



MEMORANDUM

Date: July 1, 2014 at 6:00 p.m.
To: Mayor Dickson and City Council
From: Dara MacDonald
Re: Work Session Items

- I. Chaffee County Emergency Operations Plan – Lisa Ortega, Director Chaffee County Emergency Management
- II. Community Funding Support Process
- III. 2014 Streets Project

CHAFFEE COUNTY
LOCAL EMERGENCY OPERATIONS PLAN

Introductory Section

Promulgation Statement

Officials of Chaffee County have developed an emergency operations plan that will enhance their emergency response capability. This document, the Chaffee County Local Emergency Operations Plan (LEOP), is the result of that effort.

The design of the plan is to promote the coordination of local emergency services and the use of available resources to minimize the effects of a major disaster, natural or otherwise, on life and property of the citizens of Chaffee County. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS).

Each participating organization with a role in an emergency shall develop its own emergency operation plan in support of the Chaffee County LEOP. These annexes and plans will indicate how the agency, department or enterprise will implement its specific support to the Chaffee County LEOP. Participating agencies shall submit copies of these plans to the Chaffee County Office of Emergency Management (OEM) and will be appendices to this Plan.

Each department and participating organization will train staff members on their responsibility under the LEOP and ensure they understand how they fit into the overall management of an emergency. The Chaffee County OEM will regularly test and review the Plan.

The plan, when used properly and updated annually, will assist local government officials in preparing for, responding to and recovering from the consequences of natural and man-made disasters. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.

Dennis Giese-Chairman
Chaffee County Board of County Commissioners

Date

Record of Changes

The master copy of the Chaffee County Local Emergency Operations Plan (LEOP) will annotate all changes. Should changes be significant, updates shall be available to the responsible agencies. If not, the planning team will review all changes and incorporate them into the plan during the next scheduled update.

Date Posted	Summary of Changes	Page/Paragraph /Line	Recommending Agency & Authorizing Agent

Administrative Handling Instructions

All agencies receiving the plan are responsible to safeguard, handle, transmit, and store in accordance with appropriate security directives from the Chaffee County Office of Emergency Management. Portions of the complete plan are suitable for public distribution according to the Colorado Open Records Act. There are portions, including the annexes, appendices, attachments and implementing procedures associated with this plan, that contain sensitive information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions.

Approval and Implementation

The Local Emergency Operations Plan (LEOP) describes the mechanism and structure by which Chaffee County mobilizes resources and conducts activities to address the consequences of any major disaster or emergency to save lives; protect public health, safety, and property; alleviate damage and hardship; and reduce future vulnerability. This plan supersedes all previous plans.

Plan implementation and the subsequent supporting actions taken by the County government and plan participants are specific to the emergency or disaster situation. The timely acquisition, assessment and reporting of reliable information gathered from the incident influence implementation. This plan is in effect for mitigation, preparedness, response, and recovery activities when emergencies or disasters occur or are imminent.

By signing this document, governments, districts, and non-governmental organizations commit to; support the concept of operations and carry out the assigned functional responsibilities to ensure the orderly and timely delivery of emergency assistance; cooperate with the Emergency Manager appointed by the Board of County Commissioners to provide effective oversight of disaster operations; make maximum use of existing authorities, organizations, resources, systems, and programs to reduce emergency response costs; form partnerships with counterpart State agencies, voluntary disaster relief organization and the private sector.

X
Dennis Giese
Chair, Chaffee County Board
of County Commissioners

X
W. Pete Palmer
Chaffee County Sheriff

X
Richard Furton
Mayor, Town of Poncha Springs

X
Joel Benson
Mayor, Town of Buena Vista

X
Jim Dickson
Mayor, City of Salida

X
Jim Scanga
Chair, South Arkansas Fire Protection District

X
Rob Thorp
Chair, Chaffee County Fire Protection
District

Record of Distribution

Department/Agency	Contact Person	Number of Copies
American Red Cross	Doug Constance	1
Ark-Valley Humane Society	Laura Carter	1
Central Colorado Regional Airport	Jill VanDeel	1
Chaffee County Administration	Robert Christiansen	2
Chaffee County Assessor's Office	Brenda Mosby	1
Chaffee County Attorney	Jenny Davis	1
Chaffee County Building Department	Dan Swallow	1
Chaffee County Commissioners	Dennis Giese	3
Chaffee County Coroner	Randy Amettis	1
Chaffee County Development Services	Don Reimer	1
Chaffee County Emergency Management	Lisa Ortega	1
Chaffee County Emergency Medical Services	Josh Hadley	3
Chaffee County Environmental Health	Victor Crocco	1
Chaffee County Fairgrounds	Jim Mick	1
Chaffee County Finance & Human Resources	Dan Short	1
Chaffee County Fire Protection District	Rob Thorp	5
Chaffee County Health and Human Services	Phil Maes	2
Chaffee County Incident Information Team	Laura Smith	1
Chaffee County Landfill	Shannon Wilcox	1
Chaffee County Public Health	Susan Ellis	1
Chaffee County Road & Bridge	Joe Nelson	2
Chaffee County Sheriff's Office	Pete Palmer	4
Chaffee County Treasurer	Diana Wood	1
City of Salida Administration	Dara McDonald	2
City of Salida Fire Department/South Arkansas Fire Protection District	Doug Bess	2
City of Salida Police Department	Terry Clark	1
Colorado Department of Corrections Buena Vista Correctional Complex	Gerald Knapic	1
Colorado Division of Homeland Security and Emergency Management	Paul Eller	1
Colorado State University Extension	Kurt Jones	1
Harriet Alexander Airport	Carl Hasselbrink	1
Heart of the Rockies Regional Medical Center	Diane Brooks	2
Salvation Army	Theresa Saucke	1
Town of Buena Vista Administration	Joel Benson	2
Town of Buena Vista Fire Department	Darrell Pratt	1
Town of Buena Vista Police Department	Jimmy Tidwell	1
Town of Poncha Springs	Jerry L'Estrange	1

Contents

Introductory Section.....	i
Promulgation Statement	i
Record of Changes	ii
Administrative Handling Instructions.....	ii
Approval and Implementation	iii
Record of Distribution	iv
Purpose Statement.....	1
Goals and Objectives	1
Scope.....	1
Situation and Assumptions	2
Situation Overview.....	2
Planning Assumptions.....	6
Concept of Operations	7
General	7
Organization and Assignment of Responsibilities	8
Direction, Control, and Coordination.....	15
Information Collection, Analysis, and Dissemination	18
Communications.....	18
Administration, Finance, and Logistics.....	18
Plan Development and Maintenance	19
Authorities and References	19
Succession of Authority	19
Continuity of Government	20
Federal.....	20
State.....	20
Local.....	20

Purpose Statement

The purpose of the Chaffee County Local Emergency Operations Plan (LEOP) County is:

- Outline the local approach to emergency operations, and is applicable to Chaffee County, Colorado and the municipalities and townships within its boundaries
- Provide general guidance for emergency management activities and an overview of our methods of prevention, mitigation, preparedness, response, and recovery with the priorities for incident management being: life safety, incident stabilization and property protection.
- Describe functions of the Chaffee County Office of Emergency Management (OEM) and assign responsibilities for various emergency tasks
- Present a framework for more specific Emergency Support Function annexes that describe in more detail the lead agency, supporting agencies and explain the roles and responsibilities of each
- Provide supporting and incident annexes, which detail specific response expectations and activities for local response personnel

This plan applies to all county officials, departments, and agencies. The primary audience for the document includes all chief elected officials, other elected officials, the OEM, county department and agency heads and their senior staff members, leaders of local agencies that support emergency operations and others who may participate in Chaffee County prevention, mitigation, preparedness, response, and recovery efforts.

