (Weld RE4)	S				S	S								S	S
Weld County Social Services					S	L	S	S						S	
Public Utilities							S					S		S	
Private Business Sector	S				S	S	S				S	S	S	S	
Weld County Humane Society						S									
State and Federal Agencies	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Weld County/CSP Hazardous Response Team				S	S						L				

L= ESF LEAD DEPARTMENT/AGENCY   **S= SUPPORTING DEPARTMENT/AGENCY**

ESF #1 – Transportation

Support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential Incident of Critical Significance. This group ensures all roads and conduits into and out of an affected area remain open and that the traffic allowed into those areas is coordinated in a manner that prevents bottlenecking and gridlock, which would prevent needed emergency assistance from reaching those areas that need it.

ESF #2 – Communications and Alerting

Ensures the provision of communications and alerting support to municipal, County, and private-sector response efforts during a large-scale incident. ESF #2 is responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks that the Town might use in an emergency.

ESF #3 – Public Works and Engineering

Coordinates and organizes the capabilities and resources of the municipal and county governments to protect critical roadway and building infrastructure, provide technical assistance, engineering expertise, construction management, debris removal, and other support to prevent, prepare for, respond to, and/or recover from a large-scale incident.

ESF #4 – Firefighting

Enable the detection and suppression of wildland and urban fires resulting from large-scale incidents.

ESF #5 – Emergency Management

Responsible for supporting overall activities of the Town Government for Town incident management as well as assisting overall municipal activities as requested, including disaster intelligence, providing situational awareness, public information, and damage assessment.

ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services

Supports Countywide, municipal and non-governmental organization efforts to address non-medical mass care, housing, and human services needs of individuals and/or families impacted by a large-scale incident.

ESF #7 – Logistics Management and Resource Support

Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support before, during, and after large-scale incidents. This group is responsible for the acquisition of all types of resources that are identified following a disaster.

ESF #8 – Public Health and Medical Services

Provide the mechanism for coordinated Town assistance to supplement municipal resources in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) for potential or actual large-scale incidents and/or during a developing potential health and medical situation.

ESF #9 – Search and Rescue

This group coordinates local search and rescue operations.

ESF #10 – Oil and Hazardous Materials Response

Coordinate Town support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials incidents

ESF #11 – Agriculture and Natural Resources

Supports Town and authorities and other agency efforts to address: control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease; assurance of food safety and food security and; protection of natural and cultural resources and historic properties.

ESF #12 – Energy

This group is concerned with restoring the utility (electrical and gas) infrastructure following a disaster and providing temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

ESF #13 – Public Safety and Security

Integrates Town public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents of large-scale traffic control, security control, evacuation, and prisoner management are examples.

ESF #14 – Long-Term Community Recovery

Provides a framework for Town Government support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of a large-scale incident. This group is responsible for managing the influx of donated goods into the Town following a disaster and provides the interface with the state/federal National Donations Management System. In addition, this group coordinates the use of persons and organizations who volunteer their services following a disaster.

ESF #15 – External Affairs and Public Information

Ensures that sufficient Town assets are deployed to the field during a potential or actual large-scale incident to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the public. This group is the mechanism through which state and local government provides disaster relief assistance to victims in the affected area(s), including the Individual and Family Grant program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially declared and non-Presidentially declared disasters.

TOWN OF SEVERANCE EMERGENCY OPERATIONS CENTER (EOC)

The Town of Severance Emergency Operations Center (EOC) is located at the Severance Town Hall, 3 S. Timber Ridge Parkway, Severance, CO 80550. The purpose of the EOC is to bring together all ESF and essential functions during a prolonged disaster or emergency to a location cohesive to interoperability and communication to promote better documentation, collaboration, and resource mobilization for supporting the incident in the field. The EOC is a location designed to support the incident in the field by providing key personnel, Policy Group, Finance, GIS, ESF's and other stakeholders and partners a location to support the Incident Commands mission. The Town of Severance EOC will be managed by the designated Emergency Operations Center Manager and will be kept in a state of readiness in preparation for activation. Upon activation of the EOC, all resource requests to support the incident or related needs are to be filled through the EOC Manager or designee and recorded, documented, and approved by the financial stakeholder before a request is fulfilled.

The Emergency Operations Center can be activated at any level based on several factors:

- Size or expansion of incident
- Multiple jurisdiction response or multiple Mutual Aid requests.
- Request of support for statewide or neighboring incident.
- Incident of increasing complexity.
- Threat or hazard risk to lives or property.

The Emergency Operations Center can be activated at the request of:

- Incident Commander (IC) of any incident
- Town Manager
- Emergency Manager
- Police Chief

The Emergency Operations Center can be activated at several levels. Not all activations require the response from every ESF or function of the EOC:

EOC Activation Level	Activation Scope	Activation Example
Level 1	Full activation of the EOC. All ICS EOC support positions and ESFs report to the EOC.	Major natural or manmade event - All departments assisting in response. Citizens in need of assistance and/or sheltering. Recovery may be long term.
Level 2	Partial activation of the EOC, only requested ICS EOC support positions and ESFs report to the EOC.	For short-term operations involving limited agencies, such as Public Works, Fire and Police.
Level 3	Emergency Management staff and ICS EOC support positions as needed, monitoring potential hazard development when there is advance notice and/or a planned event.	Center is open; gaining situational awareness and monitoring the event(s). Conference calls may be occurring with Emergency Management and/or other Town agencies.
Level 4	Activation is virtual	Gaining situational awareness and monitoring the event(s).

Personnel and Staffing

Upon activation of the EOC, and depending on the incident type, the appropriate representatives with oversight of the incident should staff the EOC. In some situations, access to the EOC may be limited in order to maintain functional effectiveness. The EOC may sometimes serve as the Incident and/or Command Post. The following are the staffing patterns for the EOC, which is subject to change for IC needs:

Level 4 Activation Staffing

- No staff on-site at EOC; Emergency Management monitoring virtually

Level 3 Activation Staffing

- Emergency Management
- Law Enforcement Representative(s)

Level 2 Activation Staffing

- Emergency Management (ESF 5)
- Logistics Section Chief (ESF 7)
- Public Information Officer (ESF 15)
- Operations Section Chief/Law Enforcement Representative(s) (ESF 13)
- Fire Operations Liaison (as needed) (ESF 4)
- Medical Operations Liaison (as needed) (ESF 8)

Level 1 Activation Staffing

- Emergency Management/ Planning Section Chief (ESF 5)
- Logistics Section Chief (ESF 7)
- Operations Section Chief/Law Enforcement Representative(s) (ESF 13)
- Communications (ESF 2)
- Fire Operations Liaison (ESF 4)
- EMS Operations Liaison (ESF 8)
- Public Information Officer (ESF 15)
- Public Health (ESF 8)
- Mass Care (Red Cross and /or Social Services) (ESF 6)
- Public Works (County and State if applicable) (ESF 1)
- Financial Officer, Documentation (ESF 14)
- IT/GIS (ESF 2)
- EOC Deputy Manager (ESF 5)
- Appointed Officials (ESF 15)
- State and Federal officials (as required by statute or incident type) (ESF 15)
- Other considerations for EOC staffing representatives:
  - Subject matter experts and/or private sector representatives;
  - Field Staff/Runner(s), whose primary purpose is to physically take pertinent information to different locations (i.e., field ICPs). This may be necessary due to congestion/technical problems on phones, radios, and/or sensitive information.

In most cases, the Unified Command Structure will be utilized for incidents within the Town of Severance. The command structure and communication plan are to be broadcast to all responding agencies as soon as possible after an event has started. The command structure may change during the event, as conditions warrant, with the change being broadcast to all involved agencies.

DISASTER OR EMERGENCY DECLARATION

Initial Emergency Response

The Severance Town Council authorizes the Police Chief, Fire Chief, Town Manager, or their designees to act as needed in the pre-disaster declaration time frame until the Town Council can make an official emergency declaration.

The emergency authority of the Police Chief, Fire Chief, Town Manager, or their designees consists of ordering and mobilizing resources and requesting mutual aid and spending to respond to an emergency or disaster. The Police Chief, Town Manager, or their designees will, as soon as practical, make full notification to the Town Council of such actions taken during the pre-disaster declaration period. All disasters in the town will be managed under the National Incident Management System and the Incident Command System.

Reason for Disaster Declaration

- ❁ To gain access to TABOR emergency reserves
- ❁ To qualify for certain types of federal and state disaster assistance
- ❁ To activate local and inter-jurisdictional emergency plans and mutual assistance agreements
- ❁ To support the enactment of temporary emergency restrictions or controls (e.g., curfews, price controls, etc.)

Declaration Process

Steps in the Declaration Process

1. Local government entities respond to an incident and conduct an Initial Damage Assessment
2. Implementation of Town EOP and activation of local resources
3. Resolution by Affected Local Governments Declaring a Disaster
4. Notify the County Emergency Manager of the declaration
5. Request for State Assistance
6. Implementation of State EOP and activation of State Resources
7. Situation Reports from State to FEMA Region VIII
8. Joint (Federal-State-Local) Preliminary Damage Assessment (PDA)
9. Governor's Request for a Presidential Disaster Declaration
10. FEMA Region VIII Review and Recommendation
11. Decision by President whether or not to authorize Stafford Act Assistance

Authority to Declare a Disaster

The following individuals or their designees have the authority to declare a Town emergency as will be outlined in the Town of Severance Disaster Policies, which will be completed at a later date. Because of the nature and unpredictability of some disasters, the need for a quorum of the board may not be possible; as a result, any of the parties below can declare a disaster.

- • Mayor, in consultation with the Town Council

- Mayor Pro Tem in the absence of the Mayor, in consultation with the rest of the Town Council
- Another Town Council member, if the Mayor and Mayor Pro Tem is not available, in consultation with the rest of the Town Council

That declaration shall not be continued or renewed for over seven days except by or with the consent of the Town Council. In all events, the Town Council shall make all reasonable efforts to meet a quorum of the Council within 48 hours of the initial declaration of emergency.

After twenty-four hours have elapsed from the initial declaration of emergency, the succession of authority to act for the Council is the same as above. The Mayor, Mayor Pro Tem (or any Council Member if Mayor or Mayor Pro Tem is unavailable) can act pending a meeting of the Town Council.

Any order or proclamation declaring, continuing, or terminating a town emergency or disaster shall be filed promptly with the County Emergency Manager, who shall file promptly with the State of Colorado Office of Emergency Management.

ESSENTIAL SERVICES

The Town of Severance government will continue to provide essential services to protect public health, safety, and welfare during an emergency or disaster event.

During a declared emergency or disaster event, the Mayor, or the Mayor Pro Tem in the absence of the Mayor, or any Council Member in the absence of the Mayor and Mayor Pro Tem has emergency authority to act on behalf of the Town Council.

Responsibility Overview

It is important to remember that ALL responsibilities are just that. A listed responsibility does not mean that the Department Head, Appointed Officials, or Elected Official has to physically do the task. They are just tasked to make sure the task gets done.

The key to all emergency tasks in any small region with limited resources is to ask for help and delegate!

However, when thinking about the delegation process, it is crucial to remember the planning assumption:

> "Incidents begin at the County or local government level (this includes special districts) and will remain the responsibility of the local government throughout the incident and through the recovery phase. Generally, local jurisdictions (up through the county) should not plan on the arrival of significant State resources ordered until 36 hours after the incident. Federal resources may not arrive until 48-72 hours after the incident."

The Town of Severance is responsible for the tasks until help is asked for and then arrives, and help will not start mobilizing until requested.

ESF Leads are the leader of an entire group of agencies/departments.

Though there are a lot of tasks for an ESF Group, "The Lead" just needs to make sure it is delegated to the appropriate agencies/department and that it gets done. "The Lead" does not necessarily have to perform the task on their own.

