



# Pueblo County, Colorado Emergency Operations Plan

August 2022

Pueblo County Sheriff's  
Office

Kirk M. Taylor,  
Sheriff

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## Introduction

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

Each agency, organization, or individual assigned a specific responsibility under this plan should have a broad understanding of the basic document and a thorough understanding of the assigned tasks. This plan neither replaces or replicates standard agency or organization Operational Plans. Instead, it will be used when a situation calls for multiple agencies and organizations to integrate into a single command structure or when an incident escalates beyond the capabilities of the community and the need to request outside resources arises.

In the event of a local disaster/emergency, the principal executive officer(s) of the affected political subdivision(s) may declare a local disaster; said declaration shall not be continued or renewed for a period more than seven days except by, or with, the consent of the governing board(s) of said political subdivision(s). The effect of a declaration of a local disaster/emergency is to activate the response and recovery aspects of any applicable local and inter-jurisdictional disaster/emergency plans. No inter-jurisdictional disaster agency or official thereof may declare a local disaster emergency unless expressly authorized by the agreement under which the agency functions.

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## Distribution of Plan

The Pueblo County Sheriff's Office (PCSO), Emergency Services Bureau (ESB) is responsible for developing, maintaining, and distributing the Pueblo County EOP. The plan will be reviewed periodically as required to incorporate new state, federal and regional guidelines or directives, or to address significant operational issues.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict, or override authorities, or other plans contained in statute or regulation. All requests for changes should be submitted to PCSO-ESB for coordination, approval, and distribution.

Coordinating agencies for the ESFs are responsible for maintaining and updating their assigned functional ESF annexes. ESFs and annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support agencies prior to submission to PCSO-ESB.

Any department or agency may propose a change to the EOP and are encouraged to do so; this is meant to be a living document.

PCSO-ESB will provide hard copies of the Pueblo County EOP to all county departments and agencies, the Colorado Division of Homeland Security and Emergency Management (CO-DHSEM), and other partner organizations upon request. An electronic version will be available on the PCSO website at <https://www.pueblosheriff.com>.

### Notice of Change

Notice of change to the EOP will be prepared and distributed by PCSO-ESB. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the EOP.

Upon publication, the change will be considered a part of the EOP. PCSO-ESB is responsible for the distribution of the approved notices of change following the same process as identified above.

Hard copies will be available upon request from:

Pueblo County Sheriff's Office  
Emergency Services Bureau  
Attn: EM Coordinator  
101 W. 10<sup>th</sup> Street  
Pueblo, CO 81003-2995  
(719) 583-6200 – Main  
(719) 583-6218 – Fax

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# Letter of Promulgation

This Emergency Operations Plan is approved and is hereby ordered published and distributed.

## Pueblo County

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Garrison Ortiz, Chairman  
Board of Pueblo County Commissioners

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Kirk M. Taylor, Sheriff  
Pueblo County Sheriff's Office

## City of Pueblo

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Nick Gradisar, Mayor  
City of Pueblo

## Attest:

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Gilbert Ortiz, County Clerk  
Pueblo County, Colorado

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Date

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## Record of Changes

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

Date	Section	Page #	Change/Addition	EMAP Standard Met

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## Preface

All levels of government have responsibility for emergency preparedness planning. Planning will reduce the vulnerability to injury and loss of life or property.

The Pueblo County EOP format aligns itself with the NRF by incorporating the NIMS and employing a functional approach to providing assistance to the whole community. ESFs are assigned to a lead agency with other departments serving in a supporting role. The lead agency will work with the Pueblo County Sheriff's Office Emergency Services Bureau (PCSO-ESB) – Office of EM in the development, coordination, and maintenance of appropriate ESFs, appendices, and annex(es), and for ensuring tasks are completed during emergency operations under the Federal Emergency Management Agency's (FEMA) Comprehensive EM concept. This integrates all available resources and increases the level of emergency preparedness.

Community leaders should demonstrate a commitment to the program to prevent, mitigate the consequences of, prepare for, respond to, maintain continuity during, and recover from incidents.

**PREPAREDNESS** - Any activity taken before an emergency that facilitates a coordinated response. Some elements of preparedness are as follow:

Hazard analysis	Emergency communications
Risk analysis	Resource inventory
Identifying capabilities	Resource management
Identifying shortfalls	Mutual aid agreements
Continuity of government	Training
EOC	Information materials
EOP(s)	Tests/exercises
Emergency Alerting System(s)	Plan review/update
Alert/Warning system(s)	

**PROTECTION** - Refers to those capabilities necessary to secure the homeland against acts of terrorism and human-made or natural disasters. Protection capabilities include, but are not limited to:

Defense against Weapons of Mass Destruction (WMD) threats	Defense of agriculture and food
Critical infrastructure protection	Protection of key leadership and events
Nautical security	Transportation security
Immigration security	Cybersecurity

**MITIGATION** - Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and human-made hazards. Mitigation assumes that society is exposed to risks whether or not an emergency occurs. Mitigation efforts include, but are not limited to, the following:

Hazard identification/analysis	Statutes/ordinances
--------------------------------	---------------------

Risk mapping  
Risk analysis  
Research  
Land use management  
Floodplain management  
Building codes

Monitoring/inspection  
Disaster insurance  
Tax incentives  
Public education  
Safety codes

**RESPONSE** - Any action taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance recovery. Examples of response are:

Alerting of EOC staff  
Activation of emergency plans  
Activation of warning systems  
Activation of the EOC  
On-scene control  
Instructions to public

Activation of mutual aid agreements  
Resource mobilization  
Shelter/evacuation  
Reception/care  
Search and rescue  
Recordkeeping

**RECOVERY** - Both short-term activities to return vital life-support systems to minimum operating standards and long-term activities designed to return life to normal or improved levels. Examples of recovery activities are as follow:

Public information  
Crisis counseling  
Debris clearance  
Disaster assistance centers  
Damage assessments  
Decontamination

Disaster loans/grants  
Unemployment assistance  
Temporary housing  
Audits  
Reconstruction  
Assess emergency plans

The components of EM are interrelated, with action on one often calling for subsequent action(s) on one, or all components.



## Authority

This plan is (a) not an intergovernmental or inter-jurisdictional agreement; (b) does not, and is not intended to, modify the terms of any existing intergovernmental agreements; (c) does not limit or modify any political subdivision's authority as provided in House Bill 1283 transferring responsibilities from the CO-DHSEM or Colorado State Forest Service wildfire functions to the Department of Public Safety, was passed into law on June 4, 2012 upon signature by the Governor; (d) does not commit or constitute an agreement on behalf of any political subdivision to commit the political subdivision in the future to undertake any deployment of personnel or equipment or to contract for any equipment or materials in the event of an emergency or otherwise; (e) does not modify the provisions of **City Resolution No. 6923 or County Resolutions No. 08-203, and 09-129**; and (f) that it does not, and is not, intended to create any rights or impose any duties for the benefit of any person.

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# Community Profile

## Geography and Environment

Located in Southern Colorado, and bisected by Interstate 25, Pueblo County has served as a major transportation and trading center for more than 150 years.

One can characterize Pueblo's weather as mild and semi-arid with more than 300 days of sunshine annually. Precipitation, including both rain and snow, averages less than 12 inches, annually. The probability of measurable precipitation during the summer months is one day in four. In the winter months, it is one day in eight. Most of the precipitation arrives as scattered summer afternoon thundershowers. Temperatures are moderate throughout its four seasons. The daily high averages 67 degrees; the daily low average is 36 degrees. Of special note are the extreme daily temperature variations, especially during the summer months. Summer highs frequently reach into the '90s but prevailing northwesterly breezes result in nighttime temperatures 30 or more degrees cooler. Southwestern Pueblo County occupies a portion of the Wet Mountains. As the name implies, that area enjoys higher rates of precipitation and lower temperatures than the plains portion of Pueblo County.

## Land and Development

An irregular square of about 54 miles in each direction, Pueblo County encompasses a geographically diverse land mass of 2,401 square miles. From an elevation of 4,662 feet in the City of Pueblo to 12,349 feet at Greenhorn Peak in the Wet Mountain Range, the County land area consists of high plains, dry prairie, and rich farmland to the east as well as mountainous terrain on the western boundary within the San Isabel National Forest. Major rivers and waterways in Pueblo County consist of the Arkansas River and Fountain Creek.

Jurisdictions, located within the County, include the **City of Pueblo, the towns of Boone and Rye; unincorporated communities of Avondale, North Avondale and Beulah; and metropolitan districts of Colorado City and Pueblo West**. These outlying communities vary from larger residential and commercial developments to the smaller, less populated mountain and agricultural communities.

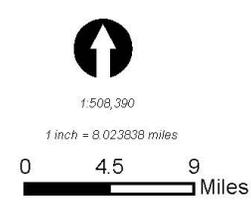
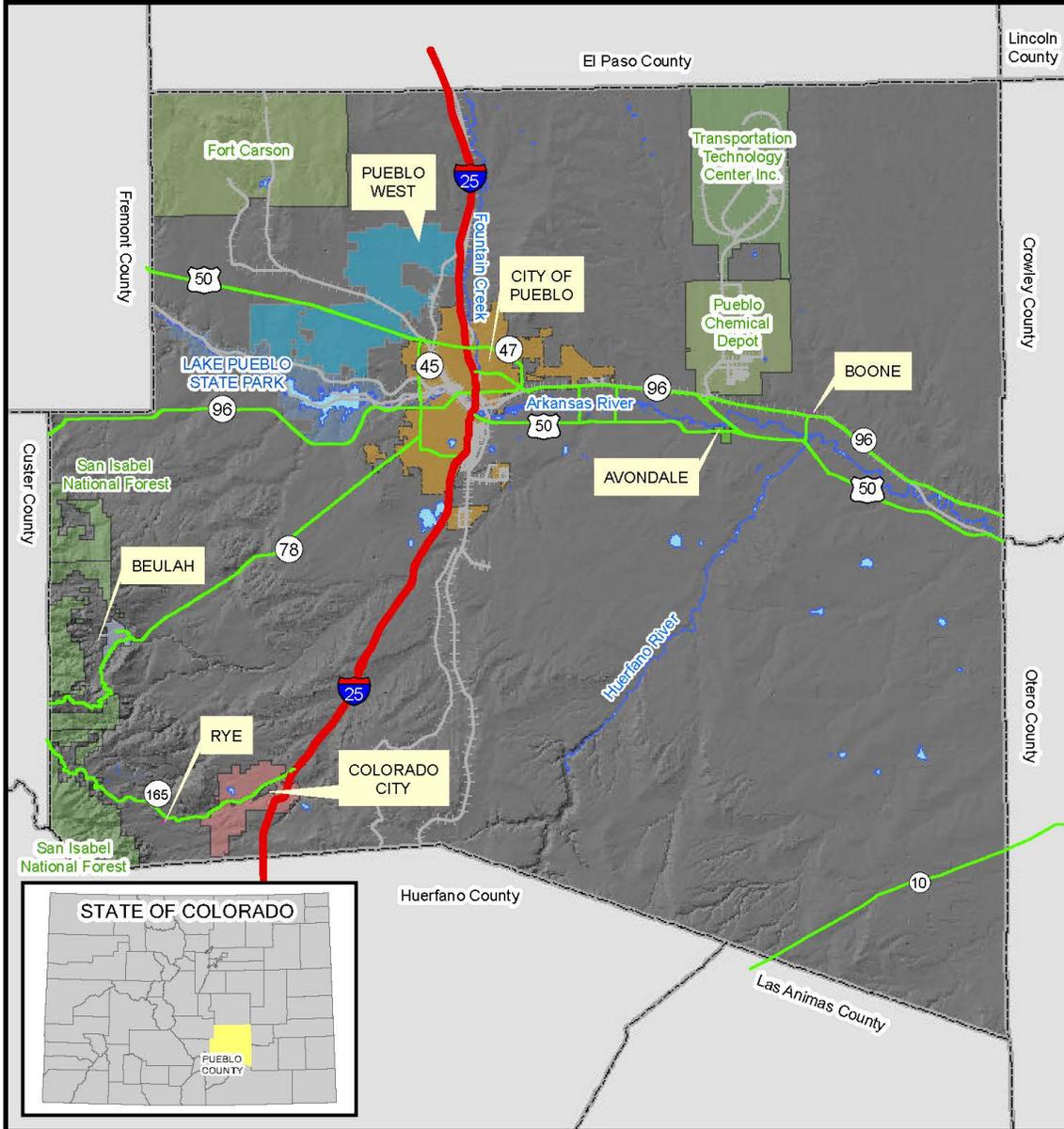
## Population

Pueblo County's 2021 total estimated population is 169,622. The City of Pueblo makes up approximately 2 percent of the land area but accounts for two-thirds of the County's population at 112,751 (as of 2020).

## Vulnerable Population

Pueblo County is home to vulnerable populations who may need additional assistance, including children and families, individuals with disabilities, and others with access and functional needs. In Pueblo County, the vulnerable population includes patients from the Colorado Mental Health Institute at Pueblo (CMHIP) or Pueblo Regional Center (PRC) facilities for the developmentally disabled. In a disaster, those people who are more vulnerable to physical or emotional harm than most people. They may be physically or emotionally disabled or isolated from the community.

# General Overview of Pueblo County, CO



**Legend**

	INTERSTATE		COLORADO CITY, COLORADO
	US HIGHWAY		PUEBLO WEST, COLORADO
	STATE HIGHWAY		AVONDALE, COLORADO
	WATER		BEULAH, COLORADO
	LAKE PUEBLO STATE PARK		PUEBLO, COLORADO
	RAILROADS		BOONE, COLORADO
	COUNTY BOUNDARIES		RYE, COLORADO
			FEDERAL LAND

Base Data Sources: Pueblo County, CDOT  
 File Name: map1\_Overview.mxd  
 Path C:\User\sideherrer\Dropbox (Pueblo County EDGIS)\Shared  
 Projects\Rober\CEPP\Bradley\_Chuck  
 Date of Preparation: July 2, 2021 R. DeHerrera  
 Date Revised: July 2, 2021 R. DeHerrera

PUEBLO COUNTY, COLORADO  
 GEOGRAPHIC INFORMATION SYSTEMS



## National Incident Management System (NIMS)

NIMS identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain, and deliver the core capabilities needed to achieve a secure and resilient nation.

Consistent implementation of NIMS provides a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning, and response. NIMS empowers the components of the National Preparedness System, a requirement of Presidential Policy Directive (PPD)-8, to guide activities within the public and private sector and describes the planning, organizing, equipping, training, and exercising needed to build and sustain the core capabilities in support of the *National Preparedness Goal*.

The ***National Preparedness Goal*** is a secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to and recover from the threats and hazards that pose the greatest risk. To achieve the Goal, existing preparedness networks and activities, such as NIMS, will be used to improve training and exercise programs, promote innovation, and ensure that the administrative, finance and logistics systems are in place to support these capabilities.

## Incident Command System (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- A. Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
  - B. Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
  - C. Establishes common processes for planning and managing resources.
- ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS can be used by all levels of government; ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. All the functional areas may or may not be used based on the incident needs.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure.

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# Basic Plan

## Purpose

The purpose of the EOP is to:

- A. Outline the process by which we may respond to hazards which threaten the City of Pueblo, the County of Pueblo, the Towns of Rye and Boone, the Pueblo West and Colorado City Metropolitan Districts, and the residents and guests of our community.
- B. Describes the concept of operation for responses to disasters and delineates the roles and responsibilities of agencies or organizations expected to contribute to the protection of life and property.
- C. Ensure a coordinated response by local, state, and federal governments using NIMS in managing emergencies or disasters to save lives, prevent injuries, protect property and the environment, and to return the affected area to a state of normalcy as quickly as possible.
- D. Provide for the integration and coordination of volunteer agencies and private organizations involved in emergency response and relief efforts.

## Situation

An emergency could develop at any time, at any location within the county, stemming from hazards that fall into two general categories:

- A. Natural hazards including floods, fires, earthquakes, severe storms (e.g., snow, rain, hail, and tornado), drought, and major water supply or power failure.
- B. Human-made hazards including transportation incidents involving hazardous materials, accidents involving hazardous materials stored at various facilities, major air and ground transportation accidents, civil disturbances, terrorists, or bomb threats, and conventional nuclear, biological, or chemical attack.

## Assumptions

- A. In the event of a significant emergency, the immediate response priority will be life safety, incident stabilization, and property conservation.
- B. Warning time for emergencies and disasters will vary from little or none to days or weeks, depending on the type of hazard.
- C. In the event of a disaster, local government officials, both elected and appointed, will execute all their responsibilities regarding public safety and protection of property including continuity of government, within the framework and in the manner prescribed by all applicable laws.
- D. The possibility for many casualties, heavy damage to buildings and basic infrastructure, and the disruption of essential public services could overwhelm the capabilities of response and recovery agencies.

1. In such incidents, based upon local jurisdiction, the Board of County Commissioners and affected Towns and Cities within the County will declare an emergency or disaster.
  2. The State, depending upon the size of the event, may also be overwhelmed and may seek assistance from other States and the Federal government.
  3. The President of the United States may approve a major disaster declaration making available public and individual assistance.
- E. Departments and organizations with emergency responsibilities will ensure that all personnel are properly trained, to include NIMS and ICS, are familiar with appropriate plans and procedures, and are prepared to execute those plans.
- F. Departments and organizations with emergency responsibilities will coordinate emergency public information through participation in the Joint Information System (JIS) and use of a JIC.
- G. Throughout this plan and its implementation, all agencies with a response/receiver role in a local disaster will plan for and respond with inclusive efforts towards individuals who have Communication, Medical, Independence, Supervision, and/or Transportation (CMIST) need(s).
- H. State and federal assistance, as well as volunteer and private organizations, will be called upon to supplement local government resources, if needed.
- I. There may be competition among residents and communities for scarce resources, and widespread power and communications outages may require the use of alternate methods of providing information and delivering essential services.
- J. Emergency operations will be managed in accordance with the NIMS and the ICS.

## Operational priorities

The following operational priorities are listed in order of importance. The operational demand that is highest on the list will prevail whenever demands for emergency assistance/requests for resources (personnel or equipment) conflict:

- A. **Life:** Save and protect human lives.
1. Locate and rescue those at risk.
  2. Treat the injured.
  3. Warn the public to avoid further casualties.
  4. Determine and enact protective actions for the population.
  5. Save animals – service and companion animals.

**B. Property: Protect Property.**

1. Save property from harm/destruction.
2. Take action to prevent further harm/loss.
3. Stabilize the incident.
4. Restore essential services/utilities.
5. Save animals – livestock.
6. Provide security for property, especially in evacuated areas.

**C. Environment: Protect the Environment.**

1. Contain the hazardous materials release.
2. Confine hazardous material releases to the smallest possible area.
3. Prevent runoff from entering streams, ponds, lakes, rivers, or sewers.
4. Save animals – wildlife.

**D. Recover: Recover and Restore the Community.**

1. Assist the affected population.
2. Complete damage assessments.
3. Establish temporary housing and transportation for employees.
4. Ensure access to businesses (such as debris clearance and road repair).
5. Ensure stable utility/transportation infrastructure.
6. Develop recovery policy guidance, structure, and plans.
7. Identify mitigation projects.
8. Ensure access to the workforce (available for work, proximity to housing, grocery stores, pharmacies, and other businesses).
9. Ensure adequate support institutions are operational (like schools, daycares, houses of worship, parks, medical care) to support workforce and families.
10. Restore beautification programs and promote the welfare of the community.

## **Desired end-state**

The affected area and community are returned to an enduring state where the population is protected; the incident is stabilized and poses no additional threat, and restoration or recovery is underway or complete.

# Concept of Operations

## General:

- A. Emergency response functions will parallel the normal operations of local government agencies. Depending upon the nature and magnitude of the disaster, non-essential services provided by local government agencies or other response/receiver organizations, may be suspended for the duration of the emergency and recovery period to use limited resources for emergency tasks.
- B. If an emergency occurs, local agencies will respond initially. City, town, district, and county personnel may be called upon to perform functions that are not part of their daily routine.
- C. Except for routine state assistance, requests by the Pueblo County EOC for state or federal assistance must go through the CO-DHSEM.
- D. The Policy Group, comprised of town, city, metropolitan district representatives, county directors, and elected officials shall cooperate as the governing bodies of each of those political subdivisions deems appropriate. Each Policy Group member, as authorized by law, can make policy decisions and commitments of resources necessary to execute comprehensive emergency management.
- E. The EOC staff will assemble by the decision of the Sheriff; County Commissioners; Mayor; Police or Fire Chief or their designee. The EOC staffing level will be tailored to meet the needs of the specific emergency.
- F. An analysis of the major hazards facing Pueblo County is provided in the Hazard Analysis section of this document.
- G. The Local EOP is organized into ESFs to facilitate response to disasters. Pueblo County activates the EOC based upon levels of activation that resemble National Disaster Levels. See Appendix 11, ESF Matrix outlying responsibilities.

## Specific:

- A. Upon request of an authorized individual, the EOC may be opened to support field agencies (see the EOC Activation and Operations, Appendix 1). A JIC may be opened to facilitate emergency public information (see ESF 15).
- B. Pueblo County's disaster response will generally be conducted in three operational phases: Readiness, Response, Recovery.
- C. The PCSO-ESB Chief, or designee, is the staff advisor to the Policy Group. The EM Coordinator, Chemical Stockpile Emergency Preparedness Program (CSEPP) Coordinator, PCSO-ESB Captain, or their designee, shall act as the EOC Coordinator. The EOC Coordinator and EOC staff will ensure maps, information, and data are reasonably current. The EOC will be staffed according to the needs of the incident and organized by ESFs.

- D. Everyone within the EOC should maintain a log of actions taken or directed, and any other information of operational nature or value in establishing the cost or settling claims following the conclusion of the disaster.

## **Continuity of Government**

### **General:**

Continuity of government will be maintained through:

- A. The utilization of all available resources and workforce.
- B. The pre-identification and orientation of alternates to key officials, both appointed and elected.
- C. The selection and preparation of an alternate site for government operations (alternate EOC).
- D. Officials assigned as action officers in the EOC will designate alternates in their Standard Operations Procedures. To the extent possible, officials will designate alternates, at least two staff members deep, to accommodate 24-hour operations and unavoidable absenteeism.
- E. All city/county personnel will support efforts to maintain civil government and will assist moving the seat of government to an alternate location if necessary.

### **Lines of Succession:**

- A. Pueblo County.

The following line of succession for continuity of government in the event of a local disaster in Pueblo County shall be exercised:

1. The Board of County Commissioners of Pueblo County
2. The Chairperson of the Board of County Commissioners of Pueblo County
3. Any other member of the Board of County Commissioners of Pueblo County
4. County Manager
5. The Sheriff or their designee

- B. City of Pueblo.

The following line of succession for continuity of government in the event of a local disaster in the City of Pueblo shall be exercised:

1. Legislative matters: The City Council, then a majority of the City Council, then the President of the City Council.
2. Executive matters: The Mayor, then the Deputy Mayor designated by the Mayor, then the Chief of Staff, then a committee composed of any two or more of the following: Director of Public Works, Director of Finance, City Attorney, and the Director of Public Affairs; to conduct City business and exercise the necessary

authority on behalf of the City in accordance with the Charter and Ordinances of the City of Pueblo.

3. Judicial matters: the presiding municipal judge, then the part-time municipal judge appointed by the City Council.
- C. Colorado City Metropolitan District.
1. Administrator
  2. Superintendent of Public Works
  3. Chairman of the Board of Directors
- D. Pueblo West Metropolitan District.
1. District Manager
  2. President of the Board
  3. Secretary of the Board
  4. Treasurer of the Board
  5. Board members
- E. Town of Rye.
1. Mayor
  2. Board members
- F. Town of Boone.
1. Mayor
  2. Board members
  3. Fire Chief
- G. EOC Coordinator.
1. PCSO EM Coordinator
  2. PCSO CSEPP Coordinator (for incidents at Pueblo Chemical Depot (PCD))
  3. Pueblo County Sheriff's Office, Emergency Services Bureau Captain
  4. Pueblo County Sheriff's Office, Emergency Services Bureau Chief, or assigned designee

**Preservation of Incident Records:**

All participating agencies with responsibility in emergency response and recovery will have established procedures regarding the preservation of essential records, files, and reference documents relating to their role in response and recovery operations.

### **Delegation of Authority:**

- A. Should the emergency exhaust local resources, officials may utilize a Delegation of Authority, assigning specific responsibilities to another qualified entity.
- B. The purpose of the Delegation of Authority is to authorize the management of the incident based upon the objectives provided by the Requesting Agency (i.e., legal command and incident decision authority) to the recipient of the delegation Control, and Management of the incident will be by prescribed instructions and limitations. See Sample Delegation at the end of the Basic Plan.

### **Pre-delegation of Authority:**

The City of Pueblo has by ordinance (see Chapter 5 of Title XI of 1971 Code of Ordinances of the City of Pueblo, as amended) and by **Resolution No. 6923**, prescribed procedures and authorized the Mayor to take certain actions in the event of civil emergencies. The County has, by **Resolutions No. 08-203, 09-192**, and all amendments thereto prescribed the County's policy about emergency preparedness and designated certain authorities thereunder. Actions taken by City or County under these provisions will be undertaken in a manner which is also consistent with all applicable law.

### **Emergency Declaration:**

Any emergency declaration will be given prompt and general publicity and will be filed with the CO-DHSEM by the Pueblo County Sheriff's Office Emergency Services Bureau. CO-DHSEM will notify the Office of the Governor.

### **Pueblo County EOC:**

The primary EOC has been designated at the Emergency Services Center and will be utilized to facilitate disaster operations.

### **Alternate EOC:**

The decision to move the Pueblo EOC to an alternate site will be made by the Policy Group after consideration of recommendations by the PCSO-ESB Chief, or their designee.

### **Protection of Government Resources, Facilities, and Personnel:**

The Policy Group, upon recommendation from the PCSO-ESB Chief and other officials, will take those actions necessary to protect resources, facilities, and personnel.

## **Organization and Responsibilities**

### **General Organization**

All incidents will be organized using the NIMS and the Incident Command (IC) Structure. This includes activities that occur at the incident scene and those that occur in the EOC. Likely, the incident will start in the field, and an Incident Command Post (ICP) will be established. As the incident expands and resource requirements escalate, the EOC will open and provide support to the ICP. Depending upon the type, location, and duration of the incident, agency jurisdiction may transfer authority for the incident pursuant to a Delegation of Authority.

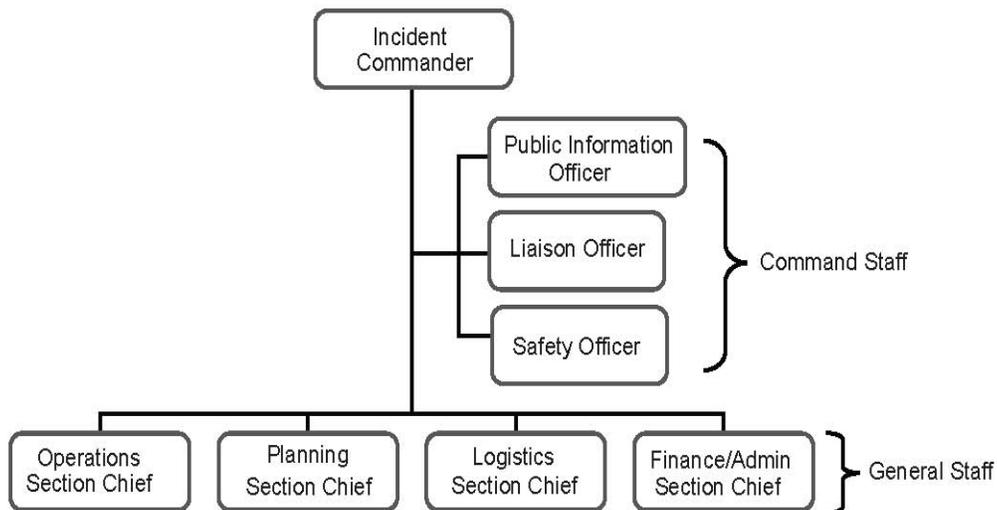
All departments and agencies within local government and outside agencies which have emergency functions will develop and maintain standard operating procedures that support the Pueblo County Emergency Operation Plan. Specific responsibilities and tasks are outlined in the ESFs and appendices to this plan.

### Field Organization

#### A. Incident Command.

Incident Command will be established by the first arriving units in the field. An IC assumes command of the scene and assigns positions within the Incident Command System (ICS) as the incident evolves. The basic Command and General staff structure are as follows:

### Incident Command Structure



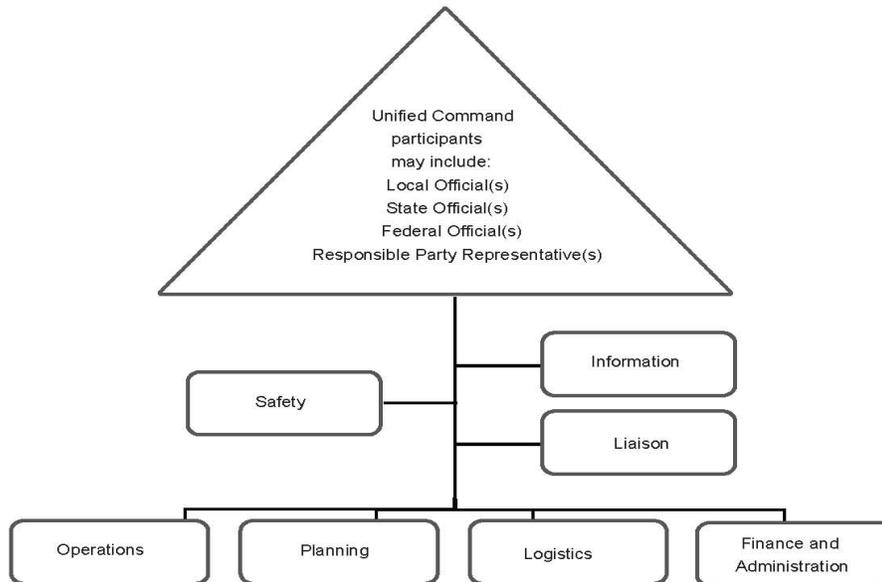
The ICS structure may be expanded to include Branches and Divisions, as needed. An Intelligence Officer may also be added to the Command Staff. Depending upon the complexity of the incident, a written Incident Action Plan may be necessary.

The IC oversees the overall management of the incident and must be fully qualified to manage the incident.

#### B. Unified Command (UC).

An ICS may be expanded to include UC for complex responses, which often require multi-agency resources. When it becomes necessary to establish a UC, the UC replaces the IC function and becomes an essential component of an ICS. The UC provides the organizational management tool to facilitate and coordinate the effective involvement of the various agencies; it creates the link between the organizations responding to the incident; and provides a forum for these agencies to make decisions collaboratively. The UC is responsible for filling each of the major management responsibilities of the ICS referenced above.

## Unified Command Structure

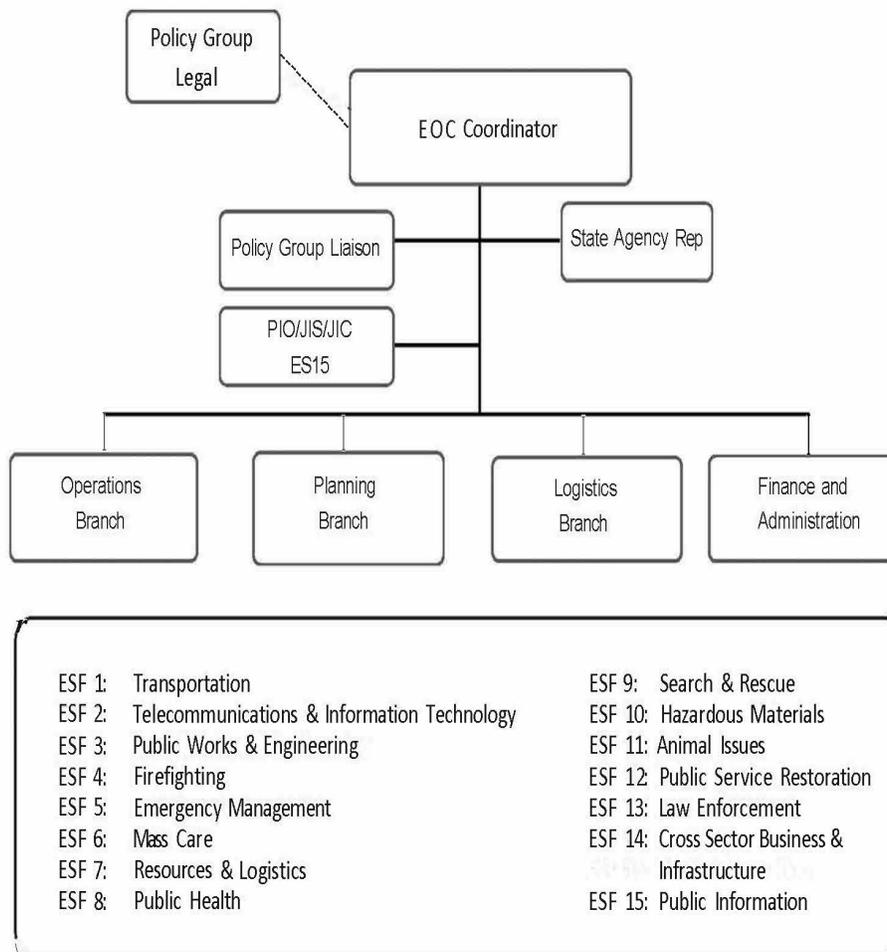


### Structure

The EOC Coordinator has wide authority to establish and maintain a structure within the EOC that best meets the needs and resource management capabilities of the Incident Commander. In addition to supporting the IC/UC, another role of the EOC Coordinator is providing information to the agency having jurisdiction via its Principal Executive Officer or the Policy Group. ESFs will be assigned under branches as the need determines. During an EOC activation, the agencies listed below may be contacted depending on the severity, geographic area, and nature of the disaster.

Amateur Radio Emergency Services	Pueblo City Public Works
American Medical Response	Pueblo City Purchasing
American Red Cross	Pueblo City Stormwater
Beulah Fire Protection & Ambulance District	Pueblo City Transit
Black Hills Energy	Pueblo City Wastewater
BNSF Railroad	Pueblo Community College
Civil Air Patrol	Pueblo Community Health Center
Colorado City Metro District	Pueblo Conservancy District
Colorado Department of Corrections	Pueblo County Assessor
Colorado Department of Human Services	Pueblo County Attorney
Colorado Department of Local Affairs	Pueblo County Clerk/Recorder
Colorado Department of Public Health & Environment	Pueblo County Commissioners
Colorado Department of Transportation	Pueblo County Communications Center
Colorado Div. Fire Protection	Pueblo County Coroner
Colorado Div. of Homeland Security & Emergency Management	Pueblo County Facilities
Colorado Division of Water Resources Office 2	Pueblo County Fleet Management
Colorado Information Analysis Center	Pueblo County GIS & Economic Development
Colorado Interstate Gas	Pueblo County Human Resources
Colorado Mental Health Institute of Pueblo	Pueblo County Human Services
Colorado Parks & Wildlife	Pueblo County Information Technology
Colorado State Fairgrounds	Pueblo County Manager
Colorado State Forest Service	Pueblo County Office of Budget & Finance
Colorado State Patrol	Pueblo County Planning & Development
<b>Colorado State University Pueblo</b>	Pueblo County Public Works
Community Animal Response Team (CART)	Pueblo County Purchasing
District Attorney	Pueblo County Sheriff's Office
Federal Emergency Management Agency Region VIII	Pueblo County Surveyor
Fountain Creek Watershed District	Pueblo County Treasurer
Greater Pueblo Chamber of Commerce	Pueblo Department of Public Health & Environment
Health Solutions	Pueblo Municipal Court
Humane Society of the Pikes Peak Region	Pueblo Regional Building Department
Local Emergency Planning Committee	Pueblo Rural Fire Department
Local News Media	Pueblo West Fire Department
Local Telecommunications Service Providers	Pueblo West Metro District
Lower Arkansas Conservancy District	Rye Fire Protection District
National Weather Service	Rye Telephone Company
Parkview Medical Center	Salvation Army
Pueblo Area Agency on Aging	San Isabel Electric
Pueblo Chemical Depot	School District #70
Pueblo City Attorney	School District 60
Pueblo City Aviation	Senior Resource Development Agency
Pueblo City Board of Water Works	Southern Colorado Volunteers After Disaster
Pueblo City Clerk	St. Charles Mesa Water Association
Pueblo City Communications Center	St. Mary Corwin Medical Center
Pueblo City Council	Town of Boone
Pueblo City Finance	Town of Boone Fire
Pueblo City Fire	Town of Rye
Pueblo City Fleet Maintenance	Transportation Technology Center/Fire Department
Pueblo City Housing & Citizen Services	U.S. Bureau of Reclamation
Pueblo City Human Resources	Union Pacific Railroad
Pueblo City Mayor	USDA Forest Service
Pueblo City Parks & Recreation	Veterans Affairs Medical Center
Pueblo City Planning & Community Development	West Park Fire Department
Pueblo City Police Department	Xcel Energy
Pueblo City Public Affairs	

## EOC Management Structure



### Multi-Agency Coordination (MAC) Group

The MAC Group is comprised of policy-making officials from:

- Board of County Commissioners (or their designated representative)
- Sheriff
- Pueblo City Mayor (if jurisdiction is involved or mutual aid is needed)
- Rye Mayor (if jurisdiction is involved or mutual aid is needed)
- Colorado City representative member (if jurisdiction is involved or mutual aid is needed)
- Boone Mayor (if jurisdiction is involved or mutual aid is needed)
- Pueblo West representative member (if jurisdiction is involved or mutual aid is needed)
- Others as needed

Moreover, the MAC Group will:

- A. Monitor operations of metropolitan district, town, city and/or county departments and agencies during all phases of the disaster.
- B. Monitor execution of the Pueblo County EOP and any applicable mutual aid agreements.
- C. Issue public proclamations on emergency matters.
- D. Implement policy decisions and commit resources for their jurisdictions, within the framework, and in the manner prescribed by all applicable law.
- E. Issue a local disaster declaration for Pueblo County when appropriate. The declaration will be signed by the Chairperson of the Board of County Commissioners, senior Commissioner, or their representative in attendance at the EOC.
- F. Provide for preparedness and planning requirements, i.e., succession, pre-delegation of emergency authority, EOC, alternate EOC, emergency action steps, and protection of the government, resources, personnel, and facilities associated with Continuity of Government (COG) responsibilities.
- G. Assist in the provision of accurate and coordinated emergency public information through participation in the JIS and use of a JIC, i.e., participate with media briefings, as needed; provide information from the MAC Group for release information through the JIC, and authorize news releases for evacuation decisions.

**Directors, Managers, Chiefs**

Directors, Manager, Chiefs, and other responsible parties will:

- A. Prepare and maintain Standard Operating Procedures (SOP) for their respective departments and agencies.
- B. Identify functions to be performed in the time of emergency and assign operational responsibility.
- C. Provide a staff member liaison to the EOC.
- D. Report events and activities to the EOC.
- E. Assist in the provision of accurate and coordinated emergency public information through participation in the JIS and use of a JIC.

**Pueblo County Sheriff's Office, Emergency Services Bureau Chief**

The Pueblo County Sheriff's Office Emergency Services Bureau Chief, or designee, will:

- A. Act as staff advisor to the Policy Group.
- B. Act as EOC Coordinator, if needed.
- C. Activate a portion, or all, of the Emergency Operations Center.
- D. Keep the Policy Group apprised of readiness of the community to respond to emergencies.

- E. Be authorized to implement Emergency Funds according to County Resolution #00-224, in the event the Board of County Commissioners or the Sheriff is unavailable to approve such expenditures.
- F. Conduct Resource Ordering as described in ESF 7 Logistics Management and Resource Support, and comply with resource management as outline in Authorities, Agreements, References and Policies, page 18.
- G. Coordinate the preparation of after-action reports for any EOC activation.

### **EOC Coordinator**

The EOC Coordinator will:

- A. Act as coordinating staff advisor to the PCSO-ESB Chief.
- B. Support the IC as needed with disaster planning, and coordination with the community's emergency response organizations, area industrial installations, public utilities, welfare agencies, and adjacent jurisdiction EM coordinators; facilitate integrated emergency response and recovery.
- C. Support the Emergency Alert System (EAS) and other public alerting systems. Coordinate with the JIS/JIC and Public Information Officer (PIO) to encourage local media cooperation in a disaster.
- D. Keep the CO-DHSEM informed of the potential or actual emergency and progress of response.
- E. Coordinate use of the ARES.
- F. Prepare an after-action report for any EOC activation or declared disaster.

### **Law Enforcement agencies**

Law Enforcement agencies will:

- A. Establish and maintain law and order.
- B. Assist in warning the public regarding the nature of the emergency or disaster.
- C. Provide staff liaison to the Pueblo County EOC or maintain contact with the EOC.
- D. Coordinate search and rescue activities within PCSO.
- E. Coordinate aircraft and aviation support services, as required with the PCSO.
- F. Coordinate law enforcement using the NIMS.
- G. Designate and secure evacuation routes to include traffic control points and roadblocks.
- H. Provide security for evacuated areas; to include areas accommodating evacuees, such as reception centers and emergency shelters.

## **Public Works Departments, Transportation Departments, Metropolitan Districts and Utility Companies**

Public Works Departments, Transportation Departments, Metropolitan Districts, and Utility Companies should:

- A. Assist in facilities protection and coordinate emergency repairs to public buildings, roads, hospitals, utilities, and other essential facilities; recommend priorities for the repair of damage.
- B. Assist in damage assessment.
- C. Ensure clearance of critical thoroughfares.
- D. Provide available emergency traffic control equipment such as barricades and street flares.
- E. Conduct or oversee emergency shutdown of utilities to prevent damage; monitor condition of sewage, electrical, gas and water distribution systems; determine emergency sources of electricity, gas, and potable water.
- F. Conduct or coordinate debris removal and disposal.

## **Fire Protection Districts or Departments**

Fire Protection Districts or Departments will:

- A. Coordinate fire operations using the NIMS.
- B. Provide staff liaison to the EOC or maintain contact with the EOC.
- C. Conduct all regularly assigned functions relating to fire prevention and control to minimize loss of life and property due to fire, both structural and wildfire, within their districts and assist with mutual aid when possible.
- D. Assist in various technical rescue operations, as required.
- E. Assist in warning the public of impending danger, and, as necessary, evacuating potential danger areas and providing fire security in evacuated areas as needed.
- F. Provide available emergency equipment to assist with traffic control.

## **Public Information Officer(s) (PIO)**

PIOs will:

- A. Advise the MAC Group and local authorities on public information matters.
- B. Act as liaison with the news media for dissemination of information and coordinate news conferences when appropriate.
- C. Maintain and operate a citizen's inquiry center through the JIC.
- D. Facilitate Very Important Person (VIP) and Media tours of the scene or other relevant sites related to the incident.
- E. Prepare and distribute emergency public information material.

- F. Prepare news releases, maps, and other graphics during emergencies.
- G. Organize community meetings and briefings directly to the communities impacted by the event.

### **Pueblo Department of Public Health and Environment**

Pueblo Department of Public Health and Environment will:

- A. Coordinate all medical and public health and environmental services for disaster operations.
- B. Activate the BH Plan, as needed.
- C. Activate the Mass Fatality Plan, as needed.
- D. Advise the Policy Group on all public health, medical, and environmental matters.
- E. Coordinate support for inoculations, water purification, insect and rodent control, and other necessary health protection measures.
- F. Evaluate and recommend methods for the disposal of contaminated food and animal carcasses.
- G. Identify residents with health problems that require special equipment or assistance in the event of an evacuation.
- H. Plan, provide, and supervise nursing services, as needed.
- I. Identify sites for debris disposal and oversee their use.

### **Public Transit Departments**

Public Transit Departments will:

- A. Coordinate and provide transportation resources required; locate staging and rest areas.
- B. Facilitate the evacuation of special populations such as the disabled, infirm, elderly, and handicapped in nursing homes, retirement homes, emergency shelters, jail, group homes, institutions, residences, and other places.

### **Department of Human Services**

The Department of Human Services will:

- A. Maintain ongoing assistance programs, such as food stamps, Low Energy Assistance Program, Aid to Dependent Children, Social Security Income, Aid to Needy and Disabled, and Old Age Pension.
- B. Coordinate with volunteer agencies and religious organizations to provide food, counseling, clothing, heat, occupational needs, furniture, emergency location services, and housing.
- C. Implement an Individual/Family Grant program following a Presidential-declared disaster.

### **Pueblo County Coroner**

The Pueblo County Coroner and staff will:

- A. Conduct an initial evaluation of the scene(s) to determine equipment needs.
- B. Coordinate scene security with Law Enforcement for body recovery.
- C. Establish morgue operations.

### **The Pueblo County Treasurer, Pueblo City Finance, Pueblo County Office of Budget and Finance, and other entity finance offices**

The Pueblo County Treasurer, City Finance Department(s), Pueblo County Office of Budget and Finance, as well as other entity finances offices will establish and maintain an incident record of their agency's costs related to response and recovery efforts.

### **Pueblo Regional Building**

Pueblo Regional Building will conduct incident damage assessments.

### **Pueblo County Assessor**

The Pueblo County Assessor will assist in damage assessments.

### **Pueblo City and County Planning Departments**

Responsible for enforcement of the Pueblo County Code. Enforcement activities range from determining the permissibility of a specific use within a given zone district to pursuit of violations of zoning regulations through the Board of County Commissioners and ultimately District Court.

The Pueblo City and County Planning Departments will coordinate damage assessment reporting and recommend courses of actions to reduce community vulnerability and assist the Pueblo Department of Public Health and Environment in the selection of debris disposal sites.

### **Pueblo County Office of Economic Development and Geographic Information Systems (EDGIS)**

GIS will:

Provide the Incident Command Post or the Emergency Operations Center with all maps requested during and after an emergency or disaster. They will also provide support services as needed throughout the incident, including but not limited to:

- Providing scanning and printing services during the duration of the incident
- Coordination of data acquisition from adjacent counties and other agencies
- Upload and download GPS waypoints and tracks
- Digitize paper maps and provide large format printing
- Create databases as needed by the Command and General Staff

## **School Districts**

School Districts will:

- A. Safeguard pupils and school personnel.
- B. Coordinate with American Red Cross (ARC) for feeding and housing displaced persons.
- C. Plan for protective actions for the school population, which include evacuation and reunification and sheltering-in-place and adequate provisions.

## **ARC**

ARC will:

- A. Coordinate and operate mass care operations to include sheltering of persons made homeless due to disaster.
- B. Establish and facilitate mass feeding for victims and disaster workers.
- C. Ensure access, as needed, to basic health and mental health services for the victims within the shelters.
- D. If necessary, participate in damage assessment of residential areas.
- E. Receive and process in-bound disaster inquires.
- F. Assist in locating missing persons.

## **The Salvation Army (TSA)**

TSA will:

- A. Coordinate with ARC for mass feeding and sheltering to victims and workers.
- B. Coordinate distribution centers for food, clothing, furniture and other supplies, as needed.
- C. Provide spiritual counseling and conduct religious services during the disaster.

## **Amateur Radio Emergency Services (ARES)**

ARES will:

- A. Establish communications at the Pueblo County EOC or other sites, as requested.
- B. Assist with, and provide backup for, overall communications, as well as health and wellbeing messages.

## **Other Emergency Services Agencies**

- A. Clergy will prepare religious activities for victims or others involved in an emergency or disaster.
- B. Agencies such as REACT, 2-1-1, Spanish Peaks Mental Health, Colorado Search and Rescue Board or other organizations, private agencies and local groups may address emergency needs of victims at the guidance of the Pueblo County EOC.