Goals and Objectives

The goals and objectives of the Chaffee County emergency management program are to protect public health and safety and preserve public and private property. The LEOP is the general plan for managing incidents and describes the framework and processes used during emergencies in Chaffee County. Plans used by other agencies also provide details on authorities, response protocols, and technical guidance for incident response and management.

Scope

The Scope of this plan identifies when and under what conditions the application or activation of this plan is necessary.

The plan establishes fundamental policies, strategies, and assumptions for a countywide Emergency Operations Plan Program guided by the principles of the National Incident Management System.

- The LEOP addresses the various types of emergencies that are likely to occur and the populations that are expected to be affected
- The LEOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery, and mitigation
- The LEOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance
- The LEOP assigns specific functions to appropriate county agencies and organizations as well as outlines methods to coordinate with municipalities, the private sector, volunteer organizations, citizens and state and federal counterparts
- The LEOP identifies actions that county response and recovery organizations will take in coordination with municipal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster

Situation and Assumptions

Chaffee County and the rural cities and towns within its boundaries are at risk to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property.

This section provides a summary of Chaffee County's demographics and the most likely hazards to which the County are vulnerable.

Situation Overview

Geography

Chaffee County is the crossroads for three highways within the state and is geographically isolated by mountain passes and winding canyons. The land area of Chaffee County is 1,014 square miles and consists of varied terrain and population densities. The area is home to numerous mountain peaks over 14,000 feet and one of the most commercially rafted rivers in the world. Additionally, Chaffee County has three municipalities, Buena Vista, Poncha Springs, and Salida, and a several smaller communities including Alpine, Garfield, Granite, and Nathrop. Of the land in Chaffee County, the federal government owns 80.56%, which includes property, such as the US Forest Service and Wilderness lands, is 80.56% while 16.24% comprises private ownership (Chaffee County Assessor's Office, 2011).

Demographics

The County's 2010 census data identified a population of 17,809 making it the 27th largest county population in the state and the 43rd largest in land area. The City of Salida is the county seat and the largest city with a population of 5,236, according to the 2010 US Census. The Town of Buena Vista is the second largest municipality with a population of 2,617. The Town of Poncha Springs has a population of 737.

Chaffee County is home to many recreational activities such as hiking, mountain biking, hunting, off-road vehicles, snowmobiling, skiing, rafting, and kayaking, among many others. This can lead to a large number of out-of-state or out-of-area visitors who are unfamiliar with local conditions and emergency response capabilities.

Additionally, Chaffee County has one Level IV Trauma Center and a variety of assisted living or skilled-nursing facilities, identified as critical facilities, with vulnerable populations.

Climate

The climate in Chaffee County is normally mild in both summer and winter. The average high temperature is 83.3°F and the average low temperature is 11.9°F. Typical precipitation per year is 8.55 inches.

Spring and summer rainstorms do occur frequently that cause flooding, landslides, and mudslides. Winter storms that occur bring high winds and heavy snow, which cause property damage, avalanche potential, and storm related emergencies.

The semiarid climate combined with large areas of wildland/urban interface reminds our citizens of the high potential for wildfires, regardless of the season. The climate also places Chaffee County at risk for drought.

Hazard and Threat Analysis Summary

Identified hazards in Chaffee County, addressed in this plan, are included in the Chaffee County Continuity of Operations Plan. The hazard specific appendices in this plan include only the hazards rated at High in Significance in Chaffee County, which does not preclude other types of hazards or incidents, and include drought, landslide, pandemic, severe winter storm, wildfire, and windstorm. The severity and impact of these hazards are dependent upon the population density around the incident and the location of the incident. Protection of Critical Infrastructure and Key Resources (CI/KR) is a priority of all response agencies. The rapid needs assessment annex describes this priority in detail. The Chaffee County LEOP hazard analysis used the FEMA Publication 386-2 assessment tool.

Hazard	History	Vulnerability	Probability	Severity	Significance
Avalanche	4+ events in past 100 years	Limited	Highly Likely	Limited	Low
Dam Failure	0-1 events in past 100 years	Extensive	Unlikely	Catastrophic	Medium
Drought	4+ events in past 100 years	Significant	Highly Likely	Critical	High
Earthquake	0-1 events in past 100 years	Significant	Unlikely	Critical	Low
Flood	4+ events in past 100 years	Significant	Highly Likely	Critical	Medium

Hazard	History	Vulnerability	Probability	Severity	Significance
Hazardous Material Incident	4+ events in past 100 years	Limited	Highly Likely	Critical	Medium
Hostage/Shooting/Terrorism	4+ events in past 100 years	Limited	Highly Likely	Limited	Low
Landslide	4+ events in past 100 years	Significant	Highly Likely	Critical	High
Pandemic (Biological)	2-3 events in past 100 years	Extensive	Highly Likely	Catastrophic	High
Winter Storm/Severe Weather	4+ events in past 100 years	Extensive	Highly Likely	Catastrophic	High
Wildfire	4+ events in past 100 years	Extensive	Highly Likely	Catastrophic	High

Hazard Description

Avalanche-The winter snow pack presents the danger of avalanche, particularly in the backcountry mountainous areas. They present a significant threat around ski resort areas. The increasingly heavy usage of the backcountry during the winter months has heightened this winter danger.

Dam failure-Dam failure is a technological threat facing many communities. In the last 100 years, at least 130 of the more than 2,000 dams in the State have failed. The failure of any of these dams has the potential of causing extensive property damage and possibly the loss of life.

Drought-Even in high moisture years, rainfall does not provide a consistent, dependable water supply throughout the year. Severe drought results in devastating economic consequences for agriculture, forestry, wildlife management, the environment, and tourism. Drought recorded history includes severe drought in 1894, 1930-1937, and 1976-1977. During drought years, Chaffee County experienced loss of crops and livestock and reduced revenues from lowered tourist visits.