Department Heads, Appointed Officials, and Elected Officials' Responsibilities

General Responsibilities

As members of the Town Emergency Operations Plan (EOP), all town employees are designated as disaster service workers during a declared emergency or disaster and may be required to perform certain emergency services at the direction of their supervisor.

All Town Department Heads, Appointed Officials and Elected Officials will be notified regarding emergency or disaster event issues that might impact their area of responsibility. Each department head and elected official shall work within the framework of this plan and supporting annexes and have the following general responsibilities:

- ❀ Be prepared to respond adequately to all emergency or disaster events;
- ❀ Ensure that employees within their department have their FEMA recommended training;

- ❀ Consider potential emergency or disaster events as related to his or her regular functions, particularly those functions essential in times of emergency or disaster;
- ❀ Design preparedness measures to permit a rapid and effective transition period following the initial indication of a potential emergency or disaster event;
- ❀ Protect property, mitigate damages and facilitate recovery for individuals, communities, businesses, governments, and the environment;
- ❀ Designate a member to represent their department during EOC activation and needed EOC support trainings. Designees must have the ability to direct Department resources, have departmental decision-making abilities and authority to allocate department funds as needed to support the incident;
- ❀ **Any Town employee may be required to respond outside of regular work hours.**

Essential Function Responsibilities

All Town Department Heads, Appointed Officials, and Elected Officials shall ensure the 'continuity of essential functions within their departments', also known as a COOP Plan, in any emergency or disaster event by providing for:

- ❀ Succession Planning of their office and keeping on file an Emergency Delegation of Authority in accordance with applicable law;
- ❀ Safekeeping of essential resources, facilities and records;
- ❀ Establishment of emergency operating capabilities;
- ❀ Plan for the use of essential emergency resources as well as alternative resources that may be used to meet essential demands during and following an emergency or disaster event;
- ❀ Participate in activities to continually assess the importance of various facilities and resources to essential community needs; integrate preparedness and response strategies and procedures as needed.

INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

During an emergency, a well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision making. Accordingly, the Town will develop a process to collect, analyze, and disseminate information during an emergency to both internal and external response partners as well as the public.

Information Collection

Information will be collected from a variety of sources. Per ICS, the Planning Section at each operational location will be charged with collecting information. The following lists a few examples of potential sources of operational information:

- On-scene responders
- ICS 214- Activity Logs
- Town or County departments
- Public agencies and non-governmental organization partners
- Television, radio, and print media
- Social media
- Victims of the emergency or the general public
- Subject matter experts

Analyze Information

After information has been collected, it must be analyzed to determine its operational relevance. Emergency management personnel (or Planning Section personnel, if the EOC is activated) will analyze information that is received and prepare intelligence reports for leadership.

Media Monitoring and Rumor Control

The potential for disseminating false or misleading information is high during an emergency. This can lead to operational difficulties for responders and confusion among the public. Misleading information can come from several sources, including television, radio, print, and especially social media. Accordingly, the Town will establish a media monitoring and rumor control element in its Joint Information Center (JIC) (if activated) or EOC.

Media monitoring will be conducted in close coordination with the Town's public information partners such as the City of Weld, County or Weld or Regional Partners.

Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

Internal Messaging

Public information representatives in the JIC (if activated) or EOC will assist in conveying information as necessary to the Policy Group. Additionally, the Planning Section will maintain and update an Incident Action Plan (IAP), which will contain critical information and intelligence updates for responders and partners. Other methods of internal information dissemination include Town-wide emails and wireless messages.

Public Messaging

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency of information and the intended audience. Some methods of distribution include:

- o   Press releases
- o   Press conferences
- o   Website updates
- o   Email updates
- o   Print or radio
- o   Social media updates
- o   Code Red (Weld County)

To ensure one consistent and accurate voice, all public information releases will be coordinated through the JIC.

Public Information and Warning

The Town of Severance will follow the concepts of Operations within the Weld County Whole Community Consortium Plan until the Town can develop one of its own. This plan aims to set forth the warning procedures and capabilities to be employed in the event of a large-scale emergency in Weld County. This plan is developed as an integral part of the Weld County Emergency Preparedness Plan; however, it is also designated to stand alone as Weld County's Warning Plan.

ADMINISTRATION, FINANCE AND LOGISTICS

The town will develop a Disaster Finance Plan which will outline:

Administration

- Authorities and policies for reassignment of employees from normal to emergency duties
- Summary of policies for Worker's Comp
- Summary of policies for Insurance
- Summary of process for time keeping
- Summary of process for records retention
- Summary of policies and process for use of volunteers

Finance

- Authorities and policies for disaster spending, procurement and contracting
- Summary of process for emergency procurement and spending
- Summary of process for emergency contracting
- Summary of process for contracting land use agreements
- Summary of process for tracking disaster costs
- Summary of process for establishing burn rates
- Summary of process for disaster reimbursement
- Summary of process for financial record retention
- Reference to Finance Management Plan

Logistics

- Authorities and policies for Mutual-aid or Regional-aid agreements
- Summary of identification of Resource Gaps based on defined Threats/ Hazards (Capability Assessment Gap Analysis)
- Summary of Mutual-aid Agreement procedures, processes and review
- Summary of processes for Resource Ordering, tracking, demobilization to include local, state and private sectors
- Summary of process for identifying specialized resources
- Reference to Resource Management Plan

DESIGNATED ROLES AND RESPONSIBILITIES

All offices of elected officials, departments, agencies, and organizations with responsibilities identified in this section of the plan are responsible for developing internal procedures and Standard Operating Plans (SOPs) for carrying out these roles and responsibilities and for the development of Continuity of Operations (COOP) Plans for their department or agency. Each department has been assigned a section to report to within ICS/ESF when directives are received. Reporting sections for each department are below the title and in parentheses

Town of Severance Town Council

1. Approval and commitment of Town of Severance resources and funds for disaster or emergency purposes;
2. A formal declaration of a Town emergency or disaster to the Weld County Emergency Manager. The emergency Manager will submit to Governor's Office for the declaration of a state of emergency in the Town of Severance for the purposes of obtaining state and/or federal assistance;
3. Approval of directives to Town departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed (implemented by Town Manager);
4. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
5. Issuance of official orders or proclamations regarding population protection or temporary social restrictions, such as evacuation orders, enactment of price controls, or establishment of curfew;
6. Issuance of formal requests to the Governor's Office (through Colorado DEM) for the declaration of a state emergency for the purposes of obtaining state and/or federal assistance;
7. Consider Access and Functional Needs (AFN) issues so that planning, response, and recovery efforts support the needs of people with disabilities;
8. In the case of displacement from Town Hall, the Severance Town Council will meet at a posted designated location within the Town of Severance (if possible) for regular meetings and at the designated policy group post for emergency meetings.

Town of Severance Town Manager

(ESF #6, #8, #11, #15, Leads; and PIO)
1. Coordination, commitment, and direction of Town of Severance government activities in support of emergency or disaster relief efforts;
2. Issuance of directives to Town departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed;
3. Intergovernmental liaison and initiation of formal requests for outside assistance from other local jurisdictions;
4. Provide personnel for structure and facility inspections to determine the safety of individual structures (businesses, residences, and public buildings) and to identify needed repairs or to implement condemnation procedures when necessary;
5. Coordination of resources to support the Incident Commanders' requirements;
6. Activation and management of the Town of Severance Emergency Operations Center (EOC);

7. Emergency assessment and recommendations to the Town Council concerning the need for local disaster declarations, travel restrictions, curfews, or other temporary social restrictions;
8. Preparation of situation and damage assessment reports;
9. Establishing communications with Weld County Emergency Management for purposes of providing situation reports and forwarding requests for state assistance;
10. Obtaining technical support for; resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed;
11. Approval of Town resources and funds for disaster or emergency purposes as authorized by the Town Council;
12. Provide assistance to the Police Chief, Fire Chief, Incident Commander, and the Town Council as needed;
13. Plan maintenance, training and exercises;
14. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
15. Participation on Town Damage Assessment Team at EOC and on local/state field damage survey teams, (primarily for Town owned facilities), as needed;
16. Facilitate restoration of Town public facilities, services and utilities. Assist with Emergency Operations as needed;
17. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
18. Restoration of public facilities and buildings to normal use;
19. Support and coordination of utilizing Town facilities and other buildings as emergency shelters;
20. Work with County Public Health for the following responsibilities:
    o In coordination with Incident Command, coordination with outside health and medical resources providing assistance to the Town, in cooperation with partner agencies;
    o Assistance to ICP/EOC staff in assessing overall health and medical resource needs during response and recovery operations and maintenance of situation status information within the ICP/EOC;
    o Provision of environmental health services and technical support, including the identification of chemical hazards, sources of contamination, or unsanitary conditions that present health hazards to the general public;
    o Identify biological and chemical hazards and mitigation of same in a joint effort with the Designated Emergency Response Authority (D.E.R.A.) or other appropriate resource;
    o Assist the Police Chief and EMS in identifying homebound and/or special needs residents in the case of population evacuation;
    o Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;

- o   Provide immunizations as appropriate and necessary as determined by County Health Department;
- o   Conduct public health surveillance and testing procedures as needed;
21. Work with County Social Services for the following responsibilities:
- o   Assist the American Red Cross, Salvation Army and other volunteer organizations in the provision of emergency shelters, temporary housing and other assistance to displaced citizens;
- o   Assist in the coordination of overall efforts of volunteer organizations and other volunteers;
- o   In coordination with Incident Command, management of resources of emergent or spontaneous volunteers (i.e., match available resources with individual needs);
- o   Administration of Individual and Family Grant Program in presidentially declared disasters in the Town;
- o   Responsible for sheltering displaced families;
- o   Responsible for reuniting displaced families;
- o   Provision of resources for stress counseling/crisis counseling for disaster victims and disaster relief workers, as needed;
22. Development and maintenance of Continuity of Government and Continuity of Operations plans;
23. Consider Access and Functional Needs (AFN) issues so that planning, response and recovery efforts support the needs of people with disabilities;
24. Develops standard operating procedures (SOP) for Emergency Operations Center (EOC).

Town Manager or Deputy Town Manager's Responsibilities as Public Information Officer

1.   Assist with media or other public communications;
2.   Serve as the public information officer (PIO);
3.   Attend training every two years for the PIO position as SOPs are continually changing;
4.   Maintain a list of Press Contacts (including local, state, and national).

Town Manager or Deputy Town Manager's Responsibilities as ESF #6 Lead

(As outlined by NRF)
1.   Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members;
2.   Emergency Assistance: Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); the reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance;

3. Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. The National Disaster Housing Strategy guides this assistance;

4. Human Services: Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support, and services for special needs populations, and other Federal and State benefits;

5. Providing nutrition assistance: Includes working with State agencies to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies, and authorize the Disaster Food Stamp Program. These efforts are coordinated by the Department of Agriculture (USDA), and the Food and Nutrition Service (FNS).