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# Authorities, Agreements,

# Policies and

Authority	Laws, Bills, Statues, Resolutions, Ordinances, Policies
Federal	Federal Civil Defense Act of 1950 (Public Law 81-920 as amended) The Robert T. Stafford Disaster Relief Act (Public Law 93-288 as amended August The Disaster Mitigation Act of 2000 (Public Law 106-390) Homeland Security Presidential Directive, HSPD-5: Management of Domestic <i>Incidents</i> Presidential Policy Directive, PPD-8: National Preparedness National Prevention Framework (2nd ed.), 2016 National Protection Framework (2nd ed.), 2016 National Mitigation Framework (2nd ed.), 2016 National Response Framework (NRF), (4th ed.), 2019 National Disaster Recovery Framework, 2011 (NDRF), (2nd ed.), 2016 National Incident Management System (NIMS), (3rd ed.), 2017 Comprehensive Preparedness Guide (CPG) 101, 2.0, FEMA, 2010 - Developing and Maintaining Emergency Operations Plans Americans with Disabilities Act, 1990 and as Amended in 2008 Plain Writing Act, 2010
State	Colorado Disaster Emergency Act, Colorado Revised Statute (CRS) 24-33.5-700 series. Colorado State Emergency Operations Plan Executive Order D 011 04, National Incident Management System
Pueblo County	Resolution No. 00-224 – Emergency Funding Authorization \$25,000 per Incident Resolution No. 05-252 – Adopting the NIMS Resolution No. 08-203 – Reorganization of Emergency Management as the Bureau of Emergency Services to be operated under the direction and control of the Pueblo County Sheriff Resolution No. 09-129 – Amending No. 08-203 Appointing Emergency Services Resolution No. 14-28 – Approving Revised Update of the 2014 Pueblo County Emergency Operations Plan Pueblo County Purchasing Policy dated September 27, 2005, approved by Board of County Commissioners Resolution 05-244 and amendments Resolution 17-112 Memorandum of Understanding Between Pueblo Chemical Depot and Pueblo County 2020 Resolution No. 20-294 – Mutual Aid Agreement for Fire Protection and Other Emergency Services Assistance Between Pueblo County Public Safety Entities and Pueblo County 2021 Pueblo County Operating Plan – (Pueblo County, Colorado Division of Fire Prevention and Control, USDA Forest Service Rocky Mountain Region, and USDI Colorado Bureau of Land Management) Resolution 21-171 – Intergovernment Agreement for Wildfire Mitigation and Suppression Planning between Pueblo County (PCSO) and Colorado Springs (Colorado Springs Utilities) Resolution 21-172 – Intergovernment Agreement for Fire Protection and Incident Response Services Between Pueblo County on Behalf of the Pueblo County Sheriff's Office and Colorado Springs on Behalf of Colorado Springs Utilities and Utilities' Catamount Wildland Fire Team Pueblo County BOCC is the authority to enter into agreements, contracts or understandings per C.R.S. 30-11-107, C.R.S. 29-1-201 and Article XIV, Section 18(2)(a) and (b) of the Colorado Constitution, and Pueblo County Resolution 97-477
City of Pueblo	Resolution No. 6923 – Designating a local disaster agency
Pueblo West	
Metro District	When published during a Declaration/Emergency
Colorado City	
Metro District	When published during a Declaration/Emergency
Town of Rye	When published during a Declaration/Emergency
Town of Boone	When published during a Declaration/Emergency

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# Hazard Analysis

## Background

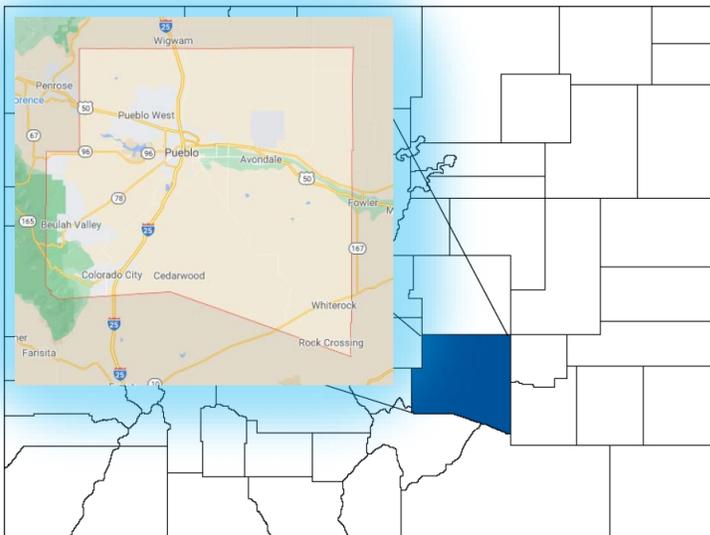
Since 1953 Pueblo County has 18 Federal and State disaster declarations<sup>1</sup>. Pre-1953 the most historic disaster was the 1921 flood on the Arkansas River resulted in 19 million dollars of property damage (in 1921 dollars). The number of known deaths was 120, and the number not accounted for was 142. Post 1953 the ongoing disaster declarations for the Coronavirus (COVID-19) pandemic is the most significant disaster. Currently the impact on the economy, and education system is still being measured; however, the death toll from 13 March 2020 until 1 June 2021 was 396 without an end in sight.

## Pueblo County Colorado Emergency Preparedness Assessment

In September of 2020, Pueblo County conducted the pilot of the Colorado Emergency Preparedness Assessment (CEPA)<sup>2</sup> with CO-DHSEM, our stakeholders, and partners. The Pueblo County CEPA is broad assessment of core capability delivery during any emergency. The CEPA is designed for counties across the State to assess risk and capabilities, identify resource gaps, understand grant reliance, response capacity, key resource inventory, and help develop strategies to improve preparedness. The Pueblo County CEPA will be updated in September 2023.

## Pueblo County Overview

### County Overview



General Information	
Population	168,424
Square Miles	2389
Localities	11
Federally Declared Disasters	2
Response Agencies	
Law Enforcement Agencies	2
Paid Employees	635
Fire Departments (volunteer FD)	5 (4)
Paid Employees	242
Volunteers	126
Combination Employees	0
EMS Transport Providers	3
Paid Employees	92
Volunteers	24
Total Number of Response Agencies	14
Additional Information	
# of Hospitals	2
# of Congregate Housing Facilities	40
# of Colleges/Universities/Schools	54

<sup>1</sup> See <https://www.fema.gov/data-visualization/disaster-declarations-states-and-counties>

<sup>2</sup> See <https://dhsem.colorado.gov/emergency-management/colorado-emergency-preparedness-assessment-cepa>

## **Geography/Topography**

Pueblo County is in Southern Colorado and bisected by Interstate 25, the state's major growth corridor, the county has served as a major transportation and trading center for more than 150 years. One can characterize Pueblo's weather as mild and semi-arid with more than 300 days of sunshine annually. Precipitation, including both rain and snow, averages less than 12 inches annually, except in the southwest portion where it can be twice that amount. The probability of measurable precipitation during the summer months is one day out of four. In the winter months, it is one day out of eight. Temperatures are moderate throughout its four seasons. Summer highs frequently reach into the 90s, but prevailing northwesterly breezes result in nighttime temperatures 30 or more degrees cooler. Southwestern Pueblo County occupies a portion of the Wet Mountains. As the name implies, that area enjoys higher rates of precipitation and lower temperatures than the plains portion of Pueblo County.

## **Demographic/Population Centers**

Avondale, Beulah, Blende, Boone, Colorado City, Pinon, Pueblo, Pueblo West, Rye, Salt Creek, Vineland

## **Major Industries (Economic Drivers) and Notable Infrastructure**

The largest industries in Pueblo County are Parkview Hospital, Pueblo County Government, Pueblo Chemical Depot (DoD), EVRAZ Rocky Mountain Steel, C.S. Wind, Trane, District 60 and District 70, St. Mary-Corwin Medical Center, Colorado Institute of Mental Health, Loaf'n Jug, Walmart Inc., and Convergys

## **Mass Gathering/Special Events**

State Fair and associated activities, Pueblo Chile and Frijole Festival, Colorado State University (CSU) Pueblo Football, Cinco De Mayo, high school sports at Dutch Clark Stadium, Pueblo Reservoir, Bell & Cannon High School football games

## **CEPA Summary**

Pueblo County is susceptible to a variety of natural, accidental/technological, and man-made/intentional hazards. Based on the likelihood and consequence analysis, the hazards posing the most risk include:

- Wildfire
- Drought
- Hazardous Material Release
- Cyber Attack
- Extreme Temperature
- Hail
- Landslides/Mud/Debris Flows and Rock Falls
- Severe Wind

- Thunderstorms and Lightning

Pueblo County subject matter experts examined the threats and hazards in the State Hazard Mitigation Plan and determined that for Pueblo County:

- One (1) of the risks and hazards were assessed as Very High
- Two (2) of the risks and hazards were assessed as High
- Ten (10) of the risks and hazards were assessed as Medium
- Thirteen (13) of the risks and hazards were assessed as Low
- Eight (8) of the risks and hazards were assessed as Very Low

Pueblo County subject matter experts assessed the 32 FEMA core capabilities and determined the following results:

- Twelve (12) of the core capabilities were assessed as Very High
- Thirteen (13) of the core capabilities were assessed as High
- Four (4) of the core capabilities were assessed as Medium
- Three (3) of the core capabilities were assessed as Low

Pueblo County identified twelve (12) core capabilities that were assessed as very high capability, Access Control and Identify Verification, Fire Management and Suppression, On-Scene Security & Protection, Public Information and Warning, Cybersecurity, Interdiction and Disruption, Operational Coordination, Situational Assessment, Environmental Response/Health and Safety, Forensics and Attribution, Operational Communication, and Threats and Hazard Identification.

The county identified seven (7) core capabilities to prioritize for enhancement: Risk Management for Protection Programs and Activities, Natural and Cultural Resources, Screening, Search, and Detection, Long-term Vulnerability Reduction, Logistics and Supply Chain Management, Economic Recovery, and Risk-disaster Resilience Assessment.

The county determined how reliant it is on federal and/or state grants to support each of the 32 capabilities examined. The following are the results:

- One (1) of the capabilities were Entirely reliant on grant funding
- Ten (10) of the capabilities were Mostly reliant on grant funding
- Thirteen (13) of the capabilities were Somewhat reliant on grant funding
- Eight (8) of the capabilities were Not at All reliant on grant funding

Based on previous experience and pre-established plans and protocols for major incidents, Pueblo County may request outside assistance almost immediately in the following areas: very large air tanker/large air tanker (VLAT/LAT) support, Heli-Tac, helicopter with hoist capability, wildland fire hand crews, heavy semi-truck rescue capabilities on interstate, and structural collapse recovery teams.

There are a variety of response resources within the county and a significant capability in most areas. The county also has strong regional partnerships and well-developed capabilities associated with traditional first responder, law enforcement, fire and incident response functions.

There are several strengths/best practices within the county to include: the county completed an Integrated Preparedness Planning Workshop (IPPW) with stakeholders and added equipment to enhance common operating picture for the EOC (e.g., cameras and audio/visual equipment). Pueblo County mentioned it has a strong, well synchronized risk communications network (RCN) and well-trained GIS personnel. The county updated its Multiple Casualty Incident (MCI) plan and re-distributed equipment and apparatus. The county identified grant funded FEMA hazardous material training for responders at the Security and Emergency Response Training Center (SERTC). Pueblo County stated it has a robust Information technology (IT) policy and in the city, their IT personnel are highly trained and qualified.

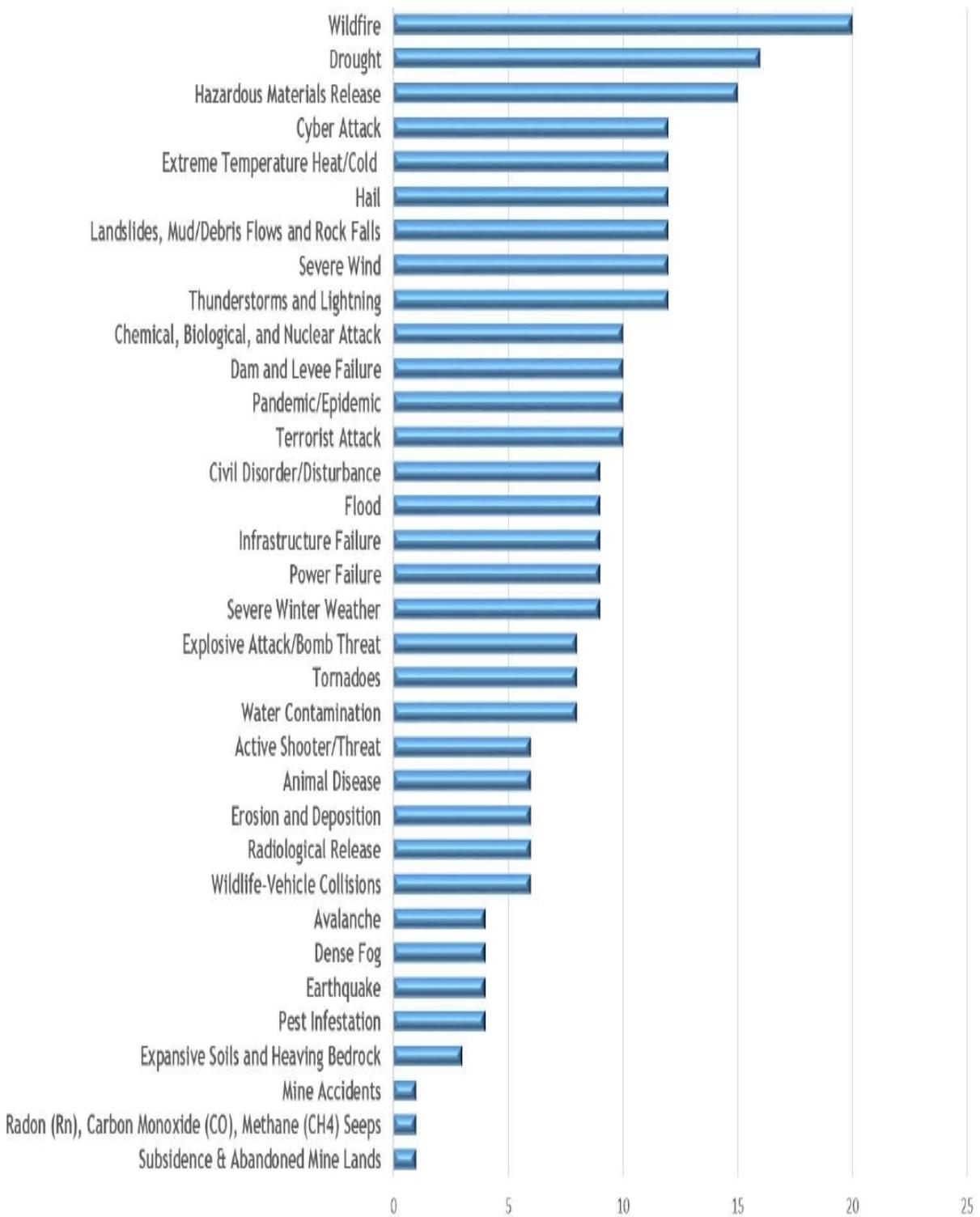
Additional focus and attention: addressing the challenges of long-term effect on the economy from the COVID-19 pandemic, budget reductions due to lost revenue, and decreasing levels of volunteerism will be an on-going challenge. The county would like to seek opportunities to further develop the Screening Search and Detection; Risk Management for Protection, Programs, and Activities; and Natural and Cultural Resources core capabilities. The county would also like to research and conduct an in-depth review of grant reliance to see how funding impacts core capabilities and establish more inclusive and collaborative inter-agency training opportunities.

The following pages depict the Response Capacity, Risk, Capability Assessment, and Grant Reliance levels.

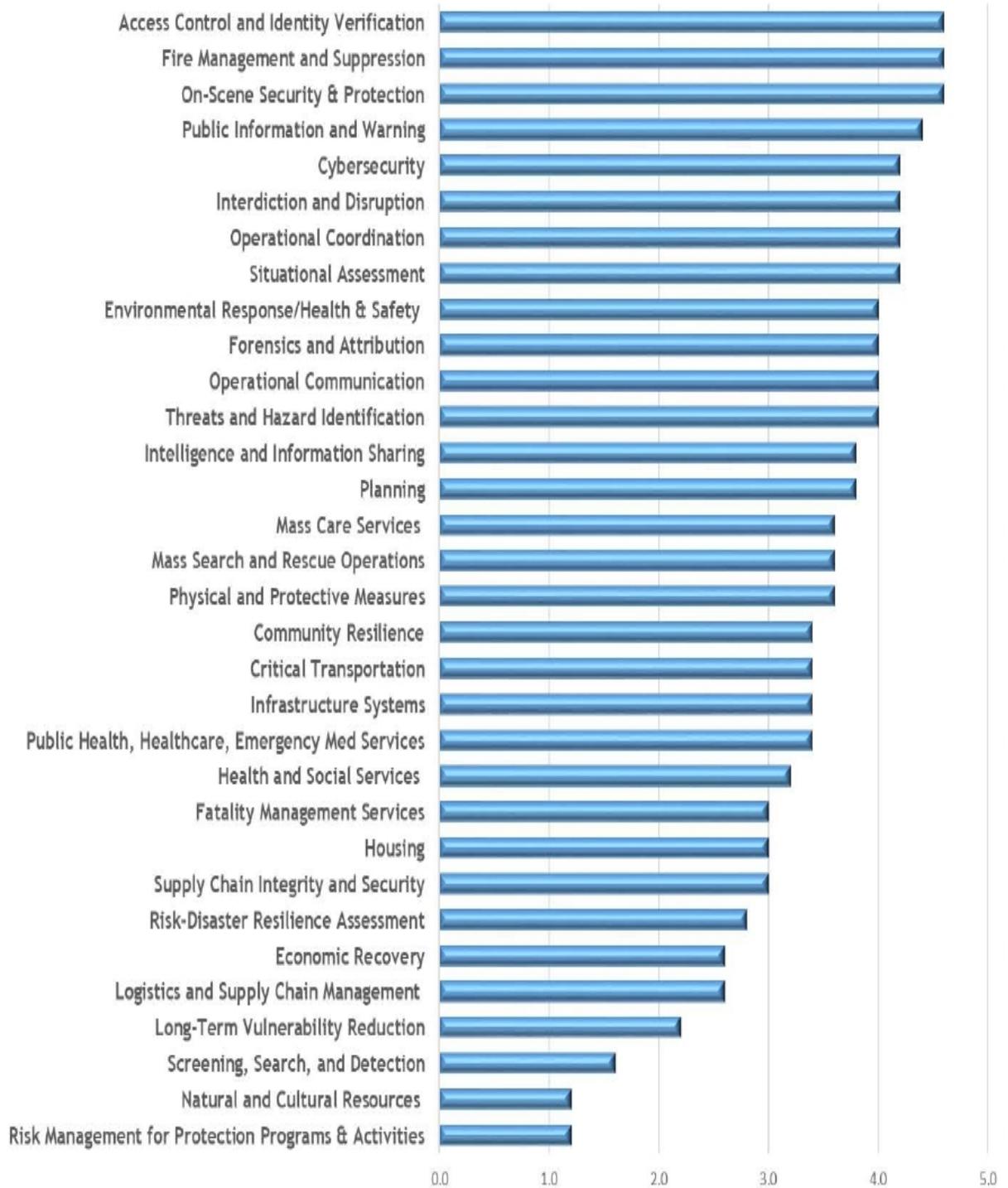
## Response Capacity

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

## Relative Risk (Likelihood versus Consequence)



## Capability Assessment



## Grant Reliance

Grant Funding Reliance Scale	
1	Not at all
2	Somewhat <50%
3	Mostly >50%
4	Entirely

Capability	Reliance on Grants
Planning	Entirely (4)
Access Control and Identity Verification	Mostly (3)
Environmental Response/ Health & Safety	Mostly (3)
Health and Social Services	Mostly (3)
Housing	Mostly (3)
Interdiction and Disruption	Mostly (3)
On-Scene Security & Protection	Mostly (3)
Operational Communications	Mostly (3)
Operational Coordination	Mostly (3)
Public Health, Healthcare, Emergency Med Services	Mostly (3)
Threats and Hazard Identification	Mostly (3)
Community Resilience	Somewhat (2)
Critical Transportation	Somewhat (2)
Cybersecurity	Somewhat (2)
Economic Recovery	Somewhat (2)
Fire Management and Suppression	Somewhat (2)
Forensics and Attribution	Somewhat (2)
Infrastructure Systems	Somewhat (2)
Mass Search and Rescue Operations	Somewhat (2)
Physical and Protective Measures	Somewhat (2)
Public Information and Warning	Somewhat (2)
Risk-Disaster Resilience Assessment	Somewhat (2)
Situational Assessment	Somewhat (2)
Supply Chain Integrity and Security	Somewhat (2)
Fatality Management Services	Not At All (1)
Intelligence and Information Sharing	Not At All (1)
Logistics and Supply Chain Management	Not At All (1)
Long-Term Vulnerability Reduction	Not At All (1)
Mass Care Services	Not At All (1)
Natural and Cultural Resources	Not At All (1)
Risk Management for Protection Programs & Activities	Not At All (1)
Screening, Search, and Detection	Not At All (1)

# Disaster / Emergency Declaration

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WHEREAS, Pueblo County suffered or there is an imminent threat that Pueblo County will suffer from widespread or severe damage, injury or loss of life or property resulting from \_\_\_\_\_  
(Indicate nature of disaster).

Which occurred \_\_\_\_\_ 20\_\_:  
(Date)

And

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

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

DATED at Pueblo, Colorado this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
at \_\_\_\_\_ a.m./p.m.

---

Chairperson,  
Board of County Commissioners  
Pueblo, County, Colorado

<p>Copy shall be sent to: Colorado Office of Emergency Management (COEM) 9195 East Mineral Avenue, Suite 200 Centennial, Colorado 80112 FAX (720) 852-6750</p>
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# Sample - Delegation of Authority

Agency authority and responsibility for managing and controlling the \_\_\_\_\_ Incident impacting \_\_\_\_\_ County, is hereby transferred to \_\_\_\_\_ as Incident Commander.

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

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

Specific direction for this incident is as follows:

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

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

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

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

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
Date and Time

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# County and City Resolutions

## RESOLUTION NO. 14-28

### THE BOARD OF COUNTY COMMISSIONERS OF PUEBLO COUNTY, COLORADO

#### APPROVING THE REVISED 2014 UPDATES TO THE PUEBLO COUNTY EMERGENCY OPERATIONS PLAN

Regular Snip

**WHEREAS**, pursuant to C.R.S. § 24-33.5-707(8), each local and interjurisdictional disaster agency shall prepare and keep current a local or interjurisdictional disaster emergency plan for its area; and

**WHEREAS**, in addition, pursuant to C.R.S. § 24-33.5-707(9), the local or interjurisdictional disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the disaster chain of command; and

**WHEREAS**, by Resolution No. 08-203, dated July 29, 2008, this Board recognized the reorganization of said department as the Bureau of Emergency Services, known as the Emergency Services Bureau; and

**WHEREAS**, by Resolution No. 04-190, dated August 10, 2004, this Board approved the revised 2003 updates to the Pueblo County Emergency Operations Plan; and

**WHEREAS**, it is recognized that the Emergency Operations Plan is a dynamic document, undergoing change as a result of experience and need; and

**WHEREAS**, the Emergency Services Bureau, in coordination with representatives from the Pueblo Community, recommends updates to the Pueblo County Emergency Operations Plan to keep the plan current in guiding disaster emergencies; and

**WHEREAS**, this Board, upon the recommendation of the Emergency Services Bureau, desires to update the Pueblo County Emergency Operations Plan with 2014 revised updates as it is in the best interest of the citizens of Pueblo County.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Pueblo County, Colorado, that:

1. The 2014 revised updates to the Pueblo County Emergency Operations Plan, the terms and conditions of which are incorporated herein by this reference be, and hereby are, approved.
2. The Chair of this Board be, and hereby is authorized to sign the Letter of Promulgation approving the 2014 revised updates to the Pueblo County Emergency Operations Plan on behalf of Pueblo County.

**RESOLUTION NO. 14- 28 (CONTINUED)**

3. This resolution shall be effective upon adoption and the Pueblo County Emergency Operations Plan as amended with the 2014 revised updates, shall guide all disaster emergency operations from this date forward.

ular Snip

**PASSED AND ADOPTED** this 27<sup>th</sup> day of January 2014, in Pueblo County, Colorado.

**THE BOARD OF COUNTY COMMISSIONERS  
OF PUEBLO COUNTY, COLORADO**

BY:   
Terry A. Hart, Chairman

**ATTEST:**

BY:   
Gilbert Ortiz, County Clerk

**RESOLUTION NO. 09- 129**

**THE BOARD OF COUNTY COMMISSIONERS  
OF PUEBLO COUNTY, COLORADO**

**APPOINTING MARK MEARS AS THE EMERGENCY SERVICES  
COORDINATOR FOR PUEBLO COUNTY; AMENDING RESOLUTION  
NO. 08-203 AND REPEALING RESOLUTION NO. 95-188**

**WHEREAS**, C.R.S. § 24-32-2107(2) states that each county shall maintain a disaster agency or participate in a local or interjurisdictional disaster agency which, except as otherwise provided, has jurisdiction and serves the entire county; and

**WHEREAS**, by Resolution No. 08-203, dated July 29, 2008, this Board repealed Resolution Nos. 89-293, 93-109, and 98-435, that created the Pueblo County Department of Public Safety and Operations, later known as the Department of Emergency Management, and created the Bureau of Emergency Services to be operated under the direction and control of the Pueblo County Sheriff; and

**WHEREAS**, C.R.S. § 24-32-2107(4) states that the minimum composition of a disaster agency shall be a director or coordinator appointed by the governing body of the appointing jurisdiction to be responsible for the planning and coordination of the local disaster services; and

**WHEREAS**, it was the intent of Resolution No. 08-203 that the newly created Bureau of Emergency Services, as a Bureau within the Office of the Pueblo County Sheriff, is to maintain and continue to perform the statutory duties and functions that the previous Department of Emergency Management performed, including coordinator duties per C.R.S. § 24-32-2107 (4); and

**WHEREAS**, the Board desires to appoint Mark Mears, the Chief of the Emergency Services Bureau within the Pueblo County Sheriff's Office, as the Emergency Services Coordinator pursuant to C.R.S. § 24-32-2107(4), and instruct the Bureau Chief, acting by and through the Emergency Services Bureau, to prepare and keep current the local disaster emergency plan, which shall conform to the standards and requirements as promulgated by Colorado law, and bring said plan to this Board for approval on an annual basis.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Pueblo County, Colorado, that:

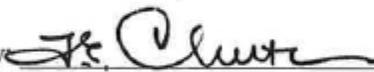
1. Mark Mears, Bureau Chief of the Emergency Services Bureau within the Office of the Pueblo County Sheriff, is hereby appointed as the Emergency Services Coordinator required by C.R.S. § 24-32-2107(4);
2. Mark Mears, acting by and through the Emergency Services Bureau, is directed to prepare, on an annual basis, the local disaster emergency plan which shall conform to the standards and requirements as promulgated by Colorado law, and shall bring said plan to this Board for approval;

**RESOLUTION NO. 09- 129(CONTINUED)**

3. Resolution No. 95-188, which amended Resolution No. 93-109, is hereby repealed in its entirety;
4. Resolution No. 08-203 is amended as provided in this Resolution to clarify the appointment of Mark Mears as the Emergency Services Coordinator for Pueblo County, and the duties of the Emergency Services Bureau regarding the annual local disaster emergency plan; and
5. This Resolution shall be distributed to the Colorado Department of Local Affairs for its information pursuant to C.R.S. § 24-32-2107(7).

**PASSED AND ADOPTED** this 26<sup>th</sup> day of May 2009, in Pueblo County, Colorado.

**THE BOARD OF COUNTY COMMISSIONERS  
OF PUEBLO COUNTY, COLORADO**

By:   
J. E. Chostner, Chairman

**ATTEST:**

By:   
Gilbert Ortiz, County Clerk

**RESOLUTION NO. 08- 203**

**THE BOARD OF COUNTY COMMISSIONERS  
OF PUEBLO COUNTY, COLORADO**

**REPEALING RESOLUTION NOS. 89-293, 93-109 AND 98-435 WHICH CREATED THE  
PUEBLO COUNTY DEPARTMENT OF PUBLIC SAFETY AND OPERATIONS NOW  
KNOWN AS THE DEPARTMENT OF EMERGENCY MANAGEMENT AND  
REORGANIZING SAID DEPARTMENT AS THE BUREAU OF EMERGENCY  
SERVICES TO BE OPERATED UNDER THE DIRECTION AND CONTROL OF THE  
PUEBLO COUNTY SHERIFF**

**WHEREAS**, Section 24-32-2107(2), C.R.S., states that each county shall maintain a disaster agency or participate in a local or interjurisdictional disaster agency which, except as otherwise provided, has jurisdiction and serves the entire county; and

**WHEREAS**, by Resolution No. 89-293, this Board created the Pueblo County Department of Public Safety and Operations and appointed the Director, to perform certain public safety functions such as response and recovery to local disaster emergencies with planning and coordinating with other agencies for the health, safety and welfare of the citizens of Pueblo County; and

**WHEREAS**, by Resolution No. 93-109, this Board established the Office of Emergency Preparedness within the Department of Public Safety and Operations and by Resolution No. 98-435, this Board changed the name of the Pueblo County Department of Public Safety and Operations to the Department of Emergency Management; and

**WHEREAS**, this Board has determined it is in the best interests of the citizens of Pueblo County to repeal Resolution Nos. 89-293, 93-109 and 98-435 that created the Pueblo County Department of Public Safety and Operations n/k/a the Department of Emergency Management and to reorganize that Department as the Bureau of Emergency Services to operate under the direction and control of the Pueblo County Sheriff.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Pueblo County, Colorado, that:

1. Resolution Nos. 89-293, 93-109 and 98-435 that created the Pueblo County Department of Public Safety and Operations n/k/a the Department of Emergency Management are hereby repealed in their entirety; and
2. The Bureau of Emergency Services is hereby created to operate under the direction and control of the Pueblo County Sheriff effective on August 1, 2008; and
3. The Department of Emergency Management with all its current statutory duties and responsibilities is hereby reorganized as the Pueblo County Sheriff's Bureau of Emergency Services effective on August 1, 2008; and

**RESOLUTION NO. 08-203 (CONTINUED)**

4. The current Director and employees of the Pueblo County Department of Emergency Management are hereby reassigned as employees of the Bureau of Emergency Services under the Pueblo County Sheriff.

**PASSED AND ADOPTED** this 29<sup>th</sup> day of July 2008, in Pueblo County, Colorado.

**THE BOARD OF COUNTY COMMISSIONERS  
OF PUEBLO COUNTY, COLORADO**

By:   
Anthony Nuñez, Chairman

**ATTEST:**

By:   
Gilbert Ortiz, County Clerk

STATE OF COLORADO, }  
County of Pueblo, } ss.

The Board of County Commissioners met in Regular session in its office in Pueblo County, Colorado, on Thursday the 17th day of August A. D. 19 2000, at 9:00 A.M. o'clock.

Present: John L. Klomp Chairman.  
" Loretta Kennedy County Commissioner.  
" Matt Peulen County Commissioner.  
" Gary Raso, Asst. Cty. Att.  
" Terry A. Hart County Attorney.  
" Sue M. Kovacich, Dep. Clerk County Clerk or Deputy.

When the following proceedings, among others, were had and done, to-wit:

RESOLUTION NO. 00-224 ACCEPTING THE DEPARTMENT OF EMERGENCY MANAGEMENT'S PLAN FOR EMERGENCY FUNDING AUTHORIZATION AND CREATING THE EMERGENCY POLICY COMMITTEE IN CONNECTION THEREWITH

WHEREAS, The Pueblo Emergency Operations Plan was approved by Resolution No. 95-188, dated April 25, 1995, and

WHEREAS, the purpose of the plan with respect to fires is to provide a quick response and containment of fires within areas of Pueblo County that involve structures, vehicles and wildland; and

WHEREAS, this Board has approved the 2000 Annual Fire Operating Plan for Pueblo County (effective January 1, 2000, to December 31, 2000) by Resolution No. 99-136, dated December 27, 1999; the Emergency Fund Contract Agreement for Forest and Watershed Fire Control, and the Initial Attack Aircraft Agreement for Wildfire Suppression (effective April, 1999) by Resolution 99-19, dated January 14, 1999; and

WHEREAS, the foregoing documents authorize the use of and reliance on County resources as well as available state and federal resources under specified circumstances in carrying out the purpose of the Annual Fire Operating Plan; and

WHEREAS, the Pueblo County Sheriff, by law, is the fire Marshall for forest and other wildland fires in the unincorporated areas of the County and the Department of Emergency Management, hereafter the Department, and the volunteers of the Pueblo Emergency Management Teams, are responsible for responding to fires on behalf of the Sheriff; and

WHEREAS, although the above-cited documents authorize the Sheriff or the Department to tap into resources under certain circumstances, there are conditions precedent and delays in obtaining resources; and

WHEREAS, the Pueblo County Purchasing Policy authorizes emergency purchases only by the Board of County Commissioners; and

WHEREAS, the Pueblo County Sheriff has authority to expend funds for emergency purchases, but available funds are limited; and

WHEREAS, neither the Pueblo County Emergency Operation Plan, the Pueblo County Purchasing Policy, nor any of the above-cited documents provide for County emergency funding authorization to purchase or tap into emergency resources when members of this Board or the Sheriff is unavailable or the Sheriff does not have sufficient available emergency funds, and thus there is no method for fire managers to access indispensable resources such as air tankers, fire retardant tools and other fire fighting resources; and

*This reso is also located in File #2955*

STATE OF COLORADO,

County of Pueblo,

} ss.

The Board of County Commissioners met in Regular session in its office in Pueblo County, Colorado, on Thursday the 17th day of August A. D. 19 2000, at 9:00 A.M. o'clock.

Present: \_\_\_\_\_ Chairman.  
" \_\_\_\_\_ County Commissioner.  
" \_\_\_\_\_ County Commissioner.  
" \_\_\_\_\_ County Attorney.  
" \_\_\_\_\_ County Clerk or Deputy.

When the following proceedings, among others, were had and done, to-wit:

RESOLUTION NO. 00-224 (Continued)

WHEREAS, Pueblo County, currently faces the threat of dangerous wildland fires that have already plagued other areas of the state, and the need for emergency funding for Pueblo County authorization has become apparent to this Board, the Sheriff and the Department; and

WHEREAS, in the event a rapidly-moving wildfire is present in the County, particularly where there is a threat to structures, the immediate and timely application of fire retardant by aircraft, or the timely deployment of fire fighting resources from areas beyond our County make the difference between control and catastrophe; and

WHEREAS, it is the intent of this Board to have a procedure in place for authorizing funding prior to ordering interagency fire resources under emergency circumstances; and

WHEREAS, although there is a need for an alternative to emergency funding authority in Pueblo County, such alternative must be balanced with appropriate authorization and accountability; and

WHEREAS, the Department has provided this Board with a plan for emergency funding authorization that includes accountability, hereafter the Department's Plan, and which Plan is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the Plan refers to reliance on an Emergency Policy Committee to provide prior authorization when authorization from the Board or the Sheriff is not readily available during the critical decision-making period or the Sheriff's emergency funds are insufficient; and

WHEREAS, the Plan refers to the makeup of the Committee to include the County Attorney, the County Administrator and the County Budget Director; and

WHEREAS, the amount necessary for initial emergency resources under the plan is estimated to be up to \$25,000.00 per incident, and funds for the proposed plan are available in the County General Fund for fiscal year 2000 and thereafter.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Pueblo County, Colorado authorizes the Department's Plan and hereby creates the Emergency Policy Committee referenced in the Plan.

BE IT FURTHER RESOLVED that the Department's Plan is hereby accepted as an amendment to the Pueblo Emergency Operations Plan and shall apply to emergencies described in the above-cited documents and other major emergencies.

BE IT FURTHER RESOLVED that the Department shall facilitate such amendment to the Pueblo Emergency Operation Plan.

STATE OF COLORADO,

County of Pueblo,

} ss.

The Board of County Commissioners met in Regular session in its office in Pueblo County, Colorado, on Thursday the 17th day of August A. D. ~~19~~2000, at 9:00 A.M. o'clock.

Present: \_\_\_\_\_ Chairman.  
" \_\_\_\_\_ County Commissioner.  
" \_\_\_\_\_ County Commissioner.  
" \_\_\_\_\_ County Attorney.  
" \_\_\_\_\_ County Clerk or Deputy.

When the following proceedings, among others, were had and done, to-wit:

RESOLUTION NO. 00-224 (Continued)

BE IT FURTHER RESOLVED that the Chairman of the Board of County Commissioners of Pueblo County, Colorado, be, and hereby is, authorized to sign the Plan for Emergency Funding Authorization on behalf of Pueblo County.

BE IT FURTHER RESOLVED that this Plan shall remain in effect as provided herein unless superseded by further action of the Board of County Commissioners and shall be contingent upon the availability and appropriation of County funds.

By the following vote on roll call:

KLOMP - AYE

KENNEDY - AYE

PEULEN - AYE

STATE OF COLORADO,

County of Pueblo,

} ss.

The Board of County Commissioners met in Regular session in its office in Pueblo County, Colorado, on Tuesday the 4th day of October A.D. 20 05, at 9:00 A.M. o'clock.

- Present Matt Peulen Chairperson.
- " Anthony Nunez County Commissioner.
- " Loretta Kennedy County Commissioner.
- " Dan Kogovsek County Attorney.
- " Sue M. Kovacich, Dep. Clerk County Clerk or Deputy.

When the following proceedings, among others, were had and done, to wit:

RESOLUTION NO. 05-252 ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) FOR PREPARING AND RESPONDING TO DISASTER INCIDENTS

WHEREAS, Homeland Security Presidential Directive/HSPD-5, dated February 28, 2003, established the National Incident Management System (NIMS); and

WHEREAS, the NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to domestic incident management; and

WHEREAS, the NIMS provides a consistent nationwide approach for Federal, State, and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity; and

WHEREAS, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, beginning October 1, 2004 all Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent provided by law, for providing Federal preparedness assistance through grants, contracts or other activities to local governments; and

WHEREAS, the Director of the Department of Emergency Management recommends that this Board adopt the NIMS as its system for preparing and responding to disaster incidents, in order for Pueblo County to continue to receive Federal assistance and this Board concurs with said recommendation as it is in the best interest of the citizens of Pueblo County, Colorado.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Pueblo County, Colorado, that the National Incident Management System (NIMS), be, and hereby is, adopted as Pueblo County's system of preparing for and responding to disaster incidents.

By the following vote on roll call:

PEULEN - AYE                      NUNEZ - AYE                      KENNEDY - AYE

STATE OF COLORADO, }  
County of Pueblo, } ss.

I, Chris C. Munoz, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing order is truly copied from the Records of the proceedings of the Board of County Commissioners for said Pueblo County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Pueblo, this 4th day of October, A.D. 20 05.

By *Chris C. Munoz* CHRIS C. MUNOZ, County Clerk. Deputy.

Certified Copy of Order

Made by the Board of County Commissioners of Pueblo County, Colorado

, 20

Fees, \$

RESOLUTION NO. 6923

A RESOLUTION DESIGNATING A LOCAL DISASTER  
AGENCY FOR THE CITY OF PUEBLO AND COUNTY OF  
PUEBLO AND ASSIGNING DUTIES AND RESPONSIBILI-  
TIES THEREFOR

WHEREAS, the Colorado Disaster Emergency Act of 1973 (§24-33.5-701 et. seq., C.R.S.) (the "Act") as amended by Senate Bill 92-36, Laws of 1992, requires each political subdivision of the State of Colorado to prepare plans and establish capabilities to carry out emergency functions to prevent, minimize and repair injury and damage resulting from any disaster as defined in the Act (the "disaster"); and

WHEREAS, by Resolution No. 6461 adopted November 13, 1989 and other disaster related actions, the City Council established suitable arrangements in compliance with the Act with the Board of County Commissioners of Pueblo County, Colorado (the "Board") through the Civil Defense Agency for furnishing mutual aid in coping with disasters, and

WHEREAS, the Board created the Pueblo County Department of Public Safety and Operations (the "Department") to oversee the Pueblo Civil Defense Agency and changed the name of the Agency to "Office of Emergency Preparedness", and

WHEREAS, the General Assembly has transferred the functions formerly held by the Division of Disaster Emergency Services in the Department of Public Safety to the Office of Emergency Management in the Division of Local Government of the Department of Local Affairs; and

WHEREAS, it is the intent and desire of the Pueblo City Council to continue to properly discharge the City's responsibilities under the Act; and

WHEREAS, it is the further intent and desire of the City Council to meet the requirements necessary to qualify for federal and state disaster and emergency assistance programs; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF PUEBLO, that:

SECTION 1.

The Office of Emergency Preparedness is hereby designated as the local disaster agency responsible for disaster preparedness and coordination of response within the County of Pueblo and City

of Pueblo.

SECTION 2.

The City Council hereby declares its intention to cooperate with the Board in a mutual effort in planning, execution and coordination of disaster services within Pueblo County, Colorado.

SECTION 3.

The duties and responsibilities of the City and Board shall be carried out as follows:

A. The City Manager of the City of Pueblo shall:

1. Provide direction and control for Pueblo City forces before, during and after disaster operations.
2. Assure continuity of City government at all levels in any declared disaster.
3. Have the power to declare that a disaster exists within the City of Pueblo. Such declaration shall continue for a period not to exceed seven (7) days. Such declaration may be continued or renewed for a period in excess of 7 days with the consent of a majority of the members of City Council. Any order or proclamation declaring, continuing or terminating a disaster shall be filed promptly with the Division of Local Government of the Department of Local Affairs of the State of Colorado and with the City Clerk. Such order or proclamation shall be given prompt and general publicity and shall be promptly distributed to the appropriate represen-

tatives of the news media.

B. The Director of the Department acting by and through the Coordinator of the Office of Emergency Preparedness shall:

1. Have direct responsibility for the organization, administration and operations of the Office of Emergency Preparedness.
2. Accept and comply with all applicable regulations and standards of the Federal Emergency Management Agency and the Office of Emergency Management, Division of Local Affairs of the Colorado Department of Local Affairs relating to the development of a disaster operational capability and the receipt of federal and state assistance in that development and to sign and submit all documents and materials associated with such development.
3. Prepare and submit an annual budget to the Board of County Commissioners and the City Manager.
4. Prepare and keep current, subject to the approval of the City Manager of Pueblo, the Pueblo Emergency Plan to conform to the standards and requirements as promulgated by the aforesaid Colorado Office of Emergency Management.
5. Assist all appropriate officials in preparing a clear and complete statement of emergency responsibilities of all agencies which may be activated in the event of a disaster.
6. In the event of a declared disaster, act under the

direction of the City Manager and Board of County Commissioners, or its designee, in undertaking the mitigation, response, and recovery during such disaster.

SECTION 4.

Resolution No. 6461 passed and approved November 13, 1989 is hereby rescinded.

INTRODUCED: April 27, 1992

By JOYCE LAWRENCE  
Councilman

ATTEST:

APPROVED:

Marian D. Mead  
City Clerk

Jay B. Kastelic  
President of the City Council

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# Emergency Support Function (ESF) 1, Transportation

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** Area Schools/Districts, Law Enforcement Agencies, Pueblo Transit, Agencies with Transportation Assets, Public Works of the affected area, Colorado Department of Transportation

## **PURPOSE**

The purpose of this ESF is to provide for coordination, control, and allocation of transportation assets in support of the movement of emergency resources, the evacuation of people, and the redistribution of food and fuel supplies.

## **SCOPE**

The scope of this ESF is to describe the general response to an incident in Pueblo involving transportation issues. Response activities will take place in the field and will be coordinated with the Pueblo County EOC, if activated.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. A disaster may result from natural or technological hazards or from a national security emergency that produces extensive damage and results in a large volume of requests to save lives and alleviate suffering. The transportation infrastructure, including roads, highways, and bridges, as well as transportation assets such as automobiles, buses, may sustain damage in an incident; and:
  1. The damage will influence the accessibility level of relief services.
  2. Disaster response will require effective transportation coordination.
  3. Priority for clearing access routes will be determined in order to permit a sustained flow of emergency relief.
  4. The requirement for transportation capacity may exceed the availability of local assets.
- B. Through activation from the Pueblo County EOC, ESF 1 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available. Agencies will develop inter-agency and inter-jurisdictional agreements with similar agencies to expedite resource mobilization when additional assistance is needed.
- C. When available local and mutual aid resources are exhausted, ESF 1 will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- D. Public Works will maintain sufficiency ratings and other data such as plans for primary bridges and critical transportation infrastructure.

- E. Public Works will ensure that on-call contracts with engineering companies and construction contractors include provisions for emergency services.
- F. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- G. It is further assumed that all supporting agencies will ensure continual operational readiness.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Provide a representative to the EOC, as requested.

### **Incident Assessment:**

- A. When notified of an incident situation, ESF-1 will monitor the situation, pre-plan, and provide assistance upon request.
- B. Determine needed and available transportation resources and coordinate as necessary.
  - 1. Local resources include Pueblo Transit, Area Schools and districts, and other agencies with transportation assets.
  - 2. Other resources with transportation assets available by mutual aid may include local military installations, Corrections Departments, shuttle services, and local commercial services.
- C. Determine resources available and evaluate the capability to perform required response operations.
- D. Coordinate with ESF 3.
  - 1. Implement damage assessment activities to confirm and report the level, severity, and extent of involvement.
  - 2. Determine the condition of roads and implement required maintenance with priority on evacuation routes.
  - 3. Identify and maintain a network of available local, county, and state resources to aid the safe and timely movement of the public and emergency service resources.

### **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required to ensure the safe and timely movement of the public and emergency service resources continue during an incident.

- A. Provide technical assistance in evacuation or movement-restriction planning and in determining the most viable transportation networks to, from and within the incident

area as well as alternate means to move people and goods within the area affected by the incident.

B. Evacuation:

1. Determine evacuation needs and develop evacuation plans appropriate to the circumstances of the incident.
2. Determine available and needed transportation resources.
3. Determine and prioritize services for children and their families, as well as individuals with disabilities and others with access and functional needs.
4. Coordinate with appropriate ESFs to determine transportation requirements for sheltering and mass care.

C. Movement of emergency resources:

1. Determine needs for movement of emergency resources and develop plans appropriate to the circumstances of the incident.
2. Determine available and needed transportation resources.

D. Coordinate with ESF 3 for transportation infrastructure issues that impact emergency routes and arterial streets needed to facilitate the movement of emergency equipment and evacuate the affected population.

E. Select and contact appropriate personnel.

F. Designate personnel authorized to enter the affected area and provide this information to the EOC, Law Enforcement, and other agencies.

G. Dispatch required available resources.

H. Advise resource members of anticipated needs and support required and request additional resources if necessary. When available local and mutual aid resources are exhausted, ESF 1 will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.

I. Provide program assistance and expertise as appropriate and in coordination with other ESFs/agencies.

J. Provide and coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated, in support of ESF 15.

K. Coordinate with law enforcement personnel for maintaining the security of facilities and supplies (ESF 13).

L. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

### **Demobilization, Re-entry, and Recovery:**

- A. As necessary, support the re-entry process of evacuated citizens.
- B. Assist in the coordination of long-term plans for the safe movement of the public and emergency service resources.
- C. Provide documentation on injuries or deaths of personnel resulting from the incident.
- D. Initiate post-event inspection and maintenance of vehicles and equipment, as necessary.
- E. Upon conclusion of transportation response operations, release tasked personnel organizations to their regular duties.

### **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

- A. **Pueblo County Sheriff's Office, Emergency Services Bureau.** Coordinate activities specified in this ESF to support field response and recovery.
- B. **Public Works Departments.** Act as first responders in emergencies where public works support is required.
- C. **Area Schools/Districts.** Provide transportation and drivers for affected area(s), to include special needs transport. Transportation of students will remain the primary focus of area schools/districts, with the ability to contribute to evacuation when resources are available.
- D. **Pueblo Transit.** Provide transportation and drivers for affected area(s), to include special needs transport. The primary focus will be on evacuation.
- E. **Agencies with Transportation Assets.** Provide transportation and drivers for affected area(s). Agencies with transportation resources may support evacuation as well as the movement of emergency resources and the redistribution of food and fuel supplies.
- F. **Law Enforcement Agencies.** Provide security for transportation assets; assist and direct evacuation.
- G. **Colorado Department of Transportation.**
  - 1. Provides or redirects State or Federal funding for transportation damage recovery, secures and obtains federal emergency replacement funding as may be available for infrastructure.
  - 2. Directs and manages the first responders, and evaluates the availability of personnel, material, supplies, and equipment that can be committed to response and recovery activities.
  - 3. Provides structure damage assessment, structure flow capabilities, structure repair recommendations, and weight restrictions on bridges.

4. Provides engineering personnel for damage assessment teams, repair recommendations, and accounting management of emergency force account work.
5. Provides data concerning locations, capacities, and facilities of all airports in Colorado. Provides contact information for personnel trained in aircraft rescue and firefighting.