Earthquake-the United States Geologic Survey National Earthquake Hazard Maps classify Colorado as having low to moderate earthquake risk. However, several significant earthquakes have occurred within Chaffee County, including one recorded in 1901 that cracked windows and agitated the waters of Cottonwood Lake. Another in 1985 was recorded at a 3.3 magnitude and was felt in Salida and Nathrop. In addition, potentially active faults have been identified, with potential, maximum credible earthquakes as high as M 6.5, (HAZUS-MR).

Flooding.-Flooding (flash and riverine) is a significant potential hazard to property in Chaffee County. Riverine, gully, and small stream flooding, caused by rapid snowmelt, can occur in May and June. Flash flooding, usually caused by heavy, stationary thunderstorms, most often occurs in the spring and early summer months and are possible in the fall months. Areas in and below land burned by wildfire would have an increased risk of flooding.

Hazardous materials-Hazardous materials used in agriculture, industry, and in the home pose a daily hazard to people and the environment. Citizens in Chaffee County are vulnerable to the adverse effects of accidental leakage of hazardous materials or a deliberate act using these materials. The steady growth in the use of chemicals has resulted in an increased need to transport these materials. Hazardous materials are transported over many roadways throughout Chaffee County.

Hostage/Shooting/Terrorism- Chaffee County is at risk for hostage and/or shooting incidents. These incidents could take the form of threats and hoaxes, domestic violence or from people not affiliated with Chaffee County. Public safety officials take all threats of violence seriously.

Landslide-Landslides may occur by themselves or in conjunction with another natural event such as wildfire, severe winter snowmelt, or heavy rains. In recent years, multiple landslides have occurred along the western side of Chaffee County, including one which significantly impacted the town of Alpine in 2007.

Pandemic (Biological)- An epidemic/pandemic may come in waves and could last for months. At least 30% of the resident population may succumb to the epidemic/pandemic, which includes those responsible for response. Staffing shortages will be a problem

Severe winter storm/severe weather-Winter storms in Chaffee County are occasionally severe enough to overwhelm snow removal efforts, transportation, utilities, livestock management, and business and commercial activities. All of Chaffee County is vulnerable to storms of disaster proportions. Municipal areas, with Chaffee County's larger populations, may be more vulnerable because of more complex, and interdependent services and utilities. Additionally, strong winds in Chaffee County may cause infrastructure problems and may possibly interrupt utilities.

Wildfires-Wildfire, both natural and human-caused, is a risk to which the entire county and State is susceptible. Prevention of this hazard is key. This proactive approach has been successful and includes; subdivision pre-attack wildfire plans, public awareness campaigns including FireWise materials, hazard fuel reduction, slash collection and grinding. This does not preclude a wildfire from occurring in Chaffee County.

Capabilities and Limits

The local government level typically manages incidents. Local jurisdictions should not plan on the arrival of State response assets until approximately 24-72 hours after the incident. Federal response assets may not arrive until 72-96 hours after the incident.

While citizens expect government to aid and assist them during disasters, personal preparedness and self-help are paramount. Chaffee County OEM provides materials and classes to assist citizens with personal preparedness activities.

Chaffee County has a good working relationship with the neighboring jurisdictions, regional resources, and State of Colorado agencies located in and around Chaffee County. These relationships enhance the capabilities of the small jurisdiction and limited response capabilities.

Participating agencies and governments, non-governmental organizations, and private businesses, will respond to an incident to the extent of available resources. Once these resources are exhausted, agencies will request mutual aid. If these efforts are determined to be insufficient, Chaffee County will request additional resources from the local level to the State government and from the State government to the Federal government.

The premise of the Federal Emergency Management Agency, the State of Colorado Division of Homeland Security and Emergency Management and the Chaffee County OEM 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.

Planning Assumptions

Execution of the LEOP will assist local, regional, state, and federal responders and recovery actions in the preservation of life and reduction of damage. With this, it is essential that elected officials and administrators, as well as local response agencies are familiar with the LEOP and those individuals and organizations will appropriately execute their assigned responsibilities.

Chaffee County bases the LEOP on an all-hazard approach to emergency planning. It addresses general functions performed during any emergency and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques used to warn the public during any emergency, whatever the cause.

Chaffee County will continue to be exposed and subject to the impact of the hazards described in the plan, as well as lesser hazards and others that may develop in the future.

It is possible for a major disaster to occur at any time and any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergencies occur with little or no warning.

Outside assistance will be available in most emergencies affecting Chaffee County. It takes time to summon external assistance and is essential for the local government to be prepared to carry out the initial emergency response on an independent basis.

Proper mitigation actions, such as wildfire mitigation, and routine infrastructure maintenance can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve local readiness to deal with emergencies.

During severe incidents it is impossible for government to do everything that is required to protect the lives and property of the population. Local citizens have the responsibility to prepare themselves and their families to cope with emergencies and manage their affairs and property in ways that will aid the government in managing emergencies. Chaffee County will assist their

citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergencies through the Chaffee County OEM.

In addition, Chaffee County will make every effort to include plans for all populations, including children, people with disabilities, and others with access and functional needs, taking into consideration the essential needs of household pets, as defined by FEMA, and service animals.

Concept of Operations

General

The Chaffee County LEOP is the primary and general plan for managing emergencies and disasters. It details the coordinating structures and processes used during incidents in Chaffee County. Other local agency plans may provide details on authorities, response protocols and technical guidance for responding to and managing specific situations (such as hazardous material spills, wildland fires, and health emergencies).

Activation of the LEOP will be by the senior elected official, his or her designee, or the Chaffee County OEM.

The Chaffee County LEOP is based on the premise that the capabilities and resources (including those of mutual aid) of the local jurisdiction may be exceeded by an emergency or disaster event, and will require the assistance of State or Federal governmental agencies. Such assistance, provided by State agencies, operates as part of an effort coordinated by the Division of Homeland Security and Emergency Management and on behalf of the Governor. The Governor may request assistance from the Federal government upon exceeding the capabilities and resources of both local and State governments. In order to request such assistance a Disaster Declaration, as described in C.R.S 24-32-1204, will be completed and authorized by the senior elected official of Chaffee County,

Standardization confirms continuity of operations from the local jurisdiction(s) through State and Federal level responses. ICS, NIMS and the hierarchy of governmental responsibility and authority concepts ensure standardized operational management concepts.

The activation of the Chaffee County Emergency Operations Center (EOC) establishes coordination between the Chaffee County OEM, local and mutual-aid agreement response agencies, governments, private businesses, and non-governmental organizations.

The Chaffee County EOC has two activation levels; activated or closed. When activated, the Chaffee County OEM determines the Emergency Support Function (ESF) personnel needed to staff the EOC and initiates the contact as appropriate.