Town Manager or Deputy Town Manager's Responsibilities as ESF #8 Lead

(As outlined by FEMA.gov)

1. In collaboration with County Public Health and Emergency Management, mobilizes and deploys ESF #8 personnel to support national or regional teams to assess public health and medical needs, including the needs of at-risk population groups, such as language assistance services for limited English-proficient individuals and accommodations and services for individuals with disabilities. This function includes the assessment of the health care system/facility infrastructure;

2. In coordination with County Public Health and supporting departments and agencies, enhances existing surveillance systems to monitor the health of the general and medical needs population;

3. Overseeing immediate medical response capabilities are provided from ESF #8 supporting organizations;

4. In collaboration with County Public Health and Emergency Management, in addition to requesting assets from the Strategic National Stockpile (SNS), ESF #8 may request CDPHE to provide medical equipment, durable medical equipment, and supplies, including medical, diagnostic, and radiation-detecting devices, pharmaceuticals, and biologic products in support of immediate medical response operations and for restocking health care facilities in an area affected by a major disaster or emergency;

5. Utilizing Emergency Medical Services, transport seriously ill (seriously ill describes persons whose illness or injury is of such severity that there is cause for immediate concern, but there is not imminent danger to life) or injured patients, and medical needs populations from casualty collection points in the impacted area to designated reception facilities;

6. Coordinates the local and state response in support of emergency triage and prehospital treatment, patient tracking, and distribution;

7. In the event of a reportable disease case(s) being linked to a blood/blood product transfusion, or organ or tissue transplant, the local health department will notify CDPHE, who will notify the Centers for Disease Control and Prevention (CDC);

8. In coordination with ESF #11, may request CDPHE components to ensure the health, safety, and security of food-producing animals, animal feed, and therapeutics;

9. May request assistance from Regional EPR Staff and/or CDPHE offices and other ESF #8 partner organizations in assessing public health, medical, and veterinary medical effects resulting from all hazards. Such tasks may include assessing exposures in the general population and high-risk population groups; conducting field investigations, including collection and analysis of relevant samples; providing advice on protective actions related to direct human and animal exposures, and on indirect exposure through contaminated food, drugs, water supply, and other media; and providing technical assistance and consultation on medical treatment, screening, and decontamination of injured or contaminated individuals;

10. May request assistance from other ESF #8 partner organizations in assessing mental health and substance abuse needs, including emotional, psychological, psychological first aid, behavioral, or cognitive limitations requiring assistance or supervision; providing disaster mental health training materials for workers; providing liaison with assessment, training, and program development activities undertaken by local mental health and substance abuse officials; and providing additional consultation as needed;

11. Provides public health, disease, and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected in languages and formats that are understandable to individuals with limited English proficiency and individuals with disabilities;

12. May request assistance from CDPHE, Montrose County Health and Human Services, and other ESF #8 organizations to assist in assessing potable water, wastewater, solid waste disposal, and other environmental health issues related to public health in establishments holding, preparing, and/or serving food, drugs, or medical devices at retail and medical facilities, as well as examining and responding to public health effects from contaminated water; conducting field investigations, including collection and laboratory analysis of relevant samples; providing equipment and supplies as needed; and providing technical assistance and consultation;

13. May request CDPHE, Regional EPR Staff, and other ESF 8 partner organizations to assist the jurisdictional medico-legal authority and law enforcement agencies in the tracking and documenting of human remains and associated personal effects, reducing the hazard presented by chemically, biologically, or radiologically contaminated human remains (when indicated and possible); establishing temporary morgue facilities; determining the cause and manner of death; collecting antemortem data in a compassionate and culturally competent fashion from authorized individuals; performing postmortem data collection and documentation; identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples); and preparing, processing, and returning human remains and personal effects to the authorized person(s) when possible; and providing technical assistance and consultation on fatality management and mortuary affairs;

14. Utilizing the Weld County Coroner assists in identifying the human remains, re-casketing, and reburial in public cemeteries;
15. Utilizing the Weld County Coroner, may request assistance from CDPHE and other ESF #8 partner organizations, as appropriate, to provide support to families of victims during the victim identification mortuary process;
16. May request veterinary assistance through the Colorado Department of Agriculture and the Colorado Veterinary Medical Association to support ESF #11. Support will include the amelioration of zoonotic disease where ESF #11 does not have the requisite expertise to render appropriate assistance;
17. Will assist ESF #11 as required to protect the health of livestock and companion and service animals by requesting the Colorado Department of Agriculture to request the USDA to ensure the safety of the manufacture and distribution of foods and drugs given to animals used for human food production. ESF #8 supports the Town of Severance and Weld County together with ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services, ESF #9 – Search and Rescue, and ESF #11 to ensure an integrated response to provide for the safety and wellbeing of household pets and service and companion animals;
18. Supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations.

Town Manager or Deputy Town Manager's Responsibilities as ESF #11 Lead

(As outlined by FEMA.gov)
1. Request Colorado Department of Agriculture to respond to animal and plant diseases and pests: Includes requesting state assets for a local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. ESF #11 ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary issues in natural disasters are supported through state and federal resources (eg. USDA Animal Plant and Health Inspection Services);
2. In the event of a reportable disease case(s) being linked to a food product, Town ESF #11 will work with the county health department who will notify the Colorado Department of Public Health and Environment (CDPHE), who will notify the Centers for Disease Control and Prevention (CDC). This will allow for the investigation at the state and federal level to be completed in order to implement any needed changes to federal and state systems to ensure the safety and security of the commercial food supply: Including the execution of routine food safety inspections and other services at the state and federal level to ensure the safety of food products that enter commerce. This includes the state and federal inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations. These efforts are coordinated by USDA's Food Safety and Inspection Service (FSIS);
3. Ensuring provisions for the safety and well-being of household pets during evacuation and sheltering.

Town Manager or Deputy Town Manager's Responsibilities as ESF #15 Lead

1. Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident;
2. Dissemination of incident information to the public, including children, those with disabilities and other access and functional needs, and individuals with limited English proficiency populations.

Town of Severance Finance Director

1. Prepare documents necessary to recover monies from insurance providers, State/Federal Disaster Assistance Programs, or other funds or combinations of funding sources;
2. Procure emergency-related supplies and materials and oversee the administration of vendor contracts for emergency services and equipment as authorized by the Town Council;
3. Responsible for resource tracking, record-keeping, and documentation of disaster-related costs and financial commitments;
4. Participation on the Town of Severance Damage Assessment Team at EOC and on local-state field damage survey teams, as needed;
5. Establish and maintain an incident-related financial record-keeping system;
6. Assist with Emergency Operations as needed;
7. Development and maintenance of standard operating procedures (SOP's);
8. Maintain the ability to manage or assist response and recovery support operations using command and management principles outlined in the National Incident Management System.

Town of Severance Attorney

1. Provision of legal counsel and assistance to the Town Council and other Town officials before, during, and after disaster and emergency incidents in the Town, as needed and requested;
2. Draft and/or review emergency contracts, memoranda of understanding, and inter-governmental agreements, as needed and requested;
3. Preparation of legal documents (disaster declarations, resolutions or regulations required to facilitate emergency operations), as needed and requested;
4. Assist with Emergency Operations, as needed and requested;
5. Development and maintenance of standard operating procedures (SOP's), as needed and requested;
6. Consider Access and Functional Needs (AFN) issues so that planning, response, and recovery efforts support the needs of people with disabilities, as needed and requested;
7. Maintain ability to manage or assist with response and recovery support operations using command and management principles as outlined in the National Incident Management System, as needed and requested.

Severance Police Chief

(Incident Command, ESF #2, ESF#4, ESF #5, ESF #7, ESF #9, ESF #10, ESF #13)

1. Implementation of the Incident Command System (ICS), including determining the locations of Incident Command Post (ICP) and establishing necessary positions and functions (i.e., planning, finance, logistics, operations and public information);
2. Assessment of emergency conditions and determination of required levels of immediate assistance;
3. Implementation of available public warning measures;
4. Implementation of the Incident Command System (ICS) in a fire or hazmat related event;
5. Conducts and coordinates search and rescue operations through request of the Sheriff's Department;
6. Determination of the need for population evacuations and provision of instructions to uniformed law enforcement personnel regarding evacuation operations;
7. Coordination of communications and provision of communications staff support for field command post(s);
8. Coordination of volunteer amateur radio resources to augment primary communications and provide back-up capabilities;
9. Provision of law enforcement, traffic control, and access control within the disaster area(s) and in other areas of the Town;
10. Provision of aviation support to include search & rescue, rapid transportation and aerial observation;
11. Provision of security measures at ICP, EOC, temporary emergency shelters, temporary morgues, and in evacuated and disaster-impacted areas, if available;
12. Coordination of wildland fire suppression in conjunction with CDFPC;
13. Coordination of uniformed reserve forces and uniformed reserve members;
14. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
15. Make photographic or video record of damage;
16. Investigative support to National Transportation Safety Board/FAA and other investigative agencies in man-made disasters;
17. Commitment of personnel as directed to assist with evacuation, shelters, Coroner's Office or other needed locations to support their operations;
18. Establishment of measures for animal control, including the coordination of animal relief measures, the assurance of their care, and the search for their owners;
19. May serve as the Public Information Officer (PIO);
20. Coordination of volunteer amateur radio resources used for backup communications;
21. Maintain operational radio communications;
22. Coordination of all wired and radio communications in conjunction with the EOC and communications center;
23. Provision of communications staff support for field Command Post(s) and/or EOC as needed;
24. Assessment of emergency conditions and determination immediate and ongoing needs or assistance from County and/or outside sources;

25. Assess the emergency situation and make recommendations to the Town Manager and/or Town Council concerning needs for local disaster declarations, travel restrictions, curfews or other temporary social restrictions;
26. Coordination of resources to support the needs and requests presented by incidents;
27. Provide technical support to EOC staff and other town personnel with respect to resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation, and other emergency management functions as needed;
28. Coordination of mutual aid documentation and assistance resources;
29. Emergency situation assessment and recommendations to the Town Manager and Town Council the need for local disaster declarations travel restrictions, curfews or other temporary social restrictions;
30. Provision of emergency public information and establishment of procedures for releases of disaster-related information to include casualties;
31. Establishment of communications with Colorado OEM and Weld County EM for purposes of providing situation reports and forwarding requests for State assistance via WebEOC and other resources;
32. Notification of emergency personnel (maintenance of contacts outside the Police Department);
33. Preparation of situation reports and damage assessment reports for Emergency Manager, Town Manager, Town Council, and State Emergency Management;
34. Implementation of available public warning measures; Coordinate support for resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed;
35. Plan maintenance, training and exercises;
36. Development and maintenance of standard operating procedures (SOP's);
37. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
38. Coordination of volunteer amateur radio resources used for backup communications;
39. Maintain operational radio communications;
40. Coordination of all wired and radio communications in conjunction with the EOC and communications center;
41. Provision of communications staff support for field Command Post(s) and/or EOC as needed; Provide Hazardous Material Incident response;
42. Coordination of mutual aid assistance;
43. Assist in implementation of emergency evacuation operations;
44. Provision of triage, extrication, medical treatment, to include, field coordination of emergency transportation to hospitals;
45. Provision of heavy rescue services;
46. Provision of onsite emergency medical facility for minor injuries;
47. Provision of fire suppression, fire causation, and arson investigation services;
48. Provide a representative to the unified ICP and EOC;
49. Designated Emergency Response Authority (DERA) for hazardous materials incidents inside their Fire District;
50. Consider Access and Functional Needs (AFN) issues so that planning, response and recovery efforts support the needs of people with disabilities.

51. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
52. Development and maintenance of standard operating procedures (SOP's).

Severance Police Chief's Responsibilities as ESF #2 Lead

1. Provides disaster emergency communications, which consists of the technical means and modes required to provide and maintain operable and interoperable communications in an incident area;
2. Supports the temporary re-establishment of the basic public safety communications infrastructure and assists in the initial restoration of the commercial telecommunications infrastructure;
3. Coordinates the provisioning of priority and other telecommunications services at incident support facilities, provides capabilities and services to aid response and short-term recovery operations, and ensures a smooth transition to long-term recovery efforts;
4. Facilitates the delivery of mission critical information to maintain situational awareness for emergency management decision makers and support elements;
5. Develops and maintains a communications common operating picture;
6. Coordinates and de-conflicts incident radio frequencies.

Severance Police Chief's Responsibilities as ESF #4 Lead

[As outlined by National Response Framework (NRF)]
1. Detecting and suppressing fires within town limits;
2. Providing personnel, equipment, and supplies in support of State, tribal, and local agencies involved in rural and urban firefighting operations.

Severance Police Chief's Role as ESF #5 Lead

1. Identifying resources for alert, activation, and subsequent deployment;
2. During the post-incident response phase, ESF #5 is responsible for the support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination, including:
   a. Alerts and notifications;
   b. Working with county EM to request the deployment of Department of Homeland Security (DHS) and DHS/Federal Emergency Management Agency (FEMA) response teams, as well as response teams from other Federal departments and agencies;
   c. Incident action planning;
   d. Coordination of operations, direction, and control;

  e. Logistics management;
  f. Information collection, analysis, and management;
  g. Facilitation of requests for Federal assistance;
  h. Resource acquisition and management;
  i. Federal worker safety and health;
  j. Facilities management;
  k. Financial management.

Severance Police Chief's Role as ESF #7 Lead

1. Manage a collaborative and complex logistics supply chain that provides equipment, supplies, and services for incidents requiring an integrated whole community response capability;
2. Provision for the integration of whole community logistics partners through deliberate and crisis collaboration in the planning, sourcing, acquisition, utilization, and disposition of resources;
3. Facilitate communication and collaboration among all supply chain support elements in order to minimize recovery efforts in the impacted area and reestablish local and state self-sufficiency as rapidly as possible.

Severance Police Chief's Responsibilities as ESF #9 Lead

(As outlined by NRF)
1. Structure Collapse (Urban) Search and Rescue (US&R);
2. Inland/Wilderness Search and Rescue;
3. Aeronautical Search and Rescue.

Severance Police Chief's Responsibilities as ESF #10 Lead

(As outlined by FEMA.gov)
1. Prevent, minimize, or mitigate a release of Oil or Hazardous Materials;
2. Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring);
3. Stabilize the release and prevent the spread of contamination;
4. Analyze options for environmental cleanup and waste disposition;
5. Implement environmental cleanup;
6. Store, treat, and dispose of oil and hazardous materials.

Severance Police Chief's Responsibilities as ESF #13 Lead

(As outlined by FEMA.gov)
1. Pre-incident Coordination;
2. Technical Assistance: Providing expertise and coordination for security planning efforts and conducting technical assessments (e.g., vulnerability assessments, risk analyses, surveillance sensor architecture, etc.);
3. Specialized Public Safety and Security Assessment;
4. General Law Enforcement Assistance;
5. Badging and Credentialing;

6. Access Control: Providing security forces to support State, tribal, and local efforts (or to secure sites under Federal jurisdiction) to control access to the incident site and critical facilities;
7. Site Security: Providing security forces and establishing protective measures around the incident site, critical infrastructure, and/or critical facilities. ESF #13 responsibilities should not be confused with site-security responsibilities of the Office of Security of the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), which is responsible for providing security for DHS/FEMA facilities, to include a Joint Field Office (JFO). DHS/FEMA may request ESF #13 assistance if DHS/FEMA resources are overwhelmed;
8. Traffic and Crowd Control;
9. Force Protection: Providing for the protection of emergency responders and other workers operating in a high-threat environment, and for the operational security of emergency response operations wherever they may occur;
10. Specialized Security Resources: Providing specialized security assets such as traffic barriers; chemical, biological, radiological, nuclear, and high-yield explosives detection devices; canine units; law enforcement personal protective gear; etc.

Information Technology (IT)/ Outside Contractor

(Report to Emergency Operations Center if requested)
1. Coordinates needed actions to provide telecommunications, and the restoration of the telecommunications infrastructure for the town government;
2. Supports all Town agencies and Town EOC in the procurement and coordination of telecommunication services from the telecommunications and information technology (IT) industry during the duration of an incident;
3. Provide information services and telecommunications support to EOC and if necessary, the IC;
4. Assists with Emergency Operations as needed;
5. Development and maintenance of standard operating procedures (SOP's);
6. Mobilize or obtain computers for use in new/temporary facilities in the event that one or several offices need to be relocated;
7. Consider Access and Functional Needs (AFN) issues so that planning, response and recovery efforts support the needs of people with disabilities;
8. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

Outside Contractor for Maps and Geographical information

1. Provide situational and incident maps to the IC or Emergency Management or response workers as needed;
2. These maps may include, but are not limited to, available data showing approximate property boundaries, approximate structure locations, property ownership, other pertinent property data maintained by the Town of Severance and/or Weld County Assessor's Office, geographic features, USGS topography or other utilized data or data collected by operations personnel;

3. Assist with Emergency Operations as needed;
4. Development and maintenance of standard operating procedures (SOP's);
5. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

Town of Severance Administration Staff

1. Procurement of emergency-related supplies and materials and administration of vendor contracts for emergency services and equipment (Finance);
2. Resource tracking, record-keeping and documentation of disaster-related costs and financial commitments (Finance);
3. Participation with other departmental representatives on Town damage assessment team at EOC and on local-state field damage survey teams, as needed (Finance and Risk Management);
4. Provision of emergency public information and establishment of procedures for coordinated releases of disaster-related information to news media and the public. (Public Information Officer);
5. Establishes and maintains an incident related financial record keeping system; (Finance);
6. Consider Access and Functional Needs (AFN) issues so that planning, response and recovery efforts support the needs of people with disabilities;
7. Development and maintenance of standard operating procedures (SOP's). (Finance and Risk Management);
8. Maintain list of NIMS trainings for all town employees.

Town of Severance Human Resources

(Report to Emergency Operations Center if requested)
1. Ensure adequate timesheets are kept and recorded for all Town Employees from the start of the incident;
2. Ensure adequate timesheets are kept and recorded for all Volunteers from the start of the incident;
3. Prepare medical care compensation information for injured Town employees through Worker's Compensation Plans;
4. Assist the Town in returning to its normal productivity, while also ensuring that the reputation of the organization is kept intact;
5. Consider Access and Functional Needs (AFN) issues so that planning, response and recovery efforts support the needs of people with disabilities.
6. Assist in developing, maintaining, updating, and implementing the Continuity of Operations Plan (COOP);
7. Development and maintenance of standard operating procedures (SOP's).

Town of Severance Town Clerk

1. Provide for the safekeeping of vital records including Standard Operating Procedures (SOPs), guidelines, master equipment lists, etc.;

2. Participate with other departmental representatives in the establishment and maintenance of an incident-related financial recordkeeping system;
3. Receipt and filing of any orders or proclamations declaring, continuing or terminating a Town of Severance emergency or disaster;
4. Assist with Emergency Operations as needed;
5. Assist in developing, maintaining, updating, and implementing the Continuity of Operations Plan (COOP);
6. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
7. Provide and maintain financial records;
8. Consider Access and Functional Needs (AFN) issues so that planning, response and recovery efforts support the needs of people with disabilities;
9. Development and maintenance of standard operating procedures (SOP's).

Town of Severance Public Works Director

(ESF #1, #3, #12, Lead)

1. Restoration of public facilities, services, utilities (Facilities);
2. Development and maintenance of standard operating procedures (SOP's);
3. Provision of transportation services in support of emergency response and recovery efforts (e.g., movement of Town personnel, equipment, signage and supplies to designated staging areas);
4. Removal of debris, clearance of public right-of-ways, and planning for street/route recovery operations, with priority assigned to critical emergency services life line;
5. Provision of personnel and heavy equipment in support of search and rescue operations;
6. Provision of personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures;
7. Restoration of damaged Town roads and bridges and other related infrastructure;
8. Provision of personnel for structure and facility inspections to determine safety of individual structures (businesses, residences and public buildings) and to identify needed repairs (or to implement condemnation procedures when necessary);
9. Participation with representatives of other Town departments on Town of Severance damage assessment team at EOC and on local-state field damage survey teams, as needed;
10. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
11. Provide resources to responders (i.e.: assist fire department in obtaining water when needed or other provisions requested, etc.);
12. Consider Access and Functional Needs (AFN) issues so that planning, response and recovery efforts support the needs of people with disabilities;
13. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
14. Development and maintenance of standard operating procedures (SOP's).

Town of Severance Public Works Director's Responsibilities as ESF #1 Lead

(As outlined by FEMA.gov)
1. Monitor and report status of and damage to the transportation system and infrastructure as a result of the incident;
2. Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed;
3. Coordinate the restoration and recovery of the transportation systems and infrastructure;
4. Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.

Town of Severance Public Works Director's Responsibilities as ESF #3 Lead

(As outlined by FEMA.gov and NRF)
1. Conducting pre-incident and post-incident assessments of public works and infrastructure;
2. Executing emergency contract support for life-saving and life-sustaining services;
3. Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services;
4. Providing emergency repair of damaged public infrastructure and critical facilities;
5. Tracking the DHS/Federal Emergency Management Agency (FEMA) Public Assistance Program and other recovery programs as it relates to Public Works.

Town of Severance Public Works Director's Responsibilities as ESF #12 Lead

(As outlined by NRF)
1. Serve as the focal point within the Local Government for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, restoration, recovery, and mitigation;
2. Advise local authorities on priorities for energy restoration, assistance, and supply;
3. Assist industry and local authorities with requests for emergency response actions as required to meet the areas energy demands;
4. Assist local departments and agencies by locating fuel for transportation, communications, and emergency operations;
5. Provide guidance on the conservation and efficient use of energy to local governments and to the public;
6. Provide assistance to local authorities utilizing Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) established communications systems.

Town of Severance Community Development Director

(Report to Emergency Operations Center if requested; ESF #14 lead)

1. Provision of personnel for structure and facility inspections in conjunction with municipal partners to determine the safety of individual structures (businesses, residences, and public buildings), including during rescue operations, and identify needed repairs (or to implement condemnation procedures when necessary);
2. Participation with other departmental representatives on Town Damage Assessment Team at EOC and on local/state field damage survey teams, as needed;
3. Participate in long-term disaster recovery and hazard mitigation planning and enforcement to ensure the compatibility of community redevelopment plans and hazard mitigation measures with comprehensive Town Land Use Code and other community development plans;
4. Provide public education materials related to community disaster recovery and reentry by citizens into disaster-impacted structures and neighborhoods (e.g., the safety of stored goods, removal of mildew, cleaning of smoke damages, etc.);
5. Maintenance of departmental ability to manage response and recovery support operations using command and management principles as outlined in the National Incident Management System;
6. Assist with Emergency Operations as needed;
7. Update codes for preventive measures in the future;
8. Consider Access and Functional Needs (AFN) issues so that planning, response, and recovery efforts support the needs of people with disabilities;
9. Development and maintenance of standard operating procedures (SOPs), Continuity of Government (COG), and Continuity of Operations Plans (COOP).

Community Development Director Responsibilities as ESF #14 Lead

(As outlined by NRF)

1. Convene interagency recovery expertise to provide strategic guidance to long-term recovery efforts;
2. Identify and address long-term recovery issues, including those that fall between existing mandates of agencies;
3. Avoid duplication of assistance, coordinate program application processes and planning requirements to streamline assistance processes, and identify and coordinate resolution of policy and program issues;
4. Identify programs and activities across the public, private, and nonprofit sectors that similarly support long-term recovery and promote coordination between them;
5. Identify appropriate programs and agencies to support the implementation of comprehensive long-term community planning and identify gaps in available resources;
6. Identify appropriate programs and agencies to support and facilitate continuity of long-term recovery activities;
7. Work with State, tribal, and local governments; non-governmental organizations (NGO); and private-sector organizations to support long-term recovery planning for highly impacted communities;

8. Link recovery planning to sound risk reduction practices to encourage a more viable recovery;
9. Strategically apply subject-matter expertise to help communities recover from disasters.

Non-Town Agencies and Department Services

The following are non-town agencies and departments that can be requested to provide resources. They play a huge role in Emergency Response but must be requested by ESF Leads, IC, or EOC Manager if the emergency or Disaster is within the Town of Severance. Each department has been assigned a section to report to within ICS/ESF when directives are received. Reporting sections for each department are in parentheses. Following their title is a list of the services they provide.

Amateur Radio Emergency Services (ARES) / Radio Amateur Civil Emergency Service (RACES)

(Report to and requested by ESF #2 if requested)
1. Provide emergency communications support as requested by the Town Manager.