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# Emergency Support Function (ESF) 2, Communications

**Primary Agency:** Pueblo County Sheriff's Office, City of Pueblo Police Department

**Supporting Agencies:** Federal, State, and Local Partner agencies operating inside Pueblo County

## **PURPOSE**

The purpose of this ESF is to set forth the procedures for the utilization of communication resources and communication support in and for the County of Pueblo in the event of a significant natural or humanmade incident. This ESF is a guidance for all levels of government within the County.

## **SCOPE**

The scope of this ESF describes the communications systems that will be employed by the public safety agencies operating inside Pueblo County before, during, and after an incident. These systems support operations of the EOC, local government and the response community. They include but are not limited to, radio communications, landline, cellular, electronic, and other specialized communications.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. The day-to-day network of communications centers and users is essential to any emergency communications system.
- B. Any significant incident may degrade communications capabilities and infrastructure. Therefore, successful management of these resources is an integral part of any response.
- C. Comprehensive telecommunications during a disaster can be the most effective method to communicate among all the involved agencies. Communications capabilities between field units, Incident Command Post(s) and the EOC will be critical in the emergency response phase of an incident.
- D. The magnitude of a situation determines the extent of the emergency response and the need for telecommunications.
- E. As an event escalates, dispatchers and system users will be prepared to delay or reroute telecommunications or radio traffic based on priority.
- F. Pueblo County will operate all communications in a scalable manner, consistent with NIMS. All available, necessary communication resources will be used to the extent necessary to achieve a coordinated response.
- G. There are two Public Safety Answering Points (PSAPs) inside Pueblo County. One managed by the City of Pueblo and the other by the Pueblo County Sheriff's Office. Both operate twenty-four hours a day, 365 days a year.

- H. Inside Pueblo County, there are three additional communications centers:
  - 1. CMHIP
  - 2. U.S. Forest Service Inter-Agency Dispatch
  - 3. Colorado State Patrol (CSP) Regional Communications Center
- I. Communications needs will be part of an incident escalation. These needs may include but are not limited to, staging areas, receiving and distribution sites, and key operational support facilities. It is the responsibility of this support function to identify and coordinate those needs.
  - 1. The City of Pueblo, the County of Pueblo, and agencies that support Public Safety response in Pueblo County utilize the 800 MHz Digital Trunked Radio System (DTRS) for primary radio communications. Within Pueblo County, the DTRS comprises of a large 5-site multichannel simulcast system, and multiple repeater sites tied to a local Zone Controller, which provides overlapped radio coverage for Southeast Colorado. Response agencies use the guidelines found in the South All Hazards Region Tactical Interoperability Communications Field Operations Guide (TIC-FOG) ver2.1.
  - 2. Some State and Federal entities communications may occur on the Very High Frequency (VHF) Band. These agencies include:
    - a. CO-DHSEM
    - b. U.S. Forest Service
    - c. Bureau of Land Management
    - d. National and State Law Enforcement
    - e. Auxiliary Communications Emergency Radio Systems
  - 3. Additional communication resources are:
    - a. Amateur radio operators
    - b. Cellular and Landline telephone networks (voice, data)
    - c. Computer Aided Dispatch direct messaging
    - d. Email and Internet accounts
- J. The following documents provide detailed guidance for communications in support of this plan:
  - 1. Tactical Interoperability Communications (TIC) Plan
  - 2. TIC Field Operations Guide
- K. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- L. All primary and supporting agencies strive for continual operational readiness.

- M. All systems are properly maintained by systems specialists and will include a level of redundancy useful in the event a partial failure.

### **CONCEPT OF OPERATIONS**

Agencies operating in Pueblo County, as well as agencies in Colorado, use shared communications resources such as the statewide DTRS for a multi-agency response to events. These agencies are trained on the benefits and the limitations of operations on a shared communications system. Any voice or data between agencies supporting mutual aid or unplanned events will follow best practices. These include:

- A. When three or more agencies respond to an event, the IC or the Communications Center supporting the event will identify a shared DTRS Mutual Aid Channel (MAC), for use.
- B. Use the lowest level shared DTRS resource first. Escalation is as follows, beginning with the lowest level:
  - 1. Local County MAC = (Pueblo County MAC)
  - 2. South Regional Interoperability Channel = (SRIC)
    - a. Pueblo County is in the South All Hazard's Region, which includes Custer, Fremont, Huerfano, Las Animas Counties, and these jurisdictions share (SRIC CALL, SRIC FIRE, SRIC LAW, and SRIC EMS).
    - b. It is a best practice to use the calling channel CALL for coordination, Fire for Fire activity, LAW for Law Enforcement actions, and Emergency Medical Services (EMS) for Medical response.
  - 3. Other available South Region resources include:
    - a. Office of Emergency Management South (OEM S) for EM
    - b. County Health Departments South (CHD S) for Health Departments
  - 4. State MAC for Southeastern Colorado = MAC 9,10,11,12
  - 5. Statewide MAC for the State of Colorado = MAC 21 and ADP Encrypted MAC
- C. Within Pueblo County there are several options DTRS radio owners can use that are not on the DTRS. These are independent of the DTRS and are defined as 'stand-alone.' Use of stand-alone resources is advantageous for radio end users because they are not impacted by system busies, they reduce local DTRS loading, their use does not require special DTRS programming or permission, and they allow interoperation with out of area responders with 700/800 MHz radios. Examples include nationally coordinated interoperability channels located within Pueblo County to coordinate a response.
  - 1. 7Call50 (12mile) and 7Call70 (PCD) repeaters for coordination, and 7TAC55 (12mile) and 7TAC75 (PCD) repeaters for Operations. These resources also connect to the local PCSO Communications Center and are patchable to the DTRS.

2. A stand-alone repeater, 8TAC91 is also available for central Pueblo including the City of Pueblo.
3. Other stand-alone DTRS resources include Simplex 1-5, State Tactical (S TAC), and 'Direct.' These should be utilized as much as practical.

**Initial Notification:**

- A. Identify system status and confirm available resources.
- B. Follow predefined plans, procedures, and organizational structure to ensure communications during an incident.
- C. Provide a representative to the EOC, if activated.
- D. Ready any equipment required to establish a level of communications appropriate to support incident response and coordination.
- E. Identify and address communication gaps needed to support mutual aid response.
- F. Develop, upon request, an Incident Communications Plan (ICS Form 205) and distribute to responding and supporting agencies.

**Incident Assessment:**

- A. Actively monitor communications resources.
- B. Provide guidance and direction for optimal use of radio systems during the expanding response.
- C. Coordinate interoperability between disparate modes.
- D. Identify staffing needs of ESF 2 beyond the first operational period.

**Incident Command and Incident Support:**

- A. Identify and maintain a network of available local, county, and State resources to aid in the notification and emergency communications during an incident.
- B. Notify mutual aid partners, neighboring jurisdictions, or other entities as required.
- C. Support site deployment of mobile communications resources (i.e., Cache, Mobile Command Vehicle, Cell on Wheels (COW)/Site on Wheels (SOW), Cell on Light Truck (COLT).
- D. Communication Centers will continue to log and respond to all radio traffic in support of incident response throughout the life of the incident.
- E. Integrate ARES and Auxiliary Communications resources, as needed.
- F. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.
- G. Ensure that administrative procedures are in place to aid emergency operations.

### **Demobilization, Re-entry, and Recovery:**

- A. Coordinate and organize long-term communications plan for the safe movement of the public and emergency service resources.
- B. Provide documentation of the damage to communications systems or costs associated with disaster response.
- C. Develop and enact a plan to repair or replace any damaged communications infrastructure.

### **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and costs.

- A. **Pueblo Police and Pueblo Sheriff's Office Communications Units.**
  - 1. Provide day-to-day communications to emergency responders.
  - 2. Establish communications with adjacent agencies via designated radio frequencies and telephone systems.
  - 3. Maintain communication links among ambulances, fire districts, county, and State agencies via designated communications resources.
  - 4. Establish and maintain memorandums of understanding for emergency communications with adjacent cities, counties, and states.
- B. **Pueblo County Sheriff's Office- EM.**
  - 1. Coordinate the activities specified in this ESF.
  - 2. Provide Communications support to the IC through EOC ESF 2 activation, as appropriate.
  - 3. Coordinate and initiate emergency public notification utilizing the Appendix 3 – Alert, Warning, and Notification.
- C. **Supporting and Surrounding Agencies.** Operate in accordance with (IAW) the communications plan outlined by the IC or his/her designee.

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# Emergency Support Function (ESF) 3, Public Works and Engineering

**Primary Agency:** Public Works Department of the affected geographical area

**Supporting Agencies:** Metro Districts, Local Law Enforcement Agencies, Colorado Department of Transportation, Utility Companies (Power), Other Public Works Departments, Water and Wastewater providers, Pueblo Regional Building Department

## **PURPOSE**

The purpose of this ESF is to provide for critical infrastructure protection, damage assessment; debris clearance and management; repair of roads, highways, and bridges; and restoration of essential infrastructure systems and services during and after an emergency or disaster.

## **SCOPE**

The scope of this ESF is to describe the general response to an incident in Pueblo involving public works, water, and utility issues. This support may include providing engineering, and construction management, performing pre- and post-incident assessment of public works and infrastructure, executing emergency contract support for lifesaving and life-sustaining services, providing technical assistance, and emergency repair of damaged infrastructure. Response activities will take place in the field and will be coordinated with the Pueblo County EOC if activated.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. Any incident may produce extensive damage that results in a large volume of requests for utility and public works services. The public works infrastructure may sustain damage in an incident; and
  1. The damage will influence the accessibility level of relief services.
  2. Disaster response will require effective public works and utility coordination.
  3. Priority for the restoration of utility and public works services will be determined to first provide for emergency services and then to restore normal operations.
- B. Access to the affected area will be dependent upon the establishment or opening of ground transportation routes. In many instances, debris clearance and emergency road repairs will be given top priority in support of lifesaving efforts. Equipment in the affected area may be damaged and inaccessible. Sufficient resources to meet the demand of emergency response personnel may not be available locally.
- C. Existing landfills are likely to be overwhelmed by debris and may need to be augmented by areas designated in advance for temporary “clean” debris disposal.
- D. Assistance from outside agencies, both government and private, may be needed to conduct a damage assessment, coordinate debris removal, provide structural

assessments, make emergency repairs to public and private facilities, reduce hazards by stabilizing or demolishing structures, and providing emergency water for human consumption. Rapid damage assessment of the affected area is critical for the coordination of resources, and to begin the process for declaring an emergency, requesting appropriate environmental waivers and legal clearances for the demolition of private structures, and the disposal of related debris.

- E. Through activation from the Pueblo County EOC, ESF 3 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available. Agencies will develop inter-agency and inter-jurisdictional agreements with similar agencies to expedite resource mobilization when additional assistance is needed.
- F. When available local and mutual aid resources are exhausted, ESF 3 will notify the EOC of the need for additional aid and support from the state, multi-state, or federal resources IAW the Pueblo County EOP, and Colorado EOP.
- G. Mobilization centers, staging areas, receiving and distribution sites, key operational support facilities, and necessary staffing will be identified.
- H. It is assumed that all ESF 3 agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- I. It is further assumed that as a critical support function, public works will ensure continual operational readiness.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Provide a representative to the EOC, as requested.

### **Incident Assessment:**

- A. When notified of an incident situation, the designated Public Works official (ESF-3) will monitor the situation, pre-plan, and assist with request.
- B. Implement damage assessment activities to confirm and report the level, severity, and extent of involvement.
- C. Determine the condition of roads and implement required maintenance with priority on evacuation routes.
- D. Identify and maintain a network of available local, county and state resources to aid safe and timely emergency shutdown of utilities to prevent damage; monitor condition of sewage, electrical, gas and water distribution systems; determine emergency sources of electricity, gas and potable water.
- E. Coordinate with other public works, water, and utilities as necessary.
- F. Determine resources available and evaluate the capability to perform required response operations.

## **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Provide technical assistance in evacuation or movement-restriction planning and in determining the most viable transportation networks to, from and within the incident area as well as alternate means to move people and goods within the area affected by the incident.
- B. Work with industry partners to assess the damage to the transportation infrastructure, analyze the impact of the incident on transportation operations regionally, and report promptly as changes occur.
- C. Determine and prioritize services for children and their families, as well as individuals with disabilities and others with access and functional needs.
- D. Evaluate the availability of personnel, materials, supplies, and equipment that can be provided to respond and to commit available resources.
- E. Select and contact appropriate personnel.
- F. Designate personnel authorized to enter the affected area and provide this information to the EOC, Law Enforcement, and other agencies.
- G. Dispatch required available resources.
- H. Clear emergency routes and arterial streets to facilitate the movement of emergency equipment, with priority to evacuation routes.
- I. Establish detour routes.
- J. Close off storm sewers, as needed.
- K. Conduct or oversee emergency shutdown of utilities to prevent damage; monitor condition of sewage, electrical, gas and water distribution systems; determine emergency sources of electricity, gas and potable water.
- L. Create an expanded workforce through emergency contracts.
- M. Provide program assistance and expertise as appropriate and in coordination with other ESFs/agencies.
- N. Advise resource members of anticipated needs and support required and request additional resources if necessary.
- O. Continue damage assessment and confirm and report the level, severity, and extent of involvement.
- P. Recommend priorities for the repair of damage.
- Q. Assign/obtain resources to implement public works infrastructure protection.
- R. Coordinate interagency response activities with disaster prevention activities.
- S. Provide available emergency traffic control equipment such as barricades, flashers and cones.

- T. Establish and manage disposal sites.
- U. Conduct or oversee debris removal and disposal.
- V. Coordinate outside contractor activities associated with disaster response.
- W. Maintain communication with prediction and protection agencies, i.e., Weather Service, Corps of Engineers, etc.
- X. Provide and coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated, in support of ESF 15.
- Y. Coordinate with law enforcement personnel for maintaining the security of facilities and supplies (ESF 13).
- Z. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

**Demobilization, Re-entry, and Recovery:**

- A. Complete preliminary damage assessment.
- B. Restore services in priority order.
- C. Manage support services to facilitate property owner assistance efforts.
- D. Provide survey services for public and private needs.
- E. Initiate or complete temporary emergency repairs, as needed.
- F. Assist in compiling final damage assessment reports.
- G. Coordinate and compile damage report from assessment teams.
- H. Evaluate infrastructure vulnerability and develop a plan to mitigate.
- I. Initiate post-event inspection and maintenance of vehicles and equipment as necessary.
- J. Upon conclusion of Public Works response operations, release tasked personnel/organizations to their regular duties.

**ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

- A. **Public Works Departments.** Act as first responders in emergencies where public works support is required.
  - 1. Provide technical assistance in evacuation or movement-restriction planning and in determining the most viable transportation networks to, from and within the incident area as well as alternate means to move people and goods within the area affected by the incident.

2. Work with industry partners to assess the damage to the transportation infrastructure, analyze the impact of the incident on transportation operations regionally, and report promptly as changes occur.
  3. Create an expanded workforce through emergency contracts.
  4. Evaluate the availability of personnel, materials, supplies, and equipment that can be provided to respond and to commit available resources.
  5. Provide communication networks through vehicle-based two-way radios.
- B. **Pueblo County Sheriff's Office, Emergency Services Bureau.** Coordinate activities specified in this ESF to support field response and recovery.
- C. **Law Enforcement Agencies.** Provide security for transportation assets; assist and direct evacuation.
- D. **Colorado Department of Transportation (CDOT).** Administers state government transportation responsibilities in the state. CDOT is responsible for maintaining 9,144-mile highway system.
- E. **Metro Districts.** Metro Districts provide distinct and varying levels of service as described in the Public Works and Water/Wastewater Utilities entries.
- F. **Utility (Power) Companies.**
1. Respond to incidents concerning energy production and distribution.
  2. Analyze incident or potential incident conditions, needs, and requirements. Recommend to the EOC functions which should be reduced, maintained, or strengthened during the emergency period.
  3. Coordinate repairs and energy security with available internal and mutual aid resources.
  4. Determine additional resource needs. Requests for support should be made through the Pueblo County EOC.
- G. **Water/Wastewater Providers.**
1. There are multiple water and wastewater entities in Pueblo County. They include:
    - a. Avondale Water and Sanitation District
    - b. Colorado City Metropolitan District/Town of Rye
    - c. Town of Boone Sanitation District
    - d. City of Pueblo (Board of Water Works)
    - e. Meadowbrook Mobile Home Park
    - f. Pueblo West Metropolitan District
    - g. St. Charles Mesa Water District
    - h. St Charles Mesa Sanitation

- i. O'Neal Water Company
2. Water and wastewater utilities are responsible for normal and emergency operations of their facilities within their capabilities and IAW regulatory requirements and statutes.
3. If necessary, they may request assistance in emergency response operations from the Pueblo County EOC. They may also be requested to assist within their capability to support.

# Emergency Support Function (ESF) 4, Firefighting

**Primary Agency:** Fire Departments and Fire Districts of the affected geographical area

**Supporting Agencies:** Mutual Aid Fire Departments/Districts, EMS, Pueblo County Sheriff's Office, Law Enforcement Agencies, Public Works of the Affected Area, Local Hospitals, Colorado Parks and Wildlife, Division of Fire Prevention and Control, State Agencies, Military Installations, Pueblo Interagency Fire Dispatch Center

## **PURPOSE**

The purpose of ESF 4 Firefighting is to establish an effective system for the coordination of resources to ensure a coordinated response from multiple agencies that would be involved in incident response for the suppression and extinguishment of fires in urban, rural, and wildland-urban interface areas within Pueblo County.

## **SCOPE**

The policies and concepts in this ESF apply to all Fire Departments, Fire Protection Districts and supporting agencies following an incident of a national or local disaster that affects resources utilized to fight various types of fires encountered by our firefighters.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. A major disaster or emergency may occur in the urban, rural or wildland interface zone in Pueblo County. Fire(s) may be the primary cause of the incident or may be secondary to another situation. Fires resulting from or independent of but occurring coincidentally with a major disaster or emergency may place a heavy demand upon the resources available to the local departments.
- B. Fires may have the potential to grow rapidly, causing extensive damage, and pose a significant threat to life and property. Fires may be contained within a structure, transportation container, fixed containment or may occur in the prairie, forest, or other wildland vegetation. Based on assessment and analysis of the situation and the duration of the event, Pueblo County may request a declaration be made requesting assistance from State and Federal resources.
- C. The chief of the fire department in each Fire Protection District in the state is responsible for the management of wildfire in the district that is within the capabilities of the Fire Protection District to control or extinguish.
- D. The Pueblo County Sheriff is the fire warden for the county and the individual ultimately responsible for controlling and extinguishing wildfires occurring in the unincorporated area of the county and wildfires occurring within a Fire Protection District that exceeds the capabilities of the Fire Protection District.
- E. Any major incident begins locally within a fire jurisdiction, and as the situation mandates, additional assistance would be requested.

- F. Wildland fires occur in wildland fuels (prairie or forest vegetation) or a combination of wildland and man introduced fuels such as buildings and other improvements (wildland/urban interface). Wildland fires have the potential to grow rapidly and may involve or threaten human life, residential housing, other improvements, and natural resources. Wildland fires may threaten critical human infrastructures such as water supplies, communications, and transportation.
- G. Pueblo County has a significant wildland-urban interface. Many homes are built in areas where natural vegetation has been allowed to remain and is a threat to the homes in those areas.
- H. The fire departments response to such situations must be rapid to be effective. These events may be widespread and may require all fire department resources, including mutual aid, to be committed very quickly and for an extended period.
- I. Fire Department personnel are trained in effective and efficient firefighting techniques. They have the proper equipment required to perform operations, and procedures are established to enable deployment of equipment and personnel resources to all firefighting incidents.
- J. The management of a large firefighting operation can be complex, often involving many resources and many different agencies and jurisdictions. Successful suppression will require organized interagency cooperation.
- K. Through activation from the Pueblo County EOC, ESF 4 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
  - 1. At the request of the Incident Commander, when available local and mutual aid resources are exhausted, the IC will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
  - 2. These resources may include management assistance in the form of a local Incident Management Team or a National Type II or Type I Incident Management Team.
- L. Incident Priorities:
  - 1. Life Safety: Activities required to protect people, remove those who are threatened or treat the injured.
  - 2. Incident Stabilization: Activities required to stop the forward progress of the hazard and to stabilize the event.
  - 3. Property Conservation: Activities required to stop or reduce primary or secondary loss to property.
- M. The routine exercise of experience and expertise provides the ability to protect lives and property effectively. Continued strategic planning, sustained training regimens, an appropriately equipped workforce, and routine exercise of response plans are key components in assuring success in the mitigation of wildland fire incidents.

- N. Each fire department and fire district within Pueblo County operates within their local policies and procedures based on incident type.
- O. Agencies will develop inter-agency and inter-jurisdictional agreements with similar agencies to expedite resource mobilization when additional assistance is needed.
- P. Follow policies outlined in the Pueblo County EOP as the situation mandates.
- Q. Mobilization centers, staging areas, receiving and distribution sites, key operational support facilities, and necessary staffing will be identified.
- R. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- S. All supporting agencies will ensure continual operational readiness.

### **CONCEPT OF OPERATIONS**

#### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Provide a representative to the EOC, as requested.

#### **Incident Assessment:**

- A. Receive Incident Commander's assessment of fire severity.
- B. Receive Incident Commander's resource needs determination.

#### **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Initial attack operations will be accomplished using normal standard operating guidelines utilizing the Incident Command System techniques.
- B. Determine resources available and evaluate the capability to perform required response operations.
- C. As necessary, coordinate for additional resources from established mutual aid and intergovernmental agreements agencies. Requests for mutual aid resources will be accomplished by the Incident Commander.
- D. At the request of the Incident Commander, when available local and mutual aid resources are exhausted, notify the EOC of the need for additional aid and support from state, multi-state, or federal resources. Requests for resources beyond mutual aid will be accomplished through the Pueblo County Sheriff serving as the County Fire Warden.
- E. Resources necessary for activities other than fire suppression will be requested through the Pueblo County Sheriff's Office or EOC if activated.
- F. Develop a plan for continuity of services and continued operations during extended events.

- G. Provide and coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated (ESF 15).
- H. Coordinate with law enforcement personnel for maintaining the security of facilities and supplies (ESF 13).
- I. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

**Demobilization, Re-entry, and Recovery:**

- A. Upon reduction in resource requirements or conclusion of response operations, release tasked personnel/organizations to their regular duties.

**ORGANIZATION AND RESPONSIBILITIES**

**A. Primary Department – Fire.**

1. Respond to life and property threatening fires with available resources from the fire department or fire district.
2. Establish an incident or unified command structure to effectively manage firefighting operations and support other agencies involved in the incident.
  - a. Assess fire severity and determine resource needs and develop an Incident Action Plan (IAP).
  - b. Establish safety procedures for each event.
  - c. Initiate fire suppression activities.
  - d. Identify evacuation areas and communicate this information to the appropriate law enforcement agency for implementation.
  - e. Determine any additional resources needed to mitigate the incident and initiate the request expediently.
  - f. Communicate with Pueblo County Sheriff, and if necessary, the Pueblo Interagency Fire Dispatch Center (PIFDC) for resource requests exceeding local mutual aid. PIFDC should also be used to make requests for local mutual aid from State and Federal agencies or to request resources provided by the Wildfire Emergency Response Fund (WERF).
3. Coordinate the incident with the EOC and other appropriate support groups.
4. Develop a plan for continuity of services during extended events.
5. Train all personnel to perform firefighting operations and maintain safety in wildland fire incidents.
6. Develop operational procedures for wildland incidents.
7. Develop mitigation and public education procedures to reduce risk.

**B. Mutual Aid Fire Departments and Fire Protection Districts.**

1. Support fire suppression operations by providing personnel and apparatus as needed.
2. Assist in establishing a communication network as needed.
3. Participate in Unified Command if appropriate.

**C. Emergency Medical Services.**

1. Provide emergency medical care to the responders during an incident.
2. Provide emergency medical care and transportation to the Pueblo County community.

**D. Pueblo County Sheriff's Office.**

1. The Pueblo County Sheriff is the fire warden for the county.
2. Coordinate the resources necessary to support the fire department's needs.
3. Support the objectives related to the Incident Action Plan (IAP).
4. Activate the EOC and staff the center with the personnel essential to the incident.
5. Coordinate activities with other government agencies in support of the incident.
6. Manage the financial and logistics aspects of the incident.
7. Provide technical assistance to outside departments or agencies assisting with the incident.
8. Supervise departments and agencies assigned to the incident.

**E. Law Enforcement.**

1. Provide scene and equipment protection in support of firefighting operations.
2. Establish scene perimeters allowing only essential access by appropriate individuals.
3. Develop site-specific scene security and consider credentialing.
4. Play a key role in the unified command structure.

**F. Public Works.**

1. Ensure the continuation of critical services.
2. Provide resources in support of firefighting activities.

**G. Local Hospitals.**

1. Provide support to the ESF 4 Firefighting, as requested.
2. Be prepared to treat MCI patients.

**H. Colorado Parks and Wildlife.**

1. Provide support and information for wildland incidents involving State Parks.

2. Provide law enforcement support.

I. **Colorado Division of Fire Prevention and Control (DFPC).**

The mission of the Colorado DFPC is to safeguard those who live, work, learn and play in Colorado, by reducing threats to lives, property, and the environment. The Division safeguards the public through fire prevention and code enforcement; wildfire preparedness, response, suppression, coordination, and management; training and certification; public information and education; and technical assistance to local governments. This mission is accomplished through the development and maintenance of relationships and cooperative delivery of various statewide fire prevention, protection and suppression programs that support local governments as well as state and federal agencies for delivery of services to the citizens of Colorado.

J. **Military Installations.**

1. Incident Command for fires on their jurisdiction.
2. Provide mutual aid assistance, as requested by the incident commander.
3. Provide technical assistance in civil engineering and damage assessment.

K. **PIFDC.**

1. Contact PIFDC for resource requests exceeding local mutual aid.
2. PIFDC should also be used to make requests for local mutual aid from State and Federal agencies or to request resources provided by the WERF.

# Emergency Support Function (ESF) 5, Emergency Management (EM)

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** All Public and Private Stakeholders

## **PURPOSE**

The purpose of this ESF is to identify emergency management functions as it relates to, response and recovery to incidents, emergencies, and disasters. ESF 5 is primarily responsible for the appropriate integration of local, regional and state personnel and agencies before, during, and after an incident.

## **SCOPE**

The scope of this ESF is to describe overall emergency management activities in response to an emergency or a disaster. Such activities will consist of the ability to manage, organize, and coordinate emergency and non-emergency operations of the EOC in the event of a disaster or emergency. Along with assisting the local government, public, and private sector organizations in the coordination of their emergency plans, procedures, and checklists, as well as to serve as inter-governmental liaison and initiate formal requests for outside assistance from other jurisdictions. This ESF applies to the Primary Agency and any agencies supporting response operations in Pueblo County.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

Pueblo County adheres to an all-hazards approach in emergency management to prepare for the most likely events and ensure the capability to react and respond to unlikely events. In order to provide an effective response, and to mitigate potential problems, coordinate resources, communications, planning, and logistical needs; state and federal assets will need to be coordinated through an EOC.

- A. Activation of the EOC may be required during an incident. The EOC may consist of one person, such as the EM Coordinator (in small events), a partial activation to include the agencies involved in the incident or full activation of the organizational structure for a large incident.
- B. Pueblo County will ascertain impacts on children and families who will need additional assistance, as well as individuals with disabilities and others with access and functional needs and recommend methods to ensure they are included in response actions.
- C. All individual agency/departments operations centers will coordinate activity, maintain communication with and support the Pueblo County EOC if activated. The Pueblo County EOC, if activated, will be the overall coordination center during incidents in support of the on-scene Incident Commander(s).

- D. PCSO EM Coordinator determines and activates the level of EOC staffing (levels 1, 2, 2+, or 3) and returns immediately to role of ESF 5, different and distinct from EOC Coordinator.
- E. An Incident Command System will be established to coordinate on-scene incident response activity in compliance with the NIMS. It is understood that the EOC and ESF 5 representation is not responsible for tactical field operations and exists to support the Incident Commander.
- F. Responders will continue to operate under the respective policies of their agency.
- G. Any incident which results in the activation of the EOP and staffing of the EOC is likely to exceed local resources, and ESF 5 must quickly assess requirements for initial response and the subsequent 24 hours of operations. When available local and regional (mutual aid) resources are exhausted, ESF 5 will request additional aid and support from state, multi-state, or federal resources.
- H. Permanent residents, along with tourists, or other transients, may be affected by an incident occurring within Pueblo County.
- I. A need for public information or instruction will exist.
- J. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- K. Pueblo County is home to vulnerable populations who may need additional assistance, including children and families, individuals with disabilities, and others with access and functional needs.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Upon notification of an incident, activate the EOP and establish contact with Incident Command to obtain initial briefing.
- B. Notify PCSO EM Coordinator, State Regional Field Manager and if appropriate, FEMA field office.
- C. Determine the activation level of EOC and launch EOC Staff level alert.
- D. Assign Command roles inside the EOC.
- E. Ensure the incident is properly created in WebEOC following the naming of the event by the Incident Commander.
- F. Determine displays of pertinent information by using computer system displays, maps, charts, storyboards, etc.
- G. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
- H. Ensure copies of all information to be compiled into a master log of the event.

**Incident Assessment:**

- A. Evaluate the type and scope of the incident about the need for response and recovery actions related to incident response (e.g., lifesaving, transport, evacuation, treatment of the affected population, incident stabilization, protection of property, etc.).
- B. The ESF 5 representative will work with the senior policy official present and the CO-DHSEM Regional Field Manager to conduct an initial complexity analysis of the incident. The results of that analysis will be used to inform regional and state partners of anticipated resource requirements and potential impact on their jurisdictions.
- C. Provide the information, as appropriate, such as input for reports, briefings, displays, public information activities, and plans.
- D. The ESF 5 representative will draft a County Disaster Declaration if initial incident assessment and complexity analysis dictate. Additionally, ESF 5 will recommend and assist other jurisdictions in the preparation of local Disaster Declarations if needed.

**Incident Command and Incident Support:**

- A. In consultation with the IC and ESF 2, ESF 5 will outline the communications and reporting plan for the incident.
- B. The ESF 5 representative will act as the primary point of contact with the IC or designated liaison using the means which best supports the incident.
- C. ESF 5 will ensure the posting of a 911 Communications Officer is seated near the ESF 5 representative to assist in monitoring tactical communications.
- D. Work in conjunction with the IC to establish a credentialing system for use at staging, VIP, re-entry, and other incident specific needs.
- E. ESF 5 will monitor the progression of an incident and make recommendations to the EOC Coordinator and EOC Operations Section chief regarding EOC priorities, considerations for the staffing of a Disaster Assistance Center/Re-entry Center and planning for the transition to recovery.
- F. Work with Incident Command to secure additional resources/support when local resources are exhausted or become limited, including planned, state, federal, and private resources.
- G. Provide a gross assessment of incident impacts including the identification of boundaries of the damaged area, and the distribution, type, and severity of damages, including; the status of lifesaving activities and critical facilities.
- H. Monitor impact on critical infrastructure and key resources. Coordinate with partners to support recovery efforts.

**Demobilization, Re-entry, and Recovery:**

- A. Plan for re-entry of residents to disaster area(s).
- B. Continue long-term response and coordination of resources.

- C. As the situation permits, demobilize response resources, including those obtained through mutual aid.
- D. Provide required briefings and submit reports.
- E. Work with Planning Section Chief to collect and centralize all documentation.

### **ORGANIZATION AND RESPONSIBILITIES**

Regardless of the management framework utilized, and the individual tasks assigned, the following activities are the basic underlying responsibilities assigned to ensure preparedness and effective response; each agency or organization is tasked to accomplish, to the best of their ability, their assigned responsibilities.

All agencies and organizations with responsibilities identified in this section of the EOP are responsible for, developing the internal procedures and standard operating procedures, and for carrying out the following assigned lead and support functions:

- A. Identify, assign, and train personnel to execute missions in support of the EOP, during periods of activation.
- B. Maintain contact with the EOC, and provide information pertinent to the incident, and any appropriate updates, during periods of activation.
- C. Coordinate activities and maintain communication with the PCSO-ESB and EOC, if activated, during all emergency operations.
- D. Provide an agency representative to the EOC, as requested.
- E. Provide information and coordinate any public announcement, statement, or press release through the EOC or JIC, if activated.
- F. Provide program assistance and expertise as appropriate, and in coordination with, other agencies.
- G. Activate agency or organization continuity of operations and recovery plans, as needed. Establish emergency supplies including food, water, blankets, electrical generators, communications equipment, etc., and provide them to EOC staff for continued operations and shelters, as necessary.
- H. Develop and maintain MAAs, MOUs, Intergovernmental Agreements (IGA), and other necessary documents or relationships, to ensure continuity of inter-agency cooperation and define responsibilities.
- I. Provide all requested information before, during, and following an incident to the Pueblo County Sheriff's Office Emergency Services Bureau.

# Emergency Support Function (ESF) 6, Mass Care, Sheltering, and Human Services

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** CO-DHSEM, Colorado Department of Human Services (CDHS), TSA, Southern Colorado Volunteer Organizations Active in Disasters (SOCOVOAD) or other VOADs, Pueblo Department of Public Health and Environment (PDPHE), Colorado Department of Local Affairs (CDOLA), other Non-Governmental Agencies (NGO), FEMA Region VIII, other Federal Agencies, private sector

## **PURPOSE**

The purpose of ESF 6 Mass Care, Sheltering, and Human Services is to activate multiple agencies that assist in the provision of mass care and emergency sheltering for those affected by a disaster. This assistance will support the delivery of mass care services as needed for feeding, emergency first aid, sheltering, disaster welfare information, and bulk distribution of emergency relief items for all affected persons, without discrimination. Utilizing the framework of a Multi-Agency Sheltering Plan will ensure efficiency and cooperation between emergency management officials and the multiple partners in sheltering activities and complies with the NRF and the Colorado State EOP (SEOP).

## **SCOPE**

- A. This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.
- B. Provide a broad program of mass care services and disaster relief to all affected by the disaster.
- C. Focus on meeting the urgent needs of those affected by disaster on a mass care basis through multiple agency cooperation.
- D. ESF 6 Mass Care, Sheltering, and Human Services encompass:
  1. Feeding – Feeding will be provided to emergency workers and those affected by disaster through singular or a combination of; fixed sites, mobile units, and bulk distribution and obtained through various resources/agencies. Feeding operations will be based on sound nutritional standards and will include meeting the requirements of disaster victims with special dietary needs.
  2. Emergency First Aid – Emergency First Aid will be provided to emergency workers and citizens affected through the ESF 8 function of the Pueblo County EOP.
  3. Sheltering – Emergency sheltering will include the use of pre-identified shelter sites, creation of temporary facilities or temporary construction of shelters, or similar facilities outside the disaster-affected area as necessary for evacuation.

4. Disaster Welfare Information (DWI) – DWI for those affected will be collected and provided to immediate family members and to aid in reunification of family members.
5. Bulk Distribution of Emergency Relief Items – Sites will be established within the affected areas for bulk distribution of emergency relief supplies to meet the urgent needs of those affected.
6. ESF 6 does not include recovery activities. See Appendix 10.
7. The use of Americans with Disabilities Act (ADA) compliant facilities of evacuation centers and overnight shelters are required to accommodate the disabled, and populations with access and functional needs including children and the elderly. This includes the need to include provisions for caregivers, mobility devices, other durable medical equipment, or service animals with the affected population.

### **SITUATION AND ASSUMPTIONS**

- A. Colorado recognizes the ARC as the primary organization that delivers sheltering support, coordination, and management in a disaster. In some circumstances that prevent the Red Cross from responding within the first 72 hours of a disaster, ESF 5 will assume responsibility for the coordination and accountability for the oversight, maintenance, and costs of the shelter until the ARC can assume management and oversight activities, as requested.
- B. In the event of a disaster, food, first aid, sheltering, disaster welfare information, and bulk distribution of emergency relief items may be needed individually or all at the same time without warning.
- C. Disaster events may require a preplanned, immediate, and automatic response from all cooperating agencies depending on the magnitude of the disaster.
- D. All supporting agencies providing mass care and relief will perform according to their agency regulations and procedures.
- E. Individuals in the area at the time of the disaster, those remaining in their homes, and those staying with friends or relatives may require mass care services.
- F. Mass care shelters may require a structural inspection to ensure the safety of occupants. The EOC will coordinate with required agencies to facilitate such inspections on a priority basis.
- G. A safe, accessible, and environmentally protected congregate facility may be required for use by populations displaced by an incident or event. These facilities are planned for durations typically not to exceed 72-hours. This phase will be handled by ESF 5 and ESF 6 liaison in coordination with ESF 8, the ARC or local NGOs from within available local resources. Facilities used include, but are not limited to, schools, places of worship, recreation centers, fire halls, community buildings, etc.
- H. All supporting agencies will act in accordance with Colorado's Anti-Discrimination Act.

- I. The use of ADA compliant facilities for evacuation centers and overnight shelters are required to accommodate the disabled, and populations with access and functional needs, including children and the elderly. This includes the need to include provisions for caregivers, mobility devices, other durable medical equipment, or service animals with the affected population.
- J. Livestock sheltering needs will be coordinated by in accordance with the CART Appendix or through ESF 11.
- K. In case of a catastrophic event, ESF 5 and ESF 6 will use multi-agency coordination and prioritization for allocation of resources.
- L. Through activation from the Pueblo County EOC, ESF 6 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
- M. When available local and mutual aid resources are exhausted, ESF 6 will notify the EOC of the need for additional aid and support from the state, multi-state, or federal resources IAW the Pueblo County EOP, and Colorado EOP.
- N. Agencies participating in sheltering operations will share information through pre-existing channels, such as WebEOC, Google group, teleconference, etc.
- O. Information and resources will be provided in formats accessible to those affected. Resources and agencies may include but are not limited to the TSA, ARC, other VOADs, or agencies designated by the ESF 5 or 6 liaison.
- P. The Disaster Welfare Information system will be used to assist in unification or reunification with family members.
- Q. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. ESF 6 will be activated upon request of the Pueblo County EOC.
- B. The Pueblo County EOC may designate a Voluntary Agency Liaison (VAL) to staff and coordinate specific supporting agencies.

### **Incident Assessment:**

- A. The VAL will work with the emergency management staff within the EOC to determine mass care, feeding, and shelter needs as the situation requires.
- B. Evaluate available resources that best meet the criteria outlined in the assumptions and the specifics of the incident to recommend the best available sheltering options.

### **Incident Command and Incident Support:**

- A. Evaluate and initiate feeding programs as dictated by the situation. Feeding programs are initiated by the ESF 6 Liaison and will include Colorado Care and Share Food Bank, CDHS for the Disaster Supplemental Nutrition Assistance Program (D-SNAP) and other

feeding programs), The Salvation Army Emergency Disaster Services, Colorado Baptist Disaster Relief (CBDR), Catholic Charities of Central Colorado, Volunteers of America-Nutrition Services, and other NGOs as applicable. Coordination with ESF 11 may be needed for nutrition assistance and food supplies. All entities will respond in accordance with the requirements of their internal policies, including sanitation, and cooperation with emergency management officials.

- B. Evaluate and initiate mass care and sheltering programs as dictated by the situation.
- C. Once a shelter is designated, the shelter lead will coordinate with ESF 8, and work closely with other supporting agencies, VOADs, NGOs, private sector and government organizations that provide necessary resources and relief to run the shelter in a safe, sanitary, and accessible environment for individuals affected by the disaster.
- D. The ARC will coordinate with ESF 8 for all medical sheltering needs, in a shelter or if outside stabilization is needed.
- E. Service and companion animals will be co-located if an appropriate facility and resources are available and will be coordinated in accordance with the CART Appendix.
- F. Unaccompanied Minors: Pueblo County is responsible for the welfare and temporary custody of unaccompanied minors and supports the safety and needs of children separated from parents or legal guardians and parents or legal guardians seeking missing children during a disaster.
  - 1. Coordinate with the appropriate agencies and organizations for the temporary care and shelter of unaccompanied children.
  - 2. Confirm that background checks have been conducted and fingerprints collected for all individuals with access to unaccompanied minors.
  - 3. Coordinate with law enforcement and the judicial system to ascertain the legal responsibilities of various agencies. The National Center for Missing and Exploited Children (NCMEC) has a database and resources to support reunification and must be requested by the applicable state representative.
- G. Family Reunification: Provisions will be made for shelter residents to receive assistance for family reunification if needed, and to include the management of unaccompanied minors. The Red Cross may activate the Safe and Well linking database. Red Cross will coordinate with local jurisdictions and appropriate public information source as released through the JIS as to a collaborative reunification approach for reporting and the processes and procedures for reunification management.

#### **Demobilization, Re-entry, and Recovery:**

- A. As shelter requirements diminish, reevaluate mass care and sheltering needs, and close or scale down shelters as dictated by the situation.
- B. In case long-term housing beyond the shelter phase is necessary, coordinate with ESF 5, CDOLA, and the ARC.

## **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

- A. **CO-DHSEM.** Under the Colorado Department of Public Safety (CDPS), is the lead emergency planning and coordinating agency in Colorado. CO-DHSEM is responsible for providing preparedness, response, and recovery guidance to mass care agencies and organizations that assist residents in a disaster. CO-DHSEM is responsible for maintaining the Colorado SEOP, which identifies primary and support agencies roles and responsibilities related to mass care. Upon request of local partners/stakeholders, CO-DHSEM coordinates information and resources in support of shelter activation and operations.
- B. **Voluntary Agency Liaison (VAL).** CO-DHSEM will designate a VAL to work with Colorado Volunteer Organizations Active in Disasters (COVOAD), SOCOVOAD, the Red Cross, ESF 6 and ESF 8, to provide additional resources to the shelter.
- C. **CDHS.** CDHS is the primary agency responsible for coordinating ESF 6 activities, which include Mass Care, Emergency Assistance, Housing, and Human Services. CDHS responsibilities include ensuring that food is readily available to areas where people have been affected in the event of a natural disaster. CDHS will designate an ESF 6 Coordinator to coordinate with mass care primary and support agencies to ensure local jurisdictions receive the needed resources to conduct sheltering and other mass care operations, and in arranging for a Disaster Assistance Center (DAC).
- D. **ARC.** The Colorado SEOP designates the Red Cross as the lead voluntary agency responsible for sheltering operations. Red Cross will coordinate with ESF 6 and ESF 8 as well as other NGOs to address and meet the needs of residents impacted by the disaster. The Red Cross will work with the Pueblo County EM Agencies to designate shelter facilities and work closely with other partner agencies that may provide the necessary resources to run a shelter.
- E. **Red Cross Government Operations Liaison.**

The Red Cross will provide a government liaison during SEOC activations. This person is responsible for ensuring that Red Cross activities are aligned with, supportive of, and complementary to government. They will effectively represent the Red Cross to external partners, manage internal and external expectations, establish, and monitor situational awareness and seek, collect, evaluate, and communicate critical information, especially within the EOC. Responsibilities include, but not limited to:

1. Work closely with ESF 6 lead and provide agreed upon mass care related Red Cross reports to include but not limited to Initial Incident Reports, Incident Action Plans (IAP) Situational Report Summaries, National Sheltering System data, Meals provided, Distribution of Emergency Supplies and other data as may be requested and agreed upon between the SEOC and the Red Cross.
  2. Gather and share Essential Elements of Information (EEI) from Red Cross to government and government to Red Cross within agreed upon time frames.
  3. Identify resource capabilities and shortfalls and needs that cannot be met and communicate to ESF 6 lead.
  4. Serve as Mass Care/ESF 6 subject matter expert (SME) or participates in planning and reporting.
  5. Additionally, the Red Cross may provide a Division Disaster State Relations Director (DDSRD) as an additional resource to ensure coordinated planning at the state level with affected FEMA Region VIII.
  6. Participates with Voluntary Agency Liaison and NGO partners in the State Emergency Operations Center (SEOC) in planning efforts, evaluating unmet needs, and communicating to Recovery Leadership.
- F. **Local Offices of Emergency Management (OEMs).** Pueblo County Sheriff's Office Emergency Service Bureau, through ESF 5 is responsible for the coordination of disaster response within their jurisdiction and for coordinating and supporting shelter operations with the Red Cross. If shelter operations require resources that are beyond the capability of the local jurisdiction, ESF 5 will request assistance from ESF 6 through the SEOC, WebEOC, or the Local Red Cross Chapter.
- G. **COVOAD.** Coordinates the provision of an invaluable array of social services and financial support for sheltering and housing. COVOAD will work with the Voluntary Agency Liaison (VAL) from CO-DHSEM and SOCOVOAD, coordinated with the ESF 6 Coordinator to ensure that COVOAD and SOCOVOAD partners are actively engaged in response activities as appropriate.
- H. **CDOLA.** CDOLA is responsible for helping the local OEMs determine locations for the Multi-Agency Resource Centers (MARC)s, long-term housing, and recovery. CDOLA can offer a variety of housing-related resources for those impacted by the disaster. The housing-related resources fall into the Interim and Permanent housing categories.
- I. **Colorado Department of Agriculture (CDA).** CDA will be the lead in livestock sheltering and assist in domestic pet sheltering and respond to animal health issues in support of the CART Appendix or ESF 11.
- J. **Colorado Department of Public Health and Environment (CDPHE).** ESF 8 – Public Health and Medical Services will provide environmental health inspectors to conduct health-related inspections during shelter operations. ESF 8 will coordinate medical sheltering or find appropriate locations/facilities for individuals who have other needs

that cannot be appropriately met at the shelter. ESF 8 will provide oversight and management of any potential or actual epidemiological sheltering concerns.

# Emergency Support Function (ESF) 7, Logistics Management and Resource Support

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** Pueblo County Budget/Finance Departments, Pueblo County Department of Human Resources, City of Pueblo Budget/Finance Department, City of Pueblo Human Resources Department, City of Pueblo Purchasing Department, all agencies providing resources or support

## **PURPOSE**

ESF 7 establishes the policies and procedures to provide county-wide coordinated logistical and resource management support to emergency response or recovery efforts affecting Pueblo County.

## **SCOPE**

- A. The scope of this ESF is to provide for direct and active support to emergency response and recovery efforts during the initial response phase following a disaster. This support includes locating, procuring, and issuing resources. It also provides for the logistical support for requirements not specifically identified in the other emergency support functions and may include resources unique to the emergency itself. Resource mobilization starts locally and progresses to the county, then to the state and, if required, the national level.
- B. This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.
- C. ESF 7 applies to all participating agencies, (primary, supporting, and Emergency Support Functions) during all-hazards incidents.
- D. When an incident exceeds local capacity in size or complexity, local jurisdictions may require additional resources. Neighboring jurisdictions, through mutual aid agreements, will normally provide this assistance. However, some incidents, due to size or complexity, may exceed both local and county capacity and require additional resources.
- E. The State EOP (also known as the Colorado Hazard and Incident Response and Recovery Plan) sets forth procedures for the mobilization, deployment, coordination, tracking, cost accounting, and demobilization of resources during all-hazards incidents that require resources beyond those available under any inter-jurisdictional or mutual aid agreement.

## **SITUATION AND ASSUMPTIONS**

The County is faced with several hazards that may require resource support. Considerations that should be considered when planning for and implementing ESF 7 activities include:

- A. Resource management involves the provision of services, personnel, commodities, equipment, and facilities to assist during the response and recovery phases of an emergency or disaster.
- B. If two or more incidents compete for specific resources, it will be the decision of the EOC Coordinator and Operations Chief, with guidance from the Executive Policy Group, as to which incident resource order is filled.
- C. Equipment and supplies may be provided from current inventory or, if necessary, from commercial sources, using locally available sources when possible.
- D. Through activation from the Pueblo County EOC, all responding agencies will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
- E. Individual county departments will maintain a current departmental inventory of critical resources concerning their operations. Those agencies will also flag any resources that may require procurement. These departments should also collect and record information on the utilization of labor, materials equipment, and other disaster-related cost.
- F. During response operations, acquisitions of these resources may be supported by pre-existing Memorandums of Understanding and Intergovernmental Agreements and contracts. Agencies will develop inter-agency and inter-jurisdictional agreements with similar agencies to expedite resource mobilization when additional assistance is needed.
- G. The EOC will meet initial resource requirements using locally owned, contracted, and mutual aid resources.
- H. When available local and mutual aid resources are exhausted, the IC will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- I. During disaster situations, competition for similar resources will occur. A tracking system will be used to locate and follow available resources and their status.
- J. All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with applicable laws, policies, and procedures.
- K. Each agency addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.
- L. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- M. Hazards Analysis Section in the Base Plan defines resource capability gaps.