The Chaffee County EOC may be activated in a virtual manner, via telephone and email, or in a limited capacity at the Incident Command Post, depending upon resource and communication needs identified.

Organization and Assignment of Responsibilities

This plan is based upon the concept that emergency functions that must be performed by many departments or agencies and generally parallel normal day-to-day functions. During emergencies, to the extent possible, the county will need the same personnel and material resources used for day-to-day activities. Because personnel and equipment resources are limited, suspension of some routine functions that do not contribute directly to the emergency may occur for the duration of an emergency.

The chairperson of the Chaffee County Board of County Commissioners, or his or her designee, will redirect the personnel, equipment, and supplies that would normally be required for those functions to emergency tasks. Additionally, the senior elected official, or his or her designee, may suspend normal processes for equipment, supply, and personnel procurement during an emergency.

Chaffee County has organized the Emergency Operations Center by Emergency Support Functions. The identified Lead and Supporting Agencies, county departments, and other local agencies tasked in this plan will develop and keep current standard operating procedures that describe how to perform emergency tasks. Identified ESF Lead and Supporting Agencies, county departments, and other local agencies are responsible for ensuring the training and equipment necessary for an appropriate response are in place.

Chaffee County LEOP February 2014
Basic Plan

L= Lead Agency S=Supporting Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #4a Wildland Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care Emergency Assistance Housing, and Human Services	ESF #7 Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture and Natural Resources	ESF #12 Utilities	ESF #13 Public Safety	ESF #14 Long-Term Community Recovery	ESF #15 External Affairs
American Red Cross				S	S		S									
Ark-Valley Humane Society							S					S				
Buena Vista School District R-31	S						S	S		S						
Central Colorado Regional Airport	S															
Chaffee County Assessor						S									S	
Chaffee County Attorney						S									S	
Chaffee County BOCC, Finance and Administration	S					S	S	S							L	L
Chaffee County Building Department							S								S	
Chaffee County Coroner									L							
Chaffee County Development Services			S												S	
Chaffee County EMS				S				S	L	S	S					
Chaffee County Environmental Health			S						S		S					
Chaffee County Fairgrounds							S									
Chaffee County Fire Protection District				S	S			S		S	S					
Chaffee County HHS-Public Health			S				S	S	L		S				S	
Chaffee County HHS-Social Services							L	S	S						S	
Chaffee County Incident Information Team		S		S	S	S	S		S	S	S			S	S	S
Chaffee County IT		S													S	S
Chaffee County Landfill			S					S							S	
Chaffee County OEM	S	S	S	S	S	L	S	L	S	S	S		S		S	S
Chaffee County Road and Bridge	L		L								S		S			
Chaffee County Sheriff's Office	S		S	L	L		S	S	S	L	L		S	L		S
Chaffee County Search and Rescue North and South										S						
Chaffee County Sheriff's Office-Communications Center		L														

Chaffee County LEOP February 2014
Basic Plan

L= Lead Agency S=Supporting Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #4a Wildland Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care Emergency Assistance Housing, and Human Services	ESF #7 Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture and Natural Resources	ESF #12 Utilities	ESF #13 Public Safety	ESF #14 Long-Term Community Recovery	ESF #15 External Affairs
Chaffee County Treasurer																S
Chaffee County Amateur Radio Emergency Service		S						S								
City of Salida Administration		S					S	S					S		S	S
City of Salida Fire Department/SAFPD				S	S			S		S	S					
City of Salida Police Department								S		S	S		S	S		
City of Salida Public Works	S		S					S			S		S			
Colorado Department of Corrections	S			S	S			S	S	S				S		S
Colorado Department of Human Services							S									
Colorado Department of Local Affairs							S								S	
Colorado Department of Public Health and Environment							S		S		S					
Colorado Department of Transportation	S		S								S					
Colorado Division of Fire Prevention and Control					S											
Colorado Division of Homeland Security and Emergency Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Colorado Parks and Wildlife														S	S	
Colorado Public Utilities Commission													L		S	
Colorado Search and Rescue Board										S						
Colorado State Forest Service					S											
Colorado State Patrol	S	S	S					S			S			S		
Colorado State University Extension Office							S					L				
Eleventh Judicial District Attorney's Office														S		
Harriet Alexander Airport	S															
Heart of the Rockies Regional Medical Center									S							S

Chaffee County LEOP February 2014
Basic Plan

	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #4a Wildland Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care Emergency Assistance Housing, and Human Services	ESF #7 Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture and Natural Resources	ESF #12 Utilities	ESF #13 Public Safety	ESF #14 Long-Term Community Recovery	ESF #15 External Affairs
L= Lead Agency S=Supporting Agency																
Private Sector, local businesses								S				S			S	
Public Utility Companies and Districts		S	S								S		S		S	
Pueblo Interagency Dispatch		S														
Salida School District R-32	S						S	S		S						
Salvation Army							S									
South Central All-Hazards Region						S		S			S					
Town of Buena Vista Administration		S					S	S					S		S	S
Town of Buena Vista Fire Department				S	S			S		S	S					
Town of Buena Vista Police Department								S		S	S		S	S		
Town of Buena Vista Public Works	S		S					S			S		S			
Town of Poncha Springs Administration		S					S	S					S		S	S
Town of Poncha Springs Public Works	S		S					S			S		S			
US Forest Service					S											
Upper Arkansas Area Council of Governments							S								S	
West Central Mental Health							S		S							

Incident Command (IC)/Emergency Operations Center (EOC) Interface

For major emergencies, disasters, and large planned events Chaffee County OEM will activate the Chaffee County Emergency Operations Center (EOC), located at 16550 US Highway 285 North. Upon activation of the Chaffee County EOC, it is essential to establish a division of responsibilities between the incident command post and the EOC. An outline of general division of responsibilities is included below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

Incident Command

The incident commander is generally responsible for field operations, including:

- Isolating the scene
- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there using ICS and NIMS standards
- Warning the population in the area of the incident and providing emergency instructions to them
- Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene
- Implementing traffic control arrangements in and around the incident scene
- Requesting additional resources from the Chaffee County EOC

Emergency Operations Center

The Chaffee County EOC is generally responsible for coordination, including:

- Providing resource support for the incident command operations
- Ensuring response systems are interconnected and complementary, supporting interoperability between various agencies and stakeholders
- Collecting, analyzing, and interpreting information from various resources
- Identifying and acquiring needed resources and allocating existing or known resources
- Establishing interoperable communications among all agencies and others as needed for the response
- Coordinating the information flow and resources for complex incidents or incidents that occur simultaneously
- Issuing community-wide warning, issuing instructions, and providing information to the public
- Organizing and implementing large-scale evacuation including shelter arrangements for evacuees. This includes the evacuation and sheltering of children, people with disabilities or other access and functional needs. It also includes the essential needs of household pets, as defined by FEMA (domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle).
- Coordinating traffic control for large-scale evacuations
- Requesting assistance from the State and other external sources

Some incidents may initiate in a jurisdiction or area that has an emergency operations center, or department operations center. In this event, the responsibilities of the initial emergency operations center will take precedence up to the point of activation of the Chaffee County EOC. Once activated, the Chaffee County EOC will conduct all resource management. Additionally, the Chaffee County EOC

will accept the responsibilities identified in the previous section and the other EOC's will assign personnel to the Chaffee County EOC.