American Red Cross / Salvation Army

(Report to and requested by ESF #6 if requested)
1. Provision of immediate assistance to disaster victims, including food, water, shelter, clothes, physical and mental health counseling, and referrals;
2. Establishment and management of emergency shelters for mass care, in cooperation with Weld County Emergency Management and affected municipalities, including registration, feeding, lodging, and responding to public inquiries concerning shelter residents (establish public inquiry telephones);
3. Provision of temporary and immediate housing for displaced disaster victims;
4. Provision of food, beverages, and other assistance to emergency response personnel and emergency relief workers;
5. Provide training to volunteers prior to emergency or disaster declaration;
6. Provide on-site training to volunteers during an emergency or disaster declaration;
7. Provision of damage assessment information upon request;
8. Coordination of mental health services (in cooperation with Weld County Human /Social Services Department;
9. Assist with Emergency Operations as needed.

Severance Police Chief or County Sheriff or their Designee

(Report to and requested by ESF #13 when requested)
1. Implementation of the Incident Command System (ICS);
2. Determination of location(s) in the field for Incident Command Post(s);
3. Assessment of emergency conditions and determination of required levels of assistance from Town and outside sources;
4. Activation and management of the Municipal Emergency Operations Center (EOC) if available;
5. Coordination of mutual aid assistance;

6. Provision of emergency public information and establishment of procedures for releases of disaster-related information to news media, to include casualties;
7. Determination of the need for population evacuations and provision of instructions to uniformed law enforcement, fire, and emergency medical personnel regarding the conduct of evacuation operations;
8. Emergency situation assessment and recommendations to Municipal Officials concerning the need for local disaster declarations travel restrictions, curfews or other temporary social restrictions;
9. Establishment of communications with County Emergency Management for purposes of providing situation reports and forwarding requests for State assistance through the County Emergency Management Director or EOC;
10. Provision for law enforcement and traffic control within the disaster area(s);
11. Provide a representative to EOC and or ICP as needed;
12. Formal declaration of a local disaster or emergency and issuance of other official orders regarding population protection and temporary restrictions, including evacuation orders, establishment of curfews, and enactment of price controls;
13. Approval and commitment of Municipal resources and funds for disaster/emergency response and recovery;
14. Establishment of intergovernmental liaison in multi-jurisdictional incidents, including coordination of emergency efforts with Weld County Emergency Management Director (furnish representative to the Town of Severance or Weld County EOC, when requested or needed);
15. Assist with Emergency Operations as needed;
16. Development and maintenance of standard operating procedures (SOP's);
17. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

Colorado Department of Agriculture

(Report to ESF #11 if requested)
1. May serve as ESF #11 lead if requested;
2. Must be requested by ESF #8 lead.

Colorado Department of Transportation

(Report to ESF#1 if requested)

1. Can supply heavy equipment;
2. Can provide traffic control on State Highways;
3. Can assist Public Works with road maintenance when requested.

Colorado State Parks and Wildlife

(Report to ESF#13 if requested)
1. Provide perimeter security for scene;
2. Provide security for shelter;

3. Provide security for Emergency Operations Center;
4. Provide access and egress for emergency vehicles and needed personnel (establish one-way routes);
5. Provide Hazardous Material Incident response;
6. Assist with Emergency Operations as needed;
7. Provision of law enforcement, traffic control, and access control within the disaster area(s) and in any other needed areas of the Town;
8. Provide a representative to EOC and or ICP as needed.

Colorado State Patrol

(Report to ESF #13 if requested)
1. Provide perimeter security for scene;
2. Provide security for shelter;
3. Provide security for Emergency Operations Center;
4. Provide access and egress for emergency vehicles and needed personnel (establish one-way routes);
5. Provide Hazardous Material Incident response;
6. Assist with Emergency Operations as needed;
7. Provision of law enforcement, traffic control, and access control within the disaster area(s) and in any other needed areas of the Town;
8. Provide a representative to EOC and or ICP as needed.

CSU Extension

(Report to and requested by ESF #8 and ESF #11 if requested);
1. Connect community and regional needs with University and external talents and resources.

Fire Protection District Chiefs

(Report to and requested by ESF #4 when requested)
1. Implementation of the Incident Command System (ICS);
2. Determination of location(s) in the field for Incident Command Post(s);
3. Assessment of emergency conditions and determination of required levels of assistance from County and outside sources;
4. Provide Hazardous Material Incident response;
5. Provide Incident Command Vehicle if available;
6. Activation and management of the Municipal Emergency Operations Center (EOC) if needed;
7. Coordination of mutual aid assistance;
8. Provision of emergency public information and establishment of procedures for releases of disaster-related information to news media, to include casualties;
9. Emergency situation assessment and recommendations to County and/or Municipal Officials concerning the need for local disaster declarations travel restrictions, curfews or other temporary social restrictions;
10. Establishment of communications with County Emergency Management for purposes of providing situation reports and forwarding requests for State assistance through the County Emergency Management Director;
11. Assist in implementation of emergency evacuation operations;

12. Provision of triage and extrication to include, field coordination of emergency transportation to hospitals;
13. Request of heavy rescue services;
14. Provision of onsite emergency medical facility for minor injuries;
15. Provision of fire suppression, fire causation, and arson investigation services;
16. Provide a representative to the unified ICP and EOC;
17. Hazardous Material Incident response;
18. Assist with Emergency Operations as needed;
19. Development and maintenance of standard operating procedures (SOP's);
20. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

Weld County Engineer

(Report to and requested by ESF#3 when requested)
1. The purpose of the County Engineer is to provide technical and engineering services and support to other Town departments;
2. The County Engineer develops plans for water and sewer expansion and improvements, roadway and drainage improvements, and various Town projects;
3. The County Engineer deals with State and Federal permitting agencies, manages and administers construction projects, and submits applications for State and Federal funding for road, water, sewer, and landfill projects.

Weld County Regional Dispatch

(Report to ESF #13 when requested)
1. Dispatches all Town and County Resources;
2. Can dispatch regional assets requested by the incident command in small-scale incidents.

Windsor/Severance Fire Department

(Report to ESF #4 if requested)
1. Provide Hazardous Material Operations;
2. Provide Mutual Aid to any fire district within Weld County;
3. Provision of heavy rescue services.

UCHealth Hospital

(Report to ESF#8 if requested)

1. Receives medical and trauma patients;
2. Acts as the morgue for Weld County;
3. Can assist Town of Severance in a medical surge event with personnel or services;
4. Provide Surge Trailer and supplies.

Weld County School District RE4

(Report to and requested by ESF #6 if requested)

1. Provide for the safety and protection of pupils and school personnel, through planning and training exercises with local public safety organizations;
2. Coordinate with Emergency Management, in cooperation with American Red Cross, to provide schools as temporary shelters, when needed;
3. Assist with Emergency Operations as needed;
4. Provide buses for evacuation and transportation, when needed;
5. Development and maintenance of standard operating procedures (SOP's);
6. Development and maintenance of Continuity of Government and Continuity of Operations Plans;
7. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

Public Utilities

(Report to and requested by ESF #12 if requested)
1. Provide emergency power to critical lift stations;
2. Monitor water and sewer utility use and assess capabilities;
3. Determine availability, quantity, and procedures to obtain sandbags in coordination with emergency management;
4. Clear emergency routes and arterial streets of debris to facilitate movement of emergency equipment   Provide material for earthen dikes in cooperation with Public Works;
5. Provide potable water for drinking, if required;
6. Advise resource members of anticipated needs and support required;
7. Coordinate and compile damage reports from damage assessment teams and advise coordination and control group.

Weld County Humane Society

(Report to ESF #6 in requested)
1. Can shelter cats and dogs in the event of an emergency.

Weld County / Colorado State Patrol Hazardous Response Team

(Report to and requested by ESF # 10 if requested)

1. Weld County / Colorado State Patrol Hazardous Response Team;
2. Prevent, minimize, or mitigate a release of Oil or Hazardous Materials;
3. Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring);
4. Stabilize the release and prevent the spread of contamination;
5. Analyze options for environmental cleanup and waste disposition;
6. Implement environmental cleanup;
7. Store, treat, and dispose of oil and hazardous materials.

CONTINUITY OF GOVERNMENT

In accordance with CRS 24-32-2107(9), it is the intent of the Town of Severance Town Council that Town government will continue to provide essential services in order to protect the public health, safety and welfare during an emergency or disaster event by distribution of these disaster chain of command procedures and protocols.

During a declared emergency or disaster event, the following Town of Severance elected and appointed officials, in the order listed, have the authority to execute the powers of the board in accordance with CRS 31-15-101.

1. Mayor
2. Mayor Pro Tem
3. Any duly elected member of the Town Council
4. Town Manager

All Town of Severance department heads and Town elected officials shall be consulted regarding emergency or disaster event issues that might impact their area of responsibility.

Each Town of Severance department head and Town elected official shall work within the framework established by the Town of Severance emergency operations plan.

General Responsibilities

The head of each Town department and Town elected office, as appropriate, shall:

1. Be prepared to respond adequately to all emergency or disaster events.
2. Consider potential emergency or disaster events in the conduct of his or her regular functions, particularly those functions essential in time of emergency.
3. Design preparedness measures to permit a rapid and effective transition from routine to emergency operations, and to make effective use of the period following initial indication of a probable emergency or disaster events. This will include:
   a. Development of a system of emergency actions that defines alternatives, processes, and issues to be considered during various stages of emergency or disaster event;
   b. Identification of actions that could be taken in the early stages of an emergency or disaster event to mitigate the impact of or reduce significantly the lead times associated with full emergency action implementation.
4. Identify areas where additional legal authorities may be needed to assist management and notify the Town Manager of those authorities.
5. Coordinate with State and local government agencies and other organizations, including private sector organizations, when appropriate.
6. Cooperate, to the extent appropriate, in compiling, evaluating, and exchanging relevant data related to all aspects of emergency or disaster events.
7. Ensure that plans consider the consequences for essential services provided by the Town if the flow of State and/or Federal funds is disrupted.

Continuity of Operations

The head of each Town department and each Town elected official shall ensure the continuity of essential functions in any emergency or disaster event by providing for: succession to office and emergency delegation of authority in accordance with applicable law; safekeeping of essential resources, facilities, and records; and establishment of emergency operating capabilities.

Resource Management

The head of each Town department and each Town elected official, as appropriate within assigned areas of responsibility, shall:

1. Develop plans and programs to mobilize personnel, equipment, facilities, and other resources.
2. Assess essential emergency requirements and plan for the possible use of alternative resources to meet essential demands during and following emergency or disaster event.
3. Prepare plans and procedures to share between and among the responsible agency resources such as energy, equipment, food, land, materials, services, supplies, transportation, water, and workforce needed to carry out assigned responsibilities and other essential functions, and cooperate with other agencies in developing programs to ensure availability of such resources in an emergency or disaster event.

Protection of Essential Resources and Facilities

The head of each Town department and each Town elected official, as appropriate within assigned areas of responsibility, shall:

1. Identify facilities and resources, both government and private, essential to the public welfare, and assess their vulnerabilities and develop plans to provide for the security of such facilities and resources, and to avoid or minimize disruptions of essential services during any emergency or disaster event.
2. Participate in interagency activities to assess the relative importance of various facilities and resources to essential community needs and to integrate preparedness and response strategies and procedures.

PLAN MAINTENANCE, TRAINING, AND EXERCISES

Authority for maintenance and regular updates of this plan rests with the Chief of Police. The Chief of Police will also provide regular exercises and training sessions to ensure that all departments and offices with assigned responsibilities understand the plan's provisions.

Departments, offices, and other organizations with responsibilities identified in the plan are responsible for ensuring that their staff is familiar with the applicable provisions of the plan and is adequately trained to carry out emergency assignments. The Emergency Manager will coordinate multi-agency and multi-jurisdictional exercises.

This Emergency Operations Plan will be updated at least every 5 years through a Weld County Multi-Agency Coordination Group (MAC Group), and as needed after any incident, to ensure that it remains an effective, accurate emergency management tool for responders and citizens of the Town of Severance.

CHECKLIST FOR PLAN MAINTENANCE, TRAINING, AND EXERCISES

☐ Ensure that ICS policies and procedures are communicated to all agencies that may become involved in emergency response operations.

☐ Provide ICS and EOC training and exercise opportunities to all agencies and offices with emergency management responsibilities.

☐ Encourage all agencies with emergency responsibilities to develop and maintain current internal procedures for carrying out assigned functions, where appropriate.

☐ Conduct multi-agency and multi-jurisdictional exercises to improve coordination and reduce overall training costs.

☐ Establish procedures for distributing plan revisions to all agencies with assigned responsibilities.

GLOSSARY

Definitions of Terms, Acronyms, and Abbreviations

Access And Functional Needs – (previously referred to as Special Needs) "Access and Functional Needs" is an overarching term that describes community members who may or may not have needs associated with disability. A person with a disability may be part of the AFN community, but so are people with limited English language proficiency, diverse cultures, children and the elderly, and people who use other transportation such as public transportation and para-transit, among others. They are community members who may require actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford these individuals a full and equal opportunity to use and enjoy activities in the most integrated setting, as defined by the ADA Amendments Act of 2008, P.L. 110-325. These accommodations may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods. Examples of accessible services to such community members may include reasonable modification of a policy, practice or procedure or provision of auxiliary aids and services. This may include allowing service animals in an emergency shelter where there is a no pets policy, provision of way-finding assistance to someone who is blind, provision of transferring and toileting assistance to an individual with a mobility disability; and provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits.

Agency - A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative - A person assigned by a primary, assisting, or cooperating Federal, State, local, or Tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency. All resource elements within a Task Force must have common communications and a designated leader.

Alternate Emergency Operations Center (AEOC) - An established location to evacuate to in the event that the primary EOC is not available due to natural or man-made causes.

Amateur Radio Emergency Services (ARES) - Volunteer amateur radio operators who support state and local governments with amateur radio transmission support during times of emergencies.

American Red Cross (ARC) - A volunteer organization that works closely with government at all levels in planning for and providing assistance to disaster The ARC operates under a Congressional charter. All of its disaster assistance is based on verified disaster - caused need, and is outright grant from donations from the American people.

Applicant - The state or local government submitting a project application or request for direct federal assistance under the Stafford Act, or on whose behalf the Governor's Authorized Representative takes such action.

Area Command (Unified Area Command) - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment - The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments - Tasks given to resources to perform within given operational periods based on operational objectives defined in the IAP.

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

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

Attack Warning Signal - A three to five minute wavering tone on sirens or short blasts on horns or other devices, repeated as necessary. It means that an actual attack against this country has been detected and that protective action should be taken immediately. As a matter of national defense policy, THE ATTACK WARNING SIGNAL SHALL BE USED FOR NO OTHER PURPOSE AND HAVE NO OTHER MEANINGS.

Augmentation Force - Additional personnel (or units) who are organized, trained, armed, equipped, and capable of assisting initial forces as required.

Auxiliary Communications - An amateur Radio operator unit licensed by the United States Federal Communications commission pursuant to 47 CFR 97 who meets the training requirements and is credentialed by the office.

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

Bio-terrorism – A deliberate attack on humans, animals or plants using a contagious or poisonous agent.

Blister Agent - A chemical agent that injures the eyes and lungs and burns or blisters the skin.

Board of County Commissioners (BOCC) - Governing body of public officials elected within a county.

Branch - The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Buddy–Aid - The administration of aid to a person exhibiting severe chemical agent poisoning symptoms who is unable to help himself.

Casualty - A person injured, and needing treatment, or killed because of technological or natural disaster.

CERCLA - Comprehensive Environmental Response, Compensation, and Liability Act, known also as Superfund

Chain of Command - A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In - The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chemical Accident - Resulting from non - deliberate acts where safety is of primary concern.

Chemical Accident / Incident (CAI) - A term used to refer to a chemical event involving chemical surety material.

Chemical Accident / Incident Operational Phases - There are three phases within CAIRA operations:

Chemical Accident / Incident Response and Assistance (CAIRA) - Plans and operations in response to a CAI taken to save lives, preserve health and safety, secure surety material, protect property, and provide for controlled release of information.

Chemical Accident / Incident Site - The location of the chemical site where a security concern or chemical agent contamination concern exists, including all areas in close proximity to the contaminated area. (NOTE: the term "on - site" equates to the actual location of the CAI site and not to "on - post.")

Chemical Agent - A chemical substance listed in Appendix B of AR 50-6 intended for use in military operations to kill, seriously injure, or incapacitate a person through its physiological properties. Excluded from consideration are industrial chemicals, riot control agents, chemical herbicides, and smoke and flame munitions.

Chemical Event - A Chemical event encompasses chemical surety material accidents, incidents, and other circumstances where there is a confirmed or likely release to the environment, exposure to personnel above the STEL for the chemical agent involved, threat to the security of chemical surety material, or event of concern to the local commander. The anticipated response to a chemical event is the activation of all or a select portion of the IRF, with possible SRF deployment, as necessary.

Chemical Event Emergency Notification System - A tiered system of four Chemical Event Notification Levels (CENLs) by which the Army classifies chemical surety emergencies according to expected downwind hazard distance and provides appropriate notification to off-post public officials.

Chemical Incident - Resulting from deliberate acts (terrorism or criminal) where security is of primary concern.

Chemical Stockpile Emergency Preparedness Program (CSEPP) - A joint Army/FEMA program designed to enhance existing local, installation, State, and Federal capabilities to protect the health and safety of the public, work force, and environment from the effects of a CAI involving the US Army chemical stockpile.

Chemical Surety - A system of safety and control measures designed to provide protection to the local population, workers, and the environment by ensuring that safe chemical agent operations, that chemical agents are secure; and that personnel involved in those operations meet the highest standards of reliability.

Chemical Surety Materials (CSM) - Chemical agents and their associated weapon systems, or storage and shipping containers adopted or considered for military use.

Chief - The ICS title for individuals responsible for the management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Civil Air Patrol (CAP) - An auxiliary of the US. Air Force that has volunteered to conduct various emergency services missions. These missions are mainly the use of light aircraft in Search and Rescue (SAR), Civil Defense (CD) and disaster relief operations.

Cleanup - removal of released hazardous substances from the environment.

Colorado Crime Information Center (CCIC) -The computer system with terminals in most law enforcement and communications agencies in Colorado, as well as the State EOC. It is used primarily for law enforcement functions, but a secondary use is as part of the warning and communications system for emergencies or disasters. It is connected to the National Crime Information Center (NCIC).

Colorado Information Analysis Center (CIAC) – Located within the Colorado Department of Public Safety. The mission of the Colorado Information Analysis Center is to provide an integrated, multi-disciplined, information sharing network to collect, analyze, and disseminate information to stakeholders in a timely manner in order to protect the individuals and the critical infrastructure of Colorado.

Colorado Search and Rescue Board (CSRB) - A voluntary, non-governmental organization that may coordinate assistance to local government during search and rescue missions.

Colorado Voluntary Organizations Active in Disaster (COVOAD) - A group of organizations who are vetted with non-profit status who provide voluntary assistance during and after an emergency or disaster. DSHSEM has MOUs with many of the agencies.

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

Command Staff - In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions 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.

Common Operating Picture - A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit - An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Comprehensive Emergency Management (CEM) - An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response and recovery), for all types of emergencies and disasters (natural, technological and attack), for all levels of government (local, state, and federal) and for the private sector.

Congregate Household Pet Shelter - Any private or public facility that provides refuge to the household pets of shelterees in response to a declared major disaster or emergency. (FEMA DAP 9523.18)

Constitution of the State of Colorado - Title 31, Article 1, Section 202 of the Colorado Revised Statutes; and the Home Rule Charter of each municipality. The Home Rule Charter determines the form of government. A Colorado Home Rule Municipality may declare itself to be either a city or a town.

Continuity of Government (COG) - All measures that may be taken to assure the continuity of essential functions of governments during or after an emergency or disaster.

Continuity of Operations Plan (COOP) - State term - all measures that may be taken to assure the continuity of essential functions of governments during or after an emergency or disaster.

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

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

CSEPP Community - The combined area of one military installation, its surrounding local jurisdictions, and the State agencies involved in executing CSEPP for that area.

Damage Assessment - The appraisal or determination of the actual effects resulting from technological or natural disaster.

Damage Survey Report (DSR) - A comprehensive engineering report prepared by a federal-state-local team that outlines the scope of work and estimated cost of repairs at each site of damage that has occurred as a result of disaster.

Decontaminating Material - Any substance used to chemically destroy, physically remove, seal, or otherwise make harmless a chemical agent.

Department of Health and Human Services - the US Department of Veterans Affairs, the US Department of Homeland Security, and the US Department of Defense. NDMS provides resources for meeting the continuity of care and behavioral health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

Department of Public Safety - responsible for emergency management programs in the State of Colorado. It is located in Centennial, and is situated in the State Emergency Operations Center (EOC), which DHSEM organizes and operates during emergencies or disasters.

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 can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster - (State Definition) *The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, or significant adverse impact on the environment, resulting from any natural or technological hazards, or a terrorist act,* including but not limited to fire, flood, earthquake, wind, storm, hazardous substance incident, water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action. For the purpose of state or federal disaster declarations, the term disaster generally falls into one of two categories relative to the level of severity and impact on local and state resources, they are: Major - likely to require immediate state assistance supplemented by limited federal resources, if necessary, to supplement intra-state efforts and resources; and Catastrophic - will require immediate and massive state and federal assistance in both the response and recovery aspects. Local government's adaptation of the definition of a disaster denotes an event which threatens to or actually does inflict damage to people or property, and is, or is likely to be, beyond the capability of the services, personnel, equipment, and facilities of a local jurisdiction, thereby, requiring the augmentation of resources through state-directed assistance.

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

Division - The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Downwind Hazard Zone - Specific area chemical agent levels exceeded established health and safety limits for a given set of chemical release and meteorological conditions.

Elevated Threat Alert - Warns of a credible terrorist threat against the United States. Issued by the Secretary, US Department of Homeland Security.

Emergency - (State Definition) *A suddenly occurring and often unforeseen situation* which is determined by the Governor to require state response or mitigation actions to immediately supplement local government in protecting lives and property, to provide for public health and safety, or to avert or lessen the threat of a disaster. Local government's adaptation of this definition connotes an event that

threatens to or actually does inflict damage to people or property, exceeds the daily routine type of response, and still can be dealt with using local internal and mutual aid resources.

Emergency - Absent a Presidentially declared emergency, any incident(s), human - caused or natural, 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 Alert System (EAS) - The replacement system for the Emergency Broadcast System (EBS). This system, based on the same structure as EBS, will allow local government representatives, to put out local warnings and alerts from and for their geographic areas. The EAS will also allow alerts and warnings to be broadcast even if the participating radio station is unmanned after certain hours. Emergency Management staff) serves as the State's representative for the execution of all necessary documents for disaster assistance following a gubernatorial or Presidential declaration of an emergency or disaster.

Emergency Operations Centers (EOCs) - The physical location at which the coordination of information and resources to support domestic incident management 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, county, city, Tribal), or some combination thereof.

Emergency Operations Plan (EOP) - A brief, clear and concise document description of action to be taken, or instructions to all individual and local government services concerned, stating what will be done in the event of an emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities.

Emergency Public Information (EPI) - Information which is disseminated primarily, but not unconditionally, at the actual time of an emergency and in addition to providing information as such, of an emergency and in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

Emergency Response Coordinator (ERC) - A senior staff member of a State Emergency Functional Lead Department who is responsible for coordination of emergency activities in support of the SEOC.

Emergency Response Provider - Includes Federal, State, local, and Tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002) | Also known as Emergency Responder. Emergency response forces prepare and coordinate response plans, establish organizations to execute those plans, train personnel and organizations to the required level of proficiency, evaluate response organization ability to execute plans, and educate the public to the potential threat and to emergency response procedures.

Emergency Support Functions (ESF) - Common types of emergency assistance that are likely to be requested from the state. These common types of assistance have been grouped functionally into 15 areas. State Departments have been assigned responsibilities for implementing these functions. Assignments are made based upon the department's statutory, programmatic or regulatory authorities and responsibilities.

Essential Supporting Activities - facilitating activities that enable the organization to perform Mission Essential Functions, but do not accomplish the mission. They are important and urgent but accomplishing the ESAs does not complete the mission or deliver the services the organization was created to accomplish.

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.

Evacuees - All persons moved or moving from disaster areas to reception areas.

Event - A planned, non-emergency activity. ICS can be used as a management system for a wide range of events, e.g., parades, concerts, or sporting events.

Executive Order - a rule or order having the force of law, issued by the executive authority of a government.

Exercise - A practice/simulated response to a natural or technological disaster involving planning, preparation, and execution. It is carried out for the purpose of training and/or evaluation. Exercises can be described as: seminars, workshops, tabletops, drills, games, functional exercises, and full-scale exercises.

Fallout Shelter - A specially built structure for protecting people, records, and equipment from the effects of a nuclear detonation.

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

Federal Emergency Management Agency (FEMA) - The federal agency responsible for the US government's portion of the comprehensive emergency management program. It consists of a national office in Washington, D.C. and ten regional offices, one of which (Region VIII) is located in the Denver Federal Center in Lakewood, Colorado.

Federal Warning Point - A National Warning System (NAWAS) Warning Point located in a Federal installation.

Floodplain - The lowland and relatively flat areas adjoining waters including, at a minimum, that area subject to a one percent or greater chance of flooding in any given year.

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

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.

Government Emergency Telephone System (GETS) - A federal government system that Colorado has access to that will allow landline telephone trunk access when systems are overloaded due to usage.

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 outcome.

Hazardous Materials (HAZMAT) - Any element, compound, or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiologic agent, or highly reactive, and which, because of handling, storing, processing, or packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.

Home Rule - Colorado Home Rule Municipalities are self-governing under Article XX of the state constitution, based on Title 31, Article 1, Section 202 of the Colorado Revised Statutes; and the Home Rule Charter of each municipality. The Home Rule Charter determines the form of government. A Colorado Home Rule Municipality may declare itself either a city or a town.

Household Pet - A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes and can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes. (FEMA DAP 9523.18)

Immediate Response Zone (IRZ) - The emergency-planning zone immediately surrounding each Army installation. It generally extends to about six miles from the installation's chemical storage area.

Imminent Threat Alert - Warns of a credible, specific, and impending terrorist threat against the United States. Issued by the Secretary, US Department of Homeland Security.

Incident - An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, 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 Post (ICP) - The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

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 Commander (IC) - The individual responsible for all incident activities, including the development of strategies and tactics, 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 Management Team (IMT) - The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives - Statements of guidance and direction necessary for selecting 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.

Incident Support Plan (ISP) - Nearly identical to an Incident Action Plan but used for an agency that is in support of an agency / organization that is in Command of an incident.

Individual Assistance (IA) - A section of a disaster response/recovery organization that directs or monitors assistance to families or individuals. There is a designated IA Officer in the organization.

Initial Action - The actions taken by those responders first to arrive at an incident site.

Initial Response - Resources initially committed to an incident.

Initial Response Force (IRF) - An emergency actions organization tasked to provide first response to a CAI at an installation assigned a chemical surety mission or in the public domain. Under the command of the installation commander or the commander of the nearest Army installation, the IRF is composed of command and control elements and emergency teams capable of providing emergency medical services and initiating those actions necessary to prevent, minimize, or mitigate hazards to public health and safety or to the environment.

Integrated Emergency Management System (IEMS) - A system designed to coordinate responses to all of the major hazards that face a community or government; is based on the premise that there are common functions required in all emergency situations (e.g., warning, direction and control, etc.)

Intelligence Officer - The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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 at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS) - Integrates incident information and public information into a cohesive organization designed to provide consistent, coordinated, timely 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 IC; advising the IC concerning public information 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., city, county, Tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Leaking Munitions - Munitions from which there has been confirmed detection of chemical agent outside the munitions body or bulk storage container.

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

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

Limited Area - The designated area immediately surrounding one or more exclusion areas. Normally, the area between the boundaries of the exclusion areas and the perimeter boundary (such as an inner fence at a storage depot) or inside of a laboratory room where chemical surety material is stored in chemical surety containers.

Local Emergency Operations Plan (LEOP) - The local (jurisdictional) level plan for actions to be taken by government and individuals when disaster threatens or strikes. It consists of assignment of responsibilities to agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.

Local Government - The elected officials of each political subdivision (counties, municipalities, and special districts) have responsibility for reducing the vulnerability of people and property to the effects of emergencies and disasters. They should ensure that local governmental agencies are capable of efficient and responsive mobilization of resources in order to protect lives, minimize property loss, and expedite recovery efforts during an emergency or disaster. They should ensure that an Emergency Management Office serves the jurisdiction. The Local Emergency Operations Plan should be prepared based upon a valid hazards and risk analysis. [C.R.S. 24-33.5-707(8)]

Local Warning Point - The facility in a city, town or community which receives warnings over NAWAS and activates the public warning system in its area of responsibility.

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

Logistics Section - The section responsible for providing facilities, services, and material support for the incident.

Major Disaster - As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, Tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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

Memorandum of Agreement (MOA) - An agreement document between two or more agencies proscribing reciprocal assistance to be provided upon request (and if available from the supplying agency) and laying out the guidelines under which this assistance will operate.

Memorandum of Understanding (MOU) - see MOA

Mission Essential Functions - activities and tasks that cannot be deferred during an emergency. MEFs must be performed continuously or resumed quickly following a disruption.

Mitigate - To lessen in force or intensity.

Mitigation - The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential

loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

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

Multi-Agency Coordination Entity - A multi-agency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination Systems - Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi–Agency Resource Center - The purpose of the Multi - Agency Resource Center is for area agencies and organizations to provide services, and referral to these services, currently available to those in the community, all under one roof.

Multi-Jurisdictional Incident - An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement - Written agreement between agencies and/or jurisdictions that they will assist one another upon request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National - Of a nationwide character, including the Federal, State, local, and Tribal aspects of governance and polity.

National Disaster Medical System - A cooperative, asset-sharing partnership between the US

National Incident Management System (NIMS) - A system mandated by HSPD - 5 that provides a consistent nationwide approach for Federal, State, local, and Tribal governments; the private - sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and Tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD - 5 identifies these as the ICS; Multi - agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF) - A plan mandated by HSPD - 5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. Replaces the National Response Plan, effective March 2008.

National Terrorism Advisory System - This system replaces the color - coded Homeland Security Advisory System. This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. NTAS alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

National Warning System (NAWAS) - A communication system from by the Federal Government to provide warning to the population of an attack or other national emergency. Reception is at local and state warning points.

National Weather Services (NWS) - The federal government agencies charged with weather related reporting and projections.

Neutralization - the act of altering the chemical, physical, and toxicological properties to render the chemical agent ineffective for use as intended.

Nongovernmental Organization (NGO) - An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

One Hundred-Year Floodplain - The land area adjoining a river, stream, lake, or ocean which is inundated by the 100-year flood. The 100-year flood is the regulatory (base) flood under the National Flood Insurance Program.

Operational Period - The time scheduled for executing a given set of operation actions, as specified in the Incident Action/Support Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section - The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

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

Planning Meeting - A meeting held as needed prior to 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/Support Plan (IAP/ISP).

Planning Section - Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP/ISP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Political Subdivisions of the State - Is a separate legal entity of a State, which usually has specific governmental functions. The term ordinarily includes a county, city, town, village, or school district, and, in many States, a sanitation, utility, reclamation, drainage, flood control, or similar district." A political subdivision's legal status is governmental.

Preparedness - The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations - The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

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

Private Sector - Organizations and entities that are not part of any governmental structure. It includes for profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private non-profit voluntary organizations to include religious organizations.

Processes - Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Protective Action Decision (PAD) - Those decisions by State and local officials on what protective action instructions to recommend to the public, based upon hazard information, specific emergency planning zones, recommendations from the Installation Commander, and other information.

Protective Action Recommendation (PAR) - Those initial and subsequent recommendations by the Installation Commander to off-post community officials in response to a CAI. These recommendations may include evacuation, shelter-in-place, and exit shelter-in-place.

Protective Action Zone (PAZ) - A second emergency planning zone beyond the immediate response zone (IRZ). It generally extends to about 18-35 miles from the installation's chemical storage area.

Public Assistance (PA) - The federal financial assistance provided to state and local governments or to eligible private non-profit organizations for disaster-related requirements.

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

Publications Management - The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification - This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radio Amateur Civil Emergency Services (RACES) - Volunteer amateur radio operators who support state and local governments with amateur radio transmission support during times of emergencies.

Radiological Defense (RADEF) - The organized effort, through warning, detection, and preventative and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Readiness Phase - A continuous phase that takes place until a chemical event occurs.

Reception Area - This refers to a location separate from staging areas, where resources report for in processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAP / ISPs, supplies and equipment, and feeding.

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

Recovery Phase - A timeline between the response phase and recovery phase is not as distinct as between readiness and response phases. During recovery phase, emergency response forces initiate operations to restore conditions at the CAI site to a technically feasible and acceptable state. Restoration or remedial actions are the primary activities conducted during this phase.

Recovery Plan - A plan developed by a State, local, or Tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Recovery Support Function - Comprise the coordinating structure for key functional areas of assistance. Their purpose is to support local governments by facilitating problem solving, improving access to resources and by fostering coordination among State and Federal agencies, nongovernmental partners and stakeholders.

Release - Spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance, pollutant, or contaminant).

Removal - Removal of oil or hazardous substances from the water and shoreline, or taking of such other actions as may be necessary to minimize or mitigate damage to public health, welfare, or the environment. As defined by Section 101(23) of CERCLA, remove or removal means:

Resource Management - Efficient incident management 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 the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and Tribal teams; and resource mobilization protocols.

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 EOC.

Resources Unit - Functional unit within the Planning Section responsible for recording the status of

resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

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

Response Phase - The phase initiated at the onset of a chemical event. Emergency response forces take those actions necessary to gain control of the Chemical Accident/Incident (CAI) site to include saving lives, preserving health and safety, containing and rendering safe hazardous materials, protecting the environment, securing Chemical Surety Materials (CSM) and government property, and promoting public confidence in the Army's ability to conduct emergency response operations.

Safety Officer - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Search and Rescue (SAR) - An organized mission to locate and remove a person(s) reported as missing. This applies to technical, urban, and wildland.

Section - The organizational level having responsibility for a major functional area of incident management. The section is organizationally situated between the branch and the Incident Command.

Service Animal - Any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. (FEMA DAP 9523.18) Dogs are the most common species of service animal, but miniature horses are also recognized as service animals.

Shelter-in-Place - means to take immediate shelter where you are—at home, work, school, or in between. It may also mean "seal the room;" in other words, take steps to prevent outside air from coming in.

Span of Control - The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Spontaneous Unaffiliated Volunteers (SUV) - refers to spontaneous offers of volunteer assistance by members of the general public and/or private sector wanting to assist in response and recovery efforts who are not affiliated with a COVOAD member agency or other credible organization engaged in response and recovery.

Staging Area - Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Guidelines (SOG) - A set of instructions or guidelines covering steps or features of operations to promote effective actions.

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

State - When capitalized, refers to any State of the United States, the District of Columbia, the

State Coordinating Officer (SCO) - (normally the Director for the Office of Emergency Management) serves as the Governor's principal assistant in the coordination and supervision of all activities of state and local government in conducting emergency operations under a gubernatorial and/or Presidential emergency or disaster declaration. The State Coordinating Officer will act in cooperation with the Federal Coordinating Officer (FCO) during a Presidential disaster declaration.

State Division of Homeland Security and Emergency Management (DHSEM) – A division of the Colorado Department of Public Safety.

State Emergency Operations Center (SEOC) - The facility, located in the city of Centennial, from which state emergency / disaster operations are coordinated. This is part of the Center Management System (CMS).

State Emergency Operations Plan (SEOP) - The state level plan for actions to be taken by government and individuals when disaster threatens or strikes. It consists of assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies. Replaced by the 2016 Colorado Hazard and Incident Response and Recovery Plan (CHIRRP).

State Warning Point - Same as Warning Point, with the additional responsibility of supervising and controlling that part of NAWAS which is within the state.

Strategic - Strategic elements of incident management are characterized by continuous long-term, high level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy - The general direction selected to accomplish incident objectives set by the IC.

Strike Team - A set number of resources of the same kind and type that have an established minimum number of personnel.

Sunset Provision - An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves. Issued by the Secretary, US Department of Homeland Security.

Supporting Technologies - Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others. This includes taking any other actions as may be necessary to prevent, minimize, or mitigate damage to public health or welfare, or to the environment, which may otherwise result from a release or threat of release. This term includes security fencing or other measures which limit access, provision of alternative water supplies, temporary evacuation and housing of threatened individuals not otherwise provided for, action taken under section 104(b) of CERCLA, and any emergency assistance that may be provided under the Disaster Relief Act of 1974. Also includes the enforcement activities related thereto.

Task Force - Any combination of resources assembled to support a specific mission or operational need.

Technical Assistance - Support provided to State, local, and Tribal jurisdictions or other agencies, when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and 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 and 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 a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

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

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

Tribal - Any Indian Tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 USC.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

T-Time - The generalized term used to identify a particular point in time based upon a specific situation commencing, such as the time when a natural hazard, technological, or man-made event is initiated. Associated definition is related to the T-Cards used for logging in and out of personnel and equipment

Type - A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command - A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command - An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

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

Unity of Command - The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Unsolicited, Undesignated In-Kind Donations - refers to undesignated in-kind donations offered by members of the general public and/or private sector intended to support response and recovery efforts that have not been designated toward a specific agency.

Volunteer - A person who does a job or perform a service for which s/he receives no salary. For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 US C. 742f(c) and 29 CFR 553.101.

Weapons of Mass Destruction (WMD) - (Title 18, USC. 2332a) Any destructive device as defined in Section 921 of this title, (which reads) Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

WebPuff - an automated information system jointly used by U.S Army (on-post) and civilian (off-post) jurisdictions. The purpose of WebPuffTM is to make a sufficiently detailed and reliable prediction of the effects of a chemical agent release enabling informed decisions as to whether the surrounding population should seek shelter, evacuate, or do nothing in response to the event. WebPuff consists of server applications and associated data and workstations running a web browser. Using the browser, users have full-functional capabilities to create and publish scenarios, protective action recommendation and decisions, daily work plans, logs, and status boards. The on-post depot EOC coordinates with off-post EOCs in surrounding counties as well as State operations centers.

ZULU Time - mean solar time at the zero meridian of Greenwich, England, used as the basis for standard time throughout the world. Mountain Standard Time is usually Zulu minus 7 hours and during Daylight Savings Time – Zulu minus 6 hours.

ACRONYMS

ACP	Access Control Point
ADAD	Alcohol and Drug Abuse Division
AFB	Air Force Base
AFN	Access and Functional Needs
ANG	Air National Guard
APHIS	Animal and Plant Health Inspection Service

ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ANG	Army National Guard
Aux Com	Auxiliary Communications
BEOC	Colorado Business Emergency Operations Center
CADRE	Community Agency Disaster Relief Effort
CAO	Chief Administrative Officer
CAT	Crisis Action Team
CBI	Colorado Bureau of Investigation (CDPS)
DOA	Department of Agriculture (Colorado)
CDC	Center for Disease Prevention and Control
CDEM	Colorado Department of Emergency Management
CDHS	Colorado Department of Human Services
CDNR	Colorado Department of Natural Resources
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health and Environment
CDPS	Colorado Department of Public Safety
CEO	Colorado Energy Office
CEOC	County Emergency Operations Center
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CGS	Colorado Geologic Survey
CHIRRP	Colorado Hazard and Incident Response and Recovery Plan
CMHC	Community Mental Health Center
CIAC	Colorado Information Analysis Center (DHSEM / CDPS)
CIO	Chief Information Officer
CMAS	Commercial Mobile Alert System
CMO	Chief Medical Officer
CMS	Center Management System
CoCERN	Colorado Crisis Education and Response Network
COG	Continuity of Government Plan
COVOAD	Colorado Voluntary Organizations Active in Disaster

CSP	Colorado State Patrol
CSRB	Colorado Search and Rescue Board
EM	Emergency Manager
ESA	Essential Supporting Activities
EOC	Emergency Operations Plan
GAR	Governor's Authorized Representative
GEERC	Governor's Expert Emergency Epidemic Response Committee
FEMA	Federal Emergency Management Agency
HAN	Health Alert Network
HICS	Hospital Incident Command System
HSAC	Homeland Security and All - Hazards Senior Advisory Committee
IAIP	Information Analysis and Infrastructure Protection (DHS)
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICS	Incident Command System
IM	Incident Management
IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
ISP	Incident Support Plan
JFO	Joint Field Office (FEMA)
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
MEF	Mission Essential Function
RMCC	Rocky Mountain Coordination Center (State Forest Service)
ROSS	Resource Ordering and Status System
RRCC	Regional Response Coordination Center (FEMA)
RSF	Recovery Support Function
RTAC	Regional EMS / Trauma Advisory Council
SAR	Search and Rescue

SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SITREP	Situation Report
JIC	Joint Information Center
SFO	Senior Federal Official
SFS	State Forest Service
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
TOC	Traffic Operations Center (CDOT)
TSA	The Salvation Army
UCS	Unified Command System
US&R	Urban Search and Rescue
WCDPH&E	Weld County Department of Public Health and Environment
WCSO	Weld County Sheriff's Office
WHO	World Health Organization
WMD	Weapon(s) of Mass Destruction
WSFR	Windsor/Severance Fire Rescue
SOP	Standard Operating Procedure
TOC	Traffic Operations Center (CDOT)
TSA	The Salvation Army
UCS	Unified Command System

ANNEXES

Annex A - <u>Donations Management</u>

<u>Definition:</u> Determine needs and establish a means to collect, receive, account for, store, manage, distribute, and dispose of donated goods, services, funds, and materials.

<u>Activation Criteria:</u> The Town Manager will coordinate activation of this annex in support of ESF 7-Logistics and resources, to ensure the effective management of donations.

<u>Lead Agency (Unified):</u> Town of Severance Emergency Management (ESF 5-Logistics and Resources),

<u>Supporting Agencies:</u> Severance Police Department, Weld County Volunteer Organizations Active in Disasters (WCVOAD), Schools, and Churches.

<u>Roles and Responsibilities:</u> This ESF will coordinate the definition of needs, solicitation, receipt, storage, distribution, and documentation of donated goods in support of field operations and general recovery activities/needs of the public.

<u>Donations Management</u>

1. Open a Donations Management Log (Mayor, Council Members)
2. Work with ESFs 5/6/7 to determine potential donation needs (Mayor, Council Members)
3. Establish donations guidelines for the public (Mayor, Council Members, Town Attorney)
   a. What is needed/requested
   b. Where should donations be delivered
   c. When are donations being accepted
   d. Condition requirements of donations
4. Coordinate the release of guidance to the public with ESF-15a (Mayor, Council Members. WCSO/PIO)
5. Establish donation acceptance locations (Mayor, Council Members)
6. Coordinate site staffing and logistics (Mayor, Council Members)
7. Liaise with site staff to maintain situation awareness of available donation needs (Mayor, EM)
8. Coordinate delivery support with ESF 1/5/7 and appropriate ICS staff (Mayor, Emergency Manager, Town Clerk)
9. Track all donations activities and provide an update during the periodic EOC situation briefing and for the Situation Report. (Mayor, Council Members, Finance Director)

Annex B – Volunteer Management

Definition: Determine the needs and roles for organized and spontaneous volunteers. Coordinate the supervision, direction, documentation, care, feeding and safety of volunteers.

Activation Criteria: The Town Administrator or his designee will activate this annex as needed under ESF 7-Logistics and Resources.

Lead Agency (Lead): Town of Severance Emergency Management

Supporting Agencies: Mayor, Council Members, WCSO Members, Emergency Management, WCSO, and Weld County Volunteers Active in Disasters.

Roles and Responsibilities: This ESF will coordinate the efforts of organized and spontaneous volunteers to assist community disaster response, mitigation, and recovery effort.

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Volunteer Management

1. Coordination Log (Mayor, Council Members)
2. Work with ESFs 5/6/7 to determine potential needs for volunteers (Mayor, Council Members)
3. Review legal/liability issues related to the use of spontaneous volunteers and volunteer organizations (Mayor, Town Attorney)
4. Establish Guidelines for volunteers
   a. What is needed/requested?
   b. Where should volunteers report (designate a Volunteer Assembly Point)?
   c. What tools, equipment, supplies should they bring?
5. Coordinate requests for volunteers and the distribution of volunteer guidance with the Public Information Officer/Joint Information Center (Mayor, Council Members)
6. Designate volunteer team coordinator(s) (Mayor, Incident Commander, Weld County Volunteers Active in Disaster)
7. Document volunteers (name, contact information, reporting/departing time, assignment, team, and supervisor) (Mayor, designated volunteer coordinator)
8. Consider logistics needs of volunteers (Incident Commander, Mayor, Volunteer Coordinator)
9. Document resources and costs associated with volunteer activities. (Mayor, Town Clerk)
10. Document and report volunteer numbers and activities. (Emergency Manager)

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Annex C – Special Needs Populations

Definition: Citizens who are unable to independently take protective actions of sheltering in place or evacuation will be considered to have specail needs. This annex provides general guidance for the preparedness of this population and response efforts to assist them and their care-givers.

Activation Criteria: The Town Administrator or his designee will activate this annex as needed.

Lead Agency: Emergency Manager or designee

Supporting Agencies: WCSO, Windsor/Severance Fire Rescue, UCHealth EMS services, WCVOAD

Roles and Responsibilities: Responsibility for the safety of special needs populations is a partnership between their primary care-giver/guardian, and public safety agencies supported by service and volunteer organizations. The following table outlines roles and responsibilities to prepare and assist special needs populations and facilities.

Responsible Party	Timing	Action
Town of Severance Administration	Pre-Disaster/Annual Update	Public outreach and education effort to the special needs population and their caregivers about sheltering –in-place, evacuation, warning, and communications planning. (Guidance and checklist can be developed and provided)
WCSO Dispatch	Pre-Disaster/Annual Update	Maintain registration of special needs facilities and homes based on information provided by this population or their caregivers.
Individual/Guardian/ Care Provider	Pre-Disaster/Annual Update	Provide information to WCSO Dispatch about your special needs.
Individual/Guardian/ Care Provider	Pre-Disaster/Annual Update	Evaluate shelter-in-place supplies/kits, evacuation, warning, and communication planning,
Individual/Guardian/ Care Provider	Pre-Disaster/Annual Update	Establish a support network with family, friends, and community service organizations to request assistance as needed for disaster preparedness and response.
Special Needs Facilities	Pre-Disaster/Annual Update	Establish a support network with like facilities to coordinate disaster response and recovery partnerships. Pre-plan evacuation efforts, resources and locations.