- N. Although there is no written resource management plan, resource allocation for disaster or emergency declarations are governed by the annual Pueblo County budget and Resolution 00-224.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. PCSO-ESB will determine the need to staff ESF 7; this position will be staffed based on incident assessment and coordination by EOC Coordinator and ESF 5.

### **Incident Assessment:**

- A. Identify available local resources.
- B. Determine the appropriate allocation of resources in accordance with the Incident Action Plan (IAP), or incident commander's emerging needs.
- C. Anticipate what resources are or may become critical during an incident.

### **Incident Command and Incident Support:**

- A. Ensure the use of the County 2133 Resource Request Form (213RR) to process, review, and track resource requests.
- B. Review and forward resource requests to Operations for approval.
- C. Input approved requests into WebEOC.
- D. Use local resources, where available, to fill approved resource requests.
- E. Coordinate with the South Region Field Manager when local resources have or will become overwhelmed.
- F. Verify approved resources arrive at the staging area.
- G. Provide all resource requests to planning section upon approval or denial.
- H. Monitor and track available and committed resources involved in the incident.
- I. Monitor and document mutual aid and the financial costs of providing resources to include costs of using county resources, purchasing, or contracting goods and services, transportation, and above normal staffing.

### **Demobilization, Re-entry, and Recovery:**

- A. Ensure accountability of remaining and released resources.
- B. Transition to support long-term recovery operations (Appendix 10), as required.
- C. Upon conclusion of response operations, release tasked personnel/organizations to their regular duties.

## **ORGANIZATION AND RESPONSIBILITIES**

- A. **PCSO – ESB.**

1. Responsible for planning, coordinating, and managing the resource support needed in an emergency.
  2. Will maintain the resource database in WebEOC. Resources listed in this database include equipment, supplies, and human resources available within the City and County of Pueblo.
  3. Will maintain and keep a current list of all Mutual Aid Agreements (MOU) and IGA with other agencies.
  4. Provide resource tracking from inception through demobilization.
- B. Pueblo County and City Finance/Budget Departments.**
1. Provide standard operating procedures for accounting.
  2. Provide tracking of expenditures during the emergency and recovery operations along with maintaining financial documentation for support.
  3. Communicates with Operations and Logistics Chief on cost and budgets.
- C. Pueblo City and County Human Resources Departments.**
1. Provide hourly wage and benefit information for EOC employees and responders.
  2. Be familiar with completion of Force Account Labor documentation, see Appendix 10 figure 2.
- D. Fire Departments/Districts.**
1. Create and maintain fire resource guides and inventory.
  2. Provide personnel to the EOC to aid in the facilitation of fire support resources and tracking.
  3. Gather and share essential information for situational awareness to determine what the field is needing and to be able to find available resources.
- E. All agencies providing resources or support.**
1. Develop inter-agency and inter-jurisdictional agreements with similar agencies to expedite resource mobilization when additional assistance is needed.
  2. Coordinate activities, maintain communication with, and support the Pueblo County EOC, if activated.
  3. Follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
  4. When available local and mutual aid resources are exhausted, initiate the Resource Request Form process to request additional aid and support from state, multi-state, or federal resources.

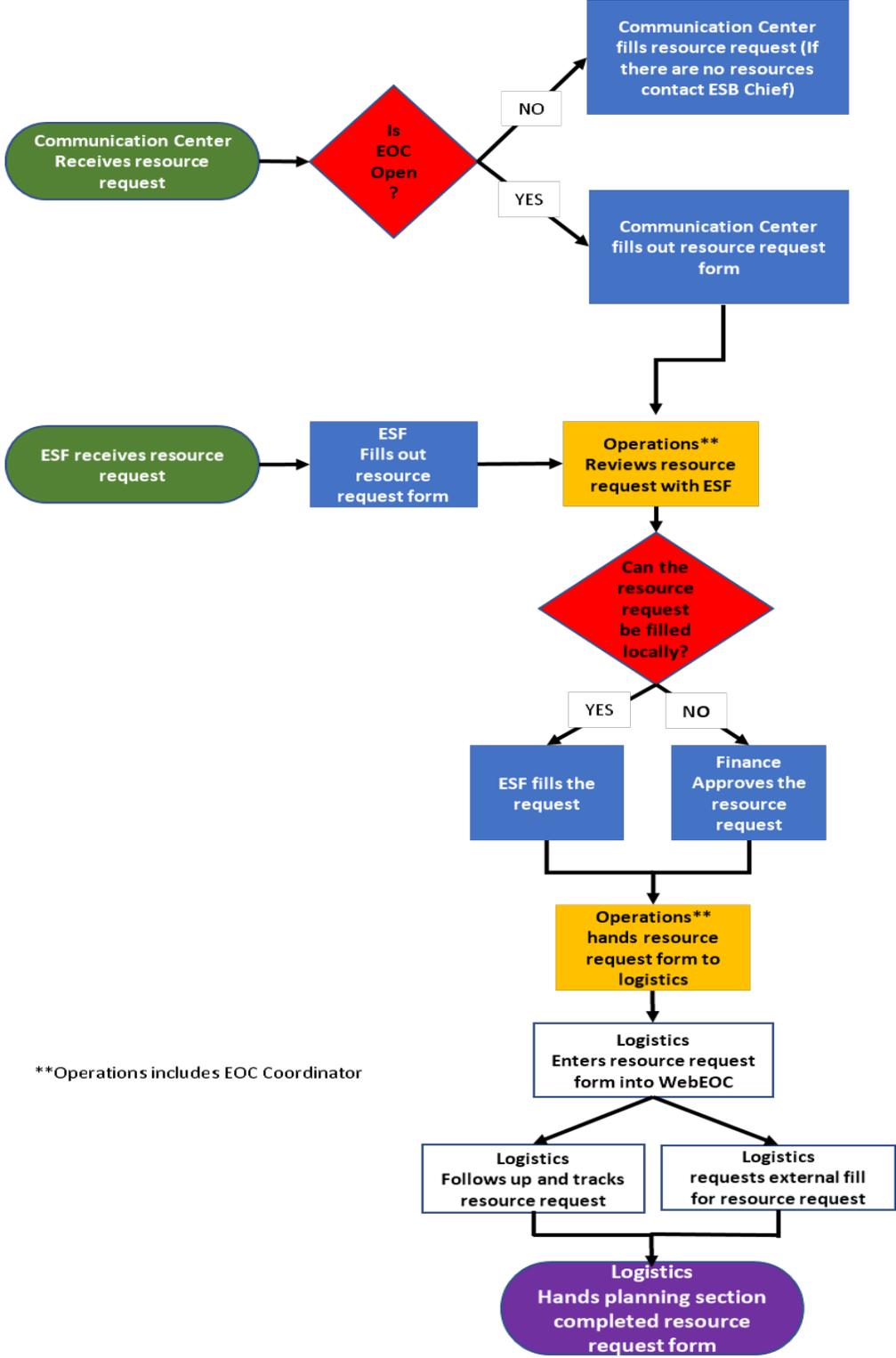
## **AUTHORITIES**

- A. Pueblo County Purchasing Policy dated September 27, 2005, approved by Board of County Commissioners Resolution 05-244 and amendments Resolution 17-112.
- B. The approval for county or regional mutual aid agreements is the Board of County Commissioners and other County municipalities elected officials.
- C. The Department of Planning and Development is also responsible for enforcement of the Pueblo County Code. Enforcement activities range from determining the permissibility of a specific use within a given zone district to pursuit of violations of zoning regulations through the Board of County Commissioners and ultimately District Court.

**ESF Specific information**

ESF 7 uses the below flow chart in conjunction with the Resource Request (RR) Form

Pueblo County Resource Request Process



\*\*Operations includes EOC Coordinator



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# Emergency Support Function (ESF) 8, Public Health and Medical Services

**Primary Agency:** PDPHE

**Supporting Agencies:** Area Schools/Districts, Lead Agency for BH Services, Coroner, EMS, Pueblo Department of Social Services, Law Enforcement Agencies, Law Enforcement Chaplains, Local and State Veterinarians, Local Hospitals, Medical Reserve Corps, Higher Education Health/Medical Programs and Health Clinics, Pueblo County Sheriff's Office Comm Center, City of Pueblo Police Comm Center, Agencies with Transportation Assets, Pueblo County Sheriff, CDPHE, Colorado Parks and Wildlife, CSP Comm Center, CSU Extension Pueblo County, Veterans Administration (VA) Medical Center, ARC, SOCOVOAD, Humane Society Pikes Peak Region, TSA

## **PURPOSE**

The purpose of this ESF is to provide a response and recovery actions related to lifesaving, transport, evacuation, treatment of the affected population, controlling the spread of contamination, disease control activities, preventing contamination of water and food supplies, and disposition of the dead.

## **SCOPE**

The scope of this ESF is to detail how the Lead and Supporting Agencies will provide public health and medical services to the people of Pueblo County threatened or impacted by an overwhelming natural or humanmade disaster (i.e., terrorist attack, epidemic, or disease outbreak). ESF 8 should be activated whenever a disaster exceeds the normal and effective response capabilities of local and regional agency operations.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. Many disaster situations pose public health concerns. Depending on the nature of the incident, complications may include disease, sanitation problems, contamination of food and water, and community BH needs.
- B. A disaster that causes mass casualties or fatalities almost always overwhelms local medical, health, and mortuary services capabilities.
- C. The proper emergency medical response must be structured to provide optimum resource application while maintaining critical and essential day-to-day responsibilities.
- D. Medical, Public Health, and BH Services may be provided by PDPHE, EMS, Local Hospitals and Clinics, County Coroner, doctors, nurses, and trained medical volunteers.
- E. In accordance with the NIMS, each agency will designate a trained point of contact following the Incident Command System (ICS) to coordinate with the EOC.
- F. ESF 8 can be activated at the request of the Board of County Commissioners, Pueblo County Sheriff or designee, Pueblo County Emergency Services Bureau or designee,

Governor of Colorado, or other state and national authorities. PDPHE, along with local officials and supporting agencies, will determine the duration period.

- G. The ESF 8 staff will include:
  - 1. The PDPHE Director or designee
  - 2. ESF 8 Lead
  - 3. Environmental/Public Health Specialist (as required)
  - 4. BH Services Coordinator (as required)
  - 5. EMS
  - 6. Coroner (as required)
- H. The PDPHE Director or designee will coordinate communication with health and medical facilities through the ESF 8 Lead.
- I. SOP for each ESF 8 agency should include:
  - 1. Maintain personnel alerting and call-up roster.
  - 2. Maintain primary and secondary communication systems which will be tested twice a year, (the backup system may include ARES groups).
  - 3. Identify points of contact for the ESF 8 representative(s) empowered to make decisions at the EOC, as required.
- J. Responders will continue to operate under the respective policies of their agency.
- K. When available local and regional (mutual aid) resources are exhausted, ESF 8 will notify the EOC of the need for additional aid and support from the state, multi-state, or federal resources in accordance with the Pueblo County EOP, and Colorado EOP.
- L. Each ESF 8 agency will use its system for tracking staff time and resources for possible reimbursement.
- M. It is assumed that all agencies have EOP and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- N. ESF 8 should ascertain public health impacts on children and families who will need additional assistance, as well as individuals with disabilities and others with access and functional needs, with their specific health-related needs. They will then recommend methods to ensure they are included in response actions. Determine the need for and implement actions to decontaminate patients, including individuals with access and functional needs, children, and household pets and service animals for exposure to chemical, biological, nuclear, and radiological hazards both at the scene of the incident and at treatment facilities.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.

- B. Provide representative(s) to the EOC, as required by the situation.

**Incident Assessment:**

- A. Evaluate the type and scope of the incident with regard to the need for response and recovery actions related to lifesaving, transport, evacuation, treatment of the affected population, controlling the spread of contamination, disease control activities, preventing contamination of water and food supplies, and disposition of the dead.
- B. Prepare to escalate to full and sustained operational status as required.

**Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Select and contact appropriate personnel.
- B. Designate personnel authorized to enter the affected area and provide this information to the EOC, Law Enforcement, and other agencies.
- C. Dispatch required available resources.
- D. Coordinate with and support other ESFs as necessary. (e.g., ESF 5, 6, 10, 11, etc.).
- E. Arrange for the organization, staffing, security, and logistics of the distribution and delivery of antibiotics, antiviral medications, vaccines, or other medications needed in an emergency. (Refer to PDPHE EOP).
- F. Establish a method to:
  - 1. Monitor the situation, including infection control, in each health care provider facility within PDPHE's jurisdiction, doing this on-site as necessary and with assistance from the state health department as appropriate.
  - 2. Assess and manage disease control measures in the community outside of the health care providers.
  - 3. Assist in coordination with health care providers and county coroner, the disposal of human remains.
- G. Implement quarantine protocol covered under Colorado Revised Statutes 25-1.5-102(1) if warranted. (Refer to PDPHE Epidemiology Response Plan).
- H. Evaluate the need for and request as necessary alternate care facility.
- I. Initiate BH Response Services, as appropriate. Refer to the BH Response Services Appendix for specifics.
- J. Contact the CDPHE and health care facilities.
- K. Determine anticipated needs and support required and request additional resources, if necessary.
- L. Ascertain public health impacts on children and families who will need additional assistance, as well as individuals with disabilities and others with access and functional

needs, with their specific health-related needs. Recommend methods to ensure they are included in response actions.

- M. Provide public health spokespersons responsible for providing advice and education on disease prevention, environmental sanitation, vector control, how to protect oneself, actions being taken to control the situation, and resolution of the situation. Coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated, in support of ESF 15.
- N. Coordinate with law enforcement personnel for maintaining the security of facilities and supplies (ESF 13).
- O. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.
- P. Coordinate with the Designated Infection Control Officer (DICO), appointed by Pueblo County Sheriff's Office – Emergency Services Bureau, where appropriate, on issues related to infectious or communicable diseases and matters that could impact first responder safety within Pueblo County.

#### **Demobilization, Re-entry, and Recovery:**

- A. As the situation permits, demobilize medical surge capacity, including mutual aid resources for medical facilities and equipment.
- B. Transition to recovery, as required.
- C. Upon conclusion of response operations, release tasked personnel/organizations to their regular duties.

#### **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

##### **A. PDPHE.**

- 1. ESF 8 Lead functions:
  - a. Maintain a situation status of medical and health operations and resources.
  - b. Monitor and serve as a resource for medical activities.
  - c. Contact all health and medical facilities and medical transporting agencies within Pueblo County.
  - d. Facilitate health care facility requests for personnel, equipment, and supplies.
  - e. Coordinate with BH agencies (i.e., Health Solutions, CMHIP, A Community Organization of Victim Advocates (ACOVA), VA Medical Center, and Law Enforcement Chaplains for counseling services.

- f. Identify resources, fixed and mobile that can be used effectively to decontaminate injured individuals that have been contaminated by a biological, radiological, or chemical agent.
  - g. Work with agency representatives to adjust the patient population in hospitals and coordinate with other health care facilities to prepare for a disaster-related patient load or evacuation, if necessary, while continuing medical care for those that cannot be evacuated.
2. Environmental/Public Health Coordinator functions:
- a. Implement action to prevent or control vectors such as flies, mosquitoes, rodents, and work with veterinarians/wildlife officers to prevent the spread of disease through animals.
  - b. Ensure the monitoring and evaluation of environmental health risks or hazards and take or assign appropriate corrective measures.
  - c. Coordinate inspection and monitoring for purity, usability, and quality control of vital food items, water, and other consumables.
  - d. Implement embargo procedures for food items, if warranted.
  - e. Coordinate detection and inspection of sources of contamination dangerous to the public's health.
  - f. Coordinate actions for removal and disposal of sewage, solid wastes (including dead animals), potentially hazardous and toxic chemicals or materials. (Coordinate with ESF 3, 10, and 11).
  - g. In support of ESF 6, coordinate the monitoring of food handling and mass feeding sanitation service in emergency facilities.
  - h. In support of ESF 6 ensure adequate sanitary facilities are provided in emergency shelters.

**B. Hospitals and Health Care Providers.**

- 1. Operate within the scope of their internal plans and established procedures for maximum effort conditions.
- 2. Inform the EOC ESF 8 Lead of capabilities and limitations related to prioritization of patient arrival, the need to divert patients to other sites when the current site is full/less capable, and to provide triage team support.
- 3. Provide decontamination and medical treatment, as needed.
- 4. Handle news media personnel in accordance with their policies and procedure.

- C. **BH Services.** Provide counseling assessment and assistance at medical facilities, field locations, and shelter facilities for victims, families, emergency workers, and others recognized to have BH needs. (Refer to the BH Response Services Appendix).
- D. **Coroner.**
  - 1. Coordinate the decontamination, transportation, and storage of human remains, as necessary.
  - 2. Establish temporary morgues, as required.
  - 3. Ensure that fatalities are handled to conform to legal and moral standards and that deviations are accurately documented, verified, and witnessed.
  - 4. Assist with identification of fatalities.
  - 5. Provide for integration of local, state, national, and private resources.
  - 6. Alert all local funeral homes and provide guidance and instructions to funeral directors for identification, storage, and burial of the dead.
  - 7. Request security support, as needed.
  - 8. See Mass Fatality Appendix for more details.
- E. **PCSO – ESB.** Coordinate activities specified in this ESF to support field response and recovery.
- F. **Fire, EMS, Law Enforcement, and HAZMAT Functions.**
  - 1. Operate according to agency-specific SOP.
  - 2. Report to the EOC ESF 8 Lead the number and status of casualties to be transported and those that may otherwise arrive at health care providers.
  - 3. Provide consultation services to incident command staff in determining if contamination exists on exposed individuals and advise transporting agencies, health care providers, and the EOC ESF 8 Lead of the circumstances.
  - 4. Support field decontamination by accessing and coordinating available resources.
- G. **Colorado Parks and Wildlife.**
  - 1. Assist in activities to prevent or control vectors such as flies, mosquitoes, rodents, and prevent the spread of disease through animals.
  - 2. Provide animal care services (e.g., remove and dispose of carcasses, rescue/recover livestock, treat endangered wildlife).

# Emergency Support Function (ESF) 9, Search and Rescue (SAR)

**Primary Agency:** Pueblo County Sheriff's Office, Emergency Services Bureau

**Supporting Agencies:** Local Fire Departments, Local Law Enforcement Agencies, Emergency Medical Services, Colorado Department of Public Safety, Colorado Parks and Wildlife, Colorado Search and Rescue Board, Colorado Task Force 1, Civil Air Patrol, US Department of the Army Fort Carson, Public Works Departments

## **PURPOSE**

The purpose of ESF 9, Search, and Rescue is to set forth procedures used for Search and Rescue activities when needed in Pueblo County. In accordance with state statute, the Sheriff is responsible for SAR within the jurisdiction.

## **SCOPE**

The scope of ESF 9, Search, and Rescue is to define responsibilities used for Search and Rescue activities when needed in Pueblo County. This ESF may be routinely activated independently of the implementation of the Pueblo County EOP. ESF 9 will be activated upon request of the Pueblo County EOC when required in support of the Pueblo County EOP.

The Pueblo County Sheriff's focus and related planning is geared towards wilderness aspects common to Colorado's environment including but not limited to open area ground search, Mountain (Alpine) search, swift and underwater, and remote or technical access and removal to further care.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

- A. Definition of SAR IAW CRS 24-32-2103. "Search and rescue" is the employment, coordination, and utilization of available resources and personnel in locating, relieving distress and preserving the life of, and removing survivors from the site of a disaster, emergency, or hazard to a place of safety in case of lost, stranded, entrapped, or injured persons.
- B. Capability Limitation. Pueblo County does not have the locally based capability to perform "Urban Search and Rescue" (USAR) in structural collapse or extensive confined space rescues. The following two resources are the first two options to mitigate this limitation. If they are not available, the Pueblo County EOC will coordinate request for other resources with the CO-DHSEM.
  1. Colorado USAR Task Force 1 (CO-TF1) may be available to support USAR in Pueblo County and are requested by the Pueblo County EOC through the CO-DHSEM.
  2. The Fort Carson Directorate of Emergency Services and the Civil Engineering Brigade may be able to support USAR in Pueblo County through mutual aid request, or under DoD Immediate Response authority. Their availability depends on deployment and training status.

## **SITUATION AND ASSUMPTIONS**

- A. In accordance with state statute, the Sheriff is responsible for SAR within the jurisdiction.
  - 1. CRS 24-32-2107.10 - Local and inter-jurisdictional disaster agencies and services. The sheriff of each county shall:
    - a. Be the official responsible for the coordination of all search and rescue operations within the Sheriff's jurisdiction.
    - b. Make use of the search and rescue capability and resources available within the county and request assistance from the division (STATE) only when and if the sheriff determines such additional assistance is required.
- B. A missing or lost person is always considered to be alive and in need of rescue until such time that a person of authority (such as the Sheriff) concludes that there is no chance of survival or support, including rescue and is no longer required.
- C. Through activation from the Pueblo County EOC, ESF 9 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
- D. When available local and mutual aid resources are exhausted, ESF 9 will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- E. Any incident involving search and rescue incidents as defined in CRS above, and involving more than three responders shall be managed in compliance with NIMS, with the operational application of the National Search and Rescue Association. "Managing Land Based Search and Rescue Mission's" trained personnel preferred in related positions as available and incident(s) typing dictate.
- F. Assisting law enforcement resources under "mutual aid" are addressed in CRS 29-5-103 and assisting firefighters are addressed in CRS 29-5-105.
- G. If emergency response agencies involved in any aspect of search and rescue operations as they apply to incidents of this expected scale operate under policies of their employing agency, but understanding such guidelines may contradict the operational assignments, needs, and unique situations of assignments to nontraditional field working groups with their focus and limitations. Best known practices and exposure to similar incidents shall be paramount, but specific employing agency policy should be followed if possible, and later addressed with the agency having jurisdiction when possible.
- H. The safety of the rescue personnel is foremost in any operation.
- I. Efforts and or equipment under the routine operational control of the county or its routine cooperating agencies within the county are assumed available in the initial response to search and rescue events.

- J. Inclement weather may be a factor in any urban/technical search and rescue activity restricting the types of resources to be used, the length of time they can be used and even the locations to be searched.
- K. Pueblo County may require SAR for vulnerable populations. Past efforts have included those with access and functional needs, including children, the elderly, and developmentally disabled. Examples include children who become lost while hiking or in parks or elderly that wander from home or care facilities. Other possibilities include patients from the CMHIP or Pueblo Regional Center (PRC) facilities for the developmentally disabled.
- L. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- M. Under some circumstances, the incident scene is also a crime scene and care must be taken to protect evidence.
- N. Search and Rescue: Pueblo County may require SAR for vulnerable populations. Past efforts have included those with access and functional needs, including children, the elderly, and developmentally disabled.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of the requirement for possible SAR operations.
- B. If SAR operations are part of a broader incident, report to and be prepared to support operations through the Pueblo County EOC.
- C. Determine the number of and last known location the persons in question.
- D. Determine if access or functional needs impact the timing or resources required for effective SAR operations.

### **Incident Assessment:**

- A. Evaluate any technical aspects or requirements for the SAR process. The process may include Alpine, Swift Water, Remote searches etc.
- B. Determine resources available and evaluate the capability to perform required SAR operations.
- C. Select and contact appropriate personnel.
- D. Dispatch required available resources.
- E. Request additional resources if necessary.
- F. Determine need for and execute Amber Alert or Silver Alert.

### **Incident Command and Incident Support:**

- A. The sheriff, or his designee(s), shall act as the lead regarding the ordering or requesting of various types of assistance during search and rescue situations including establishing incident command.
  
- B. Be prepared to support the IC for these functions as well as others that may be necessary for SAR operations.
  - 1. Employ available resources including ATVs, Mounted Patrols, Drones, etc.
  - 2. Estimate and plan for the expected duration of SAR operations.
    - a. Determine the operational periods.
    - b. Determine the feeding requirements.
    - c. Determine the Rest plan.
  - 3. Request additional resources.
  - 4. Maintain records of resource use for possible reimbursement in declared disasters.

**Demobilization, Re-entry, and Recovery:** Upon conclusion of SAR operations, release tasked personnel/organizations to their regular duties.

### **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

The sheriff's deputies, search and rescue volunteers, and cooperating law enforcement and firefighting responders shall be the primary response force in addressing search and rescue situations. A search and rescue volunteer include the sheriff's "dive team," as it applies to water-related incidents.

- A. **PCSO – ESB.** The primary agency for Pueblo County SAR and ESF 9.
- B. **Law Enforcement Agencies.** Provide scene and equipment security in support of SAR operations.
- C. **Local Fire Departments and Districts.** Provide assistance and resources as may be required for support of SAR operations.
- D. **Local Emergency Medical Services.** Provide support of SAR operations; coordinate and perform patient transport and recovery as coordinated through the IC or Pueblo County EOC.
- E. **US Forest Service, San Carlos Ranger District.** Support and access to National Forest Service land within Pueblo County.

- F. **Colorado Parks and Wildlife.** Provides routine supplemental personnel and equipment (boats, ATVs, snowmobiles) in support of Pueblo County SAR operations. These resources are available under an agreement for immediate aid.
- G. **Colorado Search and Rescue Association (CSRA).** The CSRA maintains resource mobilization if task-specific specialties in search and rescue are required. Common resources like "alpine rescue", "high angle rope rescue", "canine and tracking" "mounted (horse) posse", "underground mine" are some examples.
- H. **Colorado Task Force 1.** Perform USAR operations in structural collapse or extensive confined space rescues when requested through the Pueblo County EOC and available promptly.
- I. **Civil Air Patrol.** Provide personnel and air assets to support SAR operations.
- J. **Public Works Departments.** Provides heavy equipment support including snowplows, etc., to facilitate access in remote, or unimproved areas.
- K. **US Department of the Army Fort Carson.** Perform USAR operations in structural collapse or extensive confined space rescues when requested through the Pueblo County EOC.
- L. **CO-DHSEM.** CO-DHSEM is the lead emergency planning and coordinating agency in Colorado. CO-DHSEM is responsible for providing preparedness, response, and recovery guidance.

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# Emergency Support Function (ESF) 10, Oil and Hazardous Materials (HAZMAT) Response

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** Hazardous Materials Committee, Law Enforcement Agencies, Pueblo PDPHE, Local Emergency Planning Committee (LEPC), Fire Departments/Districts of the Affected Area, Fort Carson, Pueblo Chemical Depot, Transportation Technology Center, Public Works Departments

## **PURPOSE**

This ESF provides for a coordinated emergency response by local government and industry to minimize the adverse effects on the population, environment, and property resulting from the release of, or exposure to, hazardous materials.

## **SCOPE**

The policies and concepts in this ESF apply to all Designated Emergency Response Authorities (DERA) including Fire Departments/Districts, Law Enforcement Agencies, or military installations, as well as supporting agencies following any incident involving the release of or exposure to hazardous materials. This ESF provides a framework for operations where response by multiple agencies may be required, and EOC activation may or may not be required. This ESF does not define SOP or Standard Operating Guidelines (SOG) for any agency. Each responding agency may work under the auspices of their SOP/SOG within the framework of the incident command system.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. Hazardous materials pose a potential threat to a community at both fixed facilities and during transport. When a release of hazardous materials occurs, local, state, and federal response agencies must be prepared to respond in a well-coordinated manner to protect the public, the natural resources, and to minimize property damage within the community.
- B. Numerous industries and businesses use chemicals that pose a threat to their private property and employees. Corporations routinely provide Safety Data Sheets (SDS) to the supporting fire departments that are responsible for the training of the firefighters who would encounter these chemicals when fighting fires on private property.
- C. Any facility that produces, uses, or stores any of the extremely hazardous substances listed by EPA in a quantity greater than its threshold planning quantity is subject to the emergency planning and community right-to-know provisions of Superfund Amendments and Reauthorization Act (SARA) Title III. Facilities subject to reporting under the Emergency Planning and Community Right-to-Know Act of 1986 will provide

SDS or a list of chemicals (Tier II report) to the appropriate fire department, the LEPC and the Colorado Emergency Planning Commission (CEPC).

- D. EPA has identified over 400 extremely hazardous substances subject to the requirements outlined in SARA Title III. This will greatly expand the preparation and use of the SDS information, especially for emergency response operations. SDS or a list of chemicals will be kept current with contact names and telephone numbers at the appropriate fire departments, the LEPC, and the CEPC.
- E. Facilities involved in the manufacture, use, storage, and transport of hazardous materials will cooperate with local governments in preparing for response to hazardous materials incidents.
  - 1. Colorado Statutes require that any person or business possessing a quantity of a hazardous substance in equal or greater quantities as specified in Article 22, Title 29, Section 107, CRS, shall provide, upon request of the DERA, department of health, or local fire department, a listing of the maximum quantity of each hazard type reasonably anticipated to be on hand at any time to the CDPHE.
  - 2. In addition to the above requirement, Title III of the Superfund Amendments and Reauthorization Act of 1986 require that any facility that produces, uses, or stores any of the extremely hazardous substances listed by EPA fulfill the emergency planning and community right-to-know provisions of that act. Owner or operator of a facility must notify the local emergency planning committee and the State emergency response commission if there is a release of a listed hazardous substance that exceeds the reportable quantity for that substance.
- F. If a hazardous materials incident or release occurs on private property, the owner or operator thereof may undertake the emergency response. If the owner or operator does not undertake such emergency response, and there exists an imminent danger to the public health and safety beyond such property, in the judgment of the DERA, the DERA shall initiate an appropriate emergency response, including necessary actions on said private property.
- G. The 2020 Mutual Aid Agreement for Fire Protection and Other Emergency Services Assistance between Pueblo County Public Safety Entities includes Pueblo, Pueblo County, Rye Fire Protection District, Pueblo Rural Fire District, Pueblo West Metropolitan District, Town of Boone, West Park Volunteer Fire District, and the Beulah Fire Protection and Ambulance District. This agreement authorizes mutual aid in emergency services including but not limited to fire protection, hazardous material response, extrication, rescue, ambulance, and emergency medical services. Mutual aid shall be provided, when available, for a period of up to twenty-four hours following request, without reimbursement of personnel and equipment costs. The Parties acknowledge and agree that any distribution for hazardous materials incidents which may be required under this Section or otherwise under this agreement shall not impair or supersede any separate agreement a Party may have presently or hereafter to transfer and deposit any such distribution to the Pueblo County Hazmat Fund.

- H. Each DERA within Pueblo County operates within their local policies and procedures based on incident type.
- I. The Pueblo County Hazardous Materials Initial Response Areas Map (see ESF 10, Figure 2) defines the initial response areas for hazardous materials responders. These departments/districts, per mutual aid agreement, shall provide the initial response to a hazardous material incident within their jurisdictional fire response area until the properly designated response authority arrives, except for the Army, which is not a party to the mutual aid agreement.
- J. Emergency response personnel will be trained in hazardous materials response, and vehicles will be equipped with reference material guidebooks or electronic reference materials.
- K. Emergency response personnel will be trained in the NIMS, and each incident will be conducted under this system to facilitate a cooperative and coordinated effort.
- L. HAZMAT Incident Priorities:
  - 1. Life Safety: Activities required to protect people, remove those who are threatened or treat the injured.
  - 2. Incident Stabilization: Activities required to stop the forward progress of the hazard and to stabilize the event.
  - 3. Property Conservation: Activities required to stop or reduce primary or secondary loss to property.
- M. All supporting agencies will ensure continual operational readiness.
- N. Agencies will develop inter-agency and inter-jurisdictional agreements with similar agencies to expedite resource mobilization when additional assistance is needed.
- O. Activation of the EOC may be required during an incident. The EOC may consist of a partial activation or full activation of Pueblo County. The EOC will coordinate with the IC to assist with resource ordering and any disaster declaration that may need to be addressed. (See HAZMAT Incident Levels for anticipated circumstances for EOC activation).
- P. Through activation from the Pueblo County EOC, ESF 10 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
- Q. At the request of the Incident Commander, when available local and mutual aid resources are exhausted, ESF 10 will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- R. Follow policies outlined in the Pueblo County EOP as the situation mandates.
- S. Mobilization centers, staging areas, receiving and distribution sites, key operational support facilities, and necessary staffing will be identified.
- T. Supervision of clean up and removal of the hazardous materials involved in an incident will be accomplished under the direction of the DERA. The arrangements, agreements,

and resources required for containment and cleanup of a hazardous materials release or spill will be established by hazmat response agencies, the owner of the material/substance or the transportation organization.

- U. Each public entity, a political subdivision of the state, or unit of local government has the right and responsibility to claim full reimbursement from the parties or persons responsible for a hazardous substance incident for the reasonable and documented costs resulting from action taken to contain, remove, or otherwise mitigate the effects of such incident. When the action to remove, contain, or otherwise mitigate the effects of such an incident also involves extinguishing a fire, the claim may only include the extraordinary expenses related to the hazardous substance and not any expense related to extinguishing the fire (29-22-104). It is important, therefore, to ensure that all incidents are properly documented by the Hazardous Materials Incident report, incident action plan, and other records of the event.
- V. If a hazardous materials incident is of such magnitude to have a significant impact upon the community or affects more than one jurisdiction, the Pueblo County EOC may be activated in support of the IC through response and recovery efforts.
- W. The Pueblo Hazardous Materials Committee has been established to provide oversight and support for hazardous materials response in Pueblo County. The Pueblo Hazardous Materials Committee is comprised of representatives from local fire departments/districts, law enforcement agencies, health department, emergency management, and private industry/businesses.
- X. DERA shall provide an emergency response to an incident in its jurisdiction. The DERA may function as or designate the IC on the scene. The following agencies are DERAs in Pueblo County:
  - 1. Pueblo County Sheriff's Office shall act as the DERA for the unincorporated areas of Pueblo County, excluding the right-of-way of public roads (federal, state, and local).
  - 2. Pueblo City Fire Department shall act as the DERA for the incorporated City of Pueblo.
  - 3. Boone Volunteer Fire Department shall act as the DERA for the Town of Boone, (when formed).
  - 4. Rye Fire Protection District shall act as the DERA for the Town of Rye.
  - 5. CSP shall act as the DERA for all federal, state, and county roadways and the rights-of-way in unincorporated Pueblo County.
  - 6. The Department of the Army shall act as the DERA for incidents occurring on Fort Carson or the Pueblo Chemical Depot.
- Y. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. The Pueblo City Police and Pueblo County Sheriff Communications Centers (9-1-1) will receive information on a release or spill of a hazardous substance. The communication center will notify the appropriate response agencies. It is essential that the communication centers obtain as much pertinent information as possible regarding the incident to assist responding agencies.
- B. The appropriate DERA and other support agencies will respond with technical expertise and resources upon request by mutual aid.

### **Incident Assessment:**

- A. Receive initial responding Incident Commander's assessment of the hazardous materials incident level.
  - 1. **Level I – Low Level.** Includes carbon monoxide incidents, fuel, or oil spills of less than five gallons, and antifreeze leaks from auto accidents. EOC activation is not anticipated.
  - 2. **Level II – Moderate.** Includes all spills of fuel, or oil of greater than five gallons, any spills of other chemicals, meth labs, or any incident requiring the specialized skills of the HAZMAT team. EOC activation may or may not be required.
  - 3. **Level III / IV – High/Maximum.** HAZMAT incidents that require mutual aid response of other local, state, or federal agencies to mitigate the hazard. These incidents would include HAZMAT incidents involving highway transportation such as fuel or acid transport, large-scale train derailments, or incidents involving hazardous or nuclear shipments in or around Pueblo County. EOC activation is likely.
- B. Provide a representative to the EOC, as dictated by the situation.

### **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Operations of any hazardous materials incident will be handled using the established SOP/SOG of the department(s) involved.
- B. Receive Incident Commander's resource needs determination.
- C. Determine resources available and evaluate the capability to perform required response operations.
- D. At the request of the Incident Commander, when available local and mutual aid resources are exhausted, notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- E. As necessary, coordinate for additional resources from established mutual aid and intergovernmental agreements agencies.

- F. If mutual aid is initiated, the IC will remain with the DERA in whose jurisdiction the incident occurs. If multiple jurisdictions are affected, a unified command structure will be established.
- G. The IC may order an evacuation if necessary, to save lives.
- H. Coordinate with ESF 1, ESF 6, and ESF 8, for requirements emerging due to the needs for evacuation or treatment.
- I. Coordinate with ESF 12 or affected individual utility companies for support for accidents involving gas or power lines.
- J. The National Weather Service (NWS) in Pueblo can be called upon to provide spot weather forecasts for the HAZMAT site. These forecasts can be requested using this web site: <https://www.weather.gov/spot/>. Also, if staffing permits, NWS Pueblo can provide an Incident Meteorologist (IMET) for weather support at the site.
- K. If necessary, contact the Colorado Irrigation Division Engineer for information concerning current flow rates and velocity of surface and groundwater; as well as to inform affected water users of conditions during an incident.
- L. Provide and coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated, in support of ESF 15.
- M. Coordinate with law enforcement personnel for crowd control, traffic control, and scene security (ESF 13).
- N. Develop a plan for continuity of services and continued operations during extended events.
- O. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters. At a minimum, ensure that all incidents are properly documented by the Hazardous Materials Incident report, incident action plan, and other records of the event.

**Demobilization, Re-entry, and Recovery:**

Upon reduction in resource requirements or conclusion of response operations, release tasked personnel/organizations to their regular duties.

**ORGANIZATION AND RESPONSIBILITIES**

**A. Hazardous Materials Committee.**

- 1. Provides oversight and support for hazardous materials response in Pueblo County.
- 2. The Pueblo Hazardous Materials Committee is comprised of representatives from local fire departments/districts, law enforcement agencies, health department, emergency management, and private industry/businesses.

**B. Local Emergency Planning Committee.**

1. The Pueblo County LEPC provides guidance and outreach to the community through education, coordination, and assistance in All-Hazards planning to assure public health and safety of the County of Pueblo and to perform the functions of an LEPC under the Emergency Planning and Community Right-to-Know Act, State and County Statutes.
2. Members of the LEPC in collaboration with the City and County of Pueblo, and Pueblo County Sheriff's Office, Emergency Services Bureau will assist in the development of a County All Hazards EOP. The EOP shall incorporate hazardous materials and chemical response and recovery activities for the City and County of Pueblo.
3. The LEPC is comprised of representatives from local government, fire districts, state patrol, hospitals, utility companies, medical services, and concerned citizens.
4. The LEPC collects and maintains SDS or other records concerning Tier II reports and quantities of listed chemicals as required by the Emergency Planning and Community Right-to-Know Act of 1986. These records include contact information such as names and phone numbers for each entity.

**C. Pueblo County Sheriff's Office.**

1. As the DERA for the unincorporated areas of Pueblo County, excluding the right-of-way of public roads (federal, state, and local), and may function as or designate the IC for such areas.
2. Provide the initial response to a hazardous material incident for mitigation, containment, etc., as necessary in their area.
3. Be responsible for all billings and documentation of hazardous materials incidents where they are the DERA.
4. Coordinate the resources necessary to support the DERA's needs.
5. Coordinate activities with other government agencies in support of the incident.
6. Manage the financial and logistics aspects of the incident.
7. Provide technical assistance to outside departments or agencies assisting with the incident.

**D. Pueblo City Fire Department.**

1. As the DERA for the incorporated City of Pueblo, function as the and coordinate emergency response to hazardous materials incidents within the incorporated area of the city.
2. Provide the initial response to a hazardous material incident for mitigation, containment, etc., as necessary in their area.

3. Be responsible for all billing and documentation of hazardous materials incidents occurring in the incorporated areas of the City of Pueblo.
4. Houses maintains and staffs a Hazardous Materials unit. Upon request, the City Fire Department will dispatch the hazardous materials unit, personnel, and other equipment as needed.

**E. Boone Volunteer Fire Department (when formed).**

1. As the DERA for the Town of Boone, function as the IC of, and coordinate emergency response to hazardous materials incidents for their area.
2. Provide the initial response to a hazardous material incident for mitigation, containment, etc., as necessary in their area.
3. Be responsible for all billings and documentation of hazardous materials incidents where they are the DERA.
4. If disbanded or no longer in service the Pueblo County Sheriff Office serve as the DERA for the Town of Boone, Colorado.

**F. Rye Fire Protection District.**

1. As the DERA for the Town of Rye, function as the IC of, and coordinate emergency response to hazardous materials incidents for their area.
2. Provide the initial response to a hazardous material incident for mitigation, containment, etc., as necessary in their area.
3. Be responsible for all billings and documentation of hazardous materials incidents where they are the DERA.

**G. CSP.**

1. As the DERA for all federal, state, and county roadways and the rights-of-way in unincorporated Pueblo County, the Patrol functions as the IC at the scene and coordinates emergency response to hazardous materials incidents within their jurisdiction.
2. Provide the initial response to a hazardous material incident for mitigation, containment, etc., as necessary in their area.
3. Be responsible for all billings and documentation of hazardous materials incidents where they are the DERA.
4. The Patrol maintains and staffs a two (2) person hazardous materials response vehicle in the Pueblo area and upon request, per mutual aid, will dispatch trained hazardous materials technicians and equipment to the scene of a hazardous materials incident occurring within Pueblo County outside of their jurisdiction.

H. **Department of the Army.**

1. As the DERA for the Fort Carson and the Pueblo Chemical Depot, function as the IC of, and coordinate emergency response to hazardous materials incidents for their area.
2. Provide the initial response to a hazardous material incident for mitigation, containment, etc., as necessary in their area.
3. Be responsible for all billings and documentation of hazardous materials incidents where they are the DERA.

I. **PDPHE.**

1. Provide assistance and information regarding environmental and health aspects and population protection.
2. Assist the DERA in overseeing emergency containment.
3. Oversee cleanup operations of an incident.
4. Coordinate with State Health Department officials.
5. Assist in product analysis.

J. **Public Works.**

1. For this plan, Public Works includes the Public Works Departments for Pueblo County, Pueblo West, and the City of Pueblo. Also included are the water treatment, stormwater, and wastewater treatment facilities serving the various cities and municipalities.
2. Shall assist in necessary road closures, detours, providing heavy equipment and material for clearing or moving debris, building dikes etc.
3. Provide remedial actions when material may affect water sources and distribution systems.
4. Assist in product analysis.

K. **Law Enforcement.** Law enforcement has responsibility for crowd control, traffic control, scene security, and shall coordinate and control evacuation activities.

L. **Transportation Technology Center, Inc. (TTCI).** Upon request and if available, TTCI may provide various equipment, resource material and manpower.

M. **Pueblo Chemical Depot.**

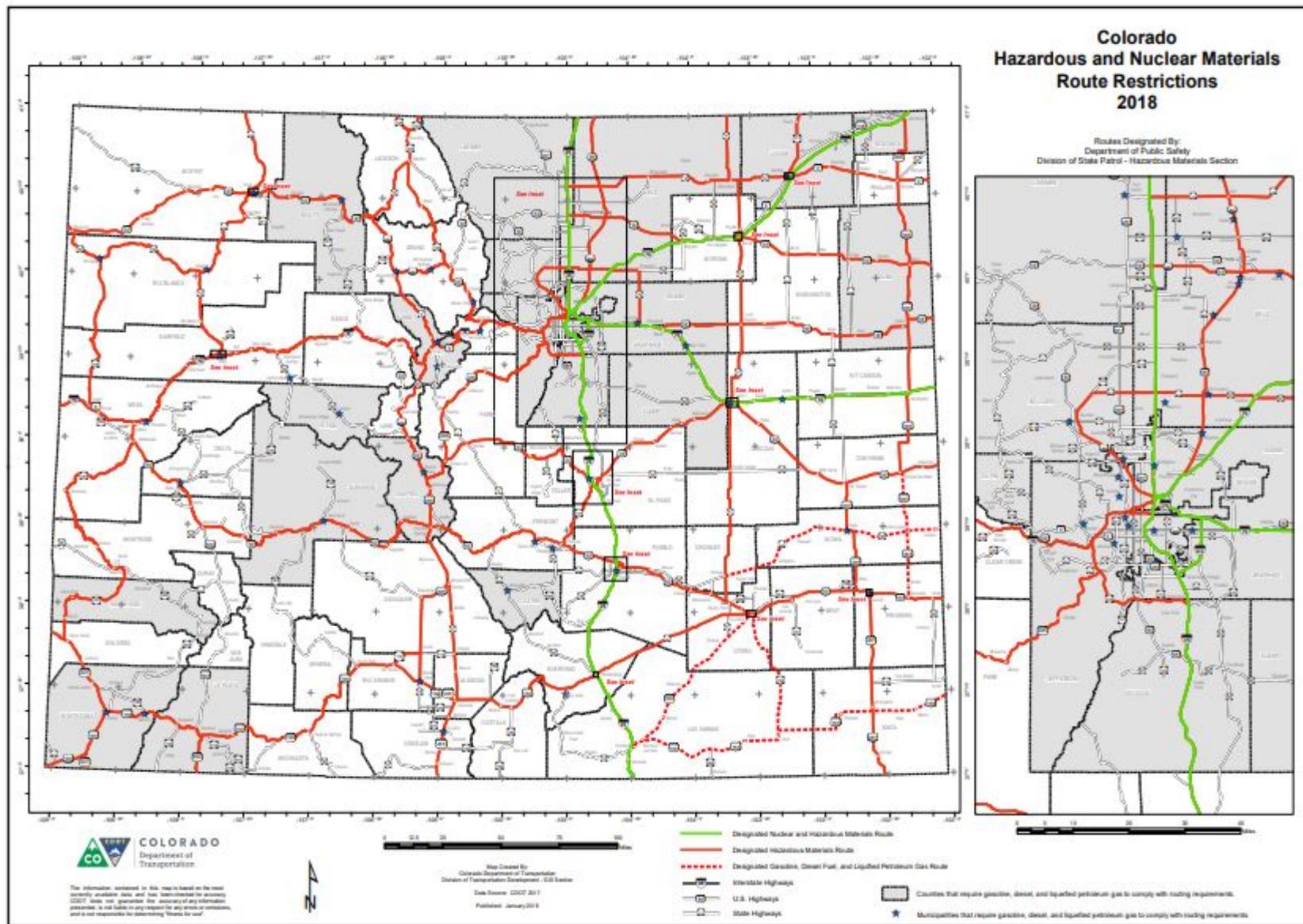
1. Provide various equipment and manpower support, if available, upon request to duty officer.
2. With the Service Response Force, will be the lead response and recovery agency in the event of a chemical weapons accident/incident at the Depot.

- N. **Chemical Transportation Emergency Center (CHEMTREC) 1-800-424-9300.** CHEMTREC provides information or assistance to those involved in or responding to chemical or hazardous material emergencies.
- O. **Colorado National Guard.**
1. The Colorado National Guard Civil Support Team (CST) provides technical and workforce assistance to local agencies involved in hazardous materials response, or incidents involving chemical, biological, radiological, nuclear, or explosive materials (CBRNE).
  2. CSTs also provide immediate response for intentional and unintentional CBRNE or hazardous material (HAZMAT) releases and natural or human-made disasters that result in or could result in, catastrophic loss of life or property.
  3. CST members receive more than 650 hours of HAZMAT and high-tech training from agencies such as the Federal Emergency Management Agency, the Department of Energy, the Department of Justice, and the Environmental Protection Agency.
  4. Operates a unique equipment set including a specialized/secure communications vehicle (Unified Command Suite), and a mobile analytical laboratory system with a full suite of chemical, biological, and radiological analysis equipment.
  5. The CST Advance team deploys within 90 minutes; the main body within three hours.