In some large-scale emergencies or disasters, emergency operations with different objectives may occur at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the Chaffee County EOC.

The Chaffee County EOC will activate at the discretion of the Chaffee County OEM, on-scene Incident Commander, or senior elected official, based on the incident type. The Direction, Control, and Coordination section defines incident types. Factors for activation include Type IV and V incidents that go beyond one operational period, critical infrastructure and key resources affected, large population centers, and local response capabilities. Incidents that are Type III, II, and I will typically prompt EOC activation, but the final decision will be at the discretion of those listed above.

Emergency Operations Roles and Responsibilities

All participating agencies, departments and enterprises with responsibilities identified in the Chaffee County LEOP are responsible for developing internal operating procedures and continuity of operations plans for carrying out assigned primary and support functions.

Chaffee County Board of County Commissioners

- Approve and commit government resources and funds for disaster or emergency purposes
- Formally declare an emergency or disaster
- Issue official orders and emergency declarations as needed and requested by the Chaffee County OEM
- Approve emergency financial authorizations as requested
- Authorize and approve post emergency or disaster recovery operations, including acquisition of temporary facilities
- Establish post emergency or disaster recovery timelines as necessary
- Serve with other governing authorities who make up the Policy Group who, during an emergency have the authority to direct resources as necessary

Chaffee County Office of Emergency Management

- Manage, organize and coordinate emergency and non-emergency operations of the EOC in the event of a disaster or emergency
- Prepare and maintain the Chaffee County LEOP
- Ensure implementation of ICS and NIMS for operations in the field and EOC
- Coordinate disasters, emergencies and incidents of significance
- Assist local government, public and private sector organizations in the development and maintenance of EOPs, procedures and checklists
- Make recommendations to the Chaffee County Policy Group on matters pertaining to an incident of significance, major emergency or disaster, or the threat thereof, and ongoing incident response and recovery activities
- Coordinate mutual aid assistance
- Determine the need for evacuation and relocation and establish sites in coordination with other agencies

- Provide recommendations to the Policy Group relating to emergency or disaster declarations, travel restrictions, curfews
- Issue formal requests to the Governor's Office through the Colorado Division of Homeland Security and Emergency Management for the declaration of a State emergency for the purpose of obtaining State and/or Federal assistance
- Prepare emergency or disaster declarations when necessary
- Collect, record, and disseminate information in the EOC
- Schedule and conduct training programs and exercises
- Maintain liaison with City, Town, County, State and Federal agencies
- Coordinate disaster recovery functions

Department Heads

- Establish continuity of operations plans and activate the plans, as needed to ensure continuity of government
- Ensure NIMS compliance within the County departments
- Prepare plans and organize assigned departments to meet natural and manmade disasters which might occur in the County, and ensure continuity of governmental operations during an incident
- Identify functions to be performed during an incident and assign responsibility for performing those functions to ESF group representative
- Provide representatives to the EOC to coordinate emergency response functions with other agencies represented
- Ensure that the EOC is informed during an incident by reporting events and activities to the EOC in a timely fashion
- Maintain complete and accurate records of all incident costs and expenditures to include personnel qualification, time, overtime, vehicle mileage, goods, machine hours and emergency disbursements
- Provide complete and current resource lists and on-call personnel lists to Chaffee County OEM on a timely basis to assist in providing resources and personnel for large-scale incidents

Lead and Supporting Agencies

Primary and supporting agencies are responsible for providing resources and other support during an incident. Operations conducted during an incident will be coordinated through the Chaffee County EOC. A department designated as a primary agency in an ESF Annex has “ownership” of that function. Participants in the Chaffee County LEOP, both Lead and Supporting agencies, should:

- Establish continuity of operations plans and activate the plans, as needed
- Operate using the Incident Command System established in NIMS
- Participate in mitigation and preparedness activities
- During activation of the Chaffee County EOC, the primary agency of an emergency support function is responsible for designating coordinators to the EOC. This person may be from their department or from a supporting agency but must be a decision maker with spending authority
- Coordinate activities and maintain communication with the Chaffee County OEM or the EOC, if activated, during all emergency operations
- Provide information and coordinate any public announcement, statement or press release through the Chaffee County OEM or the EOC and Joint Information Center, if activated
- Provide program assistance and expertise as appropriate and in coordination with other agencies
- Establish emergency operations supplies including food, water, blankets, electrical generators, communications, etc. to provide continued operations and shelter for employees as necessary

- Provide all requested information prior to, during and following any incident to the Chaffee County OEM
- Keep their respective ESF Annexes current

Non-Governmental Organizations

Several non-governmental organizations that provide assistance to meet essential needs during an incident exist within Chaffee County. Some organizations with existing memorandums of understanding, memorandums of agreement or mutual aid agreements with Chaffee County have supporting roles to specific emergency support functions.

State Government

The Colorado Division of Homeland Security and Emergency Management is responsible within their statutory (CRS 24-32 2105), to provide assistance and support to local jurisdictions when local resources are unable to cope with an incident of significance. These agencies are responsible for implementing assigned Colorado State Emergency Functions during implantation of the State EOP. A description of the operations role, responsibilities and intra-organizational relationships of State departments are in detail in the assigned State Emergency Function Annexes.

Federal Government

The Federal government has responsibilities to respond to national emergencies and to provide assistance to states when an emergency or disaster exceeds their resource capability. The Department of Homeland Security has the overall responsibility for the coordination of Federal emergency/disaster relief programs and supporting local and State government capabilities with resources. The National Response Framework outlines the roles and responsibilities of Federal resource providers.

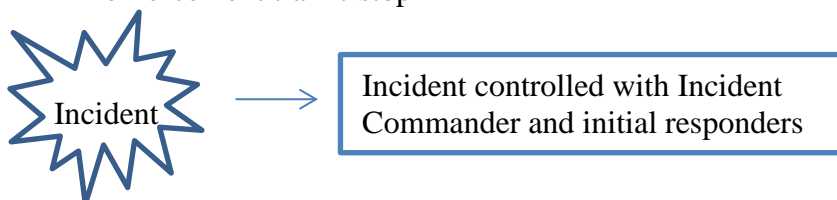
Direction, Control, and Coordination

Chaffee County has adopted NIMS and ICS in accordance with the President's Homeland Security Directive (HSPD)-5. The adoption of NIMS provides a consistent approach to the effective management of situations involving natural, or human caused disasters.

Incident Types

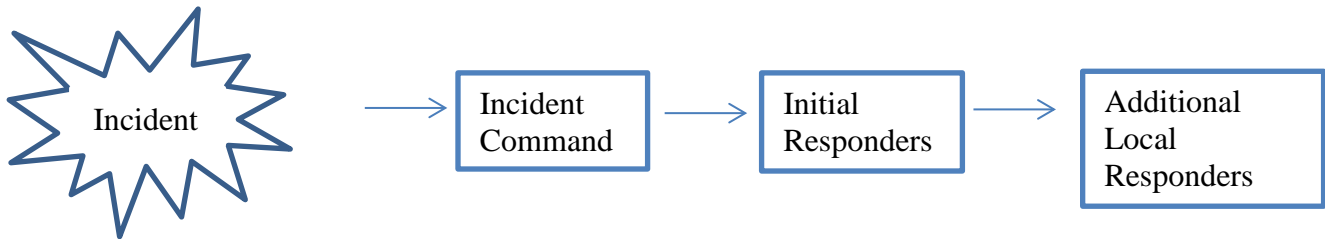
Type V

- One or two single resources with up to six personnel are required to mitigate the incident
- Command and general staff positions (other than the Incident Commander) are not activated
- A written Incident Action Plan (IAP) is not required
- The incident can be contained within the first operational period, often within a few hours after resources arrive on scene
- Examples include a vehicle fire, routine medical call, isolated power outage or a law - enforcement traffic stop



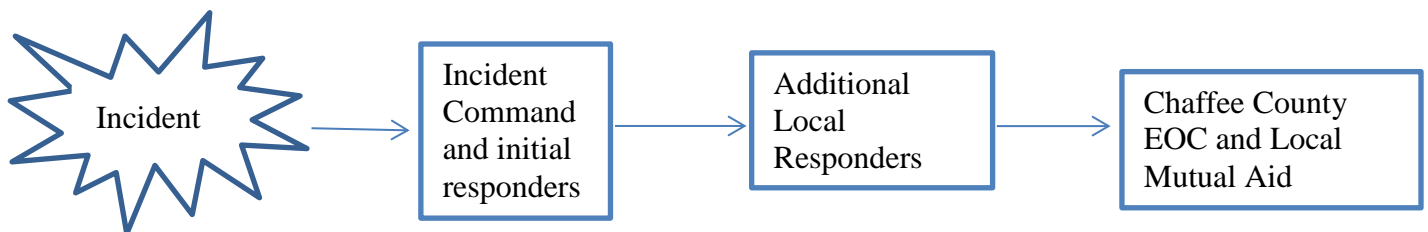
Type IV

- Command and general staff functions are activated only if needed
- Several resources are required to mitigate the incident
- The incident is usually limited to one operational period in the control phase
- A written IAP is not required, but a documented operational briefing will be completed for all incoming resources
- The agency administrator may have briefings and ensure the complexity analysis and delegations of authority are updated
- The role of the agency administrator includes operational plans including objectives and priorities
- Examples include a multi-vehicle accident, small grass fire, or a search and rescue operation



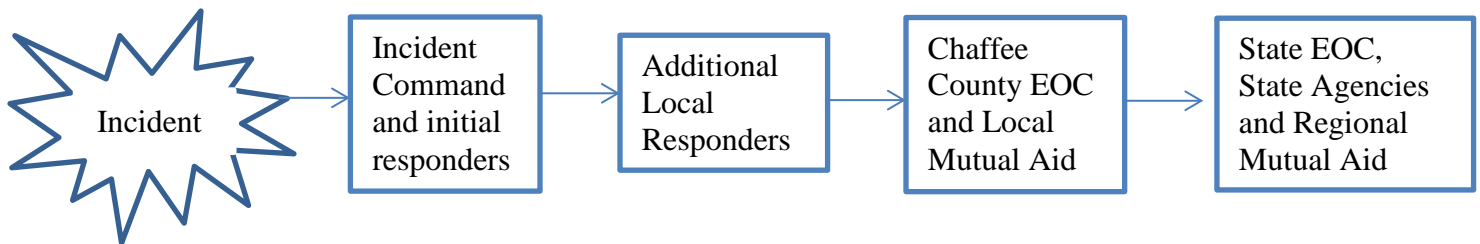
Type III

- Capability requirements exceed initial occurrence and multiple agencies become involved
- The situation may be an incident of significance (community impact)
- Incident Command System positions will be added to match the complexity of the incident
- Some or all of the command and general staff, division or group supervisors and unit leader positions may be activated
- A Type III Incident Management Team or incident command organization through initial actions with a significant number of resources, an extended attack until containment or control is achieved, or as an expanding incident manages incident response until the transition to a Type II Incident Management Team
- The Chaffee County EOC may be activated
- A Joint Information Center may be established
- The incident may extend into multiple operational periods
- Mutual aid or state assistance will be required
- A written IAP is required for each operational period
- Examples include a school hostage situation, large structure or grass fire, blizzard or widespread and extended utility outage



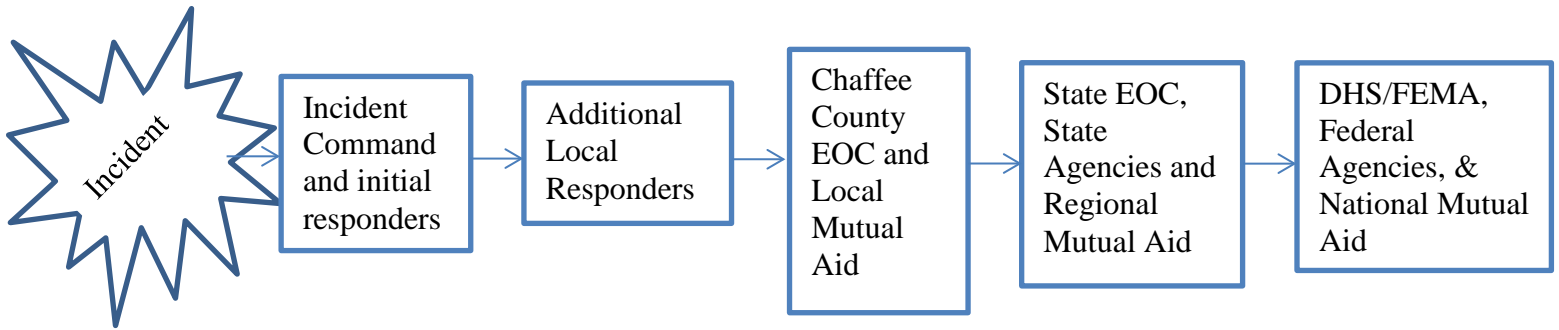
Type II

- This type of incident extends beyond the capabilities for local controls and is expected to go into multiple operational periods
- This is an incident of significance and may be a declared emergency or disaster
- This type of incident may require assistance from multi-jurisdictional, regional, state, and/or federal resources to effectively manage the operations, command, and general staffing
- Most or all of the command and general staff positions are filled
- The incident may be transferred to an Incident Management Team
- The Chaffee County EOC will be activated
- The State EOC may be activated
- A Joint Information Center is established
- A written IAP is required for each operational period
- Many of the functional units are staffed
- The Chaffee County OEM is responsible for the incident complexity analysis
- The EOC Policy Group has overall oversight of the incident, County management briefings, and the written delegations of authority
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only)
- Examples include large wildfire or flooding where a significant number of citizens are affected or a significant amount of property damage has or is expected to occur