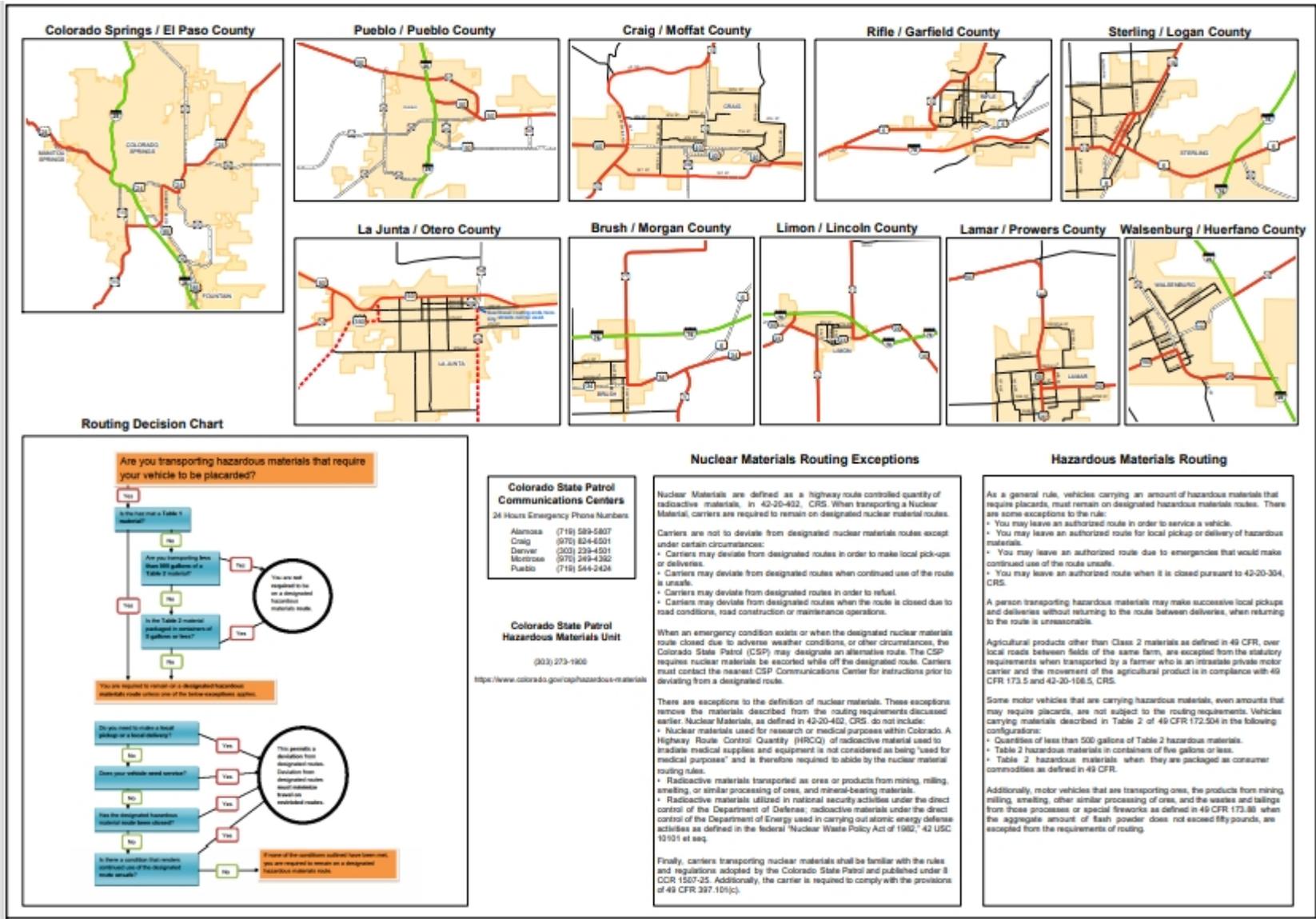
## **AUTHORITIES**

- A. Title 29, Article 22 of the CRS (also known as Senate Bill 172) Hazardous Substance Incidents, assigns responsibility to local governments for a response to hazardous materials incidents.
1. Article 22 requires the governing body of every city and county to have a DERA for hazardous substance incidents occurring within the corporate limits of such town, city, and county. In accordance with Article 22.
    - a. Unincorporated areas of Pueblo County DERA, excluding public roadways - Pueblo County Sheriff - County Resolution No. 09-47.
    - b. The Incorporated City of Pueblo DERA - Pueblo Fire Department. City Resolution No. 5423 and City Resolution No. 5209.
    - c. Boone DERA - Boone Fire Department. Resolution No. 105, when formed.
    - d. Rye DERA - Rye Fire Protection District. Resolution No. 86-1.
  2. For a hazardous substance incident occurring within the right-of-way of any federal, state, or county highway located outside of municipal city limits, the CSP is the DERA as designated by Article 22. It also provides that the CSP may further delegate such authority to a local Designated Emergency Response Authority with the approval of the Board of County Commissioners. The CSP retains authority over traffic. Article 22 also contains authority for organizing in state-level emergency response

- capability and encourages the use of mutual aid agreements to enhance hazardous substance incident response capabilities.
3. For a hazardous substance incident occurring on Fort Carson or the Pueblo Chemical Depot, the Department of the Army is the DERA.
- B. Title 42, Article 20, CRS Colorado Hazardous and Nuclear Materials Route Restrictions, concerns the permitting and routing of hazardous materials transported by motor vehicle. This statute:
1. Defines hazardous materials and authorizes the chief of the CSP to promulgate rules and regulations for the administration of this act, identifies the persons authorized to enforce the provisions of this act and allows those persons to issue civil penalty assessments for violations of the act, and in lieu thereof, warning citations. It provides that the fixed-site use of hazardous materials is not affected by this act, authorizes local governments to adopt regulations and ordinances, which are no more stringent than state law or regulations, and creates a hazardous materials safety fund in the state treasury.
  2. Establishes a permit for the transportation of hazardous materials, exempts farm machinery from the requirements of the permit system and establishes a fee schedule for the permits based on the number of vehicles operated.
  3. Authorizes the CSP to designate routes for persons transporting hazardous materials and allows local governments to petition the state patrol for changes in such designations and establishes penalties for deviations from authorized routes and establishes civil and criminal penalties for violations of this act. See ESF 10, Figure 1 for Hazardous and Nuclear designated routes.
  4. The Department of Revenue, the Department of Regulatory Agencies, and the Department of Public Safety have specific roles in the implementation of this act.
- C. 2018 Mutual Aid Agreement for Fire Protection and Other Emergency Services Assistance between Pueblo County Public Safety Entities including Pueblo, Pueblo County, Rye Fire Protection District, Pueblo Rural Fire District, Pueblo West Metropolitan District, City of Boone, West Park Volunteer Fire District, and the Beulah Fire Protection and Ambulance District.
- D. Title III, Emergency Planning and Community Right-to-Know, SARA, U.S. Public Law 99-499 requires several actions by state and local governments as well as industries and other facilities that use, process, or store one or more specified extremely dangerous chemicals.

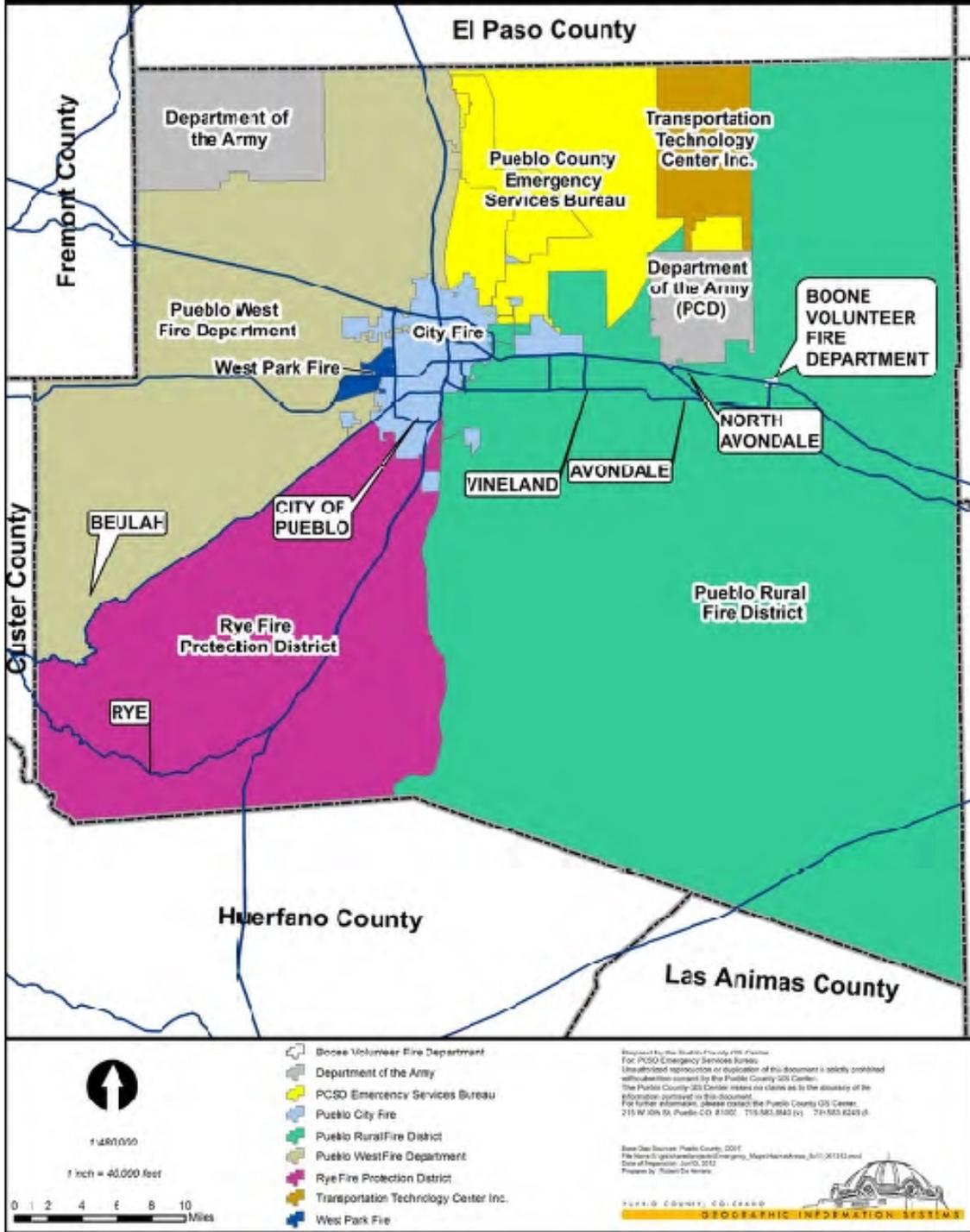


ESF 10, Figure 1-1



ESF 10, Figure 1-2

# Pueblo County Hazardous Materials Initial Response Areas



ESF 10, Figure 2

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# Emergency Support Function (ESF) 11, Agriculture and Natural Resources

**Primary Agency:** Colorado State University, Pueblo County Extension

**Supporting Agencies:** Area Schools/Districts, Law Enforcement Agencies, Local and State Veterinarians, Veterinary Medical Reserve Corp, PDPHE, Fire Departments/Districts of the affected area, Public Works of the affected area, CDA, CDHS, Colorado Parks and Wildlife, NWS, US Department of Agriculture (USDA), ARC, TSA, Humane Society Pikes Peak Region (HSPPR) and Sheltering Providers, Colorado Archeological Society – Pueblo Chapter, Pueblo Museum, CDA - Brand Inspector, Colorado State Fairgrounds

## **PURPOSE**

The purpose of ESF 11, Agriculture and Natural Resources is to provide response actions to an incident with impact to agriculture, wildlife, natural resources or historic or cultural resources. Furthermore, ESF 11 plays a role in mass feeding in conjunction with ESF 6, and in the CART Appendix.

## **SCOPE**

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

This ESF applies to the Primary Agency and any agencies supporting ESF 11 response operations in the following areas. (Note: Agencies may be supporting multiple ESFs simultaneously).

- A. Agriculture and Horticulture:
  1. Monitor for animal and plant diseases and pests of a contagious, harmful, or economically significant nature and develop plans to respond.
    - a. Agricultural crops
    - b. Horticultural crops
    - c. Livestock
    - d. Domestic animals
    - e. All wildlife
  2. Monitor and develop measures to ensure the safety and security of the food and water supply.
- B. Monitor nutrition assistance shortfalls and assist in developing measures to identify sources and obtain additional food supplies as required.
- C. Monitor and develop measures to preserve and conserve natural and cultural resources, and historic properties threatened by the incident or response operations.

## **SITUATION AND ASSUMPTIONS**

- A. An emergency/disaster may deprive people of access to food by disrupting commercial food supply/distribution networks and destroying stored food.
- B. ESF 11 supports overall disaster response efforts.
- C. ESF 11 coordinates with and supports:
  - 1. ESF 6, Mass Care, Housing, and Human Services will be activated in the event of an incident that requires the provision of mass care, including feeding.
  - 2. CART Appendix will be activated in the event of an emergency or disaster impacting domestic animals.
  - 3. Others as determined by the situation.
- D. An ICS will be established to coordinate on-scene incident response activity in compliance with the NIMS. ESF 11 operations will be conducted under the ICS.
- E. Through activation from the Pueblo County EOC, ESF 11 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
- F. When available local and mutual aid resources are exhausted, ESF 11 will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- G. Responders will continue to operate under the respective policies of their agency.
- H. Each ESF 11 agency will use its system for tracking staff time and resources for possible reimbursement. Each agency addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.
- I. Disaster events may require a preplanned, immediate, and automatic response from all cooperating agencies depending on the magnitude of the disaster.
- J. In the event of a disaster, food, first aid, sheltering, and bulk distribution of emergency relief items may be needed individually or all at the same time without warning.
- K. In case of a catastrophic event, ESF 5, 6, 11 and the CART will use multi-agency coordination and prioritization for allocation of resources.
- L. Mass feeding operations will be instituted as required by ESF 6 with coordination from ESF 11.
- M. Production agriculture will assess their damage and needs.
- N. Production agriculture in the area may not be able to provide for the needs of the community and may have sustained damage or restrictions to access.
- O. All supporting agencies providing mass care and relief will perform according to their agency regulations and procedures.
- P. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.

Q. CART operations will be instituted as required with coordination from ESF 11.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. ESF 11 will be activated upon request of the Pueblo County EOC.
- B. Provide a representative to the EOC, as requested.

### **Incident Assessment:**

- A. Identify threats to agricultural and horticultural infrastructure, crops, natural resources, food supplies, and sources, and cultural and historical assets.
  - 1. Collect or survey the damage to the agriculture and horticulture operations in the affected area.
    - a. Consider the damage to locally produced food supplies.
    - b. Consider the ability to collect and distribute existing food supplies.
    - c. Coordinate with the CDA and USDA for agriculture damage assessment.
    - d. Identify threats to cultural or historical assets.
  - 2. Determine the criticality of affected operations.

### **Incident Command and Incident Support:**

- A. Integrate ESF 11 operations into the ICS command structure.
  - 1. Designate personnel authorized to enter the affected area.
  - 2. Select and contact appropriate personnel.
  - 3. Notify the IC or EOC of the requirement for assistance from emergency responders.
  - 4. Dispatch personnel to the appropriate locations, and or monitor the following items from the EOC. (These functions are not listed in order of priority, and some functions may not apply to every incident).
- B. Agriculture and Horticulture:
  - 1. Monitor for animal and plant diseases and pests of a contagious, harmful, or economically significant nature.
    - a. Agricultural crops
    - b. Horticultural crops
    - c. Livestock
    - d. Domestic animals
    - e. All wildlife
  - 2. Coordinate with appropriate agencies, owners, and jurisdictions to develop plans to respond to these issues.

- a. Agronomic crops such as corn, vegetables, or alfalfa in the proper location do not need immediate assistance. If the event is a plant related disease or pest, identification of the disease or pest will be completed, and management steps identified.
  - b. Horticulture crops, as in a greenhouse, may need assistance for personal safety but the product can remain where it is.
  - c. Coordinate hay drops (by aircraft or vehicle) as required.
  - d. Coordinate with local businesses, ranchers, etc., for hay donations as required.
  - e. Coordinate the establishment/maintenance of water points/support for large animals as required.
  - f. Coordinate with Colorado Parks and Wildlife for wildlife concerns.
  - g. Coordinate with the CART for animal response operations.
    - i. Animal Needs Assessment
    - ii. Sheltering
    - iii. Veterinary support
3. Monitor the safety and security of the food and water supply.
- a. Crops or livestock in the field
  - b. Water sources including wells, reservoirs, storage, etc., and treatment facilities.
  - c. Foods and water in the supply and distribution chain.
- C. Nutrition Assistance.
- 1. Coordinate with ESF 5 and 6 to monitor nutrition assistance shortfalls.
    - a. Whole community
    - b. Population at risk
    - c. Responders
  - 2. Determine the availability of food, including raw commodities including wheat, corn, oats, rice, etc., that could be used for human consumption.
  - 3. Assess the availability of food storage facilities capable of storing dry, chilled, and frozen food.
  - 4. Identify available local and mutual aid resources.
  - 5. Develop measures to identify additional sources and obtain food supplies as required.
    - a. Local food availability
    - b. Food donations

6. Notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
  - a. Within Colorado, CDHS is responsible for ensuring that food is readily available to areas where people have been affected in the event of a natural disaster.
  - b. Request USDA commodities, as needed.
- D. Monitor and develop measures to preserve and conserve natural and cultural resources, and historic properties threatened by the incident or response operations.
  1. The Colorado Archeological Society – Pueblo Chapter is the initial point of contact for guidance regarding the protection or conservation of sites of potential archeological or cultural significance threatened by the incident or response operations.
  2. The Pueblo Museum is the initial point of contact for guidance regarding the protection or conservation of sites of potential historical or cultural significance threatened by the incident or response operations.
- E. Communicate incident details to local partners/stakeholders through Communications or EOC, if activated.
- F. Coordinate with the CDA and CDPHE for guidance concerning the disposal of animal carcasses stemming from an all-hazards event. The Memorandum of Understanding (MOU) between the CDA and the CDPHE called “Regarding Storage, Treatment or Disposal of Livestock Carcasses During Any All-Hazards Event” is available at [colorado.gov/cdphe/swguidance](http://colorado.gov/cdphe/swguidance). This agreement provides guidance related to the roles and responsibilities associated with mass mortality or depopulation events.
- G. Emergency preparedness and response plans for control and mitigation of livestock disease outbreaks can be found in the Animal Health Division of the Department of Agriculture’s website <https://ag.colorado.gov/animals> under the Animals tab.
- H. Coordinate with ESF 3 for waste management issues to determine acceptance conditions/standards for debris disposal.
- I. Coordinate with the ESF 3 to expand solid waste management operations.
- J. At the request of the Incident Commander, when available local and mutual aid resources are exhausted, notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- K. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
- L. Coordinate with the PIOs to communicate emergency public information and external communications ESF 15 and JIC, if activated.
- M. Consider and backfill staffing needs beyond the first operational period.

### **Demobilization, Re-entry, and Recovery:**

- A. Provide documentation of damage and associated costs regarding agricultural, horticultural infrastructure, crops, natural resources, and cultural and historical assets.
- B. Provide assessment of immediate and long-term impacts on the available food supply. Determine the requirement for sustained access to additional food supplies following the conclusion of the incident.
- C. Capture costs of food, supplies, and resources obtained and expended in support of feeding operations.
- D. Upon conclusion of operations, release tasked personnel/organizations to their regular duties.

### **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

#### **A. CSU Extension Pueblo County.**

- 1. Co-primary agency for the CART.
- 2. The primary agency for ESF 11, Agriculture and Natural Resources.
- 3. Feeding.
- 4. Animal and Plant Diseases.
- 5. Safety and security of food supply.
- 6. Natural, cultural, historic resources and properties.
- 7. Collect information or survey agriculture and horticulture operations to identify critical emergency needs.
- 8. Coordinate as necessary with ESF 5, the CART, and others as necessary for personnel, and equipment shelter as required for livestock care during an emergency.
- 9. Coordinate with the Pueblo County Stockman's Association and other livestock associations assisting with the handling and care of livestock during an emergency.
- 10. Identify, survey, and maintain a list of volunteer livestock sheltering facilities.
- 11. Coordinate efforts with local, state, and federal officials during livestock disease emergencies or related zoonotic disease outbreak.
- 12. Develop and deliver educational programs to train CART volunteers.

#### **B. HSPPR.**

- 1. Co-primary agency for the CART.

2. Conduct planning, operations, and support in accordance with appropriate City and County and other established agreements.
- C. **CDHS.** CDHS responsibilities include ensuring that food is readily available to areas where people have been affected in the event of a natural disaster.
- D. **EM.** Pueblo County Sheriff's Office Emergency Service Bureau, through ESF 5 is responsible for the coordination of disaster response within their jurisdiction and for coordinating and supporting the distribution of food through ESF 6 and 11, and the CART along with ESF 11.
- E. **CDA.**
1. Receives agricultural damage assessments.
  2. Supports animal and plant health issues in support of the CART Appendix or ESF 11.
- F. **Law Enforcement Agencies.** Provide security and law enforcement for agricultural and natural resources operations, as necessary.
- G. **Local and State Veterinarians.**
1. Assist in the establishment of triage units for the care of injured animals.
  2. Assist in obtaining emergency medical equipment and supplies.
  3. Address animal health at shelter facilities.
  4. Provide technical expertise and medical treatment to animals during emergencies and sheltering.
  5. Determine animals requiring euthanasia and complete the process when necessary.
- H. **Veterinary Medical Reserve Corp.** Assist in the treatment of the medical treatment of livestock or domestic animals.
- I. **PDPHE.**
1. Provide available testing of samples and coordination and monitoring of human health concerns.
  2. Cooperate with and guide the EOC and CART Coordinators for the disposal of deceased animals that may impact the public health.
  3. Assist in the investigation of animal bites about rabies.
- J. **Fire Departments/Districts of the affected area.**
1. Survey shelter sites for fire safety.
  2. Advise about fire security during operations.
  3. Coordinate with Animal Rescue Team with extrication and lift rescues within existing capabilities.
- K. **Public Works of the affected area.** Agency point of contact for debris management, water supply, treatment, and wastewater treatment issues.

- L. **Colorado Parks and Wildlife.** Agency point of contact for wildlife issues.
- M. **NWS.** The NWS provides forecast and historical weather information in support of response operations.
- N. **USDA.**
  - 1. When State agencies notify USDA of the types and quantities of food that relief organizations need for emergency feeding operations, Food and Nutrition Service (FNS) supplies food to disaster relief organizations such as the ARC and TSA for mass feeding or household distribution.
  - 2. FNS also authorizes States to provide Disaster Supplemental Nutrition Assistance Programs (D-SNAP) benefits <https://www.fns.usda.gov/disaster/disaster-assistance>.
  - 3. Coordinate with the CDA and CSU Extension Pueblo County for agriculture damage assessment.
- O. **TSA.** Coordinates with ESF 11 for nutrition assistance shortfalls, in support of mass feeding operations.
- P. **Sheltering Providers.** Provides animal needs assessment, sheltering, and veterinary services in support of CART appendix or with ESF 11.
- Q. **Colorado Archeological Society – Pueblo Chapter.** Initial point of contact for guidance regarding the protection or conservation of sites of potential archeological or cultural significance threatened by the incident or response operations.
- R. **Pueblo Museum.** Initial point of contact for guidance regarding the protection or conservation of sites of potential historical or cultural significance threatened by the incident or response operations.
- S. **Colorado Brand Inspector.** Supports the CART Appendix and ESF 11.
  - 1. Investigate and establish ownership of livestock during rescues and sheltering operations according to Colorado Brand Law.
  - 2. Contact legal owners of livestock according to Colorado Brand Law.
- T. **Colorado State Fairgrounds.** Provide emergency housing for animals during emergencies and disasters as available.

# Emergency Support Function (ESF) 12, Energy

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** Local Law Enforcement Agencies, Metro Districts, Regional Building, Public Works Departments of the affected area, Colorado Division of Emergency Management and Homeland Security, CSP, Utility Companies

## **PURPOSE**

The purpose of this ESF is to facilitate the restoration of damaged energy systems and components.

## **SCOPE**

The scope of this ESF is to collect, evaluate, and share information on energy system damage and the estimation of the impact of energy system outages in the Pueblo area. Response activities will take place in the field and will be coordinated with the Pueblo County EOC, if activated. The EOC will coordinate support efforts for the various utilities involved in the restoration process.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. A disaster may result from natural or technological hazards or from a national security emergency that produces extensive damage and results in a large volume of requests for utility and public works services. When notified of an incident situation, the utilities will monitor the situation, pre-plan, and assist with the request. The Energy critical infrastructure may sustain damage in an incident; and
  1. The damage will influence the accessibility level of relief services.
  2. Disaster response will require effective utility coordination with emergency responders.
  3. Priority for the restoration of utility services will be determined in order to first provide for emergency services and then to restore normal operations.
- B. Public Safety is the highest priority in the emergency response to a utility event.
- C. The financial aspects of utility restoration will be taken on by the individual utility providers as per their SOP and regulatory requirements.
- D. Services by emergency providers will not be charged to utility providers except in the cases where state and federal laws allow this action like HAZMAT response.
- E. Any event where a Presidential Declaration is decreed, emergency response agencies will include utility providers in their assessing of the event restoration cost and assist them with reimbursement from the federal arena.

- F. Utility regulatory requirements require extensive reporting to state and federal agencies dependent on the amount of damage to the infrastructure.
- G. Each utility should have a designated spokesperson that will serve as a liaison with the EOC and emergency responders to provide critical information on the restoration process and to relay concerns from the public sector as to areas that need restoration activity first.
- H. All utilities have EOPs and will enact those plans in support of this ESF, and all departments have established continuity of operations plans.
- I. All supporting agencies will ensure continual operational readiness.
- J. Utilities have various mutual aid agreements and contractor resources that are pre-qualified to complete restoration work and return utility services to the community as soon as feasible.
- K. Utility companies will ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations.
- L. Utility companies have extensive mutual aid and contractual agreements to mitigate financial concerns on the public sector for utility restoration work. Agreements with utility companies on the use of their employees, equipment, or materials for public sector activities should be negotiated before a situation occurs.
- M. Utility companies will ensure that on-call contracts with engineering companies and construction contractors include provisions for emergency services. These aspects are critical because of the specialized workforce necessary for utility infrastructure restoration activities.
- N. Mobilization centers, staging areas, receiving and distribution sites, key operational support facilities, and necessary staffing are identified in the utility EOP, including the requirements for qualifications of workers for the utility infrastructure restoration.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Provide a representative to the EOC, as requested.

### **Incident Assessment:**

- A. Implement damage assessment activities to confirm and report the level, severity, and extent of involvement.
- B. Identify threats to systems, resources, and support needed for restoration activities.
- C. Identify and determine available local, county, and state resources to aid safe and timely emergency shutdown of utilities to prevent damage.
- D. Conduct emergency shutdown, as necessary.

### **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Analyze incident or potential incident conditions, needs, and requirements.
- B. Recommend priorities for the repair of damage. Communication with the public sector is essential in this effort.
- C. Coordinate with other public works, water, and utilities, as necessary.
- D. Determine resources available and evaluate the capability to perform required response operations.
- E. Coordinate repairs and energy security with available internal and mutual aid resources.
- F. Determine additional resource needs. Requests for external support should be made through the Pueblo County EOC.
- G. Select and contact appropriate personnel.
- H. Designate personnel authorized to enter the affected area and provide this information to the EOC and emergency responders.
- I. Ensure clearance of critical areas of downed power lines, blowing gas or broken water piping.
- J. Initiate temporary emergency repairs, as needed.
- K. Restore services in priority order.
- L. Coordinate with ESF 3 regarding debris removal and disposal.
- M. Provide available emergency traffic control equipment such as barricades and street flares; coordinating with local law enforcement.
- N. Determine emergency sources of electricity, gas, and potable water.
- O. Continue damage assessment and monitor the condition of sewage, electrical, gas, and water distribution systems.
- P. Provide and coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated, in support of ESF 15.
- Q. Coordinate with law enforcement personnel for maintaining the security of facilities and supplies (ESF 13).
- R. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

### **Demobilization, Re-entry, and Recovery:**

- A. Complete damage assessment and compile damage report.
- B. Recommend to the EOC functions which should be reduced, maintained, or strengthened during the emergency period and transition to recovery.

- C. Upon conclusion of energy/utility response operations, release tasked personnel/organizations to their regular duties.

### **ORGANIZATION AND RESPONSIBILITIES**

- A. All agencies, departments, and utilities with responsibilities identified in this section of the EOP are responsible for developing internal procedures and standard operating procedures for carrying out the following assigned lead and support functions:

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of the Pueblo County EOP during periods of activation.
2. Coordinate activities and maintain communication with the EOC, if activated, during all emergency operations.
3. Provide an agency representative to the EOC as requested.
4. Provide information and coordinate any public announcement, statement or press release through the PIOs or the EOC and JIC, if activated.
5. Provide program assistance and expertise as appropriate and in coordination with other agencies.
6. Provide all requested information before, during, and following any incident to the EOC.

- B. **Utility Companies in the Pueblo area.**

1. Black Hills Energy and San Isabel Electric are responsible for electric distribution grids in the Pueblo area.
2. Black Hills Energy, Tri-State, Western Area Power Authority (WAPA) and Xcel Energy are responsible for the electric transmission systems in the Pueblo area.
3. Black Hills Energy and Xcel Energy have electric generation facilities in the Pueblo area.
4. Xcel Energy and Colorado Natural Gas have the natural gas distribution system in the Pueblo area.
5. Colorado Interstate Gas has the natural gas transmission system in the Pueblo area.
6. Pueblo Board of Water Works, Mesa Water, Pueblo West Water along with water boards in the smaller townships in the Pueblo area have responsibility for the potable water systems, and the sanitation systems were applicable.
7. Several private vendors supply propane and potable water deliveries to residents who are not part of established utility systems in parts of the Pueblo area.

- C. **Public Works in Partnership with Utilities (Power and Water).**

1. Provide technical assistance in evacuation or movement-restriction planning and in determining the most viable transportation networks to, from and within the

- incident area as well as alternate means to move people and goods within the area affected by the incident.
2. Work with industry partners to assess the damage to the transportation infrastructure, analyze the impact of the incident on transportation operations regionally, and report promptly as changes occur. Public Works can assist utility restoration processes by communicating downed lines, natural gas smells, and broken water pipes to the appropriate utility through the EOC.
  3. Create an expanded workforce through emergency contracts.
  4. Evaluate the availability of personnel, materials, supplies, and equipment that can be provided to respond and to commit available resources.
  5. Provide communication networks through vehicle-based two-way radios.
  6. Utilities will need access to the damaged infrastructure for restoration work. Public Works with vehicles plows and other equipment can assist with this function.
  7. Provide water treatment, stormwater, and wastewater treatment facilities serving the various cities and municipalities.

**D. Utility provider responsibility to the Pueblo area emergency response agencies.**

1. All utility providers will establish and maintain a good relationship with the public agencies in their service territories.
2. Utilities will provide information and training to emergency providers to assist them in a safe response to utility incidents requiring their expertise.
3. Utility providers will take part in community committees like the LEPC to enhance communications with the public sector.
4. Utility providers will allow emergency responders access to their facilities for familiarization in case of a needed emergency response.
5. Utility providers will communicate hazards like chemical inventory, explosive materials, etc., used in their processes to the emergency responders in their area.
6. Utility providers will work with the public sector in outage conditions to restore vital services as requested for Public Safety.

**E. Responsibility of Pueblo area emergency response agencies to utility providers.**

1. Pueblo area emergency response agencies will actively promote communications and good relations with utility providers.
2. Policies and processes for emergency response in Pueblo will take into consideration the needs of utility providers.
3. Training opportunities, training exercises, etc., for Pueblo area Emergency Responders will be offered to utility providers, as appropriate.

4. Pueblo area Emergency Response agencies will not turn off, modify, or remove utility services or equipment unless trained and authorized to do so. Communication with the appropriate utility provider must be made as soon as possible.
- F. **Pueblo County Sheriff's Office, Emergency Services Bureau.** Coordinate activities specified in this ESF to support field response and recovery.
- G. **Law Enforcement Agencies/CSP.** Provide security for transportation assets; assist and direct evacuation per incident requirements.
- H. **Metro Districts:** Metro Districts provide distinct and varying levels of service as described in the Public Works and Water/Wastewater Utilities entities.
- I. **CO-DHSEM.** Assist with the resources necessary to assist utility restoration in the Pueblo area.

# Emergency Support Function (ESF) 13, Public Safety and Security

**Primary Agencies:** PCSO, Pueblo Police Department

**Supporting Agencies:** CSP, Tenth Judicial District Attorney, Colorado Department of Public Safety, Colorado Information Analysis Center (CIAC), Other State and Federal law enforcement agencies and Military Installations

## **PURPOSE**

The purpose of ESF 13, Public Safety and Security is to describe the law enforcement measures provided by Pueblo law enforcement agencies during an emergency or disaster, or when available intelligence indicates the potential for a situation that would require the mobilization of law enforcement resources, to preserve peace and public safety within the County of Pueblo.

## **SCOPE**

The scope of this ESF is to outline the responsibilities and activities relating to law enforcement in the event of an emergency or disaster. Pueblo County Sheriff's Office and Pueblo Police Department, based on jurisdictional boundaries, along with the support of other agencies, will perform law enforcement, peacekeeping, evacuations, and other related public safety functions. These functions are to prevent an incident or stop an undesirable situation before it occurs; respond to a major incident, or incident in-progress, and restore the peace and public safety of the community. This ESF shall also serve as the general planning utility for incidents involving workplace and school violence.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. Both during and after an emergency or disaster, law enforcement and safety measures will be needed to protect life and property. Because law enforcement agencies conduct routine patrols within the community, officers may be the first responders to arrive on the scene of an incident.
- B. Pueblo County law enforcement activities remain under the control of the Pueblo County Sheriff.
- C. Municipal law enforcement activities remain under the control of the Chief of Police.
- D. The State of Colorado has concurrent responsibility with local jurisdictions for certain offenses.
- E. The Federal government has responsibility for enforcement of Federal laws, though local and State officers have authority to enforce and make arrests for certain Federal violations. Federal agencies provide law enforcement support to local jurisdictions in peacetime emergencies. Federal resources will augment, but not supplant, local law enforcement authority.

- F. The Governor may assign the Colorado National Guard (CONG) to law enforcement duty. When acting in this capacity, the officers and enlisted personnel of the CONG have the full authority of peace officers under Colorado law, and function as State Police officers. They may report directly to the lead agency or may be under a separate chain of command. Their chain of command is designated by the Governor or their commanding officer.
- G. An Incident Command System (ICS), in compliance with the NIMS, will be established. This system will be utilized to coordinate the on-scene incident response activity.
- H. Activation of the Pueblo County EOC may be required during an incident. Any independent departmental operations centers will coordinate activity and maintain communication with, as well as support the EOC if activated.
- I. Through activation from the Pueblo County EOC, ESF 13 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
- J. When available local and mutual aid resources are exhausted, ESF 13 will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- K. Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.
- L. If the incident or emergency is of such that the safety of lives and property are threatened, an evacuation may be ordered. When this occurs, the responsible jurisdiction will lead/conduct the evacuation. Law enforcement activities will include, but are not limited to:
  - 1. Door to Door notification
  - 2. Route Alerting
  - 3. Traffic control
  - 4. Site Security
  - 5. Shelter Security
  - 6. Support for re-entry procedures
- M. Traffic control and enforcement will be needed to ensure the orderly flow of traffic on roadways and subsequent evacuation corridors.
- N. Site security will be provided for the evacuated areas to prevent looting, as well as to protect property from intruders and vandalism.
- O. Pueblo County is home to vulnerable populations who may need additional assistance, including children and families, individuals with disabilities, and others with access and functional needs. Evacuations of these people may require additional personnel.
- P. The concentration of large numbers of people at shelters will require the presence of police to preserve orderly conduct.

- Q. Security will be needed to protect emergency supplies, food, and equipment at shelters and other storage locations.
- R. Incidents of bomb threats, arson, and threats against individuals or groups, to achieve political concessions or public notoriety may cause disastrous results including, public panic.
- S. Civil disturbances may result in widespread injuries and damage to property and may require the mobilization of large numbers of law enforcement resources.
- T. All agencies with a lead or support role in law enforcement activities have operations plans and will enact those plans in support of this ESF, if necessary.
- U. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.
- V. All supporting agencies will ensure continual operational readiness.
- W. Agencies will develop inter-agency and inter-jurisdictional agreements, such as mutual aid agreements with similar agencies, to expedite resource mobilization when additional assistance is needed.
- X. Mobilization centers, staging areas, receiving and distribution sites, key operational support facilities, and necessary staffing will be identified.
- Y. Under some circumstances, the incident scene is also a crime scene, and care must be taken to protect evidence.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive a notification when an incident occurs, or when intelligence indicates the potential for a situation that would require the mobilization of law enforcement resources.
- B. Provide a representative to the EOC, as requested.

### **Incident Assessment:**

- A. Confirm and report the level, severity, and extent of involvement.
- B. Identify threats to city assets and resources.
- C. Access plans, procedures, and organizational structures needed to ensure the continuation and coordination of law enforcement and security of city resources during an incident.
- D. Identify and secure equipment required to maintain readiness and the continuation of operations during an incident.
- E. Identify alternate agencies to assist in law enforcement and security during an incident.

- F. Monitor vulnerable populations who may need additional assistance, including children and families, individuals with disabilities, and others with access and functional needs. Evacuations of these people may require additional personnel.
- G. Identify and maintain a network of available local, county, and state resources to aid in law enforcement and security.
- H. Initiate agency EOPs.

**Incident Command and Incident Support:**

- A. Establish a unified ICS to effectively manage law enforcement incidents, or in support of other incidents.
- B. Develop an IAP and establish safety parameters.
- C. Determine Communication Channels and if necessary, obtain Mutual Aid Channel for incoming support communications.
- D. Designate personnel authorized to enter the affected area.
- E. Select and contact appropriate personnel.
- F. Communicate incident details to local partners/stakeholders through Communications or EOC, if activated.
- G. Ensure procedures are in place to conduct emergency evacuations when necessary.
- H. Ensure that administrative procedures are in place to aid control during emergency operations.
- I. Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
- J. At the request of the Incident Commander, when available local and mutual aid resources are exhausted, notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- K. Coordinate with the public information officer to communicate emergency public information and external communications (ESF 15) and JIC, if activated.
- L. Maintain security of facilities and supplies.
- M. Consider and backfill staffing needs beyond the first operational period.
- N. Act as officers of the requesting jurisdiction when responding to mutual-aid requests and utilize NIMS.
- O. Provide security to scenes and facilities as needed to support IC.

**Demobilization, Re-entry, and Recovery:**

- A. Coordinate and organize long term plans for the continued operation of emergency service resources.

- B. Provide damage documentation on affected police department buildings, lands, or other structures to the Damage Assessment Unit in the EOC.
- C. Develop and enact a plan to repair or replace any damaged LEO equipment.
- D. Develop plans to replace or supplement personnel required to maintain operations.
- E. Upon conclusion of operations, release tasked personnel/organizations to their regular duties.

### **ORGANIZATION AND RESPONSIBILITIES**

- A. **Primary Agency.** In an emergency or disaster, when life, health, and property may be threatened, the primary responsibility of law enforcement is the enforcement of laws of the City of Pueblo and Pueblo County. Other responsibilities include serving as leaders of the ESF 13 group at the EOC, supporting Incident Management Teams in the field, coordinating activities with support agencies, providing expertise on public safety to the Incident Manager when requested (including evacuations), and ensuring the activities under this ESF are related to the safety and security of the public.
- B. **Supporting Agencies.** Support agencies maintain their normal daily functions during the emergency or disaster as much as possible in order to protect the public. They are responsible for coordinating information with the primary agencies. They can also provide subject matter, expertise and advice.

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# Emergency Support Function (ESF) 14, Cross-Sector Business and Infrastructure

**Primary Agency:** County Manager and Pueblo County Sheriff's Office

**Supporting Agencies:** All affected Public and Private Stakeholders

## **PURPOSE**

The purpose of ESF 14, Cross-Sector Business & Infrastructure, is to support the coordination required to stabilize key supply chains in Pueblo County. This ESF describes the operational components as well as roles and responsibilities of the agencies necessary to fulfill the duties of ESF 14.

## **SCOPE**

ESF 14 serves to align and support cross-sector operations among infrastructure owners and operators, businesses, and government partners to stabilize our community. It is complementary to the operations of the other ESFs and is a mechanism for private-sector and other critical infrastructures that are not aligned to an ESF or have no other means of coordinating their inclusion in emergency response operations.

Activities of ESF 14 include provide unique services and resources from the private sector to enhance response operations, coordinate with other ESFs to ensure Pueblo County residents have access to essential services, coordinate among private sector and infrastructure partners to prevent or mitigate cascading failures across multiple sectors, and coordinate with private sector partners to stabilize supply chains and distribution networks both within and outside the affected area.

## **SITUATION AND ASSUMPTIONS**

- A. Communities rely on businesses, interdependent critical infrastructure sectors, and complex supply chains. Disruptions in one sector can rapidly cascade across others. Such incidents can also disrupt National Critical Functions and related supply chains.
- B. While business and infrastructure owners and operators have primary responsibility for managing their operations and systems in emergencies, ESF 14 will support and enable collaboration among critical infrastructure sectors and will help to coordinate and sequence such operations to mitigate cascading failures and risks. ESF 14 will identify, collect and synthesize information from participating private and public sector entities, and will provide guidance to support emergency response operations.

- C. Planning requires assumptions based on statistics, history, behavior patterns and likely future trends. The following assumptions were made as consideration for ESF 14 Cross-Sector & Infrastructure:
  - 1. Organizations representing private sector partners will share information with one another and Pueblo County to coordinate support, request resources, and share information about the impacts to the private sector following a disaster.
  - 2. Private sector entities that are impacted may have limited resources to support other county operations and may be focused on more on their own stabilization than in supporting the public sector.

### **CONCEPT OF OPERATIONS**

ESF 14, Cross-Sector Business and Infrastructure, consists of five broad activities in relation to the Pueblo County Emergency Operations Plan. These activities are:

- A. Provide unique services and resources to enhance response.
- B. Ensure residents have access to essential services.
- C. Prevent or mitigate cascading failures across sectors.
- D. Stabilize supply chains and distribution networks.
- E. Facilitate cross-sector communications and shared situational awareness.

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. The Pueblo County Sheriff and County Manager will determine the need to staff to ESF 14; this position will be staffed based on incident assessment and coordination by EOC Coordinator and ESF 5 lead.

### **Initial Assessment:**

- A. Receive Incident Commander's or Unified Command's assessment.
- B. If assigned, ESF 14 lead will coordinate activities with ESF 5 and other ESFs based on current response efforts.
- C. ESF 14 lead will determine appropriate cross-sector business and infrastructure partners required to support essential private and public services to the community.
- D. ESF 14 lead will provide the information, as appropriate, such as input for reports, briefings, displays, public information activities, and plans.

### **Incident Command and Incident Support:**

- A. ESF 14 will coordinate all cross-sector business and infrastructure activities to support the incident, as appropriate.
- B. ESF 14 lead will provide progress and reports to the Pueblo County Sheriff and the County Manager as requested.

- C. ESF 14 lead will coordinate all response activities with ESF 5 and the EOC Coordinator.

**Demobilization, Re-entry, and Recovery:**

- A. ESF 14 will be prepared to transition to conduct long-term and short-term recovery.
- B. ESF 14 will provide all documented expenditures to the Finance Section.

**ORGANIZATION AND RESPONSIBILITIES**

During a declaration of disaster or emergency response the PCSO has the primary responsibility for coordination of cross-sector business and infrastructure in Pueblo County in conjunction with the Pueblo County Manager and other elected officials.

**A. The PCSO.**

1. Coordinate the activities of Support Agencies within ESF 14 to fulfill operational objectives.
2. Direct the activities of the ESF #14 in conjunction with assistance from ESFs at the local, State, or Federal levels, as applicable.
3. Collaborate with other Coordinating Agencies to ensure an effective response between ESFs.
4. Designate sufficient representatives (no less than three) to support/staff 24-hour operations at the Pueblo County EOC. The Pueblo County EM will maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communication outages.
5. Develop and train all staff responsible for implementing ESF 14 on standard operating procedures.
6. Share ESF 14 activity information with appropriate EOC personnel.
7. Prioritize ESF 14 operational strategies in alignment with the EOC and on scene objectives.
8. Work with infrastructure owners and operators on requests for assistance regarding critical infrastructure.
9. Coordinate local and state agencies to ensure that critical infrastructure and other private sector owners and operators have access to necessary information from across all agencies.
10. Facilitate information sharing among key stakeholders, private sector partners, government agencies, and ESFs on the status of critical businesses and industries within incident areas.
11. Deliver timely and relevant information and disseminate actionable alerts to public and private sector partners.
12. Receive, manage, and track resource requests for ESF 14 in accordance with established resource management procedures.

13. Coordinate with ESF 15 - Emergency Public Information for the inclusion of appropriate information for public dissemination.
14. Assist in the development of the After-Action Report. This report is a detailed, written analysis of the strengths and weaknesses of county-level emergency response and short-term recovery activities based upon extensive research of the event and interviews with participating assessment, response, and short-term recovery personnel.

**B. County Manager.**

1. Work with critical infrastructure partners and government partners to identify and address informational and analytical needs, including cross-jurisdictional and cross-sector issues and needs.
2. Facilitate a joint understanding between industry and government agencies of hazards and risks.
3. Support local governments in their response to incidents by connecting them with private sector partners.
4. Identify options to help businesses resume operations and to incentivize growth following disasters.

**C. Public Works and Engineer.** Provide subject matter expertise and advice county leadership on infrastructure impacts and potential solutions.

**D. Local Chambers of Commerce.**

1. Coordinate with private sector organizations on corporate humanitarian response activities and/or philanthropic programs.
2. Share information on the response and recovery process to assist industry partners who have been impacted or are functioning under business continuity plans.
3. Provide data and conduct outreach to the business community, including utilizing local stakeholder networks to determine incident damages and resource needs.

**E. Utility Companies.**

1. Provides information, in corporation with local, State and energy and water officials: on energy and water supply and demand conditions, as well as the requirements for, and the availability of materials and services critical to energy and water supply

systems (e.g., outages, shortages, limitations, restoration status, and infrastructure status) assessment and repair.

3. Provide subject matter expertise and advice County leadership on infrastructure impacts and potential solutions.

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# Emergency Support Function (ESF) 15, Public Information and External Communication

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** Risk Communications Network, City of Pueblo Public Affairs, local media outlets, and other agencies and jurisdictions as necessary

## **PURPOSE**

The purpose of this ESF is to establish mechanisms to ensure public awareness of all-hazards and to maintain active channels of communication that will inform and advise the public on appropriate actions before, during, and after an emergency. This ESF provides for effective collection, verification, and dissemination of information and to minimize any misinformation released to the public.

## **SCOPE**

ESF 15 – Public Information and External Communication, applies to all participating agencies, (primary, supporting, and Emergency Support Functions) during all-hazards incidents, training, and exercises. This ESF provides a framework for public information and external communications where response by multiple agencies and EOC, JIS, or JIC activation may be required.

ESF 15 involves compliance with the Pueblo community JIC guidelines but otherwise does not define SOP/SOG for other participating agencies. Each responding agency may work under the auspices of their SOP/SOG within the framework of the incident command system.

This ESF is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

## **SITUATION AND ASSUMPTIONS**

- A. In the event of a local emergency or disaster that has impacted or has the potential to impact the citizens and guests of Pueblo County, the Pueblo County Sheriff's Office will facilitate or participate in the JIS as provided for in this ESF. Lead responsibility for the JIS and associated JIC generally rests with the EOC.
- B. Emergency Preparedness information will improve public response during an actual emergency. A proactive public information program shall promote awareness of the need to prepare for all types of incidents facing the community.
- C. Centralized coordination and dissemination of factual, official information is necessary to assure a well-informed public, to avoid or minimize the release of misinformation, and to dispel rumors.
- D. As a matter of routine, and before an emergency develops, close contact shall be maintained with local, state, army, and federal public information officers. Contact will

also be maintained with the media to enhance public preparedness and awareness before an emergency, and to facilitate dissemination of actual incident information.

- E. Emergency public information utilizes the JIS concept and coordinates with all available media to provide the public with official news, information, instructions, and procedures should a local incident, or severe international crisis occur. The JIS ensures public information officers from multiple agencies share or collaborate on emergency information.
- F. Sufficient warning time may not always be available before an emergency to activate and implement the JIS/JIC construct, therefore:
  - 1. EAS messages may be utilized to pass urgent information and instructions to the media and the public.
  - 2. Emergency Notification System (ENS) may be activated to provide direct, immediate, and concise information to a targeted group of citizens.
- G. Appropriate emergency information will be provided to ensure the broadest possible coverage of the affected population.
  - 1. All available media shall be used to communicate with the public.
  - 2. A working relationship between the Pueblo County Sheriff's Office PIO and the local media shall be maintained.
  - 3. The PCSO-ESB staff will work with the local broadcasters to ensure the EAS is operational and available to provide emergency public information in the event of natural and human-made emergencies or disasters.
  - 4. Information will be provided in English, Spanish, and American Sign Language whenever necessary and possible.
  - 5. Other means to reach the affected population, including those with access and functional needs include but are not limited to, closed captioning, interpreters, weather radios, EAS messages, ENS, and social media.
- H. Should the situation warrant, the JIS may operate utilizing a JIS Strike Team or out of a JIC, with the determination to be made in coordination with EOC lead(s).
  - 1. Activation of a JIC will be organized and coordinated by PCSO-ESB.
  - 2. The JIS/JIC is managed by the PCSO PIO.
    - a. If the PIO is not available, the PCSO-ESB Bureau Chief or EOC Coordinator will appoint a PIO.
    - b. If possible, the PIO should be a county or city employee who either serves in the role of a PIO or possesses a working knowledge of the duties of a public information officer.
  - 3. The nature, scope, and location of the incident will determine which other agencies will provide a representative to the JIC. The JIC will serve as a location representing

- various organizations and agencies providing the public with quick, accurate, and effective information, with less risk of conflicting statements.
4. A group of pre-identified JIC personnel will be organized upon the activation of the JIC. If needed, sufficient personnel will be assigned to permit extended hours of operation during an emergency or disaster.
  5. The JIC will be declared operational when the PIO or alternate is present, as well as sufficient personnel to respond to incoming inquiries and perform administrative functions.
  6. Through the JIC, the EOC will maintain contact with all mass media serving the county and municipalities.
  7. A media center may be established to enable media representatives to receive up-to-date information in person regarding the incident and may include live media briefings.
  8. Pueblo County Sheriff's PIO and other responding agencies will activate a call center for public and media inquiries, write media releases, coordinate with field PIO, monitor media for misinformation and gather information for public dissemination out of the activated JIC.
    - a. This call center will serve as a location where incident-related inquiries from citizens and media may be directed.
    - b. The call center phone number will be widely disseminated to the public.
  - I. All agencies responding to a disaster in Pueblo County are individually and jointly responsible for developing and releasing emergency public information about their agency's actions.
  - J. The PIO, in coordination with the ARC, will establish a single point of contact for the public to obtain information concerning missing relatives, available emergency services, and will communicate those messages through the media.
  - K. News releases, instructions, or official information originated by participating organizations will be coordinated through the EOC until activation of a JIC. Activation of any public information support beyond the PIO will follow the plan outlined for the Pueblo Community JIC.
  - L. Through activation from the Pueblo County EOC, ESF 15 will follow established mutual aid and intergovernmental agreements utilizing local resources whenever available.
  - M. When available local and mutual aid resources are exhausted, ESF 15 will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
  - N. Follow policies outlined in the Pueblo County EOP as the situation mandates.
  - O. It is assumed that all agencies have EOPs and will enact those plans in support of this ESF and all departments have established continuity of operations plans.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Identify the need for immediate or urgent communications for protective actions or other essential information including an evacuation, a shelter-in-place, etc.
  - 1. Recommend the need for mass message distribution direct to the public including social media, ENS, weather radios, Sirens, etc.
  - 2. Initial EAS message will be issued by the PCSO Communications Center, or PCSO-ESB staff. Other EAS messages will be selected or developed by the appropriate PIO.
  - 3. ENS activation may also be necessary to ensure public safety. This activation will require approval by the IC or the EOC Coordinator.
  - 4. Once approval for the launch is received, Communications Center staff or PCSO-ESB staff may initiate the process.
- C. The PCSO-ESB Chief will decide to activate the JIC when the situation warrants.
  - 1. Activations of the JIC will be in accordance with the Pueblo Community JIC guidelines.
  - 2. During a chemical stockpile incident, the Pueblo County EOC and the Pueblo Chemical Depot will jointly decide to activate the JIC.
- D. Provide a representative to the JIS/JIC/EOC, as dictated by the situation.
- E. The JIC will be declared operational when the PIO or alternate is present, as well as enough personnel to respond to incoming inquiries and perform administrative functions.

### **Incident Assessment:**

- A. Obtain briefings from the IC, PIO, Communications Center, and EOC Coordinator.
  - 1. Determine the status of the incident.
  - 2. Identify jurisdictions involved and jurisdiction(s) in command.
  - 3. Identify the need to de-conflict any inconsistent information.
  - 4. Determine current media presence and identify immediate media needs.
- B. Identify who will be responsible for approving news releases before distribution.
- C. Determine constraints on information process.
- D. Recommend level of support needed for successful public information needs as outlined in JIC guidelines. Level of activation 1-4 is at the discretion of the ESF 15 representatives in the EOC.

## **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Provide media and JIS partners with on-going public information.
  - 1. Prepare initial public information summary as soon as possible. When information is limited, use the following statement:

We are aware that an [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will provide you with additional information as soon as we are able. An EOC has been activated and is staffed with the agencies needed to handle this event/crisis. The line available for media inquiries is 719-924-5471. Please do not call 911 to request information. Thank you for your patience in the early stages of this event.
  - 2. De-conflict any information before it is released to the media.
  - 3. Provide a point of contact information to media outlets.
  - 4. Coordinate a schedule for media and JIS partner updates.
  - 5. Establish a schedule for news conference(s). Coordinate logistics (location, speakers, time).
  - 6. Satisfy requests for one-on-one interviews as circumstances permit.
- B. Implement operations IAW the JIC guidelines.
- C. The PCSO PIO or an alternate may serve as a spokesperson for the EOC during an emergency.
  - 1. The PIO will issue news releases at the request of the county after coordinating current information with other agencies.
  - 2. MAC Group approval is required before issuing policy-related news releases.
  - 3. Organizations not represented by the MAC Group may use their own Public Information Officer.
  - 4. Member(s) of the MAC Group will receive copies of all releases.
- D. Determine staffing requirements and make required support assignments for the JIS or JIC, as necessary.
- E. Familiarize staff and participants with workspace, available materials, and communication devices.
- F. Monitor and participate in on-line conversations.
- G. Establish Media Monitoring.
- H. Develop talking points for EOC, agencies, and elected officials.

- I. Continue to obtain incident updates from the IC, PIO, and other ESF's. Use updates to craft updated messages and talking points and distribute ASAP.
- J. Coordinate with other ESFs to determine the need to publicize information to ensure public awareness of all-hazards and inform and advise the public on appropriate actions before, during, and after an emergency.
- K. As necessary and in coordination with the ARC, establish a single point of contact for the public to obtain information concerning missing relatives, available emergency services, and communicate those messages through the media.
- L. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

**Demobilization, Re-entry, and Recovery:**

- A. Upon reduction in or conclusion of public information and external communications operations, release tasked personnel/organizations to their regular duties.
- B. Provide contact information for any follow-up inquiries.

**ORGANIZATION AND RESPONSIBILITIES**

**A. Pueblo County Sheriff's Office.**

- 1. The PCSO PIO has responsibility for the Pueblo County Sheriff's Office overall emergency public information program. Those responsibilities include:
- 2. Advisor to the Executive Policy Group, Incident Commander, and other local authorities on public information matters.
- 3. Liaison to all media, ensuring effective dissemination of emergency public information and materials.
- 4. Maintenance of a strong working knowledge of emergency plans and procedures of agencies within this jurisdiction.
- 5. Preparation of news releases; review, edit, and a clear material for public release under established policies; coordination of releases with other organizations or agencies concerned.
- 6. Preparation and dissemination of emergency preparedness public information material based on hazard analysis impacting county jurisdictions.
- 7. Maintenance of a network of trained and available Public Information Officers
- 8. Facilitation of all activations of the Pueblo Community JIC.
- 9. Annual review and update of publications associated with the activation and operation of the JIC.

10. Educate the public in all-hazards preparedness, community-specific risks, and personal responsibility before, during, and after a natural or human-made emergency or disaster.

**B. Risk Communications Network:**

1. Provide the effective release of timely, information to the public, coordinated among all pertinent other government agencies in support of the incident.
2. Provide augmentation support for JIC operations.

## **Appendix 1, Emergency Operations Center (EOC) Activation and Operations**

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** All participants in the Pueblo County EOC

### **PURPOSE**

To establish procedures for activation and operation of the Pueblo County EOC.

### **SCOPE**

This appendix applies to all participants in the Pueblo County EOC.

This appendix is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

### **SITUATION AND ASSUMPTIONS**

- A. Activation of the EOC may be required during an incident. The EOC may consist of a partial activation or full activation of Pueblo County. The EOC will coordinate with the IC to assist with resource ordering and any disaster declaration that may need to be addressed.
- B. The EOC is activated to support the IC and does not manage the incident. The EOC's function is to assist with resource requests, provide technical support, gather intelligence/information, maintain situational awareness, anticipate the needs of the Incident Commander, and to coordinate fully with the Incident Command Staff.
- C. An Incident Command System will be established to coordinate on-scene incident response activity in compliance with the NIMS.
- D. The EOC may be activated for emergencies that do not result in local disaster declarations.
- E. All individual agency/departments operations centers will coordinate activity, maintain communication with and support the Pueblo County EOC if activated. The Pueblo County EOC, if activated, will be the overall coordination center in support of the on-scene Incident Commander(s).
- F. Through activation from the Pueblo County EOC, all responding agencies will follow

established mutual aid and intergovernmental agreements utilizing local resources whenever available.

- G. The Pueblo County EOC is in the Pueblo County Sheriff's Office Emergency Services Center; 101 W 10th Street Pueblo, CO.
- H. The EOC is a fixed facility, available 24 hours a day, seven days a week.
- I. The Pueblo County EOC is maintained by Pueblo County Sheriff's Office and managed by the Pueblo County Sheriff or his designee.
- J. Pueblo County Sheriff's Office Emergency Services Bureau command staff will coordinate emergency use of the EOC and PCSO-ESB staff will assume key roles during an event.
- K. In addition to PCSO-ESB staff, the EOC will be augmented by representatives from communities affected by the incident and other community response agencies.

## **CONCEPT OF OPERATIONS**

### **A. Activation**

- 1. Activation may be requested through the Pueblo County Sheriff's Office Communications Center (719-583-6250) by any IC or jurisdictional agency leadership.
- 2. The decision to activate the EOC may be made by any of the following: a County Commissioner, Sheriff or his designee, PCSO-ESB Chief or designee, Police Chief, Fire Chief, or other authority based on the need to coordinate response to a local emergency or disaster involving multiple jurisdictions and/or multiple responding agencies.
- 3. Activation level will be declared by the activating entity but may be escalated to a higher level based on the progress of the incident. The four levels of activation are as follow:
  - a. **Level 3** – PCSO-ESB Staff only.
  - b. **Level 2** – PCSO-ESB Staff plus fire desk.
  - c. **Level 2+** – PCSO-ESB Staff plus all specified ESFs required (Based on the incident type, and size).
  - d. **Level 1** – ALL HANDS.
- 4. The EOC is configured in ESFs and operates under Branches or Sections.
- 5. Jurisdictions and agencies involved in a response for which the EOC is activated are responsible for sending appropriate representatives to staff the EOC.
- 6. The EOC is declared operational when representatives from all ESFs/supporting agencies required by the situation are present and signed in, and the initial briefing has been completed.

## B. EOC Operations

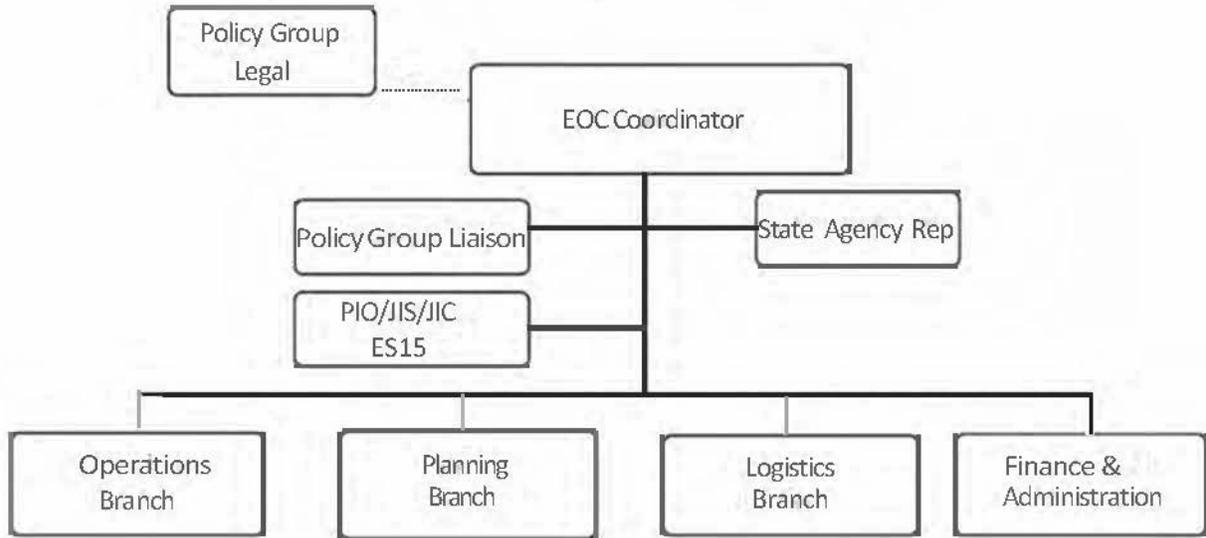
1. The EOC Coordinator will be a member of the PCSO-ESB staff with the appropriate training and skill set required based on the nature of the incident.
2. The EOC Coordinator is responsible for staff assignments within the EOC and setting EOC Objectives for the duration of the incident.
3. A checklist approach is used for EOC activation and will be reviewed annually during EOC drills for updates.
4. EOC Position Books and other job aids are available in the EOC to facilitate EOC operations.
5. The MAC Group, as described in the Basic Plan, will make policy decisions.
6. The EOC Coordinator will serve as a liaison between the MAC Group and EOC.
7. Regular briefings will be conducted for all ESF positions to provide specific updates and general overview of activities.
8. EOC automation systems will be utilized to provide graphics, video, weather conditions, storyboard, and other outputs to record, summarize and project events--making that information available to all in order to provide a common operating picture. Pueblo County IT staff will be utilized to develop and maintain those automated outputs.
9. Information from the IC and the EOC will be utilized to provide incident-specific information and recommendations to the public. Press releases will be coordinated with the IC and MAC Group as appropriate and disseminated through the Joint Information System. Media and public are not permitted in the EOC during an actual activation; however, a coordinated workspace can be provided through the Lead PIO.
10. PCSO will maintain EOC security. EOC staff will sign in electronically. Any non-credentialed EOC staff member will be issued a temporary badge as they report to the facility. These temporary badges will be collected upon exit of the EOC daily.
11. For activations that extend beyond four hours, PCSO-ESB will provide meals as appropriate.
12. The Emergency Services Center will have provisions for dormitory space if needed. Shower and restroom facilities are available in the Emergency Services Center (ESC).
13. Communication within the EOC will be via a combination of one-to-one conversations, written messages, group briefings, and computer access.
14. Communication between ESFs and field responders occurs via radio, telephone, and other means.

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## Appendix 2, Pueblo County EOC Activation Sequence

OR

## EOC Management Structure



- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>ESF 1: Transportation</li> <li>ESF 2: Communications</li> <li>ESF 3: Public Works &amp; Engineering</li> <li>ESF 4: Firefighting</li> <li>ESF 5: Emergency Management</li> <li>ESF 6: Mass-Care, Sheltering &amp; Human Services</li> <li>ESF 7: Logistics Management &amp; Resource Support</li> <li>ESF 8: Public Health &amp; Medical Services</li> </ul> | <ul style="list-style-type: none"> <li>ESF 9: Search &amp; Rescue</li> <li>ESF 10: Oil and Hazardous Materials (HAZMAT) Response</li> <li>ESF 11: Agriculture &amp; Natural Resources</li> <li>ESF 12: Energy</li> <li>ESF 13: Public Safety &amp; Security</li> <li>ESF 14: Cross Sector Business &amp; Infrastructure</li> <li>ESF 15: Public Information &amp; External Communication</li> </ul> |
|---|---|

## **Appendix 3, Alert, Warning, and Notification**

**Primary Agency:** Pueblo County Sheriff's Office - Emergency Services Bureau

**Supporting Agencies:** All participants in the Pueblo County EOC

### **PURPOSE**

The purpose of this appendix is to set forth procedures for the utilization of alert, warning, or notification resources and communication support in and for Pueblo County in the event of natural or human-caused emergencies or disasters. This appendix provides for guidance for all levels of government. This appendix may be routinely activated independently of the implementation of the Pueblo County EOP in conjunction with emergency declarations or when placed in effect by the EM Coordinator, PCSO-ESB, Sheriff, or another authorized official.

### **SCOPE**

The scope of this appendix is to describe the ENS, which may be employed by the Pueblo County EOC and other agencies before, during, and after an emergency or disaster. To accomplish this task, Pueblo County offers this appendix to provide for alert and notifications to our community.

This appendix is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

### **SITUATION AND ASSUMPTIONS**

Alert, Warning, and Notification address how the emergency management program will disseminate emergency warnings to the public potentially impacted by an actual or impending emergency and communicate with the public. These systems will be used in support of the operations of the response teams, EOC, local government, along with regional and state partners. They include, but are not limited to; radio communications, landlines, cellular, electronic data (i.e., internet/intranet), the ENS, and other specialized communications. All incidents, including training exercises and exercise support, have the potential for escalation requiring the support of multiple agencies and communications and warning systems. As defined, communications and warning systems are separate and distinct. Each of these systems is defined and detailed below in the Concept of Operations.

- A. Warning notification and information dissemination to the public are of critical importance. Early public warning may be required to save lives, prevent injuries, and safeguard property.
- B. Implementation of this appendix will most likely require coordination between ESF 5 – EM, ESF 2 – Communications, and ESF 15 - Public Information and External Communication.
- C. The ENS is the primary system to provide Alert, Warning, and Notification. However, appropriate emergency information will be provided to ensure the broadest possible coverage of the affected population.

1. All available media shall be used to communicate with the public.
2. A working relationship between the Pueblo County Sheriff's Office PIO and the local media shall be maintained.
3. The PCSO-ESB staff will work with the local broadcasters to ensure the EAS is operational and available to provide emergency public information in the event of natural and human-made emergencies or disasters.
4. Information will be provided in English, Spanish, and American Sign Language whenever necessary and possible.
5. Other means to reach the affected population, including those with access and functional needs include but are not limited to, closed captioning, interpreters, weather radios, EAS messages, and social media.

Notification methods are as follows:

- A. Activation of the ENS.
- B. Joint Information Systems alerts media to include radio announcements and television and cable "crawlers." (See ESF 15).
- C. The NWS is the lead agency for all weather-related notifications. NWS messages may be supplemented through this plan when actual impacts are known.

### **CONCEPT OF OPERATIONS**

While first responders gear up to respond to the initial aftereffects of an incident, it is the inherent responsibility of emergency management officials to keep the public informed of what actions must be taken to protect themselves from the consequences of the incident.

These alerts most often include recommended protective actions that citizens and guests should take to ensure their safety and protect their property. Passing these instructions to the public is the primary purpose of community alert and notification systems. It is the intent of the Pueblo County Sheriff's Office Emergency Services Bureau to communicate these instructions rapidly and effectively to the public as often as necessary and possible.

While the NWS will dispense alerts regarding weather events in progress, it is the responsibility of emergency management officials to send messages related to human-made events, fire events, and law emergencies, as well as post-weather-related messages specific to protective actions and recovery efforts.

How an alert or warning message is written is as important as what is written. Poorly written warnings can undermine both understanding and credibility. Considerations when writing accessible and usable alert and warning messages should include:

- A. Messages should include specifics on where the incident is occurring and who needs to take what actions when because of the risk.
- B. Messages should be decisive in content and tone, leaving no question regarding the urgency to act.

- C. Messages should be consistent with other incident messages being distributed through other alerting systems and local media outlets.
- D. Except for the Integrated Public Alert and Warning System (IPAWS) messaging, agency jurisdiction will dictate who is responsible for alerting the public. The determination to launch one or multiple types of alerts will be decided upon by IC, EOC Coordinator, or jurisdictions command staff.

The following descriptions of ENS in Pueblo County provide a synopsis of each system and describe the conditions for which they are appropriate. The conditions include:

- 1. **Urgency** – The timeliness in which notifications need be made.
- 2. **Severity** – The expected impact of the event.
- 3. **Certainty** – The likelihood of the event.

- E. ENS in Pueblo County include:

**Route Alerting:** First response vehicles drive routes providing emergency messaging over Public Announcement systems inside vehicles. Specific procedures for this type of alerting will be the responsibility of the first response agency. Route alerting is often spontaneous and requires little to no pre-planning. It allows for expedited alerting but should only be used when it is safe for first responders to be inside the impacted area.

- 1. **Urgency:** Expected.
- 2. **Severity:** Moderate – Severe.
- 3. **Certainty:** Observed/Likely.

- F. **Voice and Text Alerts:** Automated text messages and phone calls sent from the 911 center to residents through their subscribed cellular device, Voice-over-Internet Protocol connection (VoIP), or landline. Specific procedures for this type of alerting will be the responsibility of the communications center where the system is in place. This type of alert is ideal for evolving events because it can be immediately followed up with the most current information in the same manner with little effort. Agencies are encouraged to use templated messaging when possible.

- 1. **Urgency:** Immediate – Expected.
- 2. **Severity:** Moderate – Severe.
- 3. **Certainty:** Likely – Possible.

- G. **Weather Radios:** The Chemical Stockpile Emergency Preparedness Program (CSEPP) has provided weather radios to areas near the U.S. Army Pueblo Chemical Depot, these in-home devices provide short messages sent from inside the 911 centers and the Operations Center (OC) at the U.S. Army Pueblo Chemical Depot, directly inside those homes and businesses with the device. Specific procedures for this type of alerting will

be the responsibility of the CSEPP staff as these weather radios are specific to the program and is targeted to the community surrounding the Depot.

2. **Severity:** Extreme – Severe.

3. **Certainty:** Likely – Possible.

H. **Sirens:** Audible signals in the communities near the U.S. Army Pueblo Chemical Depot and the community of Beulah both have outdoor warning systems providing a prolonged loud sound as a signal or warning alarm directing citizens inside their home for more information. Procedures for this type of alerting will be the responsibility of the grant agency and must be accompanied by more specific direction, either via weather alert radios, Telephone System, or media broadcast cooperation.

1. **Urgency:** Expected.

2. **Severity:** Severe – Moderate.

3. **Certainty:** Observed – Likely.

I. **Variable Sign Boards:** Signboards with the ability to vary the message are located along Highways in various areas of Pueblo County. They are designed to reach citizens and guests, either re-routing them away from or alerting them to, emergencies that potentially exist ahead. The ability to adjust messaging on these signs' rests with the Colorado Department of Transportation and can be updated with critical messages as needed.

1. **Urgency:** Possible.

2. **Severity:** Moderate – Severe.

3. **Certainty:** Likely – Possible.

J. **IPAWS:** Available only to Pueblo County Sheriff's Office 911 center through a Collaborative Operations Group (COG) ID. The uniqueness of the Wireless Emergency Alert (WEA) allows emergency officials to send blanket messages to whole communities regardless of subscription or landline access. Specific procedures for this type of alerting will be the responsibility of the PCSO and require advanced coordination with state and federal entities. While WEA messaging contacts the masses in the most effective manner, it should only be used in situations that require immediate protective action(s). Since Federal Information Processing Standard (FIPS) State codes are currently countywide, these messages are likely to reach citizens not impacted by the event, making specific verbiage critical to prevent a widespread reaction. Any WEA notification to the public must be reported to the CO-DHSEM and used in conjunction with assertive media engagement.

1. **Urgency:** Immediate.

2. **Severity:** Extreme.

3. **Certainty:** Observed/Likely.

- K. Pueblo County Sheriff's Office will work closely with CO-DHSEM to comply with IPAWS requirements that include:
1. Authorized use and system security.
  2. Comply with all relevant Local, State, and Federal laws, regulations, and policies
  3. Training completion of Independent Study (IS)-247.a – IPAWS course for all users.
  4. Incorporation of IPAWS into existing and future response plans and procedures as well as training and exercise events.
  5. Participation in periodic tests of the IPAWS to ensure the functionality of equipment and the network.

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## **Appendix 4, Behavioral Health (BH) Response Services**

**Primary Agency:** PDPHE

**Supporting Agencies:** Health Solutions (Lead for BH Services), Law Enforcement Agencies, Law Enforcement Chaplains, Local Hospitals, Pueblo County Sheriff, CDPHE, VA Medical Center, ACOVA

### **PURPOSE**

The purpose of this appendix is to establish a framework to ensure an efficient, coordinated, effective response to the BH needs of those affected by a natural or human-caused emergency/disaster at a community level in Pueblo County.

### **SCOPE**

The scope of this appendix is to detail how the Lead and Supporting Agencies will provide BH services to the people of Pueblo County threatened or impacted by an overwhelming natural or human-made disaster (i.e., terrorist attack, epidemic, or disease outbreak). This appendix should be activated whenever a disaster exceeds the normal and effective response capabilities of local and regional agency operations, and when BH needs arise from the circumstances of the incident.

This appendix is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

### **SITUATION AND ASSUMPTIONS**

- A. Emergency or disaster events have immediate and long-term psychological consequences that affect normal daily functioning. Emotional distress may be apparent at the time of the incident, and BH interventions may be required immediately.
- B. The term “BH” encompasses all contributions to mental wellness, including substances and their abuse, behavior, habits, and other external forces.
- C. BH disaster responders are critical in providing support soon after the event occurs. Outreach and crisis counseling interventions can assist survivors, responders, and community members in meeting the challenge of the event. Also, crisis counseling can provide support in returning to a level of pre-event functioning. All efforts will be made to provide BH services within the scope of community response capabilities.
- D. BH responders in an event will provide triage of BH needs and be able to direct persons involved to the appropriate and available resources. Mobile teams will be established as the event dictates.
- E. All services will be voluntary and confidential.
- F. The lead agencies will act as the mental health leader in policy discussion with other emergency/disaster preparedness organizations in Pueblo County.

- G. BH Services may be provided by Local Hospitals and Clinics, doctors, nurses, and trained medical volunteers. A Memorandum of Understanding (MOU) will be obtained from all BH agencies and professionals who agree to provide BH services.
- H. The lead agencies will recruit and facilitate the training of BH volunteers.
- I. Each agency as a member of the BH Services Team will have and maintain the required training standards of all BH responders in accordance with county, state, and federal standards. BH responders are trained per CDPHE standards. BH Services Team members will be required to have a regional ID through their specific agency.
  - 1. IS-100: Introduction to the ICS
  - 2. IS-700: NIMS
  - 3. Psychological First Aid
  - 4. Colorado Field Response Training or ARC Disaster Mental Health
- J. Local BH/substance abuse and public health agencies will retain full control of their resources and will provide mutual aid to other partners as resource allocation allows. Responders will continue to operate under the respective policies of their agency.
- K. Intervention by the BH system will be in accordance with the NIMS model. In accordance with NIMS, each agency will designate a trained point of contact following the ICS to coordinate with the EOC.
- L. The PDPHE Director or designee will coordinate communication with health and medical facilities through ESF 8 and with the assistance of EMS, health agency personnel, and others as required.
- M. The lead agency will assist in identifying resources for event management and ongoing services.
- N. When available local and mutual aid resources are exhausted, the BH Response Services team will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- O. Each BH Response Services agency/organization will use its system for tracking staff time and resources for possible reimbursement.
- P. BH response must be structured to provide optimum resource application while maintaining critical and essential day-to-day responsibilities.
- Q. This appendix can be activated at the request of the Lead or Support agency, Board of County Commissioners, Pueblo County Sheriff or designee, Pueblo County Emergency Services Bureau Chief or designee, Governor of Colorado, or other state and national authorities. PDPHE, along with local officials and supporting agencies, will determine the duration period.

- R. It is assumed that all agencies have EOPs and will enact those plans in support of this appendix and all departments have established continuity of operations plans.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Provide representative(s) to the EOC, as required by the situation.

### **Incident Assessment:**

- A. Evaluate the type and scope of the incident about the need for BH services.
- B. Upon activation, the lead agency will contact and mobilize BH professionals and volunteers in the community through adopted call out procedures.
- C. Prepare to escalate to full and sustained operational status as required.

### **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Ascertain BH impacts on children and families who will need additional assistance, as well as individuals with disabilities and others with access and functional needs, with their specific health-related needs. Recommend methods to ensure they are included in response actions.
- B. Select and contact appropriate personnel.
- C. Designate personnel authorized to enter affected area and provide this information to the EOC, Law Enforcement, and other agencies.
- D. Dispatch required available resources.
- E. Initiate Pueblo BH services operations, as appropriate.
  - 1. The BH Service Team Lead or designee will attend briefings and coordinate activities within the designated incident command system.
  - 2. The BH Services members will respond to the designated area for safety briefing and mission assignments.
  - 3. BH Services will set up necessary work areas or respond to designated treatment areas or sites as designated by incident command. BH Services site supervisor will ensure that security and medical teams are in place to assist with location.
  - 4. BH Services will be deployed in a manner that best utilizes available resources and limits exposure, allowing for appropriate recovery time for each team before being utilized in another operational period.

5. The BH Services Team will maintain records of all activities of BH responders as required for tracking and reimbursement of costs if available. Appropriate Incident Command System and FEMA forms will be utilized.
- F. ESF 8 or designee will contact the CDPHE and health care facilities.
- G. Determine anticipated needs and support required and request additional resources, if necessary.
- H. When BH Services Team resources are deployed or are over-extended, the BH Services Team Lead or Designee may request additional assistance from Colorado Crisis and Education Response Network.
- I. Develop appropriate key information regarding the event and any related BH issues to ensure consistent, standardized messages are released to the public. Coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated, in support of ESF 15.
- J. Coordinate with law enforcement personnel for maintaining the security of facilities and supplies (ESF 13).
- K. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

**Demobilization, Re-entry, and Recovery:**

- A. As the situation permits, demobilize BH Service Team operations using ICS procedures.
- B. All team members demobilizing will participate in a debriefing session.
- C. All incident command forms must be filled out and turned into appropriate personnel.
- D. Team members are encouraged in their debriefing and participate in after action reports.
- E. Upon conclusion of response operations, release tasked personnel/organizations to their regular duties.
- F. The BH Services Team will encourage all response teams and partners to set up systems of responder care, including self-care education and support, peer support, team debriefings when appropriate, Employee Assistance Programs, Human Resource policy change, and referral to traditional mental health services when necessary.
- G. BH partners may continue to provide technical assistance as requested to response agencies.
- H. Long-term BH services will be the survivors' responsibility.
- I. The CDPHE will coordinate and seek FEMA Crisis Counseling Program grants or other grants, as appropriate.

## **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

### **A. PDPHE.**

1. PDPHE Director or designee:
  - a. Initiate BH services, as appropriate.
  - b. Contact the CDPHE and health care facilities.
  - c. Provide public health spokespersons to address BH needs and resources. Whenever feasible, all information should be provided to the public and the media through the JIS serving the emergency.
  - d. PDPHE will provide prophylaxis to all BH response partners that volunteer at point of delivery sites, as necessary.
2. ESF 8 functions:
  - a. Maintain a situation status of medical and health operations and resources.
  - b. Monitor and serve as a resource for medical activities.
  - c. Contact all health and medical facilities and medical transporting agencies within Pueblo County.
  - d. Facilitate health care facility requests for personnel, equipment, and supplies.
  - e. Coordinate with BH agencies for BH support.
  - f. Identify resources, fixed and mobile that can be used effectively to provide BH services.
  - g. Work with agency representatives to adjust the patient population in hospitals and coordinate with other health care facilities to prepare for a disaster-related patient load or evacuation, if necessary, while continuing medical care for those that cannot be evacuated.
  - h. Will coordinate the BH response to an emergency/disaster through the Pueblo County Sheriff's EOC.

## B. **BH Services.**

1. Provide counseling assessment and assistance at medical facilities, field locations, and shelter facilities for victims, families, emergency workers, and others recognized to have BH needs.
2. Team Leader:
  - a. Monitor and provide mental health needs of the responders and the community in response to a disaster and providing direct BH care based on the area of expertise at designated sites.
  - b. Notify, assemble, and deploy mobile BH Team members to the designated location,
  - c. Coordinate counseling assessment and assistance at medical facilities, field locations, and at shelter facilities.
  - d. Assist in mobilizing community counseling for victims, families, emergency workers, and others recognized to have BH needs.
  - e. Provide regular updates to incident command and ESF 8 at the Pueblo County EOC.
  - f. Make additional requests for support to ESF 8.
  - g. Provide just-in-time training for staff.
  - h. Monitor staff for stress, fatigue, and other needs.
  - i. Refer media requests to PIO or JIC.
  - j. Supervise the overall provision of BH crisis care.
  - k. Assure that BH Services is carrying out the mission assigned to it by Incident Command.
  - l. Incorporate changes in the incident action plan as driven by the incident at the end of each shift.
  - m. Communicate and provide Incident Action Plans to the Incident Commander.
  - n. Brief and debrief staff before and after operation periods or more frequently if necessary.
  - o. Provide the CDHS, Office of BH (OBH) with a community assessment of mental health services and recovery support needs for potential crisis counseling program.
3. Logistics Liaison:
  - a. Obtain any needed equipment or material for BH services response.
  - b. Coordinate team transportation.

- c. Coordinate with Logistics Officer/EOC for food, water, and shelter as needed for team support.
  - d. Set up and equip the designated locations.
4. Administrative Data Entry:
- a. Record data.
    - i. Resources deployed and time in the field.
    - ii. Number of informational brochures distributed (rough estimate).
    - iii. The number of individual victims contacted (rough estimate).
  - b. Ensure appropriate documentation is maintained.
  - c. Maintain confidentiality of records.
5. Tactical Communications Unit Leader:
- a. Responsible for intra-team communication.
  - b. Assure that team members have equipment for team communication.
  - c. Assure that the team leader has contact with the unit leader.
6. Safety Officer:
- a. Responsible for an assessment of the situation and safety issues as they relate to the team and individual responders.
  - b. Responsible for assuring that each person on the team has appropriate support and coverage (e.g., agitated, highly fearful, or violent individuals).
  - c. Inform Team Leader if there are credible risks to the team or individuals and develop appropriate protocols.
  - d. Request Law Enforcement for security.
  - e. Assess the entry point and egress from the deployment.
  - f. Coordinate with Incident Safety Officer.
7. Licensed Mental Health Professional, RN, CAC:
- a. Conduct informal clinical BH and substance use/abuse assessments to determine need.
  - b. Provide triage, psychological first aid, and immediate crisis interventions.
  - c. Provide referrals for substance abuse and BH.
  - d. Assume various duties as necessary as assigned by the Team Leader.
  - e. Supervise unlicensed BH responders if necessary.

8. PIO BH Officer:
    - a. Coordinate with partner PIO to develop messages for public information and risk communication to reduce distress and increase function and awareness to gain community support for actions dictated by the event.
    - b. Work closely with the JIC and JIS.
  9. BH Responders:
    - a. Obtain appropriate level or required response training.
    - b. Assume various duties as needed and as assigned.
- C. Hospitals and Health Care Providers.**
1. Operate within the scope of their internal plans and established procedures for maximum effort conditions.
  2. Inform ESF 8 of capabilities and limitations.
  3. Provide decontamination and medical treatment as needed,
  4. Handle news media personnel in accordance with their policies and procedure.
- D. Pueblo County Sheriff's Office, Emergency Services Bureau.** Coordinate activities specified in this appendix to support field response and recovery.
- E. Fire, EMS, and Law Enforcement Functions.**
1. Operate according to agency-specific SOP.
  2. Report to the EOC Medical Coordinator the number and status of casualties to be transported and those that may otherwise arrive at health care providers.
- F. CDHS, Division of BH, working under the Area Command or Unified Command.**
1. Notify or request that local BH partners activate mobile BH Disaster Response System (BHDRS) teams.
  2. Assist with coordinating emergency/disaster mental health response.
  3. Liaison with the state emergency operation center for site response support
  4. Assist with assessing BH needs of Pueblo County.
  5. Assist local BH agencies with the necessary resources to provide BH care.
  6. Assist with procurement of services rendered.
  7. Verify credentials through the Colorado Volunteer Mobilizer (CVM).
- G. CDPHE.** CVM will maintain a database of on-call BH professionals who are credentialed to respond in a disaster. The Colorado Medical and Public Health Volunteer System will reach out to neighborhood resources, clergy, family, and peer support groups.
- H. Colorado Crisis Education and Response Network.**

1. The lead agency in coordinating disaster BH, with the CDHS and OBH serving as a support agency.
2. Provide coordinated BH services addressing the immediate psychosocial needs of communities affected by an all-hazards incident.
3. Provide BH response resource coordination.

I. **Law Enforcement Chaplains.**

1. Assist law enforcement members and their families in times of need and to assist citizens, both spiritually and materially.
2. Provide counselling services as available.

J. **ACOVA.**

1. Assist victims, witnesses, their families, and friends following an incident or a crime.
2. Provide crisis intervention, referrals, and follow up.
3. Immediate crisis intervention with victims and families.
4. Referrals to supportive agencies.
5. Inform victims of emergency services, compensation, community assistance services, and procedures available.

K. **VA Medical Center.**

1. The Veterans Administration offers a range of treatments for mental health problems in a variety of settings, including primary care, outpatient, inpatient, and residential. Care is focused on veterans and their families.
2. Pueblo has two VA facilities, the Pueblo Vet Center, and the Pueblo Outpatient Clinic.

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## **Appendix 5, Mass Fatality**

**Primary Agency:** Pueblo County Coroner

**Supporting Agencies:** BH Services, Coroner, EMS, Law Enforcement Agencies, Law Enforcement Chaplains, Local Hospitals, PDPHE, Pueblo County Sheriff's Office, Disaster Mortuary Operational Response Team (DMORT), Fire Departments/Districts of the affected area

### **PURPOSE**

The purpose of this appendix is to establish activities involved in a catastrophic disaster involving mass fatalities, which may exceed the local resources for normal capacity. It provides a structure for coordination and communication with other agencies. The plan seeks to maximize existing resources available within the community.

### **SCOPE**

The scope of this appendix is to detail how the Lead and Supporting Agencies will respond to an incident involving mass fatalities. This appendix should be activated whenever an incident exceeds the normal and effective response capabilities of local and regional agency operations.

This appendix is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

### **SITUATION AND ASSUMPTIONS**

- A. A Mass Fatality Disaster is defined as an occurrence of multiple deaths that overwhelms the usual routine capabilities of the community. A disaster that causes mass casualties or fatalities almost always overwhelms local medical, health, and mortuary services capabilities.
- B. If a disaster involving mass fatalities should occur within the County of Pueblo, the Coroner's Office should be immediately notified and will coordinate efforts with the Pueblo County Sheriff's Office consistent the Pueblo County EOP.
- C. Mass fatality disaster response is separate from and secondary to search and rescue operations. Mass fatality response should begin after all survivors of the incident have been moved to safety.
- D. The ultimate responsibility for the collection, identification, storage, and dispatch of human remains lies with the coroner as set forth by law.
- E. Primary concerns of mass fatality response are:
  1. Recovery
  2. Identification of human remains
  3. Determination of cause and manner of death
  4. Aid to distressed families

- F. Mass fatality response operations consist of four phases, all equally important and conducted concurrently:
  - 1. Phase One: Initial evaluation of the scene/determination of equipment needs
  - 2. Phase Two: Morgue establishment and operations
  - 3. Phase Three: Scene Security/Body Recovery
  - 4. Phase Four: Family Assistance
- G. Mass fatality response operations must be structured to provide optimum resource application while maintaining critical and essential day-to-day responsibilities.
- H. The Pueblo County Coroner's Office will pre-designate temporary morgue sites. School gymnasiums SHOULD NOT be used as temporary morgue sites (closed schools may be considered).
- I. The Pueblo County Coroner's Office will establish mutual aid agreements with surrounding counties and other entities able to assist.
- J. It is necessary to preplan and provide for specialized training and equipment for the Coroner's Office.
- K. Following the NIMS, each agency will designate a trained point of contact following the ICS to coordinate with the EOC.
- L. Responders will continue to operate under the respective policies of their agency.
- M. When available local and regional (mutual aid) resources are exhausted, notify the EOC of the need for additional aid and support from state, multi-state, or federal resources.
- N. Each agency supporting the Mass Fatality Incident Appendix will use its system for tracking staff time and resources for possible reimbursement.
- O. It is assumed that all agencies have EOPs and will enact those plans in support of this appendix and all departments have established continuity of operations plans.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Coordinate with the ESF 8 representative(s) to the EOC, as required by the situation

### **Incident Assessment:**

- A. Evaluate the type and scope of the incident concerning:
  - 1. The number of fatalities.
  - 2. The condition of human remains.

3. Identification of possible chemical, biological or nuclear agents and primary or secondary incendiary hazards.
  4. Accessibility of the scene and equipment necessary to begin recovery operations.
  5. The need for support from mutual aid or outside resources.
- B. Provide updates to the EOC, if operational.
  - C. Prepare to escalate to full and sustained operational status, as required.

### **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Designate personnel authorized to enter the affected area and provide this information to the EOC, Law Enforcement, and other agencies.
- B. Dispatch required available resources.
- C. Initiate Search and Recovery operations when cleared by the Incident Commander.
- D. Initiate Morgue Operations, as necessary.
- E. Initiate Body Recovery Operations when cleared by the Incident Commander.
- F. Determine a location for and establish a Family Assistance Center as necessary
- G. Coordinate with law enforcement personnel for maintaining the security of the incident scene, morgue, and Family Assistance Center (ESF 13).
- H. Coordinate with and support other ESFs as necessary (e.g., ESF 5, 8, 10, 13, etc.).
- I. Determine anticipated needs and support required and request additional resources if necessary.
- J. For survivors, ascertain public health impacts on children and families who will need additional assistance, as well as individuals with disabilities and others with access and functional needs, with their specific health-related needs. Recommend methods to ensure they are included in response actions.
- K. Provide Family Assistance and Morgue spokespersons to coordinate public information through the Pueblo County Sheriff's Office PIO or the EOC and JIC, if activated, in support of ESF 15.
- L. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

### **Demobilization, Re-entry, and Recovery:**

- A. As the situation permits, demobilize mass fatality response assets, including mutual aid resources.
- B. Transition to support long-term recovery operations (Appendix 10), as required.

- C. Upon conclusion of response operations, release tasked personnel/organizations to their regular duties.

## **ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

### **A. Pueblo County Coroner.**

1. Coordinate search, recovery, decontamination, transportation, and storage of human remains, as necessary.
2. Establish temporary morgues, as required.
3. Ensure that fatalities are handled to conform to legal and moral standards and that deviations are accurately documented, verified, and witnessed.
4. Identification of fatalities.
5. Provide for integration of local, state, national, and private resources.
6. Alert all local funeral homes and provide guidance and instructions to funeral directors for identification, storage, and burial of the dead.
7. Establish a Family Assistance Center, as necessary.
8. Request security support, as needed.

### **B. BH Services.** Provide counseling assessment and assistance at medical facilities, field locations, and shelter facilities for families, emergency workers, and others recognized to have BH needs. (Refer to the BH Response Services Appendix).

### **C. EMS.**

1. Operate according to agency-specific SOP.
2. Report to the EOC ESF 8 Lead the number and status of fatalities to be transported.
3. Provide consultation services to incident command staff in determining if contamination exists on exposed individuals and advise transporting agencies, health care providers, and the EOC ESF 8 lead of the circumstances.
4. Support field decontamination by accessing and coordinating available resources.

### **D. Law Enforcement Chaplains.**

1. To assist Police Department members and their families in times of need and to assist citizens, both spiritually and materially.
2. Provide counselling services, as available.

### **E. Local Hospitals.**

1. Provide morgue facilities within their capabilities.

2. Provide decontamination and medical treatment as needed and within their capabilities.
3. Provide antemortem records as required to facilitate the identification of fatalities.

**F. PDPHE.**

1. Ensure the monitoring and evaluation of environmental health risks or hazards and take or assign appropriate corrective measures. All mass fatality scenes are to be treated as biohazard sites.
2. Establish infectious disease control measures, including proper personal protection equipment and a system for decontamination of workers, equipment, and supplies.
3. Identify resources, fixed and mobile that can be used effectively to decontaminate human remains that have been contaminated by a biological, radiological, or chemical agent.

**G. PCSO – ESB.** Coordinate activities specified in this appendix to support field response and recovery.

**H. DMORT.** The DMORT is a federal volunteer team of experienced mass fatality responders. Composed of private citizens serving as intermittent government employees, DMORT responds to federally declared disasters, aviation accidents falling under the Aviation Disaster Family Assistance Act, and other types of mass fatality events. DMORT teams provide:

1. Victim identification expertise.
2. Family assistance center support.
3. Support personnel for DMORT team members (medical, psychological, administrative, and logistical).
4. Disaster Portable Morgue Units.

**I. Fire, EMS, Law Enforcement, and HAZMAT Functions.**

1. Provide security and access control for the incident site, morgue(s), staging areas, Family Assistance Center, including assistance with credentialing, as necessary.
2. Provide escort for human remains.
3. Support mass fatality response operations by accessing and coordinating available resources.
4. Provide consultation services to incident command staff in determining if contamination exists and advise transporting agencies, health care providers, and the EOC ESF 8 Lead of the circumstances.
5. Support incident site decontamination requirements within capabilities.
6. Operate according to agency-specific SOP.

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## **Appendix 6, Community Animal Response Team (CART)**

**Primary Agencies:** HSPPR – Animal Control and Sheltering Providers, and Colorado State University Extension, Pueblo County Office

**Supporting Agencies:** Pueblo Zoo, CDA - Brand Inspector, PDPHE, ARES, Law Enforcement Agencies, Colorado State Fairgrounds, Fire Departments/Districts, ARC, Local and State Veterinarians, Colorado Parks and Wildlife, Animal Control and Sheltering Providers

### **PURPOSE**

The purpose of the CART Appendix is to define the role and responsibilities of the Pueblo CART and its members during an emergency in providing for the protection of domestic animals from the effects of disasters through the provision of emergency services.

This appendix is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

### **SCOPE**

This plan is intended for use by CART to take immediate action in providing a means of animal care and control to minimize suffering in the event of a large-scale emergency. This action will be aimed at all animals that may be affected by an emergency, whether such animal is owned, stray, or domestic. This will include animals which are incapable of being cared for by their owners or are a danger to themselves or the public. Actions which CART may take include rescue, shelter, control, feeding, preventative immunization of animals, and emergency veterinary care. If possible, all animals will be reunited with their owners. If they cannot be returned to their owners, they will be handled under established animal control procedures and applicable Colorado State Statutes.

### **SITUATION AND ASSUMPTIONS**

- A. Natural, technological, or human-made disasters could affect the well-being of domesticated or non-domesticated animals. Animal protection planning and organization supports overall disaster response efforts.
- B. The County should plan for emergencies and carry out response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large-scale emergencies affecting the county.
- C. The CART Appendix will be activated in the event of an emergency or disaster impacting domestic animals.
- D. An ICS will be established to coordinate on-scene incident response activity in compliance with the NIMS. Animal response operations will be conducted under the ICS.
- E. Through activation from the Pueblo County EOC, the CART will follow established mutual aid and intergovernmental agreements utilizing local resources whenever

available. Agencies will develop inter-agency and inter-jurisdictional agreements with similar agencies to expedite resource mobilization when additional assistance is needed.

- F. When available local and mutual aid resources are exhausted, the CART will notify the EOC of the need for additional aid and support from state, multi-state, or federal resources IAW the Pueblo County EOP, and Colorado EOP.
- G. Each support organization will contribute to the overall coordinated response as directed by CART but will retain full control over its resources and personnel.
- H. Individual organizations/agencies are responsible for creating their internal guidelines outlining how they will respond when tasked by CART.
- I. A large-scale emergency in Pueblo County may warrant an immediate response from local, state, and national personnel, agencies, and organizations. However, emergencies may become compounded due to the nature of the emergency and also require activation of additional specialized agencies through mutual aid.
- J. The owners of pets or livestock will take reasonable steps to shelter and provide for animals under their care or control.
- K. Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release. Unless circumstances prohibit the use, animals will be initially housed as such:
  - 1. The Pueblo Animal Shelter facility will initially house domestic animals. Overflow of domestic animals may be housed at the Colorado State Fairgrounds or another facility depending on availability. Decisions to open off-site sheltering facilities will be determined by the local Animal Control and Sheltering Operator based upon resources available.
  - 2. Large animals will be housed at the Colorado State Fairgrounds or another facility depending on availability.
  - 3. Contact Colorado Parks and Wildlife for wildlife.
  - 4. Contact the Pueblo Zoo for exotic animals.
- L. Public information statements will be issued through the various media outlets utilizing the Joint Information System. This information will include locations where domestic animals may be accepted during emergencies.
- M. Responders will have previously taken care of themselves, their families, and animals before responding.
- N. Given their propensity to 'flight' under most circumstances, wildlife should be left to their survival and escape instincts. Generally, most attempts to capture, direct or

restrain wildlife create a greater risk for the animal, people, and agencies. All wildlife concerns will be referred to Colorado Parks and Wildlife.

- O. It is assumed that all agencies have EOPs and will enact those plans in support of this appendix and all departments have established continuity of operations plans.

## **CONCEPT OF OPERATIONS**

### **Initial Notification:**

- A. The CART Coordinator(s) will be activated by Pueblo County Sheriff's Office Emergency Services Bureau or County Communications Center when emergency management coordinator initiates the Animal Response Plan.
- B. CART should be activated whenever evacuations are ordered.
- C. If the EOC has been activated, a liaison from the CART may report to the EOC.

### **Incident Assessment:**

- A. Evaluate the type and scope of the incident concerning the need for providing for the protection of domestic animals from the effects of disasters through the provision of emergency services.
- B. The CART Coordinators, based on the extent of the disaster, will initiate CART response as needed.
- C. Prepare to escalate to full and sustained operational status as required.

### **Incident Command and Incident Support:**

Be prepared to support the IC for the following functions and others as required.

- A. Determine the need for the following functions:
  - 1. Shelter Location(s)
  - 2. Animal Needs Assessment
  - 3. Animal Medical Needs and Treatment
  - 4. Bites/Disease Control
- B. Select and contact the appropriate personnel.
- C. Designate personnel authorized to enter the affected area and provide this information to the EOC, Law Enforcement, and other agencies.
- D. Dispatch required available resources.
- E. Coordinate with and support other ESFs as necessary (e.g., ESF 5, 6, 8, 11, etc.).
- F. Coordinate with law enforcement personnel for maintaining the security of facilities and supplies (ESF 13).

- G. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations for possible reimbursement in declared disasters.

**Demobilization, Re-entry, and Recovery:**

- A. As the situation permits, demobilize CART operations.
- B. Upon conclusion of response operations, release tasked personnel/organizations to their regular duties.

**ORGANIZATION AND RESPONSIBILITIES**

**A. CART Organization.**

1. The CART will coordinate animal response operations during an emergency and recovery.
2. CSU Extension Pueblo County Agent and Animal Control and Sheltering Provider Director or designee will serve as Co-CART Coordinators. This role will initiate call up of trained volunteers upon designation of need. The CART Coordinators will act as section leaders under the Operations Section Chief.
3. The CART will be broken into teams including large animal/livestock team; pet/small animal team; and technical animal rescue team.
  - a. The Large Animal/Livestock Team will address emergency and disaster situations involving cattle, horses, sheep, swine, alpaca, llama, poultry, non-pet rabbits, and other agrarian animals.
  - b. The Pet/Small Animal Team will address emergency and disaster situations involving dogs, cats, and other domesticated pets, including pets at large.
  - c. The Animal Rescue Team may be composed of Animal Law Enforcement Officers trained in animal rescue and extrication and other resources, as needed. This team will address rescue of all types of animals in situations where significant risk is present to animals or rescuers.

**B. CART Responsibilities.**

1. **CART Coordinators.**
  - a. Recruit and assemble the Pueblo Community Animal Response Teams
  - b. Maintain current notification/recall rosters for the CART.
  - c. Maintain a current list of kennels, boarding facilities, and veterinarian hospitals within Pueblo County willing to provide medical care and housing.
  - d. Maintain a current list of veterinarians who are willing to assist during disasters involving animals.

- e. Identify, survey, and secure owner permission and maintain a list of potential temporary animal shelter sites to be used in the event of an emergency.
  - f. Maintain an updated list of spontaneous animal sheltering operations as established throughout an emergency event, including but not limited to boarding or veterinary facilities, co-mingled or co-located shelters, and any other known locations being privately operated.
  - g. Notify the media of shelter location sites through the ICS and the JIS.
  - h. Maintain procedures to activate and de-activate emergency animal shelters
  - i. Coordinate public information and education programs regarding animal response.
  - j. Coordinate Animal Response Team training.
  - k. Assign a liaison individual to the EOC, upon activation, to assist in animal response operations, as requested.
  - l. Coordinate with other agencies to provide technical and logistical support during animal response operations.
  - m. Identify available resources to support and assist with emergency animal response activities.
2. **PCSO EM Coordinator.**
- a. Ensure communication capability between the EOC and animal shelters.
  - b. Support public information and education programs regarding emergency animal response.
3. **PDPHE Director.**
- a. Support public health services in co-mingled or co-located shelters to include inspections, sanitation, and environmental health concerns.
  - b. Cooperate with and guide the EOC and CART Coordinators for the disposal of deceased animals that may impact the public health.
  - c. Assist in the investigation of animal bites concerning rabies.
4. **Fire Services.**
- a. Survey shelter sites for fire safety.
  - b. Advise about fire security during operations.
  - c. Coordinate with Animal Rescue Team with extrication and lift rescues.

5. **Law Enforcement.** Provide security and law enforcement for operations and shelters, as necessary.
6. **Amateur Radio Emergency Service.** Provide primary communications between the EOC and shelters, as needed.
7. **Local Veterinarians who are members of CART.**
  - a. Provide contact information to the CART Coordinators.
  - b. Assist in the establishment of triage units for the care of injured animals.
  - c. Assist in obtaining emergency medical equipment and supplies.
  - d. Address animal health at shelter facilities.
  - e. Provide technical expertise and medical treatment to animals during emergencies and sheltering.
  - f. Determine animals requiring euthanasia and complete the process when necessary.
8. **Colorado Brand Inspector.**
  - a. Investigate and establish ownership of livestock during rescues and sheltering operations according to Colorado Brand Law.
  - b. Contact legal owners of livestock according to Colorado Brand Law.
9. **Colorado State Fairgrounds.** Provide emergency housing for animals during emergencies and disasters as available.
10. **Pueblo Zoo.** Provide technical expertise and assistance on the handling and care of exotic animals.
11. **Animal Control and Sheltering Provider.**
  - a. Provide a list of trained volunteers for animal-related assistance and the care of animals in temporary animal shelters.
  - b. Develop a contingency plan with existing facilities that may be utilized for temporary shelters.
  - c. Develop emergency shelter operational guidelines.
  - d. Investigate animal bites and establish quarantine, as necessary.
  - e. Develop and deliver educational programs to train CART volunteers.
  - f. Provide trained staff, volunteers, and equipment to conduct animal rescue and evacuation operations, when necessary.
12. **CSU Extension Pueblo County.**
  - a. Coordinate personnel, equipment, and shelter as required for livestock care during an emergency.

- b. Responsible for coordination with the Pueblo County Stockman's Association and other livestock associations assisting with the handling and care of livestock during an emergency.
- c. Identify, survey, and maintain a list of volunteer livestock sheltering facilities.
- d. Coordinate efforts with local, state, and federal officials during livestock disease emergencies or related zoonotic disease outbreak.
- e. Develop and deliver educational programs to train CART volunteers.

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## **Appendix 7, Pueblo County Cyber Incident**

**Primary Agency:** Pueblo County Information Technology Department

**Supporting Agencies:** Pueblo City Information Technology Department; affected Departments/Agencies (e.g., for SCADA/Industrial Control Systems)

### **PURPOSE**

The purpose of this Cyber Incident Appendix is to establish a standardized framework for Pueblo County's response to a Cybersecurity incident within the context of an All-Hazards approach and activation of the Pueblo County EOP. This document seeks to assist Pueblo County personnel in responding to Cybersecurity incidents effectively and efficiently. This document includes guidelines on establishing an effective Cybersecurity incident response program, but the primary focus of this document is to help with detecting, analyzing, prioritizing, and handling incidents.

### **SCOPE**

The Cyber Incident Appendix is to establish a standardized framework for Pueblo County's response to a Cybersecurity incident within the context of an All-Hazards approach and activation of the Pueblo County EOP. The Cyber Incident Appendix is to be used in conjunction with the Pueblo County Incident Response Plan published separately.

The scope of the Cyber Incident Response Plan requires participation from all departments utilizing shared County resources, including the County shared data center, and any network or system owned and operated by the County. Participation is also required from all public agencies and service providers who operate or may interface to the County's critical systems. This document applies to all electronic assets including computers, mobile devices, Local Area Networks (LAN), Wide Area Networks (WAN), Wireless Local Area Networks (WLAN), Cloud Services and any other interconnected computer systems, including contractor and third-party vendor systems that are operated on behalf of the County or process County-owned information. The reporting procedures also apply to the loss, theft, or destruction of IT physical assets if they cause any loss or compromise of data, including sensitive and personal citizen information.

This appendix is effective for planning purposes and execution as part of the Pueblo County EOP when an emergency is declared in the community.

### **SITUATION AND ASSUMPTIONS**

- A. The Information Technology Sector is central to the nation's security, economy, and public health and safety as businesses, governments, academia, and private citizens are increasingly dependent upon Information Technology Sector functions. This complex and dynamic environment makes identifying threats and assessing vulnerabilities difficult and requires that these tasks be addressed collaboratively and creatively.
- B. Malicious software is a large, growing threat that can cause enormous harm to County networks, systems, and data.

- C. The Pueblo County Information Technology Services (ITS) systems and communication networks are subject to sophisticated cyber threats daily.
- D. When a security incident does occur, the response must be quick and decisive to contain the threat and prevent additional damage from occurring.
- E. The incident response process is critical to the successful containment of an incident. It is essential for affected departments or agencies to collaborate and consolidate efforts to deal with cyber incidents. These coordination efforts will be guided by the ITS Help Desk.
- F. It is assumed that all agencies have EOPs and will enact those plans in support of this appendix and all departments have established continuity of operations plans.

### **CONCEPT OF OPERATIONS**

#### **Initial Notification:**

- A. Coordinate with ITS Director regarding the decision to activate the EOC and goals/objectives the ITS Director wants to be accomplished during activation.
- B. Contact Pueblo County Sheriff's Office to request activation of the EOC to support the incident.
- C. Report to the EOC and coordinate with the Pueblo County EOC Coordinator to prepare the EOC for activation and determine the EOC activation level (full activation, partial activation, remote activation, etc).
- D. See that supplies and equipment in the EOC are stocked, maintained, and ready for an event.
- E. Establish a method of tracking EOC personnel if standard PCSO methods are unavailable.
- F. Work with all EOC staff so that they are trained in their duties and responsibilities.

#### **Incident Assessment:**

- A. Coordinate with the PCSO Communications Manager to create a message and Swift 911 distribution list for EOC activation.
- B. Activate call out the list and notify appropriate EOC staff and ESF coordinators of emergency.
- C. Refer to and comply with the Pueblo County Incident Response Plan for detailed technical requirements.

#### **Incident Command and Incident Support:**

- A. Update the Commissioners of the emergency and brief them upon their arrival at the EOC.
- B. Create objectives for the operational period.

- C. Conduct regular briefings within the EOC to maintain situational awareness and track needs and actions.
- D. Coordinate with the PCSO PIO to create and disseminate any necessary messages to appropriate audiences as needed.
- E. Develop a staffing plan to maintain extended or 24-hour operations if needed

**Demobilization, Re-entry, and Recovery:**

- A. When the incident no longer requires EOC activation, transition EOC into a lower activation level or inactivate the EOC.
- B. Ensure that all documentation is collected for historical and reimbursement purposes.
- C. Develop Recovery staffing plan.
- D. Release tasked personnel/organizations to their regular duties.

**ORGANIZATION AND RESPONSIBILITIES**

Each agency, organization, and local government addressed in this plan is responsible for developing procedures, providing training, and implementing procedures for continuous documentation of disaster-related response and damage costs.

The Pueblo Cybersecurity Incident Response Team (CIRT) must address the basic goals of Cybersecurity when forming an incident response strategy. The main goals of the ITS-CIRT are to maintain:

- Confidentiality: Only authorized individuals are allowed to access information.
- Integrity: To ensure that data is trusted and not altered by an unauthorized entity.
- Availability: The information is accessible whenever needed.

To maintain the appropriate security posture for Pueblo County, each department must be diligent and consistent in reporting Cybersecurity incidents to the ITS Help Desk. Recognizing that some departments may have their processes and procedures when dealing with Cybersecurity incidents, they are required to report the incidents to the ITS Director (ITS-DIR) for escalation when certain criteria are met, for metrics, and to present the overall security readiness posture.

- A. **Pueblo County Information Technology Services Director (ITS-DIR).** Is responsible for the overall information technology security posture, policies, and planning for Pueblo County. The ITS-DIR shall:
  1. Establish a Pueblo ITS-CIRT with the necessary skills to handle critical Cybersecurity incidents for Pueblo County.
  2. Appoint members of the ITS-CIRT to serve as a single interface for all communication regarding Cybersecurity incidents during and after incident response.

3. Assist in pursuing appropriate legal action by maintaining the integrity of evidence and chain of custody, consistent with County Attorney's guidance.
  4. Establish relationships with other incident response organizations to share information on relevant threats, vulnerabilities, or incidents.
  5. Serve as the central information source for general Cybersecurity incident information, vulnerabilities, and mitigation strategies.
- B. Pueblo County Information Technology Services - Network Systems and Security (ITS-NSS) Manager.** Reports directly to the ITS-DIR for Incident Response. The ITS-NSS shall:
1. Provide technical advice, assistance, and aid in public agency incident response, investigation, containment, and recovery.
  2. Advise the ITS-DIR on the severity of incidents.
  3. Provide for and ensure adequate documentation of all reported Cybersecurity incidents within departments of Pueblo County.
  4. Provide recommendations to the ITS-DIR and departments involved with an incident to decrease the likelihood of future incidents.
- C. Pueblo County Information Technology Services - Technical Services Managers.** The Technical Services Managers include the Pueblo County ITS and the Pueblo County Department of Human Services (DHS) Help Desks (HD), respectfully. Generally, supports the ITS-DIR, ITS-NSS, and ITS-CIRT by receiving incidents. For the Incident Response Plan (IRP), the ITS Help Desk may also include the DHS Help Desk and DHS IT Support.
1. Receive calls from all department staff members when a potential incident is recognized.
  2. Diagnose every call taken to determine what calls might be considered Cybersecurity incidents.
  3. Notify the ITS-NSS and ITS-DIR of those incidents which are determined to be cyber incidents.
  4. Provide all possible assistance to any individual or department involved in a Cybersecurity incident at the direction of the ITS-DIR, ITS-NSS, and ITS-CIRT.
- D. Pueblo County ITS-CIRT.** When activated, the ITS-CIRT is responsible for completely handling a reported Cybersecurity incident by a Pueblo County Department. The ITS-CIRT shall:
1. Serve as a single interface for all communication regarding Cybersecurity incidents during and after incident response. When issues require external notification, the ITS-CIRT interfaces directly with the ITS-DIR and the ITS-NSS.
  2. Provide technical expertise, advice, incident response, investigation, containment, and recovery.

3. Advise the ITS-NSS and ITS-DIR on the severity of Cybersecurity incidents.
  4. Provide for and ensure adequate documentation of all reported Cybersecurity incidents.
  5. Provide evidence collection or, where applicable, bring in outside forensic specialists.
  6. Provide recommendations to the ITS-NSS and ITS-DIR to decrease the likelihood and impact of future incidents.
  7. Assist in pursuing appropriate legal action by maintaining the integrity of evidence and chain of custody, consistent with County Attorney guidance.
- E. **ITS EOC Representative.** If EOC activation is required, the CSEPP IT Representative, in coordination with the EOC Coordinator, will assume the role of the ITS EOC Representative. (See the Concept of Operations section above for specific duties).
- F. **Pueblo County Cybersecurity Support Team (PC-CST).** The PC-CST will staff the EOC, maintain situational awareness, track decision making and procurement, draft public information messaging, maintain historical documentation, and plan for future operational periods. Policy makers and elected officials will coordinate with the EOC in decision making and developing conditions of the incident. The PC-CST:
1. Is designated as the department point of contact for a Cybersecurity incident.
  2. When alerted, performs “first responder” or Incident Response Team (IRT) duties.
    - a. Provide input
    - b. Communication
    - c. Coordinate after-action review recommendations and implementation
  3. Work with ITS to develop Cybersecurity training that may be specific to each department.

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## **Appendix 8, Joint Information System (JIS) / Joint Information Center (JIC)**

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** Risk Communication Committee Members and other agencies, as needed

### **PURPOSE**

The purpose of this document is to provide a plan for conducting public information operations within the Pueblo Community during emergency responses and other situations in which multiple organizations need to collaborate to provide timely, useful and accurate information to the public and other stakeholders.

"It provides information on activation of the Joint Information System, including a rapid-deployment public information assistance team (referred to as a "JIS Strike Team" by the Pueblo Community), or a JIC that works within the framework of the NIMS ICS." The plan is flexible, scalable and can be adapted for use in a diverse range of responses, ranging from a small, single agency, single-hazard response that lasts a few hours to a large, multiple agency, multi-hazard response or recovery operation that lasts for several weeks or months.

### **SCOPE**

An all-hazards JIS serves as an operating philosophy and organizational construct by which all communication (internal and external) is disseminated. An all-hazards JIC serves as the location representing various organizations/agencies and is staffed with volunteers from local, state, and federal jurisdictions to coordinate the dissemination of emergency public information. It is the role of those volunteers to utilize their agency resources and schools of knowledge to come together and serve to disseminate emergency information to the public. In providing timely, accurate and coordinated information, the JIS/JIC serves to alleviate information gaps and misinformation during the emergency.

### **SITUATION AND ASSUMPTIONS**

- A. Multiple local, state, and federal agencies may potentially become involved in a Pueblo Community emergency. It is understood the Pueblo Community public information professionals operate under a JIS daily.
- B. During any elevated activation of a JIS/JIC each organization should use internal public information/affairs plans to include the constant use of a JIS up to and throughout the declaration of an operational JIC.
- C. While the JIC is a single location where the informational needs and demands of the public and media can be met, the overriding concept of the JIC recognizes that each individual will continue to bring expertise from his/her own agency, while receiving the benefits derived from coordinated information.

- D. Under the JIS/JIC concept, each agency representative has a commitment to share and coordinate information with all other participating agencies prior to its release to the media and public.
- E. At no time should any agency determine or approve information from outside their purview.
- F. The JIC is designed only as a coordination and dissemination point; agency information must be approved prior to reaching the JIC.
  - 1. The primary benefit of this concept is that the public receives accurate, timely, and coordinated emergency information.
  - 2. It is essential that the JIS concept determine communications strategies throughout the emergency and activation of the JIC, as these concepts work simultaneously.

### **JIC FACILITIES**

- A. The Pueblo Community primary JIC location is at the Pueblo County Sheriff's Office Emergency Services Center, 101 W. 10th Street, Pueblo, Colorado. The facility includes dedicated workspace, including areas a phone team, news writing, electronic support and media monitoring. A separate space inside the building has been identified as the primary location for one-on-one interviews, news conferences, and a media work area.
- B. The Pueblo Community alternate JIC location is at the Pueblo Department of Public Health and Environment, 101 W. 9th Street, Pueblo, Colorado.

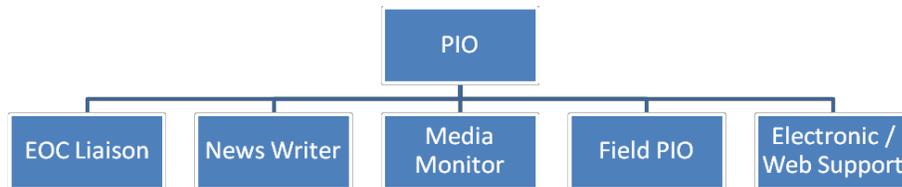
### **ACTIVATION**

- A. Pueblo County is geographically situated in a region where floods, wild land fires and winter storms have the potential to isolate the community and endanger the citizens.
  - 1. Should an emergency affecting Pueblo County occur as a result of these or similar hazards, the PCSO-ESB Chief or EOC Coordinator will make the decision to activate the JIS/JIC.
  - 2. The Pueblo County CSEPP PIO has responsibility for the Pueblo County Sheriff's Office emergency public information program.
  - 3. Following the decision of a JIS/JIC activation, The Pueblo County CSEPP PIO will initiate the JIC staff call-out via NS and or email.
- B. In addition to these concerns, the storage of chemical weapons at the U.S. Army Pueblo Chemical Depot creates the potential for a large-scale emergency involving the community. In the event of an emergency involving the chemical weapons stored at U.S. Army PCD, the PCD Public Affairs Officer (PAO) or designee will contact the State and County PCSO-ESB Public Information staff.

1. With concurrence of two of the three jurisdictions (State, County and Depot), the decision to activate the JIS/JIC will be made.
2. The Public Affairs/ Public Information Officers from the CO-DHSEM, PCSO-ESB and PCD will then initiate their respective JIS/JIC activation procedures. After notification of JIC activation to the IC, the OC and the EOC, announcement of an open JIC will be communicated via e-mail to local media outlets and appropriate governmental agencies.

**JIS-JIC STAFFING LEVELS**

- A. Four levels of JIS/JIC operations have been identified. These levels are to be general guidelines rather than strict constructs for JIS/JIC development. There may be instances when JIS/JIC activation may move directly to Level Four or remain at Level One. Although the stages are numbered chronologically, they need not be chronological in implementation.
- B. It is the preference, however, that Level Four (JIS Strike Team Activation) remain a significant part of all JIS/JIC activation as it builds the necessary foundation for a successful joint communications capability.
  1. **Level 4 – JIS Strike Team.** Up to a 5-person team is activated to support lead agency PIO, at the scene, in the Emergency Operation Center, or virtually.



**Note:** If the JIC has not been activated, the JIS Strike Team is staffed by the members of the Risk Communications Network (RCN).

2. **Level 3 – JIC activated with minimal staffing.** JIS Strike Team members transition to become JIC staff. To be declared open, the following functions should be staffed.
  - Lead PIO
  - JIC Coordinator (operational control)
  - Gathering & Production Group Lead
  - Media Monitoring
  - Dissemination Group Lead
  - Web / Net Unit in JIS or JIC
  - Two Phone Call Takers
  - Field Information Group Lead in JIS or JIC

**Note:** In a CSEPP response, staffing should also include:

- Depot PAO in JIS or JIC
  - State PIO in JIS or JIC
- a. It is anticipated that participants from many agencies will be integrated into the JIS/JIC staff.
  - b. The JIC Coordinator, in consultation with the affected Public Affairs Liaisons, will adjust staffing patterns as the situation develops.
  - c. JIS/JIC staff may be required to perform additional duties as needed and may assume a role in the JIC that is not as a representative of their agency, but a role required to satisfy the public information needs.
3. **Level 2 – 12-Hour JIC staffing.** All activated Groups and Teams as appropriate are staffed for 12-hour operations. Functions that may be staffed during this level of operation are identified below. JIC operations may expand or contract to suit the situation.
4. **Level 1 – 24-hr JIC staffing.** All activated Groups and Teams as appropriate are staffed for 24- hour operations.

## **CONCEPT OF OPERATIONS**

### **A. Google Drives.**

Two Google Drives are used to support Pueblo JIC operations. The Pueblo JIC Google Drive is organized into folders to include news release templates, fact sheets & background information, Smart book contents, JIC staff position specific procedures and pocket cards, wall posters, maps, photos and graphics. An “administration” folder is in the RCN drive. It contains the master and position specific log-on information and passwords for all computers in the primary JIC (at the Emergency Services Center), WebEOC for call takers and PIO, Google Drives and JIC exercise social media accounts.

### **B. JIS/JIC Information Collection, Coordination, and Dissemination.**

Proper and timely gathering of information is critical. To ensure coordination and proper dissemination of information, participants should follow these guidelines:

1. Each person shall speak for his/her own agency or speak directly from JIS/JIC published materials. Public Affairs Liaisons should gather information from their

- respective agency and coordinate releasable information with Writers, Web Unit, social media and Gathering and Production Lead, if appropriate, to develop news releases and social media posts. It is anticipated that each agency represented shall use its own internal approval method prior to releasing information. Unified Public Information, under the Incident Command System, is the overriding concept for JIC information management during CSEPP Emergency JIC activations. Each individual PIO will continue to represent her/his own agency, and at the same time participate in a coordinated public information approach.
2. It is anticipated that with the proximity of the EOC and the JIC, agencies may staff the EOC but not staff the JIC. In those circumstances it will be the responsibility of the JIC Coordinator to identify that agency's EOC representative and work with the Pueblo County PIO and JIC Liaison inside the EOC to coordinate the releasable public safety information that agency may have.
  3. Any agency represented in the JIC or EOC will share independently released information immediately with the JIC to prevent redundancy and to assure the most current information released is available to every member in the JIC. Information released from inside the JIC will be released after coordination with the Dissemination Lead and the JIC Coordinator.
  4. Information can be disseminated via news releases, social media, telephone inquiries, news briefings/conferences, or provided via interview. It is our objective to keep news releases short, factual, and to the point. Although not mandatory, it is encouraged that all news releases be on JIC letterhead thereby illustrating a cooperative effort that will discourage the media from repeated individual agency contacts that may hinder command processes.
  5. All public information materials will be identified by a time and date title prior to release to allow for easy access to the most recent information. Immediately after its e-mail distribution, all information will be logged and uploaded to the website status board via Electronic Support Unit. Web/Net unit will then identify key points in distributed information and post that information to social media sites to accommodate a broader audience.
  6. In the event of a U.S. Army Pueblo Chemical Depot emergency, before the JIC is declared operational, news releases concerning depot activities will be prepared and distributed from the depot. Once the JIC is operational, subsequent news releases concerning the depot emergency and Pueblo Community will be coordinated and released via the JIS/JIC.
  7. Initial pre-scripted EAS messages, in English and Spanish, will be sent from the Pueblo County Emergency Services Bureau EOC).

8. A Media/Rapid Response unit will electronically disseminate final products internally to JIS/JIC partners via email and externally to the media, elected officials and the public via email and the Pueblo County Sheriff's Office social media accounts. They will monitor and respond (using approved releasable information) to public and media social media posts, concerns, or inquiries. They will elevate to a supervisor, posts that need to be brought to the attention of the EOC/Incident Command or require PIO input for response. They will report social media trends.
9. The Briefing Unit will act as liaison between the members of the media in the Media Workroom and the JIC Coordinator. They will provide hard copies of the incident news releases and media kits, ensure provided equipment and technology is functioning, relay interview request and work to provide for any general needs of the media. They are to notify security of any attempts by media outlets to access secured areas of the Emergency Services Center.

**C. JIS/JIC News Conferences.**

The JIC Coordinator, Public Affairs Liaisons and Dissemination Lead will schedule news conferences as the situation warrants.

1. A JIS/JIC media advisory with the time and location of the news conference will be issued. Every attempt will be made to ensure adequate notification to media outlets.
2. A spokesperson from each responding agency should be present at the news conference to answer questions. This will also prevent presenters from speaking outside their purview.
3. Before the news conference, presenters will meet briefly to discuss their statements and anticipated questions.
4. A PAO/PIO designated prior to the conference, will give welcoming statements, provide any ground rules for the conference, and introduce the presenters.
5. Each spokesperson may make a statement with updated information from his/her agency, if appropriate.
6. During the conference, any questions to which the answers are not known, or for which the information is not available, will be recorded by public information staff and an answer provided as soon as possible. Follow-up answers and information to questions will be provided via email, telephone, or during the next news conference. A member of the newswriting team will also be present at the news conference to capture any updates not previously released by the JIC. Subsequently a news release and social media posts with this new information will be distributed.

7. Presenters may meet after the conference to discuss any follow-up course of action or new responsibilities.
8. News conferences will be recorded by the media monitoring team and may be referred to for areas needing improvement or retained for historical value.

#### **D. JIS/JIC Rumor Control.**

The JIS/JIC serves as the outlet for public information. In any situation involving the dissemination of information to many people, misinformation and rumors may occur. The call-taker staff will handle and monitor incoming queries, which will assist in rumor control.

1. The JIS/JIC should serve as the primary source of information and dissemination to the media and public.
2. Media monitoring staff should monitor and record all newspaper, television, radio and internet media coverage. Rumors and misinformation should be recorded and reported immediately to the JIC Coordinator via the appropriate routing form.
3. Call Taker Staff will relay rumors and misinformation to the Dissemination Lead or Lead Call Taker. The Dissemination Lead will inform the JIC Coordinator and other leads, as necessary.
4. The JIC Coordinator, Gathering and Production and/or Dissemination Lead(s) will investigate the rumor and decide how to best respond. If appropriate, Public Affairs Liaisons, the EOC or the IC may be consulted to confirm or dispel the information. Response should be timely and can be made with a news release, social media posts or media briefing. If the misinformation is limited to one media outlet, then an interview, personal contact with a reporter, or direct contact with the station itself, are appropriate actions for correcting misinformation. These contacts should be documented to ensure accuracy. It is the responsibility of the Media Monitoring team to confirm that the misinformation is retracted.

#### **JIC SECURITY**

Access to the JIC (PIO Workroom, Media Monitoring, and Call Taker Room) will be limited to JIC personnel due to space limitations and information sensitivity. Security will have a list of personnel with authorization to enter these areas. The JIC Coordinator or his/her appointee has authority to amend the list.

#### **JIS/JIC DEACTIVATION**

The JIC Lead PIO, in accordance with the Pueblo County EOP, will decide when to deactivate the JIS/JIC. Deactivation of the JIC does not necessarily mean that the emergency related JIS will be

deactivated at the same time. The JIS/JIC will issue a news release and post on social media when the JIC no longer activated.

**Upon deactivation, the JIC Coordinator will:**

- A. Ensure all equipment and personnel are returned to standby status.
- B. Ensure all generated information is collected and retained for future needs.
- C. Ensure all electronic communications (websites, blogs and other means) are removed during JIS/JIC deactivation.
- D. Update web-blog and social media sites to reflect current status and follow up contacts.

Once deactivated, JIC staff will participate in a critique of JIS/JIC operations and submit comments to the JIC Coordinator or appropriate Group Lead. Development and application of the response actions will be addressed by the JIC Coordinator, these may include, but are not limited to;

- A. Inoperable equipment
- B. Procedural inadequacy
- C. Clarity of policies
- D. Notification difficulties
- E. Other lessons learned

**JIS/JIC PLAN DEVELOPMENT AND MAINTENANCE**

Custodial care of this document lies with Public Information/Affairs Officers from Pueblo County Emergency Services Bureau, the U.S. Army Pueblo Chemical Depot, and the CO-DHSEM. This document shall be reviewed annually, with the lead responsibility for reviews and updates resting with the Pueblo County Sheriff's Office Emergency Services Bureau Public Information Officer.

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## Appendix 8a, JIC / JIS References

- National Incident Management System, March 2004
- National Response Plan, December 2004, with changes dated May 25, 2006
- CSEPP Public Affairs Guidance, Compendium Workbook, 2005
- Pueblo Chemical Depot Chemical Accident/incident Response and Assistance (CAIRA) plan, September 2005
- PCD Emergency Public Affairs Plan, Chemical Accident//Incident, 2 May 2006
- Colorado Department of Emergency Management Emergency Operation Plan, Public Information Annex
- Pueblo EOP, Public Information Annex Pueblo Community JIS/ JIC Smart Book
- Joint Information Center Intergovernmental Agreement, 6 December 2006
- Memorandum of Agreement for the Colorado CSEPP JIS/JIC among PCD, Pueblo County, State of Colorado and FEMA Region VIII, 12 September 1997

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# Appendix 8b, JIS Strike Team

## SOG FOR JIS STRIKE TEAM

### Concept of Operations

Serving as a vehicle of emergency public information, the JIS Strike Teams, are available to any Risk Agency in Pueblo County that identifies a need for additional support during a community event. Teams are composed of volunteer members of the RCN and are all public information professionals in the community. Each team consists of 5 members.

- Information Liaison – coordinates public information with the EOC.
- Electronic Support – posts information to the status board and various social sites.
- Media Monitor- reviews radio, TV, print, social media, and websites for information accuracy.
- News writer – gathers current information from EOC liaison and Field PIO and draft written releases and distribute those releases to the media and other risk agency PIO.
- Field PIO – support public information needs at Incident Command.

### Activation Guidelines

Strike team Activation does not require an activation of the EOC but should be considered immediately after EOC activation. Often, an incident requires additional public information support but does not require an EOC activation. In either case, any RCN member that is the primary PIO for an incident inside Pueblo County can request a JIS Strike Team. The request is made through the Pueblo County Sheriff's Office Emergency Services Bureau PIO, to the Pueblo County Sheriff's Office Dispatch, or to any of the Core Members of the RCN. Core PIO Members are:

- City of Pueblo Public Affairs
- Parkview Medical Center
- Pueblo Department of Public Health and Environment
- Pueblo County Sheriff's Office Emergency Services Bureau
- Pueblo West Metro District
- Pueblo Board of Water Works

### Special Considerations

Proximity to the EOC is recommended for the positions of Electronic Support, Media Monitoring, and News writer. This will allow for immediate communications with the Information Liaison and will aid in the most current information being produced as well as provide the credibility needed to immediately correct any misinformation.

## **Purpose**

The purpose of the JIS Strike Team is to disseminate information directly to the media and the public. It is not ideal for incidents where a large number of incoming queries are expected. To support a moderate amount of incoming telephone calls, local 211 may be utilized. The Information Liaison will be responsible for monitoring the need for additional call takers and may request a full scale JIC activation if the demand for public information is not being met by the Strike Team.

### **A. JIS Strike Team Activation (5-person team):**

1. RCN members will receive notification through the ENS. This is designed as an initial communication stage to coordinate information, gather a small team of RCN members to support the public information demands of the lead agency, and prepare for the potential development of additional levels.
2. If a move to Level Three, Two, or One is initiated, an Incident Action Plan (IAP) will be developed during level one, a JIC will be activated, and the team will assume the roles outlined below. The IAP will include, but not be limited to: logistical arrangements, staffing responsibilities, and definition of mission. Stage One can be used both in person and through Virtual JIS/JIC processes. The development of this Stage insures appropriate and thorough communication from various incident command structures.

### **B. JIC Staff Transition to Strike Team**

The following positions should be filled in order to initiate Stages Two through Four:

**Note:** Any positions not filled will remain the responsibility of the JIC Coordinator.

C. **JIC Strike Team Transition to JIC Staff**

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# **Appendix 9, Chemical Stockpile Emergency Preparedness Program (CSEPP)**

**Primary Agency** – Pueblo County Sheriff’s Office

**Supporting Agencies:** All stakeholders and partners

## **PURPOSE**

The purpose of this CSEPP Appendix is to establish a standardized framework for Pueblo County’s response to chemical accident/incident (CAI) within the context of an All-Hazards approach and activation of the Pueblo County EOP.

## **SCOPE**

The scope of the CAI requires participation from all departments in the County, public agencies and service providers depending on the extent of the CAI at the U.S. Army PCD and its impact on the surrounding communities in Pueblo County.

## **SITUATION AND ASSUMPTIONS**

- A. CSEPP is a federally funded program administered by the Department of Defense (DOD) and the Federal Emergency Management Agency (FEMA) to prepare local jurisdictions for a CAI at the U.S. Army PCD and other locations.
- B. PCD stores only mustard agent (HD), a persistent blister agent. PCD stores no nerve or blood agents.
- C. PCD will continue to operate until all chemical weapons mustard agent is destroyed. The expected completion is to be determined.
- D. The CSEPP will continue to operate until all the chemical weapons mustard agent is destroyed, and transition is completed.
- E. The CSEPP will continue to support training and exercises, and personnel protective equipment for designated law enforcement and fire agencies related to a CAI response until the transition is completed.
- F. There are no correctional or inmate populations located within the Immediate Response Zone (IRZ) or the Protective Action Zone (PAZ).

## **CONCEPT OF OPERATIONS**

If an incident occurs at PCD that has the potential to affect off-post personnel or territory, PCD will notify the Pueblo County Sheriff’s Communications Center in accordance with the Memorandum of Agreement between Pueblo County and Pueblo Chemical Depot (MOA).

### **Initial Notification:**

- A. The communications officer will record the information and immediately notify the Pueblo County (EOC) Coordinator.

- B. The PCD OC will fax a hard copy of the message to the Pueblo County Sheriff's Communications Center after telephonic notification.

**Incident Assessment:**

- A. The Pueblo County PCSO-ESB Chief and CSEPP Coordinator will review the Protective Action Recommendation (PAR) provided by PCD.
- B. The map is divided into two major areas, the PAZ and IRZ. Both the PAZ and IRZ are subdivided into eight response areas designated by a letter prefix and a 1 or 2 suffix. The prefix shows the directional location while the suffix shows the zone, i.e., IRZ (1) or PAZ (2) Staff will use the response areas designator for planning and issuing reaction directives. See CSEPP Manual for instructions specific to each area.
- C. PCD will provide the wind direction in the eight cardinal directions (N, NE, E, S.E., S, S.W., W, or N.W.) and in degrees, in accordance with the current Alert and Notification Form. The planning width of the plume will be 45 degrees (22 1/2 degrees to either side of the cardinal direction). The PCD EOC will continue to refine the plume direction and size as the situation develops.
- D. Once the PAR is reviewed, the EOC PCSO-ESB Chief will issue a Protective Action Decision (PAD) based upon the best available information.
  - 1. If the Pueblo County EOC Coordinator is not available to review the PAR, the Senior Sheriff's Communications Center Officer will accept the PAR as the PAD from PCD and follow the procedures in the Pueblo CSEPP Communications Center Manual (CSEPP Manual).
  - 2. A digital copy of the CSEPP Manual is in the Pueblo County Sheriff's Office Communication Center at 101 W. 10<sup>th</sup> Street, Pueblo, Co 81003.
- E. Figure 1 - CSEPP Emergency Response Zones on the next page.

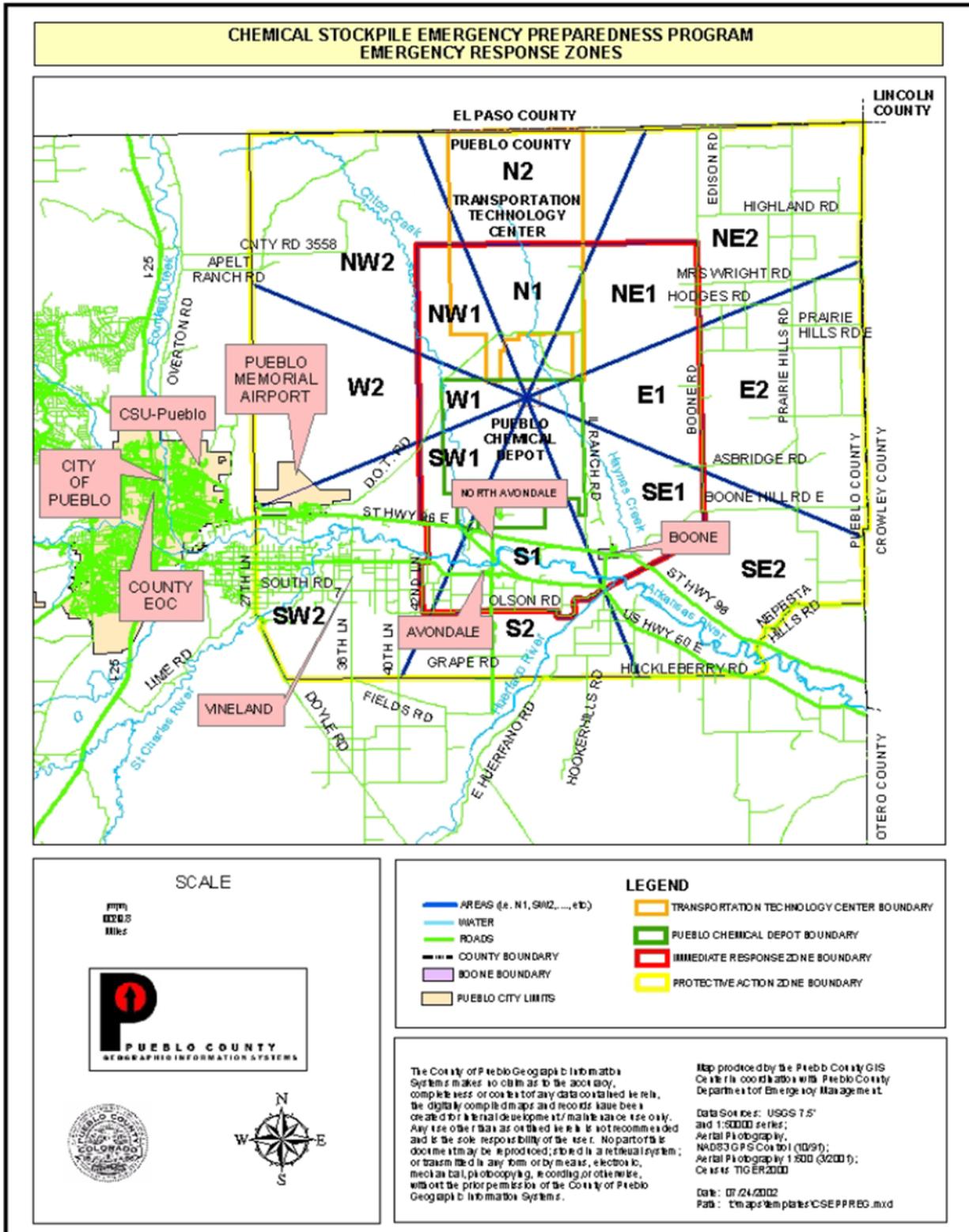


Figure 1 - CSEPP Emergency Response Zones

### **Incident Command and Incident Support:**

The IC will be PCD supported by Pueblo County as requested.

### **Demobilization, Re-entry, and Recovery:**

Upon reduction in resource requirements or conclusion of response operations, release tasked personnel/organizations to their regular duties.

### **ORGANIZATION AND RESPONSIBILITIES**

#### **A. Department of the Army.**

1. The Pueblo Chemical Depot, function as the IC of, and coordinate emergency response to CAI for their area.
2. Lead response and recovery agency in the event of a CAI at the Depot.

#### **B. Pueblo County Sheriff's Office.**

1. Provide support and response to a CAI.
  - a. Provide the initial response to a CAI for mitigation, containment, etc., as necessary in their area.
  - b. Activate the EOC and coordinate the resources necessary to support the incident.
  - c. Coordinate activities with other government agencies in support of the incident.
  - d. Provide technical assistance to outside departments or agencies assisting with the incident.
2. Manage the financial and logistics aspects of the incident.
3. Supervise departments and agencies assigned to the incident.

#### **C. Mutual Aid Fire Departments and Fire Protection Districts.**

1. Support the CAI with personnel and equipment.
2. Rural Fire District, Pueblo City Fire, Pueblo West Fire Department, and Rye Fire Protection District establish, and conduct decontamination operations as requested.
3. Activate the Pueblo County MCI Plan, if appropriate. A digital copy of the plan is in the County Communication Center at 101 W 10<sup>th</sup> Street, Pueblo, CO 81003.

#### **D. Emergency Medical Services.**

1. Provide emergency medical care to the responders during an incident.
2. Provide emergency medical care and transportation to the Pueblo County community.

E. **PDPHE.**

1. Provide assistance and information regarding environmental and health aspects and population protection.
2. Coordinate with State Health Department officials.
3. Assist in product analysis.
4. Provide liaisons to Saint Mary Corwin and Parkview hospitals.

F. **Public Works.**

1. Shall assist in necessary road closures, detours, providing heavy equipment and material for clearing or moving debris, building dikes, etc.
2. Provide remedial actions when material may affect water sources and distribution systems.
3. Assist in product analysis.

G. **Law Enforcement.** Law Enforcement shall have responsibility for crowd and traffic control, shelter security, and shall coordinate and control evacuation and re-entry activities.

H. **Transportation Technology Center, Inc. (TTCI).** Upon request TTCI may provide various equipment, resource material and manpower, if able to do so safely and securely.

I. **Colorado National Guard.**

1. The Colorado National Guard Civil Support Team (CST) provides technical and workforce assistance to local agencies involved in hazardous materials response, or incidents involving CBRNE materials.
2. CSTs also provide immediate response for intentional and unintentional CBRNE or HAZMAT releases and natural or human-made disasters that result in or could result in, catastrophic loss of life or property.
3. CST members receive more than 650 hours of HAZMAT and high-tech training from agencies such as the Federal Emergency Management Agency, the Department of Energy, the Department of Justice, and the Environmental Protection Agency.
4. Operates a unique equipment set including a specialized/secure communications vehicle (Unified Command Suite), and a mobile analytical laboratory system with a full suite of chemical, biological, and radiological analysis equipment.
5. The CST Advance team deploys within 90 minutes; the main body within three hours.

- J. **Parkview and Saint Mary Corwin Hospitals.** Hospitals shall provide assessment, decontamination, treatment, and care of injured related to a CAI.

**AUTHORITIES**

- A. Title 29, Article 22 of the CRS (also known as Senate Bill 172) Hazardous Substance Incidents, assigns responsibility to local governments for a response to hazardous materials incidents.
  - 1. Article 22 requires the governing body of every city and county to have a DERA for hazardous substance incidents occurring within the corporate limits of such town, city, and county.
  - 2. For a hazardous substance incident occurring on Fort Carson or the Pueblo Chemical Depot, the Department of the Army is the DERA.
- B. 2020 Mutual Aid Agreement for Fire Protection and Other Emergency Services Assistance between Pueblo County Public Safety Entities including Pueblo, Pueblo County, Rye Fire Protection District, Pueblo Rural Fire District, Pueblo West Metropolitan District, City of Boone, West Park Volunteer Fire District, and the Beulah Fire Protection and Ambulance District.

# Appendix 10, Pueblo County Recovery Operations (RO)

**Primary Agency:** Pueblo County Sheriff's Office

**Supporting Agencies:** Other Elected Officials, Departments, and unincorporated communities in Pueblo County, Law Enforcement Agencies, Local Fire Agencies, CO-DHSEM, CDOT, Utility Companies (Water and Power), Schools (Public and Private) and others, as needed

## **PURPOSE**

The appendix outlines the Pueblo County RO and define the organizational structure and responsibilities during and post declared disaster or emergency.

## **SCOPE**

The Pueblo County RO are part of a larger system of inter-related plans at the local, state, and federal levels. They are founded upon the National Disaster Recovery Framework (NDRF) and the principles of the NIMS.

- A. The RO should use the all-hazards approach that addresses a full range of complex and constantly changing requirements to recover from major disasters or emergencies. It does not address issues of immediate response or communications.
- B. The RO and its associated Recovery Support Functions (RSF) are intended to guide the County's short and long-term recovery efforts, see figure 1. Short-term recovery efforts taken during and immediately after the disaster to focus on the restoration of essential services and providing for basic human needs. Long-term recovery efforts as well as resiliency and mitigation efforts address cost accounting, reimbursement and restoring the community to pre-disaster conditions (if possible) and a state of normalcy throughout the communities affected.
- C. This RO are applicable within Pueblo County, but it does not supersede or replace municipal emergency operations or recovery plans.

## **SITUATION AND ASSUMPTIONS**

- A. Pueblo County has a total area of 2,398 square miles, of which 2,386 square miles is land and 12 square miles (31 km<sup>2</sup>) (0.5%) is water. Elevation is 4,692 Feet. The 2020 Census for Pueblo County indicated there are 168,424 people living in 71,906 households.
- B. The Pueblo County Natural Hazard Mitigation Plan (NHMP) dated June 27th, 2017, and the 2020 Pueblo County CEPA ranked each potential hazards by considering the probability of the hazards occurring and the impact factors for people, property, the environment, and the economy. See the Hazard Analysis in the Basic Plan.
- C. The RO and the organizational structure must be scalable, and adaptable.
- D. Regardless of the incident type and size the coordination activities must link local, state, and federal governments, the private sector and non-governmental and community organizations that play vital roles in recovery.

## **CONCEPT OF OPERATIONS**

After a disaster or emergency is declared, the Pueblo County Sheriff's Office will assess the size and scope of the incident and determine the requirements for RO. The PCSO-ESB Chief will coordinate with County Manager to determine the Departments that will participate in the RO.

### **Initial Notification:**

- A. Receive notification of EOC activation via Emergency Notification System.
- B. Provide a representative to the EOC, as requested.

### **Incident Assessment:**

- A. Receive Incident Commander's or Unified Command's assessment, specifically evaluate the type and scope of the incident as related to the need for RO.
- B. Designate or request a Recovery Manager (RM), if appropriate.
- C. RM will determine the type of RSF required to support RO.
- D. Notify the CO-DHSEM Field Manager of the intent to initiate RO.
- E. The RM will provide the information, as appropriate, such as input for reports, briefings, displays, public information activities, and plans.

### **Incident Command and Incident Support:**

- A. The RM will coordinate all activities related to RO.
- B. The RM will assign tasks and suspense's to RSF representatives in support of RO.
- C. The RM will provide progress and reports to the Pueblo County Sheriff and the County Manager as requested.
- D. The RM will be prepared to conduct long-term and short-term RO.
- E. RM will receive all the financial and logistics expenditures and ensure authorized costs.
- F. The ESF 5 representative will act as the response primary point of contact to the RM to support RO.

### **Demobilization, Re-entry, and Recovery:**

- A. The RM be prepared to submit Public Assistance reimbursement requests to CO-DHSEM and FEMA.
- B. RM will develop plans and coordinate restoration of critical infrastructure supported by local governments to pre-disaster status.
- C. RM will complete closeout functions required to complete all recovery activities related to the declared disaster, or emergency.

## **ORGANIZATION AND RESPONSIBILITIES**

The RO is organized into RSF. RSF will support RO with the goal re-establish critical infrastructure, services and the economy provided by the local government to a pre-disaster or emergency status.

### **A. Pueblo County Sheriff's Office.**

1. Coordinate with the County Manager and designate a RM to support RO.
2. Provide oversight with the County Manager of the designated RM.
3. Provide office in the EOC to facilitate initial meetings in support of RO.
4. Provide Liaison from ESF 5 to assist in RO.
5. Coordinate activities with other government agencies in support of RO.
6. Provide financial and logistics expenditures to the RM. See figure 2 for required information.

### **B. Pueblo County Manager.**

1. After consultation with PCSO designate a RM.
2. Provide oversight with the PCSO of the designated RM.
3. Provide guidance to all Departments supporting RO.
4. Provide qualified staff personnel to fill RSF positions in support of RO. Example Public Works to fill transportation related RO or Budget and Finance to support expenditures and preparation for Public Assistance reimbursement.
5. Coordinate activities with other government agencies in support of RO.
6. Provide financial and logistics expenditures to the RM. See figure 2 for required information.

### **C. All Pueblo County Departments.**

1. Provide technical assistance to outside departments or agencies assisting with RO.
2. Conduct damage assessment as appropriate in support of RO.
3. Assign qualified staff to fill RSF positions in support of RO.
4. Provide financial and logistics expenditures to the RM. See figure 2 for required information.

### **D. Municipalities in Pueblo County (City, Towns, Metropolitan Districts).**

1. Provide technical assistance to outside departments or agencies assisting with RO.
2. Conduct damage assessment as appropriate in support of RO.
3. Assign qualified staff to fill RSF positions in support of RO.

4. Provide financial and logistics expenditures to the RM. See figure 2 for required information.

**E. Pueblo County Fire Department and Districts.**

1. Provide technical assistance to outside departments or agencies assisting with RO.
2. Conduct damage assessment as appropriate in support of RO.
3. Assign qualified staff to fill RSF positions in support of RO, as requested.
4. Provide financial and logistics expenditures to the RM. See figure 2 for required information.

**F. Law Enforcement.**

1. During RO establish scene perimeters allowing only essential access by appropriate individuals.
2. Develop site-specific scene security and consider credentialing.
3. Assign qualified staff to fill RSF positions in support of RO, as requested.
4. Provide financial and logistics expenditures to the RM. See figure 2 for required information.

**G. Southern Colorado Volunteers After Disaster and Other Volunteer Agencies.**

1. Coordinate and support RSF 6 Mass Care in support of RO.
2. Assign qualified staff to fill RSF positions in support of RO, as requested.
3. Provide financial and logistics expenditures as related to donation management to the RM. See figure 2 for required information.

**H. CDOT.**

1. Coordinate and synchronize short-term and long-term RO with RM and appropriate RSF.
2. Assign qualified staff to fill RSF positions in support of RO, as requested.

**I. Utility Companies (Water and Power).**

1. Coordinate and synchronize short-term and long-term RO with RM and appropriate RSF.
2. Assign qualified staff to fill RSF positions in support of RO, as requested.

**J. Other Agencies.**

1. Coordinate and support RO with appropriate RSF.
2. Assign qualified staff to fill RSF positions in support of RO, as requested.

**AUTHORITIES**

- A. This Disaster Recovery Plan is developed to be consistent with those guidelines set forth in the (State of Colorado Disaster Emergency Act of 1992 and the Colorado Disaster Emergency Act of 2018) and is aligned with the NRF, NDRF, and NIMS.
- B. The Pueblo County Emergency Operations Plan delegates the authority to declare, continue or discontinue a disaster or emergency within Pueblo County, provides for all of the disaster and emergency powers permitted by the state and by local laws, ordinances and resolutions.
- C. Acts, statutes, resolutions, and other documents that guide disaster recovery include:
  - 1. Federal:
    - a. Homeland Security Act and Information Sharing Act 2002
    - b. Federal Emergency Management Agency (FEMA) Public Assistance Program and Policy Guide, FEMA Policy 104-009-2, June 1, 2020
  - 2. State:
    - a. Colorado Hazard and Incident Response and Recovery Plan, Nov. 2016
    - b. Grants to Individuals, C.R.S. §24-33.5-1106
    - c. Update Colorado Disaster Emergency Act, House Bill 18-1394 s5 and 21
  - 3. Local:
    - a. Pueblo Regional Building Code – All International 2015 Codes adopted except Electrical is National Electrical Code 2020 and plumbing is International Plumbing Code 2018.
    - b. Pueblo County Emergency Operations Plan (EOP) 2021 (to be published)

<b>Recovery Support Function #</b>	<b>Title</b>
1	Community Planning and Capacity Building
2	Economic Recovery
3	Health and Social Services
4	Housing
5	Infrastructure Systems
6	Natural and Cultural Resources

Figure 1 – Recovery Support Functions

<b>Financial Tracking by Type</b>	<b>Information Required</b>
Applicant's Benefits Calculation Worksheet	Fringe Benefits (By %), Regular Time, Overtime
Contract Work Summary Record	Dates Worked, Contractor, Billing/Invoice Number, Amount, Comments - Scope
Force Account Labor Summary	Name, Job Title, Dates and Hours Worked Each Week, Total Hours, Hourly Rate, Benefit Rate/Hr, Total Hourly Rate, Total Costs
Material Summary Record	Vendor, Description, Quantity, Unit Price Total Price, Purchased Date, Date Used, Invoice, Stock
Rented Equipment Summary	Type of Equipment, Dates and Hours Used, Rate Per Hour (With or Without Operator), Total Cost, Vendor, Invoice No., Date and Amount Paid, Check or Purchase Order No.
Force Account Equipment Summary	Type of Equipment, Equipment Code No., Operators Name, Dates and Hours Used, Total Hours, Equipment Rate and Total Cost

Figure 2 – Financial and Logistics Required Information

# Appendix 11, Emergency Support Function Matrix - Primary and Supporting Stakeholders

Emergency Support Function (ESF) #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ESF Stakeholders	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care, Sheltering, & Human Services	Logistics Management and Resource Support	Public Health & Medical Services	Search & Rescue	Oil and Hazardous Materials Response	Agriculture & Natural Resources	Energy	Public Safety & Security	Cross - Sector Business & Infrastructure	Public Information & External Communication
Pueblo County Human Resources					S		S								
Pueblo County Human Services					S	S	S	S			S				S
Pueblo County Information Technology					S										S
Pueblo County Manager					S		S	S				S	S	P*	S
Pueblo County Office of Budget & Finance					S		S							S	
Pueblo County Planning & Development					S							S		S	S
Pueblo County Public Works	S		P*		S		S		S	S	S	S			S
Pueblo County Purchasing					S		S							S	
Pueblo County Sheriff's Office	P	P*		P*	P	P	P	S	P	P	S	P	P*	P*	P*
Pueblo County Surveyor					S										
Pueblo County Treasurer					S										
Pueblo Department of Public Health & Environment				S	S	S	S	S			S		P		S
Pueblo Regional Building Department					S							S		S	
Pueblo Rural Fire Department				P*	S			S	S	S	S				
Pueblo West Fire Department				P*	S			S	S	S	S				
Pueblo West Metro District			S	S	S	S	S	S				S			S
Rye Fire Protection District				P*	S			S	S	S	S				
Rye Telephone Company		S	S		S							S			
San Isabel Electric				S	S					S		S		S	S
Salvation Army					S	S		S							
School District #70	S				S	S		S			S				S
School District 60	S				S	S	S	S			S				S
Senior Resource Development Agency	S				S	S	S	S							S
Southern Colorado Volunteers After Disaster				S	S	S	S	S							
St. Charles Mesa Water Association					S					S		S		S	S
St. Mary Corwin Medical Center				S	S	S		S	S	S				S	S
Town of Boone			S	S	S	S	S	S				S		S	S
Town of Rye			S	S	S	S	S	S				S		S	S
Transportation Technology Center/Fire Department	S			P*	S			S	S	S	S				
Union Pacific Railroad	S				S									S	S
U.S. Bureau of Reclamation		S			S										S
USDA Forest Service		S		S	S				S		S		S		S
Veterans Affairs Medical Center				S	S	S	S	S							S

P = Primary Responsible for ESF Management

P\* = Primary in Affected Area

S = Responsible for Supporting Primary

Emergency Support Function (ESF) #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ESF Stakeholders	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care, Sheltering, & Human Services	Logistics Management and Resource Support	Public Health & Medical Services	Search & Rescue	Oil and Hazardous Materials Response	Agriculture & Natural Resources	Energy	Public Safety & Security	Cross - Sector Business & Infrastructure	Public Information & External Communication
West Park Fire Department				P*	S			S	S		S				
Xcel Energy			S	S	S					S		S		S	S

P = Primary Responsible for ESF Management

P\* = Primary in Affected Area

S = Responsible for Supporting Primary

## **Appendix 12, Pueblo Police Department – NIMS Policies**

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## Emergency Operations Plan

### 201.1 PURPOSE AND SCOPE

In compliance with the State of Colorado Emergency Operations Plan, the City has prepared or adopted an Emergency Operations Plan (CRS § 24-33.5-707). This plan provides guidance and is to be used by all work groups and employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

#### 201.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency Operations Plan** – A combination of the Pueblo County, Colorado Emergency Operations Plan, the Pueblo Police Department Emergency Operations Plan and miscellaneous policies in the Policy Manual.

### 201.2 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on-duty may activate the Emergency Operations Plan in response to a major emergency.

#### 201.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Pueblo Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

### 201.3 LOCATION OF THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan will be maintained on the Department Intranet site. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles personnel will play when the plan is implemented.

The State of Colorado Emergency Operations Plan and additional regional information can be found on the Colorado Department of Local Affairs, Division of Emergency Management website.

### 201.4 PLAN ADMINISTRATION

The Chief of Police or the authorized designee shall be responsible for the overall planning of the Department's participation in the Pueblo County, Colorado Emergency Operations Plan. As the Department's principal planner and advisor on critical incidents to the Chief of Police, the Tactical Commander will be responsible for planning the Department's response to critical incidents.

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**201.4.1 UPDATING THE PLAN**

The Tactical Commander shall review and update, if necessary, the Emergency Operations Plan at least once every two years to ensure it conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS), and that any needed revisions are appropriately addressed. Revisions to the Pueblo County, Colorado Emergency Operations Plan must be coordinated through and made by the Pueblo County Sheriff's Office.

**201.4.2 PLAN REVIEW**

At least once every two years, the Department should conduct a review of the Emergency Operations Plan and responses, incorporating a full or partial exercise, tabletop or command staff discussion.

**201.5 TRAINING**

Documented annual training on the Emergency Operations Plan shall be conducted for all affected department personnel.

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## Mutual Aid and Outside Agency Assistance

### 326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to officers in the request of or answering the request for assistance from another law enforcement agency.

It is the policy of this department to provide assistance whenever reasonably possible. Assistance shall be consistent with the applicable laws and policies of this department when another law enforcement agency requests assistance with an arrest or detention of any person. This department may also request an outside agency to provide assistance (CRS § 29-5-104).

The Department may at the discretion of the Chief of Police establish an agreement for reciprocal law enforcement with another agency, including those of neighboring states, provided those agreements meet statutory requirements pursuant to CRS § 29-1-206. All mutual aid agreements must be approved as to form by the City Attorney and approved by City Council by ordinance. An agreement may include:

- (a) Assisting other peace officers in the line of their duties and within the course of their employment.
- (b) Exchanging Department peace officers with peace officers of another agency on a temporary basis.

### 326.2 ASSISTING OUTSIDE AGENCIES

Generally, calls for assistance from other agencies are received via radio transmission and are routed to the Watch Commander's office or an on-duty supervisor for approval. Any such response to assist an outside agency should be considered for authorization pursuant to law or an established mutual aid plan (see generally CRS § 33.5-713).

When an authorized employee of an outside agency requests the assistance of this department in taking a person into custody, available officers shall respond and assist in making a lawful arrest. If an officer receives a request in the field for assistance, that officer shall notify a supervisor. Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Only in exceptional circumstances will this department provide transportation of arrestees to another agency's facilities.

When such assistance is rendered, a case number will be issued to report action taken by Pueblo Police Department personnel.

### 326.3 REQUESTING ASSISTANCE FROM OUTSIDE AGENCIES

If assistance is needed from another agency, the employee requesting assistance shall first notify a supervisor of his/her intentions. The handling officer or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

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The requesting officer should secure radio frequencies for use by all involved agencies so that communication can be coordinated as needed. If necessary, reasonable effort should be taken to provide radio equipment capable of communicating on the assigned frequency to any personnel who do not have compatible radios.

A resource to consider for obtaining mutual aid assistance could include the State of Colorado All Hazards Emergency Resource Mobilization Annex available from the Colorado Division of Homeland Security and Emergency Management.

**326.4 HAZARDOUS MATERIAL EMERGENCIES MUTUAL AID**

The Incident Commander, in cooperation with other agencies, is charged with making an immediate appraisal of the situation and its potential. Responders should:

- Establish scene management.
- Detect the presence of hazardous materials.
- Begin identification of hazardous materials.
- Begin evacuation or direct in-place sheltering.
- Consider personal protection/decontamination.
- Isolate the incident and identify zones of activity.
- Contain the incident without risking exposure.
- Perform fire fighting, rescue, emergency medical and other critical life-saving response activities in accordance with the Pueblo County Emergency Operations Plan.
- Contact the local Colorado state dispatch and request support if it occurs on any federal, state or county highway located outside of municipal city limits.
- Seek additional resources if the event exceeds, or is expected to exceed, the capability of local resources, including mutual aid and state or federal assistance. When requesting local, state or federal assistance, this Department should clarify if it is requesting assistance only or complete scene management.

**326.5 MANDATORY SHARING**

Equipment and supplies purchased with federal funds or grants with contingent sharing requirements should be documented and updated as necessary by the Services Bureau Chief or his/her designee. The conditions relative to sharing, the training requirements connected to the use of the supplies and equipment, and those trained in the use of the supplies and equipment should be included in the documentation. Copies of the list should be provided to the Communications Center and captains to ensure proper use in compliance with agreements.

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## Major Incident Notification

### 328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

### 328.2 POLICY

The Pueblo Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

### 328.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Bureau Chief and the balance of the command staff. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides
- Missing children or endangered missing adults
- Traffic collisions with fatalities or severe injuries
- Officer-involved shooting, whether on- or off-duty (See Officer Involved Shootings and Deaths Policy for special notification)
- Significant injury or death to an employee, whether on- or off-duty
- Death of a prominent Pueblo official
- Arrest of Department employee or prominent Pueblo official
- Aircraft, train, boat or other transportation crashes with major damage and/or injury or death
- In-custody deaths
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- CAD, radio, network, facility system or utility failures and incidents that may affect staffing or pose a threat to basic police services
- Incidents where there may be a question as to the Department's liability
- Any other incident, which has or is likely to attract significant media attention or heightened community interest

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*Major Incident Notification*

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**328.4 WATCH COMMANDER RESPONSIBILITIES**

The Watch Commander is responsible for initiating notifications via the Communications Center as soon as practicable and ensuring the appropriate notifications are made. Such notifications should be made by using the notification protocol maintained in the Communications Center.

When the Watch Commander makes personal notifications to the command staff and other affected individuals, he/she should make reasonable attempts to obtain as much information on the incident as possible before making such notifications.

**328.4.1 STAFF NOTIFICATION**

In the event an incident occurs as identified in the Minimum Criteria for Notification above, the Chief of Police shall be notified along with the affected Bureau Chief and the Criminal Investigation Division Captain if that division is providing assistance.

**328.4.2 DETECTIVE NOTIFICATION**

If the incident requires that an officer or investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted.

**328.4.3 TRAFFIC OFFICER NOTIFICATION**

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified. The Traffic Sergeant will determine the number of investigators needed and inform the dispatcher of such. The dispatcher will then contact the appropriate investigator(s) according to the established call-out list. Upon making those contacts, the dispatcher will call the Traffic Sergeant and inform him/her of the results of the call-out.

**328.4.4 HIGHEST RANKING OFFICER ON SCENE**

After members of the command staff have been notified, the Highest Ranking Officer On Scene should be called if it appears the media may have a significant interest in the incident.

**328.4.5 PUBLIC INFORMATION OFFICER NOTIFICATION**

The Public Information Officer (PIO) shall be notified of any and all events that occur, as identified in the Minimum Criteria for Notification above, without delay.

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## Incident Command System

### 346.1 PURPOSE AND SCOPE

In the event of any critical incident, man-made or natural disaster, or other emergency situation for which the Pueblo Police Department has not developed specific emergency operations plans, or during responses to incidents in which use of the Incident Command System is federally mandated, the Pueblo Police Department shall implement the Incident Command System, in compliance with the National Incident Management System (NIMS), to aid in the safeguarding of life and property by making maximum use of available manpower and resources, either public or private.

### 346.2 INCIDENT COMMAND SYSTEM POLICY

The Incident Command System has been adopted by a variety of emergency service organizations at the Federal, State, and local levels nationally, and federal law requires that the Incident Command System be used in managing specific types of incidents, such as hazardous material emergencies. The Incident Command System, as established by NIMS, is the foundation for all-risk emergency planning and response, and provides for common elements in organization, terminology, and procedures. The Incident Command System includes the following concepts, principles, and structures:

- (a) Unity of command
- (b) Modular organization
- (c) Consolidated action plan
- (d) Common terminology
- (e) Unified command
- (f) Effective span of control
- (g) Designated incident facilities

### 346.3 USE OF THE INCIDENT COMMAND SYSTEM

Federal law requires the use of the Incident Command System for response to hazardous material (HazMat) incidents and as part of the National Incident Management System (NIMS). Any other large-scale incident that requires the coordination of different agencies and resources under a formalized management structure shall necessitate the use of the Incident Command System. Unless otherwise mandated by the Federal Government, the Pueblo Police Department may implement the Incident Command System in the following situations:

- (a) HazMat incidents
- (b) Planned events
- (c) Natural and man-made disasters

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- (d) Single and multi-agency law enforcement incidents
- (e) Fires
- (f) Mass casualties
- (g) VIP protection
- (h) Explosives removal
- (i) Methamphetamine lab response
- (j) Civil disorders
- (k) Civil Defense emergencies

**346.4 INCIDENT COMMAND SYSTEM PROCEDURES**

The Incident Command System structure develops from the "first in unit" at any incident and is based on the incident's management needs. In small-scale incidents, all of the components may be managed by one person, the Incident Commander.

There are five functional elements of incident command: command, operations, logistics, planning and finance/administration. A sixth area, intelligence, may be established if required.

The command function is always established. The Incident Commander's initial tasks are to:

- (a) Size up the incident
- (b) Identify contingencies
- (c) Determine response objectives
- (d) Identify needed resources
- (e) Build a plan and organizational structure
- (f) Take action

The specific Incident Command System organizational structure for any incident is based on the incident's management needs. A modular organization can expand or contract, depending on the magnitude of the incident or operational necessity.

The Command Post is the location from which all incident operations are directed. There is only one command post. The command post is the location from which direction, control, coordination, and resource management are exerted over the incident. Unless the circumstances of the incident make it impractical to house all of these persons in a single location (which would therefore necessitate separate areas clearly designated for the specific purpose), the command post ideally houses the following:

- (a) Incident Commander
- (b) Planning Function

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### *Incident Command System*

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- (c) Communications
- (d) All agency representatives

Functional elements of the Incident Command System:

- (a) Incident Commander
- (b) Information
- (c) Safety
- (d) Liaison
- (e) Operations
- (f) Planning
- (g) Logistics
- (h) Finance/Administration

**Unity of Command** - The Incident Command System establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follow established organizational lines at all times.

**Unified Command** - Unified command is shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency/single jurisdictional incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Individuals representing involved agencies or jurisdictions share command responsibility.

Written action plans may be required when:

- (a) Resources from multiple agencies are used.
- (b) Several jurisdictions are involved.
- (c) Personnel and/or equipment are changed.
- (d) In prolonged incidents, it may be necessary to develop action plans covering specific operational periods.

**Span of Control** - Span of Control is defined as the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend from three to seven persons. The optimum number of subordinates is five per supervisor.

Procedures for operation of the Incident Command System shall be based upon the National Incident Management System, U.S. Department of Homeland Security. An electronic copy of the National Incident Management System will be maintained on the Pueblo Police Department Intranet site for reference by department members.

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*Incident Command System*

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**346.5 INCIDENT COMMAND SYSTEM TRAINING**

Incident Command System training shall be provided in the Pueblo Police Department Law Enforcement Academy and in annual in-service training sessions. The Department will participate with other agencies in annual, multi-agency exercises. All such training shall be documented.

**346.6 INCIDENT COMMAND SYSTEM EVALUATION**

Any incidents that require more than normally scheduled resources, or that require the activation of the SWAT or HazMat teams, or that require written advance plans shall have after-action reports.

The Operations Bureau Chief shall document an analysis of incidents and training effectiveness every three years, at a minimum.

## Glossary & Acronyms

**Activation**: The process of by which a facility is brought up to emergency mode from a normal mode of operation and is usable for emergency response operations.

**Agency**: A division of government with a specific function offering a 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.

**Agency Spokesperson**: An emergency response staff member with the responsibility for delivering public information regarding his/her own agency.

**Amateur Radio Emergency Services (ARES)**: A group of 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 helping disaster victims. The ARC operates under a Congressional charter. All its disaster assistance is based on verified disaster-caused need and is an outright grant from donations from the American people.

**Area Command (Unified Area Command)**: An organization established to (1) oversee the management of multiple incidents which are each being handled by an ICS organization, or (2) 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 a Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility, or a location other than an Incident Command post.

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

**Assignments**: Tasks given to resources to perform within given operational periods that are 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 also be assigned to unit leaders.

**Assisting Agency:** Any agency or organization providing personnel, services, or other resources to the primary agency directly responsible for incident management; see also Supporting Agency.

**Audio-Visual Support Unit:** These personnel aid in the form of research, document and image creation and video production. This unit is responsible for producing written, sound and visual materials to help in the dissemination of critical information through the JIC.

**BH Treatment:** Professional conducted assessment, therapies, and treatment that are provided to persons who usually qualify for or already have a BH diagnosis.

**Bioterrorism:** A deliberate attack on humans, animals, or plants using a contagious or poisonous agent.

**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.

**Casualty:** A person killed or injured and needing treatment as a result of a human-caused or natural disaster.

**Catastrophic Incident:** Any natural or human-caused incident to include terrorism which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale or government functions. A catastrophic event could result in sustained impacts over a prolonged period; almost immediately exceeds resources normally available to local, state, tribal, and private sector authorities, and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are incidents of national significance.

**Chain of Command:** A series of command, control, executive, or management positions in the hierarchical order of an 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 Stockpile Emergency Preparedness Program (CSEPP)**: A program to improve the emergency response capabilities of communities that surround US Army chemical weapon stockpiles.

**Chief**: The Incident Command System 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 U.S. Air Force that has volunteers to conduct various emergency services missions. These missions are mainly the use of light aircraft in SAR, Civil Defense (CD), and disaster relief operations.

**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 promptly in order to protect the community members and the critical infrastructure of Colorado.

**Colorado Voluntary Organizations Active in Disaster (COVOAD)**: A group of organizations providing voluntary assistance following an emergency or disaster.

**Command**: The act of directing, ordering, or controlling, by the direction 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.

**Community Relations Unit**: These personnel work with various Special Interest Groups in the community.

**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)**: All measures that may be taken to ensure the continuity of essential functions of governments during or after an emergency or disaster.

**Cooperating Agency:** Any agency which supplies assistance other than the direct operational support functions or resources, to the incident management effort during an emergency.

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

**Crisis Counseling:** A short-term intervention with individuals and groups experiencing psychological reactions to a major disaster and its aftermath. Crisis counseling assists people in understanding their current situation and reactions, reviewing their options, addressing their survival. It is assumed that, unless there are contrary indications, the disaster survivor is capable of resuming a productive and fulfilling life following the disaster experience if given support, assistance, and information in a manner appropriate to the person's experience, education, developmental stage, and ethnicity. Crisis counseling does not include treatments or medication for people with severe and persistent mental illnesses, substance abuse problems, or developmental disabilities.

**Crisis Counseling Team:** A team of paraprofessionals, including one or more BH professionals, who provide BH triage, psychological first aid, and assessment to survivors immediately after a natural or human-caused disaster.

**Critical Incident Stress Debriefing (CISD):** This technique is provided to survivors or relief workers within 48 hours of the disaster event. CISD has three goals: 1) To reduce to prevent Post Traumatic Stress Disorder (PTSD) by helping victims tell their story, unload their emotions and access their coping skills, 2) To offer support with the healing process; and 3) To reduce costs to the employer for lost productivity and health and human costs due to untreated trauma. Only individuals trained specifically in CISD should perform this process. This specialized technique is not crisis counseling.

**Critical Incident Stress Management (CISM):** An integrated system of interventions designed to prevent and mitigate the adverse psychological reactions that so often accompany emergency services, public safety, and disaster response functions.

**Damage Assessment:** The appraisal, determination, and assessment of the actual or damaging effects on an area resulting from a natural disaster, technological, or terrorist incidents.

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

**Deactivation:** The process of returning a facility to normal operations after an activation to emergency mode in support of emergency response operations.

**Debriefing:** A formal meeting between a trained individual and a disaster/crisis responder or a disaster/crisis survivor, generally conducted within 72 hours of exposure to the disaster/crisis. The purpose of the meeting is to allow the person who was exposed to a disaster/crisis to communicate his/her cognitive and emotional reactions to the highly stressful event to a clinician who will provide therapeutic assistance to that person in the recovery process.

**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:** An occurrence of a severity and magnitude that normally results in deaths, injuries, and property damage and that cannot be managed through the routine procedures and resources of government and private sector organizations to meet human needs and speed recovery.

**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.

**Emergency:** As defined by the Stafford Act, an emergency is “any other occasion or instance for which the President determines that federal assistance is needed to supplement State, local, and tribal efforts 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.” The local definition of emergency also includes the federally defined major disasters and disasters.

**Emergency Management Accreditation Program (EMAP):** EMAP is an independent non-profit organization, fosters excellence and accountability in emergency management programs, by establishing credible standards applied in a peer review accreditation process.

**Emergency Alert System (EAS):** The replacement system for the Emergency Broadcast System (EBS). This system, which is based on the same structure as EBS, allows local government representatives to put out local warnings and alerts from and for their geographic areas. The EAS also allows alerts and warnings to be broadcasted even if the participating radio station is unstaffed after certain hours.

**EM System:** The organized analysis, planning, decision-making, and assigning and coordinating of available resources, to prepare for, responding to, or recovering from major community-wide emergencies and disasters.

**Emergency Medical Services (EMS):** Local medical response teams, usually rescue squads or local ambulance services that provide medical services during a disaster.

**Emergency Operations Center (EOC):** 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 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.

**EOP:** An all-hazards plan that each jurisdiction has and maintains for responding to appropriate hazards. The document specifies actions to be taken in the event of an emergency or disaster event; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities. Existing plans should be reviewed and modified as necessary to ensure their applicability to all hazards that pose a potential threat to the jurisdiction.

**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 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 Services Personnel:** Positions providing service that must be maintained regardless of the emergency/disaster situation to ensure quality care. These positions include direct care in 24-hour, 7-days-a-week programs such as residential services, emergency services, and medication delivery to clients, medical personnel, and maintenance/transportation personnel.

**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.

**Event**: A planned, non-emergency activity.

**Executive Order**: A rule or order having the force of law, issued by an 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 training or evaluation. Exercises can be described as seminars, workshops, tabletops, games, drills, functional exercises, and full-scale exercises.

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

**Federal Emergency Management Agency (FEMA)**: The federal agency responsible for the U.S. 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 in the Denver Federal Center in Lakewood, Colorado.

**Federally Declared Disasters**: There are varying levels of the disaster declaration. Federally declared disasters represent the highest level and can be established only by a formal declaration of the President of the United States. An event, real or perceived, receives Federal declaration when it is deemed to threaten the well-being of citizens, overwhelm the local and state ability to respond and/or recover, or affect federally owned property or interests.

**Field Information Group (FIG)**: Personnel who provide all important, face-to-face contact with the public, Special Interest Groups, political leaders and other VIPs and provides interviews and other assistance to the media at high-profile sites in the field. This group is located away from the JIC close to the accident site.

**Floodplain**: The lowland and relatively flat areas adjoining inland and coastal 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 (i.e., 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.

**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 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.

**Homeland Security Presidential Directives (HSPD)**: Presidential directive, or executive action, is a written or oral instruction or declaration issued by the President of the United States to the Department of Homeland Security.

**Immediate Response (DoD)**: Imminently serious conditions resulting from any civil emergency may require immediate action to save lives, prevent human suffering, or mitigate property damage. When such conditions exist and time does not permit approval from higher headquarters, local military commanders and responsible officials from DOD components and agencies are authorized to take necessary action to respond to requests from civil authorities. This response must be consistent with the Posse Comitatus Act (18U.S.C. § 1385), which generally prohibits Federal military personnel and Federalized National Guard personnel from acting in a law enforcement capacity (e.g., search, seizures, arrests) within the United States, except where expressly authorized by the Constitution or Congress.

**Immediate Services Program (ISP)**: A grant award, from FEMA/CMHS to a state, to provide crisis counseling to survivors of a disaster within 60 days following the disaster occurrence.

**Incident**: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can 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)**: A 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 the 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 or Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command 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 applies to small, as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Individual Assistance (IA) Program:** Supplementary Federal assistance provided pursuant to a Presidential Declaration of emergency or major disaster under the Stafford Act to individuals and families adversely affected. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

**Information Analysis Unit:** Personnel who are responsible for coordination and analysis of informational input from monitoring media coverage, the telephone unit, Field Information Group and other sources.

**Information Gathering and Production Group:** This group must gather, analyze and prioritize information to be released. It is responsible for research and development of all written, print, photographic, audio, video and web-based material used in the JIS/JIC.

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

**Initial Response:** Resources initially committed to an incident.

**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)**: In the event of disaster, threat, or emergency a facility is 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 affairs 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 affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

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

**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.

**Local Disaster**: A local disaster is any event, real or perceived, which threatens the wellbeing of citizens in one municipality. A local disaster is manageable by local officials without a need for outside resources.

**Local EOP (LEOP)**: The local (jurisdictional) level plan for actions to be taken by the government and community members when disaster threatens or strikes. It consists of the 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 and municipalities) have responsibility for reducing the vulnerability of people and property to the effects of emergencies. They should ensure that local government 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 EOP should be prepared based upon valid hazards and risk analysis.

**Local Warning Point:** The facility in a city, town, or community which receives warnings over the National Warning System (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 Disaster Relief Act of 1974 (Public Law 93-288), a major disaster is any natural catastrophe, (including any hurricane, tornado, storm, flood, 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 major disaster assistance under this Act, that serves 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.

**Mass Care:** Mass care consists of activities to provide shelter, feeding, first aid, and distribution of relief supplies to disaster survivors, following a natural disaster or another event.

**Media Briefing Unit:** These personnel are responsible for preparing and conducting regular news briefings/conferences. This unit reports to the Information Dissemination Group.

**Memorandum of Agreement (MOU):** A cooperative agreement between two or more parties, documenting the details of the collaboration, but different from a memorandum of understanding, the agreement is more likely to impose obligations on those involved.

**Memorandum of Understanding (MOU):** A document that is negotiated between organizations or legal jurisdictions, for mutual aid and assistance in times of need. A MOU usually contains information on organizational structure and responsibility, assigned or delegated authority, financial considerations, liability, and commercial considerations.

**Mitigate:** To lessen in force or intensity.

**Mitigation:** Is a mission area that includes 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 before, 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 multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-Agency Coordination (MAC) Group:** The Multi-Agency Coordination (also known as MAC) Group is responsible for cooperative multi-agency decisions. The MAC group comprises elected and public safety senior officials and decision-makers, and high-level subject-matter experts who contribute to the management of incidents.

**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 integrate the subsystems of the NIMS fully.

**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 a Unified Command.

**Mutual-Aid Agreement (MAA):** Written agreement between agencies or jurisdictions stating they will assist one another on request, by furnishing personnel, equipment or expertise in a specified manner. These can include memorandums of understanding and inter-governmental agreements.

**National:** Of a nationwide character, including the federal, state, local, and tribal aspects of governance and polity.

**National Disaster Medical System (NDMS)**: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and BH services requirements of the Emergency Support Function 8 in the National Response Framework.

**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.

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

**National Weather Services (NWS)**: A federal government agency charged with weather-related reporting and projections.

**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 the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the ARC.

**One-Hundred Year (100-Year) Floodplain**: The land area adjoining a river, stream, lake or ocean which is inundated by the 100-year flood, also referred to as a flood having a 1 percent chance of occurring in any given year. 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 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 or groups.

**Outreach:** A method for delivering crisis-counseling services to disaster survivors and victims. It consists primarily of face-to-face contact with survivors in their natural environments in order to provide disaster-related crisis counseling services.

**Paraprofessional:** People who have strong intuitive skills about people and how to relate to others. They possess good judgment, common sense, and are good listeners. Paraprofessionals may or may not be indigenous workers. Paraprofessionals will do outreach, counseling, education, provide information and referral services, and work with individuals, families, and 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 before and throughout an incident to select specific strategies and tactics for incident control operations and service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** This section is responsible for the collection, evaluation, and dissemination of operational information, related to the incident and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and the status of resources assigned to the incident.

**Post-Traumatic Stress Disorder (PTSD):** An acute or chronic disorder stemming from the neurological and psychological effects of exposure to traumatic experiences. Common symptoms of chronic PTSD include anxiety, depression, hypervigilance, anger, substance abuse, and rapid production of high amounts of adrenaline in response to ordinary stimuli.

**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, and 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**: Is a mission area that includes 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 not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**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.

**Protection**: A mission area that includes the ability to protect critical infrastructure and key resources and is vital to the national security, public health and safety, economic vitality, and way of life of the United States. It preserves life and property during a natural disaster or terrorist attacks. Protection safeguards citizens and their freedoms, critical infrastructure, property and the economy from acts of terrorism, natural disasters, or other emergencies.

**Psychological First Aid**: A technique used to stabilize immediate crisis-related needs. (2005; National Child Traumatic Stress network; a national Center for PTSD: Psychological First Aid: A Field Operations Guide).

**Public Affairs Liaison (PAL)**: Consists of one or more people assigned to the EOC(s), ICP(s) or other directly involved entities including hospitals, schools, etc., with the task of gathering information from all sources in those locations and sending relevant public information back to the Information Gathering and Production group.

**Public Affairs Officer (PAO)**: The Army installation person responsible for public affairs. The PAO is the installation counterpart to the off-post Public Information Officer.

**Public Assistance (PA) Program:** Provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so that communities can quickly respond to and recover from major disasters or emergencies.

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

**Public Warning:** Timely and effective public warnings can save lives, reduce property losses and speed economic recovery. Public warning empowers citizens by providing them with the information they need during times of emergency to make informed decisions. A truly effective public warning capability will reach those at risk regardless of their location, the time of day or night or any disabilities or special needs.

**Public Warning System:** An effective all-hazard public warning system is one that provides the ability for government authorities to communicate with citizens prior to, through and after the emergency event. In addition to alerting citizens, an effective public warning system provides information on how to prevent and protect against disasters, and information to assist in recovery efforts.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials are 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, and experience, along with 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.

**Rapid Response Unit:** Personnel who respond to media questions and requests for news and

photo opportunities; fact sheets, news releases and other materials; tours and interviews and film, tape, photographs or other visual material.

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

**Recovery:** Is a mission area that includes development, coordination, and execution of services 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 Plan:** A plan developed by a state, local or tribal jurisdiction, with assistance from the responding to Federal agencies, to restore the affected area.

**Regular Services Grant (RSG):** A grant award from FEMA/CMHS to a state, to provide crisis counseling to survivors of a disaster within nine months following the termination of an Immediate Services Project. BH Services recommends this element be developed within the overall pandemic preparedness plan.

**Research and Writing Unit:** Personnel who are responsible for developing written material on assigned topics; may include research or aggressive gathering of information from multiple sources.

**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 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:** Is a mission area that includes activities that address the short-term, direct effects of an incident. The response includes immediate actions to save lives, protect property, and meet basic human needs. The response also includes the execution of EOPs 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.

**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 team whose mission is to locate and remove a person(s) reported as missing or trapped.

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

**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).

**Special Needs Population:** In a disaster, those people who are more vulnerable to physical or emotional harm than most people. They may be physically or emotionally disabled or isolated from the community as a whole.

**Staging Area:** Location established where resources could 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:** For this Plan when “the State” is referenced, it refers to the State of Colorado (Federal definition): “Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States.” See Section 6, U.S.C. 101(14),

Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**State Declared Disasters:** A state declared disaster is any event, real or perceived, which threatens the well-being of citizens in multiple cities, counties, regions and/or overwhelms a local jurisdiction's ability to respond or affects a state-owned property or interest.

**State Emergency Operations Center (SEOC):** The facility located in the city of Centennial, Colorado from which state emergency/disaster operations are coordinated.

**State EOP (SEOP):** The State level plan for actions to be taken by the government and community members when disaster threatens or strikes. It consists of the assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.

**State of Colorado Division of Homeland Security and Emergency Management (CO-DHSEM):** The agency in the Division of Homeland Security and Emergency Management responsible for emergency management programs in the State of Colorado. It is in Centennial, Colorado.

**State Warning Point:** Same as "Warning Point," with the additional responsibility of supervising and controlling that part of NAWAS 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:** Is a set number of resources of the same kind and type that have an established minimum number of personnel.

**Substance Abuse Treatment:** Professionally conducted assessment, therapies, and treatment provided to people who suffer from substance use disorders (e.g., substance dependence or substance abuse). Throughout this document, the term "behavioral health" is inclusive of behavioral health treatment and substance abuse treatment.

**Supporting Agency:** Any agency which lends its resources, support, supplies, or capabilities to the primary agency in response to an emergency affecting another municipality.

**Supporting Technologies:** Any technology which may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

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

**Technical Assistance**: Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Telephone Unit**: Personnel who are part of the Information Dissemination Group. They answer calls and respond to questions from the public and the media.

**The Salvation Army**: The Salvation Army has responded to numerous natural disasters, transportation accidents, civil unrest situations and terrorist attacks. By providing beverages, meals, and emotional and spiritual care to first responders and survivors, The Salvation Army strives to bring hope and healing to people who find themselves in the midst of extremely difficult situations.

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

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

**Trauma**: An experience of extreme fear, pain, or stress. Individual trauma is described as a blow to the psyche that breaks through one's defenses so suddenly and with such brutal force that one cannot react to it effectively. Collective trauma is described as a blow to the basic tissue of social life that damages the bonds attaching people and impairs the prevailing sense of community.

**Triage**: The screening and classification of sick, wounded, or injured persons to determine priority needs for the efficient use of medical and nursing personnel, equipment, and facilities.

**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 (also see Area Command).

**Unified Command**: An application of Incident Command System used when there is more than one agency with incident jurisdiction. Agencies work together through their designated

Incident Commanders at a single Incident Command Post to establish a common set of objectives and strategies and a single Incident Action Plan.

**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.

**Virtual JIS/JIC**: Links all participants through technological means (secure or non-secure) when geographical restrictions, incident management requirements and other limitations preclude physical attendance by public affairs leadership at a central location.

**Volunteer**: According to Title 29 Code of Federal Regulation 553.101, An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours.

**Weapons of Mass Destruction (WMD)**: The term "weapon of mass destruction" means:\_(a) any destructive device as defined in section 921 of title 18; (b) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; (c) any weapon involving a biological agent, toxin, or vector as those terms are defined in Section 178 of Title 18; or (d) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**Web-net Unit**: Personnel post approved information to community status board, appropriate websites, and social media pages.

**ZULU Time**: The mean solar time at the zero meridians 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

<b>Abbreviation</b>	<b>Definition</b>
213RR	County 2133 Resource Request Form
ACOVA	A Community Organization for Victim Advocates
ADA	American Disabilities Act
ADP	Advanced Digital Privacy
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ATV	All-Terrain Vehicle
BH	Behavioral Health
BHDRS	Behavioral Health Disaster Response System
CAC	Certified Addictions Counselor
CAI	Chemical Accident/Incident
CAIRA	Chemical Accident/incident Response and Assistance
CART	Community Animal Response Team
CBDR	Colorado Baptist Disaster Relief
CBRNE	Chemical, Biological, Radiological, Nuclear, or Explosive materials
CCIC	Colorado Crime Information Center
CDHS	Colorado Department of Human Services
CDA	Colorado Department of Agriculture
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health and Environment
CDPS	Colorado Department of Public Safety
CEPA	Colorado Emergency Preparedness Assessment
CEPC	Colorado Emergency Planning Commission
CHD	County Health Departments
CHEMTREC	Chemical Transportation Emergency Center
CIAC	Colorado Information Analysis Center
CISD	Critical Incident Stress Debriefing
CISM	Critical Incident Stress Management
CMHIP	Colorado Mental Health Institute at Pueblo
CMHS	Center for Mental Health Services
CMIST	Communication, Medical, Independence, Supervision, Transportation
CO-DHSEM	Colorado Division of Homeland Security and Emergency Management
COG	Continuity of Government
COG	Collaborative Operations Group
COLT	Cell on Light Truck
CONG	Colorado National Guard

COOP	Continuity of Operations Plan
COVOAD	Colorado Volunteer Organizations Active in Disasters
COW	Cell on Wheels
CRS	Colorado Revised Statute
CSEPP	Chemical Stockpile Emergency Preparedness Program
CSP	Colorado State Patrol
CSRA	Colorado Search and Rescue Association
CST	Civil Support Team
CSU	Colorado State University
CVM	Colorado Volunteer Mobilizer
DAC	Disaster Assistance Center
DDSRD	Division Disaster State Relations Director
DERA	Designated Emergency Response Authorities
DFPC	Division of Fire Prevention and Control (Colorado)
DHS	Department of Human Services (Pueblo County)
DICO	Designated Infection Control Officer
DMORT	Disaster Mortuary Operational Response Team
DOD	Department of Defense
CDOLA	Colorado Department of Local Affairs
DPAA	Defense POW/MIA Accounting Agency
DSNAP	Disaster Supplemental Nutrition Assistance Program
DTRS	Digital Trunked Radio System
DWI	Disaster Welfare Information
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EDGIS	Economic Development and Geographic Information Systems
EI	Essential Elements of Information
EM	Emergency Management
EMAP	Emergency Management Accreditation Program
EMS	Emergency Medical Services
ENS	Emergency Notification System
EPI	Emergency Public Information
ESB	Emergency Services Bureau
ESC	Emergency Services Center
ESF	Emergency Support Function
FIG	Field Information Group
FIPS	Federal Information Processing Standard
FNS	Food and Nutrition Service
FOG	Field Operations Guide
GIS	Geographic Information Systems
HD	Help Desk

HSPD	Homeland Security Presidential Directives
HSPPR	Humane Society Pikes Peak Region
IA	Individual Assistance
IAW	In accordance with
IC	Incident Command or Commander
ICP	Incident Command Post
ICS	Incident Command System
ID	Identification
IGA	Intergovernmental Agreements
IMET	Incident Meteorologist
IMT	Incident Management Team
IRT	Incident Response Team
IRZ	Immediate Response Zone
IS	Independent Study
ISP	Immediate Services Program
ITS	Information Technology Services
ITS-CIRT	Information Technology Services – Cybersecurity Incident Response Team
ITS-NSS	Information Technology Services - Network Systems and Security
LEPC	Local Emergency Planning Committee
MAA	Mutual-Aid Agreement
MAC	Mutual Aid Channel / Multi-Agency Coordination
MCI	Multiple Casualty Incident
NAWAS	National Warning System
NCIC	National Crime Information Center
NCMEC	National Center for Missing and Exploited Children
NDMS	National Disaster Medical System
NIMS	National Incident Management System
NRF	National Response Framework
NDRF	National Disaster Recovery Framework
NGO	Non-Governmental Agencies
NHMP	Natural Hazard Mitigation Plan
NWS	National Weather Service
OBH	Office of Behavioral Health
OC	Operations Center
PAO	Public Affairs Officer
PAR	Protective Action Recommendation
PAZ	Protective Action Zone
PCD	Pueblo Chemical Depot
PDPHE	Pueblo Department of Public Health and Environment
PIFDC	Pueblo Interagency Fire Dispatch Center
PPD	Presidential Policy Directive/ Pueblo Police Department

PSAP	Public Safety Answering Points
PTSD	Post-Traumatic Stress Disorder
RADEF	Radiological Defense
S TAC	State Tactical
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SDS	Safety Data Sheets
SME	Subject matter expert
SOCOVOAD	Southern Colorado Volunteer Organizations Active in Disasters
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SOW	Site on Wheels (Cell Phone Service)
SRIC	South Regional Interoperability Channel
TSA	The Salvation Army
VA	Veterans Administration
VHF	Very High Frequency
VIP	Very Important Person
VLAT	Very large air tanker
WAN	Wide Area Networks
WAPA	Western Area Power Authority
WEA	Wireless Emergency Alert
WERF	Wildfire Emergency Response Fund
WLAN	Wireless Local Area Networks
WMD	Weapons of Mass Destruction

## Resources and Links

- Administration for Strategic Preparedness and Response - <https://www.phe.gov/Preparedness/responders/ndms/Pages/default.aspx>
- American Board of Forensic Anthropology - <http://theabfa.org/>
- American Board of Forensic Odontology - <https://abfo.org/>
- American Red Cross - <https://www.redcross.org/>
- American Society of Forensic Odontology - <http://asfo.org/>
- Center for Disease Control and Prevention - <https://www.cdc.gov/>
- Colorado Department of Public Safety - <https://publicsafety.colorado.gov>
- Defense POW/MIA Accounting Agency (DPAA) - <https://www.dpaa.mil/>
- Disaster Mortuary Operational Response Teams - <https://www.phe.gov/Preparedness/responders/ndms/ndms-teams/Pages/dmort.aspx>
- Federal Bureau of Investigation - <https://www.fbi.gov/>
- Federal Emergency Management Agency - <https://www.fema.gov/>
- National Urban Search and Rescue Response System - <https://www.fema.gov/urban-search-rescue>
- International Association of Identification - <https://www.theiai.org/>
- National Association of Medical Examiners - <https://www.thename.org/>
- National Domestic Preparedness Consortium - <https://www.ndpc.us/>
- National Transportation Safety Board - <https://www.nts.gov/Pages/default.aspx>
- Occupational Health and Safety Organization - <https://www.osha.gov/>
- Pueblo County - <https://county.pueblo.org/>
- Pueblo County Sheriff's Office - <https://www.pueblosheriff.com>
- The City of Pueblo - <https://www.pueblo.us/>
- The Salvation Army - <https://disaster.salvationarmyusa.org/>
- US Department of Transportation - <https://www.transportation.gov/>

**Note:** Copy and paste the internet address into your internet browser. If it does not redirect you or fails to connect, copy and paste the title into your internet browser to search for the agency or organization website.

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