Type I

- This type of incident is the most complex, requiring federal resources to safely and effectively manage and operate
- The incident will be transferred to an Incident Management Team
- The Chaffee County EOC and State EOC are activated
- A Joint Information Center is established
- All command and general staff positions are activated
- Branches are established
- The Chaffee County OEM, working with on-scene Incident Command, is responsible for the incident complexity analysis, overall situational awareness of the incident, county management briefings, and working with the Policy Group for the delegation of authority
- The incident has significant impact on Chaffee County. Additional staff for administrative and support functions may be required
- Operational personnel often exceed 500 per operational period and total personnel will usually exceed 1,000
- Examples include a major wildfire involving multiple structures or a pandemic



Information Collection, Analysis, and Dissemination

During incidents that require information synthesis, the Chaffee County EOC will coordinate with the Colorado Information Analysis Center (CIAC) through identified Terrorism Liaison Officer (TLO) and local law enforcement. The TLO will disseminate information and intelligence to law enforcement through the ESF #13-Public Safety, lead or his or her designee.

Personnel conducting risk assessment and information will use the Assessor Worksheet found in Attachment G

Communications

Local governments, departments, response agencies, non-governmental organizations, and private businesses will communicate by using common terminology as defined by NIMS. Communication infrastructure is in place using 800MHz Digital Trunk Radio System and VHF radios. Additionally, landline telephone systems, cellular phone systems, and internet phone service are all available in Chaffee County. The successes of these systems are dependent upon the service area and type of incident. The Chaffee and Lake County Amateur Emergency Radio Service further enhance the communications capability. These systems are the method Chaffee County will use to integrate into the regional, state, and national communications network.

Chaffee County has developed a group of Public Information Officers from a variety of agencies throughout the area. During events, this group will designate a lead PIO for dissemination of information to the public and the media. The lead PIO will determine the need for a Joint Information Center (JIC) and/or Joint Information System (JIS).

Administration, Finance, and Logistics

During response activities, Incident Command will initiate documentation according to NIMS standards by the creation of an Incident Action Plan (IAP) and After-Action Report (AAR) for those incidents that require such plan. This documentation should also include rapid needs assessments and damage assessments.

Chaffee County will assist local jurisdictions and the public with cost recovery through various state and federal programs to include FEMA, Small Business, Administration, and the Public Assistance Program as

examples. The finance section in the Chaffee County EOC will assist with tracking costs incurred such as personnel, overtime, equipment costs, volunteer labor, and eligible donations.

Only those authorized by the Chaffee County Board of County Commissioners will have spending authority during incidents that activate the Chaffee County EOC or LEOP.

Colorado Revised Statutes 24-32-2109 provides that the chief elected official of Chaffee County may request assistance of the State DEM upon exceeding its resources. If additional resources are required, Chaffee County will:

- Request resources available consistent with mutual aid agreements. Attachments to this plan, include these mutual aid agreements and identifies the officials authorized to request those resources.
- Summon emergency service resources that that have been contracted for in advance with private businesses.
- Request assistance from volunteer groups active in disasters
- Request assistance from industry or individuals who have resources needed to deal with the emergency
- When external agencies respond to an emergency within the jurisdiction, they are expected to conform to the guidance and direction provided by the incident commander, which will be in accordance with the NIMS
- Upon the approval of the Chaffee County Board of County Commissioners during times of emergency, disaster, or catastrophic incidents, may suspend ordinary and approved procurement systems for the management of the event
- Upon exhaustion of local and mutual aid resources, or when the incident exceeds the capabilities, Chaffee County may initiate a disaster declaration as provided in Colorado Revised Statutes 24-32-2104 and using documentation included in Attachment H

Plan Development and Maintenance

The Chaffee County LEOP will be reviewed, by December 31 of each year, by Chaffee County Administration and OEM and with input from local ESF lead and supporting agencies. The ongoing planning process includes the identification of resource and training needs based on AAR's produced from local exercises and events.

Authorities and References

Succession of Authority

The order of succession of authority, outside of initial response during an emergency includes, elected officials for Chaffee County, BOCC the Director of General Administration, the Director of Finance and then the Sheriff. When acting on behalf of the BOCC during times of succession, the individual has authorization to act with the full authority of the BOCC.

The order of succession of authority for the Office of Emergency Management is Emergency Manager, identified back-up Emergency Manager, the Director of Public Health, and then the Director of General Administration.

Continuity of Government

Within Chaffee County continuity of operation's plans provide the framework to establish the continuity of government. The purpose of continuity of operations includes the capability of maintaining the core operations and essential functions of Chaffee County organizations under all eventualities. Departments and organizations accomplish this through the development of plans, procedures, and provisions for leadership succession, essential functions, alternative facilities, personnel, resources, interoperable communications, and vital record and databases.

Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 512-5207
2. National Response Framework, January 2008

State

1. Colorado Disaster Emergency Act of 1992 (Title 24, Article 32, Part 2101 et. Seq., Colorado Revised Statutes, 1996 as amended)
2. Colorado Revised Statutes (Title 25, Article 11, Part 101 et. Seq., Radiation Control Act
3. Colorado Revised Statutes 29-22-101, et seq., Hazardous Substance Incidents
4. Colorado Revised Statute 30-10-513.5, Sheriff Authority for Forest fires
5. Constitution of the State of Colorado Article IV, Executive Department

Local

1. County Resolution number 2012-32 establishing the Office of Emergency Management and designating the position of emergency manager dated September 20, 2012
2. County Resolution for NIMS Implementation dated October 2006
3. Mutual Aid Agreements, Automatic Aid Agreement & Private Sector Contracts
4. County Resolution number 2014-06, adopting the Chaffee County Local Emergency Operations Plan

The Chaffee County LEOP uses the foundation provided by the Homeland Security Act, HSPD #5, PPD #8, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and the Colorado Disaster Emergency Act of 1992 to provide a comprehensive, all hazards approach to incident management. Nothing in this plan alters the existing authorities of individual departments and agencies. This plan establishes the coordinating structures and processes required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework.

END OF BASIC PLAN

Page intentionally left blank

Glossary of Terms

Access and Functional Needs

Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting. These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the Americans with Disabilities Act Amendments Act of 2008, P.L. 110-325, and those associated with them.

Access and functional needs may include modifications to programs, policies, procedures, architecture, equipment, services, supplies, and communication methods. Examples of “access and functional needs” services may include a reasonable modification of a policy, practice, or procedure or the provision of auxiliary aids and services to achieve effective communication, including but not limited to:

- An exception for service animals in an emergency shelter where there is a no-pets policy
- The provision of way-finding assistance to someone who is blind to orient to new surroundings
- The transferring and provision of toileting assistance to an individual with a mobility disability
- The provision of an interpreter to someone who is deaf and seeks to fill out paperwork for public benefits

American Red Cross

A nongovernmental humanitarian organization led by volunteers that provides relief to victims of disasters and helps people prevent, prepare for, respond to, and recover from emergencies. The American Red Cross accomplishes this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Capabilities-based Planning

Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

Checklist or Joblist

Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Citizen Corps

A community-based program, administered by FEMA, which includes Citizen Corps councils and other programs that bring government and nongovernmental entities together to conduct all-hazards emergency preparedness and operations. Through its network of state, territorial, tribal and local councils, Citizen Corps increases community preparedness and response capabilities through collaborative planning, public education,

outreach, training, and volunteer service. Additionally, programs like the Community Emergency Response Team Program train members of the public in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

Community

Community has more than one definition. Each use depends on the context:

- A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each state defines its own political subdivisions and forms of government.
- A group of individuals (community of interest) who have a religion, a lifestyle, activity interests, an interest in volunteer organizations, or other characteristics in common. These communities may belong to more than one geographic community. Examples include: faith-based and social organizations; nongovernmental and volunteer organizations; private service providers; critical infrastructure operators; and local and regional corporations.

Damage Assessment

The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities and services (e.g., hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a human-caused or natural disaster.

Disability

According to the Americans with Disabilities Act, the term “individual with a disability” refers to “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is regarded by others as having such impairment.” See <http://www.ada.gov/pubs/ada.htm> for the definition and specific changes to the text of the Americans with Disabilities Act. State laws and local ordinances may also include individuals outside the Federal definition.

Disaster

An occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires state, and potentially Federal, involvement. As used in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), a “major disaster” is “any natural catastrophe [...] 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 major disaster assistance under [the] Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby” (Stafford Act, Sec. 102(2), 42 U.S.C. 5122(2)).

Emergency

Any incident, whether natural or human-caused, that requires responsive action to protect life or property. Under the Stafford 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” (Stafford Act, Sec. 102(1), 42 U.S.C. 5122(1)).

Emergency Assistance

According to the National Response Framework, emergency assistance is “[a]ssistance 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); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; coordination of donated goods and services; and coordination of voluntary agency assistance.”

Emergency Medical Services (EMS)

Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center (EOC)

The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

Emergency Operations Plan (EOP)

The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. It describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated. Also known at the local governmental level as a LEOP.

Emergency Support Function (ESF)

Used by the Federal Government, many state governments and local governments as the primary mechanism at the operational level to organize and provide assistance. Emergency Support Functions align categories of resources and provide strategic objectives for their use. Emergency Support Functions use standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

Evacuation

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

- A *spontaneous evacuation* occurs when residents or citizens in the threatened areas observe an incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.
- A *voluntary evacuation* is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are *not required* to evacuate; however, it would be to their advantage to do so.

- A ***mandatory or directed evacuation*** is a warning to persons within the designated area that an imminent threat to life and property exists and individuals *must* evacuate in accordance with the instructions of local officials.

Evacuees

All persons removed or moving from areas threatened or struck by a disaster.

Governor's Authorized Representative

An individual empowered by a Governor to: (1) execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance; (2) represent the Governor of the impacted state in the Unified Coordination Group, when required; (3) coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and (4) identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

Hazard

A natural, technological, or human-caused source or cause of harm or difficulty.

Hazardous Material

Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Household Pet/Companion Animal

According to FEMA Disaster Assistance Policy 9253.19, "[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, 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." This definition is used by FEMA to determine assistance that FEMA will reimburse and is the definition used in the production of this Guide. Individual jurisdictions may have different definitions based on other criteria.

Incident

An occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response).

Incident Command System (ICS)

A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and 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. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management Team (IMT)

A national-based or regional-based team composed of SMEs and incident management professionals, usually composed of personnel from multiple local and/or state departments and agencies, which provide incident management support during a major incident.

Joint Information Center (JIC)

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

Jurisdiction

Jurisdiction has more than one definition. Each use depends on the context:

- 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).
- A political subdivision (e.g., Federal, state, county, parish, municipality) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

Limited English Proficiency

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Mass Care

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include mass evacuation, mass sheltering, mass feeding, access and functional needs support, and household pet and service animal coordination.

Mitigation

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

National Incident Management System (NIMS)

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

National Response Framework

This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

Non-governmental Organization (NGO)

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

Planning Assumptions

Parameters that are expected and used as a context, basis, or requirement for the development of response and recovery plans, processes, and procedures. If a planning assumption is not valid for a specific incident's circumstances, the plan may not be adequate to ensure response success. Alternative methods may be needed. For example, if a decontamination capability is based on the planning assumption that the facility is not within the zone of release, this assumption must be verified at the beginning of the response.

Preparedness

Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

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.

Recovery

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

Resource Management

A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource

management under the National Incident Management System includes mutual aid and assistance agreements; the use of special Federal, state, territorial, tribal, and local teams; and resource mobilization protocols.

Response

Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

Risk

The potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences.

Risk Assessment

A product or process that collects information and assigns values to risks for the purpose of informing priorities, developing or comparing courses of action, and informing decision making.

Risk Management

The process of identifying, analyzing, assessing, and communicating risk and accepting, avoiding, transferring, or controlling it to an acceptable level at an acceptable cost.

Senior Official

The elected or appointed official who, by statute, is charged with implementing and administering laws, ordinances, and regulations for a jurisdiction. He or she may be a mayor, city manager, etc.

Service Animal

Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals' jobs include, but are not limited to:

- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms)
- Pulling a wheelchair
- Retrieving dropped items
- Alerting people of impending seizures
- Assisting people who have mobility disabilities with balance or stability

Standard Operating Procedure/Guideline

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

Terrorism

Activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Vulnerability

A physical feature or operational attribute that renders an entity open to exploitation or susceptible to a given hazard.

Warning

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause.