

MONTEZUMA COUNTY



EMERGENCY OPERATIONS PLAN



Revised and Adopted
October 19, 2021

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RESOLUTION NO. 2021- 15
BOARD OF COUNTY COMMISSIONERS
OF THE
COUNTY OF MONTEZUMA
STATE OF COLORADO

A RESOLUTION ADOPTING REVISED EMERGENCY OPERATIONS PLAN FOR THE
COUNTY OF MONTEZUMA, STATE OF COLORADO.

WHEREAS, the Board of County Commissioners of Montezuma County, Colorado last adopted an Emergency Operations Plan for the County of Montezuma, State of Colorado on February 22, 2011; and

WHEREAS, the Board of County Commissioners desire to revise the Emergency Operations Plan for the County of Montezuma, State of Colorado to reflect updates to the plan and changes to Colorado Revised Statutes; and

WHEREAS, pursuant to the requirements of C.R.S 24-33.5-707(2) each county shall maintain a disaster agency which has jurisdiction over and serves the entire County; and

WHEREAS, pursuant to the requirements of C.R.S. 24-33.5-707 (4) at a minimum the composition of the Disaster Agency shall be a Director designated and governed by the Chief Executive Officer and Board of County Commissioners of Montezuma County; the Director shall be responsible for the planning and coordination of the local disaster services; and

WHEREAS, pursuant to the requirements of C.R.S 24-33.5-707(8) each county disaster agency shall prepare and keep current a county disaster emergency plan for its area; and

WHEREAS, pursuant to Montezuma County Board of County Commissioners resolution 2009-19 titled Emergency Declaration and Spending Authority the Director of Emergency Management has pre-disaster declaration authorization from the Board of County Commissioners to mobilize resources, request mutual-aid, and spend up to \$100,000 to respond to an emergency or disaster situation;

NOW, THEREFORE, BE IT RESOLVED BY THE MONTEZUMA COUNTY BOARD OF COUNTY COMMISSIONERS, MONTEZUMA COUNTY, COLORADO:

Section 1. The Montezuma County Emergency Declaration Resolution as provided in the resolution 11-2014 and the Emergency Operations Plan for the County of Montezuma, State of Colorado, as provided in adoption of the Plan by motion on 4th Day on December, 2017, are hereby repealed.

Section 2. The Emergency Operations Plan and the additional annexes added to the Plan for the County of Montezuma, State of Colorado. Attached as Exhibit "A", are hereby adopted.

Section 3. The Board of County Commissioners finds that approval of the Montezuma County Emergency Operations Plan (MONTEZUMA COUNTY EOP) is in the best interests of the health, safety and welfare of the Montezuma County residents and visitors.

Section 3. The Board of County Commissioners recognizes the value of the coordinated efforts of Elected Offices and County Departments in support of emergency and disaster operations under the direction of the Director of Emergency Management. The Board of County Commissioners direct the position of the Director of Emergency Management be aligned with the Office of Sheriff in a manner that is acceptable to both the Sheriff and Commissioners.

Section 4. The Board of County Commissioners approves the Montezuma County Emergency Operations Plan which consists of the Base Plan and seventeen (17) Emergency Annexes and authorizes the Montezuma County Director of Emergency Management to administer and implement the plan for Montezuma County.

Section 5. The Director of Emergency Management is authorized to make non-substantive changes to MONTEZUMA COUNTY EOP as necessary. Any major changes proposed by the Director of Emergency Management shall be reviewed by the Board of County Commissioners and approved or disapproved by the Board. Any changes approved by the Board shall be adopted by resolution.

Section 6. The Board of County Commissioners delegate to the Montezuma County Director of Emergency Management the authority and responsibility for coordination, mission tasking implementation, and management of emergency and disaster planning and response for the Montezuma County Government and Elected Montezuma County Offices.

Section 7. The Board of County Commissioners authorize the Director of Emergency Management to facilitate, mission task and coordinate direct assistance by the appropriate and necessary Elected Office and County Department to assist in an emergency or disaster before a declaration of emergency or disaster is issued.

Adopted this 19th day of October, 2021.

COUNTY OF MONTEZUMA
STATE OF COLORADO

By and Through its
BOARD OF COUNTY COMMISSIONERS

By: 
James Candelaria, Chair

By: 
Kent Lindsay, Vice Chair

By: 
Joel Stevenson, Commissioner of Deeds

FORWARD

The Montezuma County Emergency Operations Plan (EOP) outlines how county public safety agencies and organizations will implement life and property saving action when a major disaster or emergency challenges our ability and our resources to respond effectively. Priorities during an event are to save lives, protect public health, protect property, protect the environment, and to restore the community. The EOP describes policies, planning assumptions, concept of operations, response and recovery actions. Responsibilities of each Montezuma County department and agency are identified to guide operations in preparation for and following a major disaster or emergency.

The EOP has been established and has been revised to include implementation of the National Incident Management System (NIMS). NIMS was adopted by the Board of County Commissioners by proclamation dated August 22nd, 2005. This system has proven to be an effective framework for coordinating delivery of emergency services to the people of Montezuma County. The EOP does not supersede individual agency Plans or Standard Operating Procedures (SOP's), nor does it interfere with best practices and protocols. It is a guide to the overall responsibilities, concepts, and best practices of emergency response agencies in Montezuma County.

The EOP establishes thresholds for emergency response using resources available within our County. Once those thresholds have been crossed State and Federal assistance will be requested based on the needs of the incident.

The EOP is a living document. It will continue to evolve based on lessons learned from actual experiences in disasters and ongoing department and agency planning, training, and exercise activities. It will serve as a basis for improving coordination and strengthening relationships among all emergency partners to include federal, state and local governments, voluntary disaster relief organizations, and the private sector. The goal of creating these enhanced partnerships between agencies is to reduce loss of life and human suffering and decrease costly damages to property.

RECORD OF CHANGES

Change No.	Date	Subject	Page No(s).
1	04/15/08	Key Personnel	103/104
2	06/30/10	Update personnel contacts	48-50
3	12/28/10	Revise Mass Casualties/Mass Fatalities	
4	02/17/11	Update completed	
5	10/01/14	Update final draft completed	
6	10/06/14	Adopted By BOCC	
7	03/16/17	Update draft started	
8	08/30/17	Draft pending signatories completed	
9	12/4/17	Adopted w/ annexes, appendices, and attachments by BOCC	
10	10/01/20	Update started	
11	09/02/21	Update Finished. Stakeholder review	
12	10/19/21	Adopted by BOCC Resolution #	

RECORD OF DISTRIBUTION

The Following are recipients of the Montezuma County EOP

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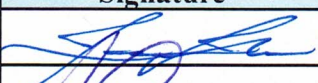

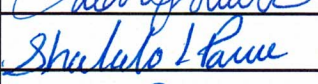

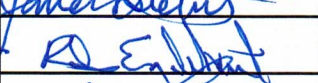

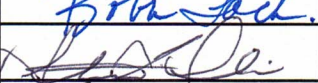
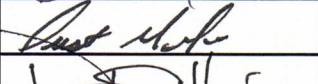

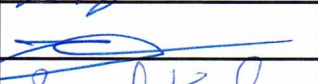
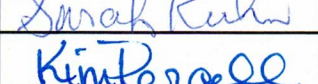
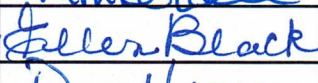
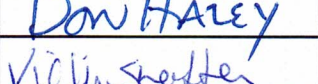
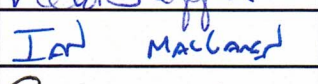
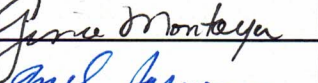
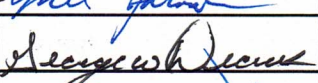
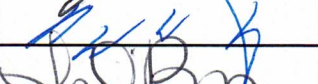
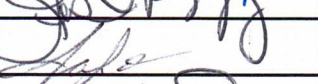




LETTER OF AGREEMENT

The Emergency Operation Plan for Montezuma County outlines the process and structure by which Montezuma County organizes, mobilizes resources and conducts activities to respond to any major emergency or disaster to save lives, protect public health and property, alleviate damage and hardship, and reduce future vulnerability.

By signing this letter of agreement, Montezuma County departments and agencies commit to:

- Support the EOP concept of operations and carry out their assigned functional responsibilities to ensure the orderly and timely delivery of emergency assistance.
- Cooperate with the Emergency Manager appointed by the Board of Commissioners to provide effective oversight of disaster operations.
- Make maximum use of existing authorities, organizations, resources, systems, and programs to reduce emergency response costs.
- Form partnerships with counterpart State agencies, voluntary disaster relief organizations, and the private sector to take advantage of all existing resources.
- Continue to develop and refine emergency services activities through planning, training, exercising, and collaboration to maintain necessary operational capabilities.

SIGNATORIES

Printed Name	Signature	Organization	Date
JIM SPRATLEN		MC OEM	10/19/21
Jim McClain		MC IT DEPT	10/19/21
Faeden Grubbs		MC Finance Mgr	10/19/21
Shak Powers		Adm. n	10/19/21
Billye Morgan		HR	10/19/2021
JAMES DIETRICH		MC HAT RES.	10/19/2021
Rob Englehart		MC Road & Bridge	10/19/2021
Mike Zinn		Dobson's Fire	10/19/21
Bobbi Lora		MC PHD.	10/21/21
STEVEN D. NEWCOM		MCSD	10/21/2021
Justin McGuire		MC Fairgrounds	10/22/2021
Dustin Settle		Maintenance	10/22/2021
Bonnie Loving		MC Noxious Weed	10-22-21
Ear Parker		Union	10-22-21
Sarah Kuhn		Veterans Svc	10-22-21
Kim Percele		Clerk & Rec	10-22-21
Ellen Black		Treasurer	10-22-21
Don Haley		PLANNING DIR	10-22-21
Vicki Shaffer		MC PIO	10-22-21
Jim C		COUNTY ATT	10-22-21
Gina Montoya		MC DSS	10/25/2021
mel Jaenen		LANDFILL	10-26-21
George Deavers		Lewis-Attolia Fire Company	10-29-2021
Douglas Roth		MC GIS	10-29-2021
Leslie Bugg		ASSESSOR	11-1-2021
Jennifer Morris		Transit Manager	11-5-2021
GREG FELSSEN		CSU-EXTENSION	11-15-2021

BASIC PLAN

I. PURPOSE

- A. Identify the roles, responsibilities and actions required of the Director of Emergency Management, Elected Offices and County Departments in preparing, responding, and declaring emergencies and disasters;
- B. Establish the governing plan for all emergency plans within Montezuma County Government;
- C. Establish the framework for all plans developed and used by Offices and Departments, Town Governments and Special Districts;
- D. Ensure a coordination of planning and response by County, State, and Federal governments in managing emergencies and disasters;
- E. Provide a framework for policies, objectives and approaches for coordinating, integrating and administering the Montezuma County Emergency Operations Plan (EOP) and related programs of the County, State and Federal Government;
- F. Provide for the integration and coordination of volunteer agencies and private organizations involved in emergency response and relief efforts.
- G. Appendices and other useful documents which are not included in this plan may also exist in the [Office of Emergency Management G-Drive \(https://rb.gy/upbdvq\)](https://rb.gy/upbdvq). For any questions, please contact the Montezuma County OEM.

II. SCOPE

- A. The Montezuma County EOP uses an all-hazards approach that addresses a full range of complex and constantly changing needs in all categories of hazards. The Montezuma County EOP details the specific incident management roles and responsibilities of Offices and Departments involved in emergency preparedness, response and recovery. The EOP strives to provide structure throughout the phases of emergency management.
- B. The EOP recognizes and respects the legal jurisdictional boundaries of Municipal governments as well as service plan boundaries of Special Districts. The EOP does not specifically address the emergency planning process or actions necessary and/or required by other Municipal governments or Special Districts.

III. AUTHORITIES

- A. Federal
 - 1. ***Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (Public Law 93-288, as amended by Public Law 100-707, October 30, 2000)***. The Stafford Act authorizes the president to declare a "major disaster" or "emergency" in response to an incident or threatened incident that overwhelms the response capability of state or local governments.

- a. ***The National Response Plan as developed per Homeland Security Presidential Directive (HSPD) -5.*** The purpose of this directive, which was issued on Feb. 28, 2003, is to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.
2. ***National Planning Framework 3/20/11:*** The National Planning Frameworks, one for each preparedness mission area, describe how the whole community works together to achieve the National Preparedness Goal. The Goal is the cornerstone for the implementation of the National Preparedness System. The National Response Framework describes the principles, roles and responsibilities, and coordinating structures for delivering the core capabilities required to respond to an incident and further describes how response efforts integrate with those of the other mission areas.
3. ***Presidential directive policy 8, national preparedness goal:*** This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.
4. ***Post-Katrina Emergency Management Reform Act 10/04/06 signed into law by the President:*** On Aug. 29, 2005, Hurricane Katrina became the most devastating natural disaster in U.S. history. The act significantly reorganized FEMA and provided it new authority to remedy gaps that became apparent in Hurricane Katrina response efforts.
5. ***Version 2.0 of Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans:*** Comprehensive Preparedness Guide (CPG) 101 provides guidance for developing emergency operations plans. It promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners examine a hazard or threat and produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to assist in making the planning process routine across all phases of emergency management and for all homeland security mission areas. This Guide helps planners at all levels of government in their efforts to develop and maintain viable, all-hazards, all-threats emergency plans.
 - a. Based on input from state, territorial, tribal, and local officials from across the United States, this update of CPG 101 expands on the fundamentals contained in the first version. With this edition, greater emphasis is placed on representing and engaging the whole community—to include those with access and functional needs, children, and those with household pets and service animals.
 - b. Residents and all sectors of the community have a critical role and shared responsibility to take appropriate actions to protect themselves, their families and organizations, and their properties. Planning that engages and includes the

whole community serves as the focal point for building a collaborative and resilient community.

- c. CPG 101 is the foundation for state, territorial, tribal, and local emergency planning in the United States. Planners in other disciplines, organizations, and the private sector, as well as other levels of government, may find this Guide useful in the development of their emergency operations plans. While CPG 101 maintains its link to previous guidance, it also reflects the reality of the current operational planning environment. This Guide integrates key concepts from national preparedness policies and doctrines, as well as lessons learned from disasters, major incidents, national assessments, and grant programs.
6. ***Emergency Planning and Community Right-to-Know Act of 1986 (SARA Title III)***: This Act was created to help communities plan for chemical emergencies. It also requires industry to report on the storage, use and releases of hazardous substances to federal, state, and local governments.
7. ***Americans Disabilities Act (ADA) 1990 and Americans with Disabilities Act Amendments Act (ADAAA) 01/01/2009***: The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The ADA is divided into five titles (or sections) that relate to different areas of public life.
8. ***Homeland Security Act of 2002***: The primary mission of the Homeland Security Act is to prevent terrorist attacks within the United States, reduce the vulnerability of the United States to terrorism, and minimize damage and assist in recovery for terrorist attacks that occur in the United States.
9. ***PETS Act 10/06/2006 signed into law by the President***: The PETS Act authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

B. State

1. Title 24, Article 33.52, Part 710 et. seq., Colorado Revised Statutes, as amended; Colorado Disaster Emergency Act of 1992.
 - a. In addition to disaster prevention and mitigation measures as included in the state, local, and inter-jurisdictional emergency management plans, the governor shall consider steps that could be taken on a continuing basis to prevent or reduce the harmful consequences of and effectively recover from

disasters. At the governor's direction, and pursuant to any other authority and competence they have, state agencies, including those charged with responsibilities in connection with floodplain management, stream encroachment and flow regulation, weather modification, fire prevention and control, hazard mitigation, air quality, public works, land use and land-use planning, and construction standards, shall make studies of matters related to disaster prevention. The governor and the executive director, from time to time, shall make recommendations to the general assembly, local governments, and such other appropriate public and private entities as may facilitate measures for prevention or reduction of the harmful consequences of disasters.

- b. All state departments shall conduct studies and adopt measures to reduce the impact of, and actions contributory to, a disaster. The studies shall concentrate on means of reducing or avoiding the dangers caused by such occurrences or the consequences thereof. State departments shall provide information about the accomplishments and successes of these projects when requested by the office of emergency management or the Colorado resiliency office for reporting purposes.
- c. If the director of the office of emergency management believes, on the basis of the studies or other competent evidence, that an area is susceptible to a disaster of catastrophic proportions without adequate warning, that existing building standards and land-use controls in that area are inadequate and could add substantially to the magnitude of the disaster, and that changes in zoning regulations, other land-use regulations, or building requirements are essential in order to further the purposes of this section, the director shall specify the essential changes to the executive director and to the governor. If the governor, upon review of the recommendations, finds after public hearing that the changes are essential, the governor shall recommend to the agencies or local governments with jurisdictions over the area and subject matter. If no action or insufficient action pursuant to the governor's recommendations is taken within the time specified by the governor, the governor shall inform the general assembly and request legislative action appropriate to mitigate the impact of disaster.
- d. The governor, at the same time that the governor makes recommendations pursuant to subsection (3) of this section, may suspend the standard or control which the governor finds to be inadequate to protect the public safety and by regulation place a new standard or control in effect. The new standard or control shall remain in effect until rejected by joint resolution of both houses of the general assembly or amended by the governor. During the time it is in effect, the standard or control contained in the governor's regulation shall be administered and given full effect by all relevant regulatory agencies of the state and local governments to which it applies. The governor's action is subject to judicial review but shall not be subject to temporary stay pending litigation.

IV. SITUATIONS & ASSUMPTIONS

- A. Situation: Montezuma County covers approximately 2,000 square miles in southwest Colorado. It is the southwestern-most county in Colorado (Refer to Figure 3-1). The elevation of Montezuma County is between approximately 6,000 feet to more than 14,000 feet above mean sea level. There are three incorporated municipalities in Montezuma County, the City of Cortez, the Town of Dolores, and the Town of Mancos, and many unincorporated communities, including Towaoc, Lewis, Arriola, Mesa Verde, Lebanon, Stoner, Weber, and Battle Rock. Cortez is the largest city in the county and is the county seat. The City of Cortez is located in the center of the county and the Towns of Dolores and Mancos are located north and east of Cortez. The county includes many national protected areas including Mesa Verde National Park, Canyons of the Ancients National Monument, Yucca House National Monument, and Hovenweep National Monument. Montezuma County is the 21st most populous of Colorado's 64 counties, with a 2018 population of 26,155. The county is served by U.S. Highways 160, 491, and 145, and by Cortez Municipal Airport. It has no rail service, although both Mancos and Dolores were established as railroad towns in the 1890s.
- B. Mesa Verde National Park, Canyons of the Ancients National Monument, and Yucca House National Monument preserve hundreds of ancient Native American structures, including the famous cliff-dwellings in Mesa Verde National Park. Montezuma County is also home to most of the Ute Mountain Ute Reservation, which comprises 33% of the county. The remaining area of the county is split between private land (30%) and state and federal land (37%), which is administered by the State of Colorado, National Park Service, the U.S. Forest Service (USFS), and the Bureau of Land Management (BLM). The county has the second largest reservoir in Colorado (McPhee Reservoir) and many other large reservoirs, and hundreds of private lakes and ponds. Much of the county is irrigated cropland, and it produces fruit, cattle, sheep, and beans.
- C. Montezuma County is exposed to a wide array of natural and human-caused hazards with potentially adverse threats to life and/or property. The county completed a Hazard Mitigation Plan in 2021 and it was approved by the Federal Emergency Management Administration (FEMA) on April 26, 2021 with the following results:

Hazard	Montezuma County	City of Cortez	Town of Dolores	Town of Mancos	Cortez Fire Protection District
Avalanche	High	No Exposure	Low	No Exposure	No Exposure
Dam/Levee Failure	Low	Low	Medium	Medium	Low
Drought	High	High	High	High	High
Earthquake	Low	Low	Low	Low	Low
Erosion and Deposition	Medium	Low	Low	Medium	Low
Expansive Soils	Medium	Medium	No Exposure	No Exposure	Medium
Extreme Heat	Medium	High	High	Medium	High
Flood	Low	Low	High	Medium	Low
Hail	Medium	Medium	High	High	Medium
Landslide, Mud/Debris Flow, Rockfall	High	Low	High	High	Low
Lightning	High	High	Low	High	High
Severe Wind	High	High	High	Medium	High
Subsidence	No Exposure	Low	No Exposure	Low	Low
Tornado	Medium	Low	Low	Low	Low
Wildfire	High	Medium	High	High	Low
Winter Storm	High	High	High	Medium	High

- D. Assumptions: The developing, or actual, hazard threat situation is beyond the capability of the normal day-to-day emergency response structure to handle. The hazard threat situation has developed to such an extent that Montezuma County must move into an emergency/disaster-oriented posture in terms of resource (personnel, material, funds, etc.) utilization.

V. CAPABILITY ASSESSMENT SUMMARY

- A. For specific resource gap identification and capability assessments reference the [Hazards Mitigation Plan September 2020](https://rb.gy/l68tbz) (<https://rb.gy/l68tbz>) located in the OEM G-Drive.

VI. CONCEPT OF OPERATIONS

- A. General
1. Local, State, and Federal Roles. During a potential, or actual, emergency/disaster, it is the responsibility of:
 - a. Montezuma County (and/or incorporated areas) to apply the resources necessary for the protection of life and property.

- b. The State provides advice and assistance to the impacted jurisdiction(s), when so requested, and especially when the jurisdiction(s) have declared a properly documented emergency disaster, and requested State assistance.
 - c. The Federal government provides advice and assistance to the State when so requested, and especially within the legal criteria for a Federal declaration.
- 2. Transition from normal to emergency and disaster operations.
 - a. An *emergency* is any event that threatens to or actually does inflict damage to people and/or property which can be dealt with using internal and mutual aid resources.
 - b. A *disaster* is any event that actually inflicts damage to people or property which cannot be dealt with using internal and /or mutual aid resources.
- 3. As the emergency situation develops and external resources are required in a Disaster Declaration situation, the identified personnel, departments, and agencies will be prepared to assume the roles identified herein.

B. Operational Phases

- 1. Emergency Management within Montezuma County will normally occur in the following phases:
 - a. **Preparedness** – begins at the earliest time that a potential, or actual, hazard threat is identified. During this phase, the Montezuma County Emergency Manager and/or the department head responsible for the specific emergency/disasters will be monitoring the threat and making prearranged notifications on the current/potential situation. The Emergency Operations Center (EOC), may be partially, or totally, activated by jurisdiction leadership, or key personnel placed on standby for emergency/disaster utilization should the situation dictate at a later time. Concurrently, resource lists at all levels should be reviewed and updated, as required.
 - b. **Response** – begins when the emergency/disaster situation starts. It includes all of the actions by the Emergency Management and response elements in a coordinated effort to protect and minimize adverse impacts on life and property. It will include a damage assessment and a situational analysis report, and will normally include County and/or Municipal emergency/disaster declaration(s); thereby authorizing the use of such powers as may be necessary in effectively responding to the situation.
 - c. **Recovery** – may begin during the response phase for selected activities, and extends until normal day-to-day operations are resumed. Damage assessment actions will continue to be undertaken to determine the extent of adverse impacts associated with the emergency/disaster, the type and amount of damage in the various categories, and the short- and long-term actions required. Short-term actions seek to restore critical services to the area and satisfy basic needs of the community. Long-term actions aim to restore the area to a normal or higher condition than prior to the emergency/disaster.
 - d. **Mitigation** – should be an integral part of the preceding phases and be used prior to an emergency/disaster event or in the recovery phase after initial response has occurred. Many mitigation options are available to lessen the magnitude of emergency/disaster events.

C. National Incident Management System (NIMS)

1. A nationally recognized structure is the adopted method and organizational structure for managing emergency response and recovery operations both in the County and municipalities, as well as the State of Colorado. “Routine” emergency situations will be managed in the field under the NIMS structure. In larger incidents, the NIMS structure will be expanded and supported by the activation of the Montezuma County Emergency Operations Center (EOC), located at 730 East Driscoll, Cortez, Colorado or other designated locations. The EOC will be staffed to serve as the coordination point for supplemental resources and intergovernmental assistance. As an emergency situation escalates, the NIMS structure will remain in place. The NIMS structure is extended to include the broader Emergency Management network within the EOC. With EOC support, the NIMS structure will enable representatives to fulfill additional functions that may be needed (i.e., the functional annexes such as damage assessment, in addition to coordination of outside agencies and volunteers, intergovernmental relations, etc.). Activation of the EOC is particularly important when resources are scarce or when multiple requests for similar resources are generated from the field. NIMS principles are nationally accepted for addressing all hazard types and for integrating multiple agencies, jurisdictions, and disciplines into a coordinated relief effort.

D. Administration

1. Worker’s Comp

- a. In the employee Handbook (Adopted 2/19/19) Worker’s Compensation: If you are injured on the job with lost time of three (3) days or less, this lost time is considered leave without pay (Per Colorado Workers Compensation Laws). However, Montezuma County allows an employee to use their sick leave up to three (3) days lost time.
- b. If the employee’s lost time is more than three (3) days you will receive compensation pay from County Worker’s Compensation insurance until you are released from the doctor and can return to work. Montezuma County is not allowed to pay you any compensation during this lost time.
- c. If the employee is collecting worker’s compensation or disability payments an employee may not use vacation or sick leave.
- d. If the employee is not working and is collecting worker’s compensation payments, they are considered unpaid by the County and will not accrue vacation or sick leave during the unpaid leave.

2. Insurance

- a. Full-time employees will participate in the Montezuma County Group Health Insurance and Life Insurance Plan. The conditions of said Group Plan shall govern the benefits, eligibility, and premiums. The employee is currently eligible to enroll on the first of the month following the date on which the employee completes thirty days of continuous service.
 - i. Montezuma County will pay the employees share of such group plan premiums. The employee may elect to add such coverage to his spouse, children, or others dependent solely on the employee’s support and the costs of such additional premiums shall be borne by the employee.

Additions of others to the policy shall be governed by the terms of the policy.

- b. Non-exempt employees must record time worked on a daily basis. Time cards are used for calculating the employees pay. Employees are responsible for submitting their time cards to their supervisor on a monthly basis for approval and submission to payroll.
- c. Paydays fall on every other Friday, bi-weekly.
- 3. **Records Retention**
 - a. Montezuma County follows the national and state standard schedules.
- 4. **Use of Volunteers**
 - a. See the [Workers Compensation Coverage for Appointed Board & Commission Members & Statutory Volunteers \(https://rb.gy/jbul7s\)](https://rb.gy/jbul7s) located in the OEM G-Drive.

E. **Logistics**

- 1. **Mutual-Aid, Resource Gaps, Resource Ordering, Specialized Resources.**
 - a. The process and procedures for mutual-aid, resources gaps, resource ordering, and specialized resources are identified in the Resource Mobilization Plan. See [*ANNEX L - Resource Mobilization Plan.*](#)

F. **Finance**

- 1. **Disaster Spending, Procurement, and Contracting**
 - a. See the Montezuma County Emergency Declaration Annex M
- 2. **Emergency And Land Use Agreements Contracting**
 - a. The Emergency Manager or designee will meet with the land owner and develop a signed agreement for the use of the land needed during an emergency or prior to an emergency. This Land Use agreement will be approved by the County Attorney prior to entering into the agreement.
- 3. **Tracking Disaster Costs**
 - a. The Finance Department will assign a separate general ledger expense line. All purchases must fit the criteria based on the specific incident. Each purchase must have the documentation and invoice attached. The documentation must have answers to the “who, what, where, why, when, and how.” The documentation (possibly using ICS 213RR) must be approved by the Department head, Logistics Section lead, and Finance. All the documentation will be submitted to the Finance Department and they will enter it into the Finance Software using the specific general ledger assigned to the incident. The Finance Department will also ensure that the State and Federal procedures are met in the reimbursement process.
- 4. **Establishing Burn Rates**
 - a. Burn Rates should be calculated daily by the responsible entity that is managing the fire or the EOC staff if the incident is not a fire. The Finance Section will be responsible for acquiring the information and have it submitted to the EOC Manager by 1800 hours each day of the incident or unless otherwise directed by the EOC Manager.

5. Disaster Reimbursement

- a. Depending on the incident and what specific entity and program that the County has entered into, will determine the reimbursement process. The County will follow their procedure on the “Tracking Disaster Costs” section making sure that documentation is the key to reimbursement.

6. Financial Record Retention

- a. The County will follow State and Federal record retention schedules.

7. Finance Management Plan

- a. The Finance Management Plan is currently being developed and will exist as Annex P once completed.

G. Information Collection

- 1. See Appendix Q, Joint Information System (JIS) for collection and dissemination of validated information to all EOC members and the public.

H. Plan Development and Maintenance

1. Jurisdictional Planning Process

- a. The jurisdictional planning process, participants and how the development and revision of different levels of the EOP are coordinated during the preparedness phase are described in the Comprehensive Preparedness Guide 101. Montezuma County Will utilize this guide to revise the EOP as needed. The Emergency Manager or designees will be assigned for the overall responsibility of planning and coordination of the EOP’s revision and adoption.

2. Training Cycles, Reviewing, Evaluating, and Updating EOP

- a. The process for establishing the cycles for training, reviewing, evaluating and updating the EOP will be the responsibility of the emergency manager or designee. This will include the training reviewing, evaluating, and updating the EOP in a timely manner.

VII. INCIDENT LEADERSHIP

A. General

- 1. Offices/agencies of government, and selected private groups, have specific duties and responsibilities, which may or may not be included in their normal day-to-day activities. The organization of Emergency Management, and the responsibilities contained herein, represent the general duties and relationships, and as a minimum require the development of and training in, detailed implementation of SOPs/checklists.
 - a. The Colorado Department of Homeland Security and Emergency Management (DHSEM), located at 9195 E Mineral Ave, Centennial, Colorado, 80112, is available 24 hours a day (303-279-8855) to provide advice and technical assistance to Montezuma County, and to coordinate State resources and/or other supplemental assistance in support of local Emergency Management actions. Further, a Southwest Regional Field Manager for

DHSEM is stationed in Durango and is more readily accessible at the local level. A formal declaration of a disaster by the Montezuma County Commissioners and/or municipalities within may be required for some forms of State assistance or to expedite the assistance. In addition, DHSEM is the State agency responsible for processing State and Federal disaster assistance requests. It should be noted that response and recovery operations are the responsibility of Montezuma County and communities within its boundaries. As a result of an emergency or disaster event, supplemental funding assistance is not guaranteed.

B. Organization

1. Activities, associated with an emergency/disaster situation, will be accomplished within the framework of the following two elements:
 - a. Emergency Management Board (EMB) – provides overall policy management of the emergency/disaster and interface between government jurisdictions (incorporated areas, County, and the State) from a partially, or totally, activated EOC. The EMB members are senior level officials, or their representatives, including as a minimum:
 - i. Board of County Commissioners (BOCC) – Will declare an emergency/disaster when necessary.
 - ii. County Attorney – Provide legal counsel.
 - iii. Emergency Manager – Operates as an official representative of the County leadership for Emergency Management activities.
 - iv. Sheriff/Police Chief – Provide for public safety.
 - v. Municipality Manager – The Chairperson of the Municipality EMB, when the jurisdiction is directly impacted by the emergency/disaster (Acts as Co-Chair of the County EMB for decision-making purposes on matters directly impacting the municipality). When the County EOC is activated in support of a multi-jurisdictional emergency/disaster situation, the Municipal Manager may use a representative liaison at the County EOC to act on the jurisdiction's behalf.
 - vi. Municipal Attorney – Provide legal counsel.
 - vii. Other – Personnel in an Emergency Support Staff role providing essential support functions and information/data gathering, direction and input to the leadership.
2. National Incident Management System (NIMS) – This element includes a management system utilized in the field including agencies operating under the Incident Commander(s)(IC) at the incident command post(s)(ICP) for the emergency/disaster. It includes inter-agency activities associated with

implementation of existing mutual aid agreements as well as activation of specific sections identified by the IC necessary to manage the incident. Section organizations (general staff) include: operations, plans, logistics, and finance chiefs. Command staff includes incident commander, safety, liaison, and public information officers.

VIII. RESPONSIBILITIES

A. The BOCC, as Chief Executives and governing bodies within Montezuma County

1. Direct and oversee the implementation of the provisions of this EOP.
2. Provide for planning requirements with regard to succession, pre-delegation of authority, emergency action items, continuity of government, and EOC staff.
3. Ensure the early development of an initial situation status (including damage assessment, where applicable), and provide continuous updates of the status thereafter. Resolve policy decisions on matters not covered in the EOP, and within NIMS, foster the timely exchange of information with other intra- and inter-jurisdictions/agencies and with the State Emergency Management structure (State DHSEM, or State EOC when operational).
4. Issue timely public proclamations, official orders (including matters such as evacuations, shelter movements, curfews, social restrictions and price controls), and emergency/disaster declarations, as appropriate to the situation, including emergency public/joint information centers.
5. Within NIMS, implement policy for emergency funding, control of expenditures, and allocation of resources for disaster/emergency purposes.
6. Be responsible for the coordination, commitment, and direction of the Montezuma County government in support of emergency or disaster relief efforts.
7. Issue directives to County departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed.
8. Act as intergovernmental liaison, thereby initiating formal requests for outside assistance from other local jurisdictions.
9. Delegate authorities as necessary and reasonable to qualified individuals/teams to increase effectiveness/efficiency of response/recovery activities.

B. The County Administrator

1. Act on behalf of the County BOCC, as delegated, and ensure the County BOCC is updated regularly with situational reports.
2. Ensure the early development of an initial situation status (including damage assessment, where applicable), and provide continuous updates of the status thereafter.
3. Ensure policies for emergency funding, control of expenditures, and allocation of resources for disaster/emergency are followed and cost expenditures are tracked and documented.

4. Be responsible for the coordination, commitment, and direction of the Montezuma County government in support of emergency or disaster relief efforts.
5. Issue directives to County departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed.
6. Act as intergovernmental liaison, thereby initiating formal requests for outside assistance from other local jurisdictions.
7. Along with the Emergency Manager and Sheriff, may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions
8. Reviews and signs paperwork submitted by the EM for the Emergency Management Performance Grant for reimbursement requests.

C. The County Attorney

1. Provide legal counsel on preparation and maintenance of this local EOP.
2. Provide legal counsel and assistance to the County BOCC before, during and after disaster/emergency incidents, and on all policy and documentation matters associated with the emergency/disaster.
3. Draft and/or review emergency contracts, memoranda of understanding, and intergovernmental agreements.
4. Provide interpretation of laws and regulations issued by Federal and State governments.

D. The County Emergency Manager

1. Act as a principal advisor to the Chief Executive (BOCC Chair), County Sheriff, and governing body prior to, during, and following potential or actual emergency/disaster situations. Recommend and coordinate the disaster declaration process with appropriate local, State, and Federal agencies.
2. Develop internal procedures for, and oversee the operation of the County EOC; arrange for staffing the EOC and for additional staff support during a disaster/emergency, and maintain contact with other appropriate Emergency Management facilities (i.e., ICPs, town EOCs and State EOC), when activated. Support ICPs with resource tracking/ordering, cost tracking, and planning.
3. Keep the Chief Executive, County Sheriff, and governing body apprised of the overall readiness of the County to respond to the recognized hazard threats to life and property. Conduct and/or coordinate the County annual program for updates of, training in, and exercise of, portions of the EOP.
4. Maintain an on-going dialogue with the Colorado DHSEM prior to, during, and following a potential, or actual, emergency/disaster event, including disseminating situation and damage assessment reports.
5. Establish a liaison with, and coordinate County disaster planning and operations with area private industries, public utilities, welfare agencies, and adjacent jurisdiction Emergency Managers to ensure integrated emergency plans. Coordinate mutual aid agreements.

6. Maintain situational awareness before and during an emergency/disaster and brief the County BOCC, County Administrator, County Sheriff, and other government officials as necessary/required.

E. The Sheriff

1. Establish and maintain law and order and provide for public safety within the County.
2. Establish and maintain County-wide warning, as appropriate, when notification is received of a potential, or actual, emergency/disaster situation.
3. Lawful authority to conduct evacuation, pre-evacuation, and reentry.
4. Direct and conduct search and rescue activities within the County.
5. Coordinate communications and provision of communications staff support for field command post(s).
6. Establish and implement, when appropriate, traffic control plans (including evacuation routes) as required by each type of recognized hazard threat. Provide security for emergency centers (i.e., EOC, ICP, temporary morgues, emergency shelters), evacuated areas, areas accommodating evacuees and disaster-impacted areas.
7. Provide Incident Management for those hazard threats as identified in the hazard-specific annexes of this plan and where not specifically identified (but necessary and appropriate) to other unidentified hazard threats.
8. Function as Designated Emergency Response Authority (DERA) for hazardous materials incidents within unincorporated Montezuma County.
9. Provide representation at the County EOC if requested by County EOC Manager to fill Emergency Support Function 13 (ESF #13 Public Safety and Security).

F. The Finance Director

1. A major emergency or disaster may require the expenditure of large sums of County funds. Financial operations may be carried out under compressed schedules and demands which will require expeditious actions that still meet fiscal management and accountability principles and legal requirements.
2. Financial payment for emergency operations shall be handled by the Finance Department. Individual department and office budgets may be reduced to pay for resources ordered during an emergency. If the demand for emergency funds exceeds available funds, the Finance Department will coordinate with the Manager's Office, Attorneys Office, Office of Treasurer and the Board of County Commissioners to make emergency funds available.
3. Resources ordered through the Director of Emergency Management and/or Emergency Operations Center will be tracked and accounted for in terms of the ordering agency or entity. Montezuma County Government will be financially responsible for only those resources ordered to fulfill the statutory services of Montezuma County Government, to provide for emergency protective actions, to provide for debris removal, and in the interest of the safety of the public. The documentation of these resource orders will be provided to the Finance Department.

4. Resource orders placed through the Director of Emergency Management and/or Emergency Operations Center and on behalf of a municipal government or special district will be the financial responsibility of the requesting agency or entity. This practice will be followed unless another written agreement is reached with the Montezuma County Government.
5. County Departments and Elected Offices designated as a lead agency in the Emergency Support Functions in the EOP are responsible for coordinating with the Director of Emergency Management their operational plan for the functional and financial support for their emergency support operations. Each department and office is responsible for coordinating in advance with the Director of Emergency Management and Finance Department with their plan for expending emergency funds, maintaining appropriate supporting documentation or ordering, assignments, logistics, and demobilization.
6. Montezuma County Government and all Elected Offices are responsible for documenting all emergency or disaster related expenditures using accounting practices and procedures established by the Finance Department. All expenditures and procurement transactions will be made in accordance with accepted practices of the Federal Emergency Management Agency (FEMA). Each County Department and Elected Office must exercise proper oversight throughout the course of the incident to maintain logs, records, receipts, invoices, purchase orders, rental agreements and all other applicable documentation. Proper documentation is necessary to support claims, purchases, reimbursements and disbursements. Recordkeeping is necessary to facilitate closeouts and support post recovery audits.

G. The Planning Director

1. The Planning Department is responsible for coordinating with the Director of Emergency Management on their operational plan for the functional and planning support for their emergency support operations. This office is responsible for coordinating in advance with the Director of Emergency Management and Finance Department with their plan for expending emergency funds, maintaining appropriate supporting documentation, ordering, assignments, logistics, planning and demobilization.
2. The Planning Department is responsible for documenting all emergency or disaster related plans using the proper planning practices and procedures established by the Emergency Manager. All documentation will be made in accordance with accepted practices of the Federal Emergency Management Agency (FEMA). The Planning Director must exercise proper oversight throughout the course of the incident to maintain logs, records, Incident support plans, and the incident documentation and all other applicable documentation. Proper documentation is necessary to support all the other functions, including but not limited to claims, purchases, Human resources, reimbursements and disbursements. Recordkeeping is necessary to facilitate closeouts and support post recovery audits.
3. If designated as the Planning Section in the EOC, they are responsible for collecting, evaluating, and disseminating tactical and strategic information

pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents EOC operational plans and incident maps and gathers and disseminates information and intelligence critical to the incident. A major function of the Planning Section is the Damage Assessment Unit, which provides the information necessary regarding damages and destruction to structures and infrastructure. Additionally, as soon as activated, the planning section may be responsible for short-term recovery planning considerations through the Recovery and Mitigation Unit.

H. Logistics Section Chief (LSC)

1. **Logistics Section** – The Logistics Section meets all resource support needs for the incident, including ordering resources through appropriate authorities from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications and medical services for incident and EOC personnel. Additionally, procurement plays a large role in incident support through contracting and procurement activities. Close coordination with the Planning Section and Finance Section are essential so that operational records can be reconciled with financial documents.
 - a. The Logistics Section Chief should reference [Annex L - Resource Mobilization Plan](#) for authorities and policies regarding mutual-aid, resource gap identification, process for resource ordering tracking and demobilization, and process for identifying specialized resources. For specific resource gap identification and capability assessments reference Hazards Mitigation Plan September 2020.

I. Human Resources Director

1. The role of the Human Resources (HR) is to ensure that staff are adequately prepared for crises through training, effective leadership and empowerment, ensuring that security and safety initiatives are taken to protect employees in the event of a crisis and developing communication plans necessary in promoting crisis management. HR should be performing the following:
 - a. Working with emergency responders
 - b. Protecting and calming employees, updating them, and addressing grief issues
 - c. Participating in the investigation and root cause analysis
 - d. Handling discipline issues and the evaluation of the legality of employee responses and retaliation concerns
 - e. Assisting with responses to OSHA; to the Alcohol, Tobacco, and Firearms Bureau (ATF); to the Chemical Safety and Hazard Investigation Board (CSB); to law enforcement; to fire marshals, to local and state government officials; to the media; etc.
 - f. Coordinating communication between insurers and benefit providers
 - g. Integrating work with legal counsel
 - h. Crafting internal and external communications
 - i. Managing pay and benefits for disrupted employees

- j. Handling compliance questions related to travel, relocation, remote-work and temporary employees
- k. Responding to union contract and "turf" concerns about investigations, work rules, job descriptions, temporary employees and discipline
- l. Obtaining medical information about injured and killed employees
- m. Evaluation of contractor relationships
- n. Overseeing and regulating social media and electronic communications
- o. Providing documentation of training, procedures, personnel and other records to investigating agencies (including documentation of job safety analysis, mandatory training, employee action plans, emergency response plans, fire prevention plans, etc.)
- p. Cooperating with safety, engineering, risk management and operations to both address contributing factors and to implement best practices
- q. Coordinating responses between unemployment compensation, workers' compensation, OSHA, EEOC, arbitration and insurer/benefit responses

J. The Fire Chief

- 1. Conduct regularly assigned functions regarding fire protection and control activities within defined fire areas; perform assistance/support roles as outlined in established mutual aid agreements.
- 2. Assist in warning the public of impending danger, and if necessary will assist in the evacuation if directed in potential danger areas. May also provide fire security in evacuated areas as directed.
- 3. Establish fire command posts and maintain continuous communications between all such command posts, the Incident Command Post and the EOC.
- 4. Conduct and assist in emergency medical response and rescue operations.
- 5. Coordinate ambulance service to areas where such medical assistance is required. Be prepared to receive and utilize additional resources from outside the County as the situation and support needs dictate, and from the IC and EOC.
- 6. Function as Designated Emergency Response Authority (DERA) for hazardous materials incidents within the designated fire district.
- 7. Provide representation at the County EOC if requested by County EOC Manager to fill Emergency Support Function 4 (ESF #4 Firefighting).
- 8. Develop and maintain Standard Operating Procedures (SOPs).

K. The Victim Response Unit

- 1. Provide on scene crisis intervention.
- 2. Provide referral to the appropriate location.
 - a. EMS/Medical Providers.
 - b. Red Cross/Salvation Army Shelters or Assistance.
 - c. Mental Health.
 - d. Any other appropriate services.
- 3. Provide information to Victims as allowed.
- 4. Provide Criminal Justice Support.
- 5. Provide follow up as needed.

6. Develop and maintain Standard Operating Procedures (SOPs).

L. The Southwest Memorial Hospital Ambulance and EMS

1. Provide ambulance service, as available, to areas where such medical assistance is required. Be prepared to receive and utilize additional resources from outside the County as the situation and support needs dictate, and from the IC and EOC.
2. Provide representation at the County EOC if requested by County EOC Manager to support Emergency Support Function 8. (ESF #8 Public Health and Medical Services).
3. Develop and maintain Standard Operating Procedures (SOPs).

M. The County Road and Bridge Department

1. Conduct regularly assigned duties, maintaining routes, facilities, and equipment in an operational mode.
2. Provide materials, equipment, and/or personnel for the emergency maintenance and/or restoration of basic services to the public. Restore damaged streets, bridges and other related infrastructure. Coordinate with outside services, where appropriate.
3. Provide for transportation services in support of emergency response and recovery efforts (i.e., movement of County personnel, equipment and supplies to designated staging areas).
4. Conduct debris removal, clearance of public right-of-ways, and planning for street/route recovery operations, with priority assigned to critical emergency service lifeline.
5. Provide personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures.
6. Participate with representatives of other County departments on the Montezuma County damage assessment team and on Local/State damage survey field teams as needed.
7. Provide representation at the County EOC if requested by County EOC Manager to fill Emergency Support Function 1 (ESF #1, Transportation).
8. Develop and maintain standard operating procedures (SOPs).

N. The County Clerk

1. Maintain an operations log using NIMS, and copies of official documents (i.e., proclamations, emergency/disaster declarations) generated through the EOC, when partially or totally activated, and during other disaster emergency situation deliberations.
2. Provide for the preservation and safeguard of the jurisdiction's vital records.
3. Develop and maintain standard operating procedures (SOP's).

O. The Director of Social Services

1. Maintain and keep current listings of temporary feeding and shelter facilities, and assist and coordinate with volunteer organizations.

2. Assist in the coordination of overall efforts of volunteer organizations and other (spontaneous) volunteers.
3. Coordinate with Public Health to provide resources for stress counseling/crisis counseling for disaster victims. Advise the EMB on the status of social services assistance needs and capabilities.
4. Administer the Individual and Family Grant Program in Presidential-declared disasters in Montezuma County with State assistance.
5. Provide representation at the County EOC if requested by County EOC Manager to fill essential support function number 6 (ESF #6, Mass Care, Emergency Assistance, Disaster Housing, and Emergency Assistance).
6. Develop and maintain standard operating procedures (SOPs).

P. The Treasurer

1. Establish and maintain a financial record-keeping system and financial commitments.
2. Provide a financial status report to the Emergency Management Board, County Administrator and Emergency Operation Center Manager on a regular basis, with the frequency to be determined by the Chief Executive.
3. Develop and maintain standard operating procedures (SOPs).

Q. The County Coroner

1. Establish and maintain a system for body recovery, identification, storage, and transport.
2. Establish and maintain a system for notification of next of kin.
3. Establish and maintain a secure storage facility for collection and release of personal effects or property.
4. Establish necessary temporary morgue facilities and a processing system for fatalities.
5. Maintain communication with County EOC and the Joint Information Center to ensure accurate counts and public information is coordinated.

R. The County Assessor

1. Establish and maintain a system for receiving, recording, and utilizing the results of damage assessments conducted during an emergency/disaster situation. Contribute personnel, records and other resources to support the damage assessment function; participate on the EOC damage assessment team.
2. Prepare the necessary administrative summaries of damage assessment data collected; participate in the analysis of impacts resulting from the reported losses, and document recovery actions.
3. Provide representation at the County EOC if requested by County EOC Manager to fill essential support function number 14 (ESF #14, Long-Term Community Recovery).
4. Develop and maintain standard operating procedures (SOPs).

S. County Health Department

1. Advise the County Emergency Manager and Board of County Commissioners on actions necessary, given the situation, and provide environmental health services and public health services which may include the following:
2. Identify residents with health problems requiring special equipment or extra assistance in the event of an evacuation.
3. Conduct mass vaccination/prophylaxis operations to include operating a Point of Dispensing (POD).
4. Provide public health, mental health, and medical information.
5. Monitor air quality.
6. Vector control.
7. Conduct inspections as necessary to prevent the spread of illnesses / diseases to include food preparation, septic systems, or other services as it pertains to public health.
8. Assist and coordinate with other agencies, local hospitals, assisted living centers and other caregivers, and emergency medical services to ensure needs, notifications, and resources are met as a function of ESF 8.
9. Provide representation at the County EOC if requested by County EOC Manager to lead Emergency Support Function 8 (ESF #8 Public Health and Medical Services).
10. Develop and maintain Standard Operating Procedures (SOPs).

T. School District Superintendents (Cortez, Mancos and Dolores)

1. Provide for the safety of students and staff.
2. Provide school bus support for evacuation and other life-saving purposes, when so requested by the EOC.
3. Coordinate with designated shelter management personnel when use of the schools is directed for emergency care requirements (i.e., feeding and/or sheltering).
4. Provide a liaison to the ICP and/or EOC to coordinate response with responders.
5. Develop and maintain Standard Operating Procedures (SOPs).

U. The American Red Cross/Salvation Army

1. Coordinate activities with the County Emergency Manager/ Emergency Operations Center.
2. Establish and manage emergency shelters and/or feeding facilities with the assistance of the Social Services Director; provide temporary and immediate housing for displaced disaster victims.
3. Assist incident victims with immediate emergency needs (i.e., food, water, shelter, clothing, personal articles, physical and mental health counseling, and referrals).
4. Provide food, beverages, and other assistance to emergency response personnel and emergency relief workers.
5. Assist with management of donated goods, including cash, food, cleaning supplies, blankets, building materials, tools, work gloves, toiletries, and personal items, etc.

6. Provide a representative to the EOC; provide Damage Assessment information upon request.
7. Develop Standard Operating Procedures (SOP's).

V. Montezuma County Search & Rescue Team (USAR) and K-9 Search and Rescue Team

1. Act under the direction of the Sheriff or the Incident Management Team as appropriate. USAR may be activated only by the Sheriff or designee.
2. Provide and manage search and rescue operations for missing persons and personal locator beacons. This also includes urban search and rescue operations, based on the nature of the incident.
3. Provide assistance to fire departments with first-aid medical treatment and rescue.
4. Assist law enforcement with traffic control, crowd control, incident searches, evacuation, and information distribution operations.
5. Assist Coroner's Office as requested.
6. Provide a liaison to the ICP and/or EOC to coordinate response with responders.
7. Develop Standard Operating Procedures (SOPs).

W. Cortez Communication Center

1. Answer emergency calls and provide dispatch services for law enforcement, fire, emergency medical services within Montezuma County.
2. During the initial phases of a large-scale emergency/disaster support mutual aid and other requests for additional resources from outside the county as requested by the Incident Commander.
3. Increase staffing as required/available to support increased need to support Incident Command(s).
4. Support interoperable communications and as situation dictates assign additional radio channels as necessary. The Southwest Region has adopted a Tactical Interoperability Communications (TIC) Plan Version 7 on 09/17/2019. This TIC Plan has been created for the Southwest Region. The Southwest Region is defined to include (Archuleta County, Southern Ute Indian Tribe, La Plata County, San Juan County, Montezuma County, Ute Mountain Ute Indian Tribe, and Dolores County. This TIC Plan is intended to apply to the Southwest Region as defined above. Specifically, the plan is intended to be used by the first responder disciplines that would respond to the scene of an emergency, as well as coordinate with other disciplines during the response. The current [TIC Plan \(https://rb.gy/nuq83\)](https://rb.gy/nuq83) can be viewed in the OEM G-Drive .
5. Provide emergency notifications and incident updates to emergency response officials and county EOC.
6. Issue emergency alerts to the community via available emergency notification systems as requested by IC/EOC.
7. Activate alternate dispatch center facility as necessary.
8. Provide representation at the County EOC if requested by County EOC Manager to lead Emergency Support Function 2 (ESF #2 Communications).

X. Other Emergency Services Agencies

1. The Clergy will prepare such religious activities as suitable to displaced persons and others impacted by the disaster/emergency situation.
2. Public Utilities, in time of emergency or disaster, shall expedite restoration of public facilities and utilities, with priorities dictated by the current situation. Provide a liaison to the ICP/EOP as requested/required.
3. Amateur Radio Operators (ARES/RACES) will provide emergency communications support, as requested by the Emergency Manager.
4. Southwest Memorial Hospital will coordinate with the EOC all medical and public health disaster operations, including requests for additional personnel, equipment, and supplies. Also, identify special equipment or extra assistance in the event of an evacuation. Provide a liaison to the ICP/EOC as requested/required.

Y. Critical Incident Stress Management Team

1. Provide defusing (on scene or immediately after the event)
2. Provide debriefing for the critical incident.
3. Provide referral to appropriate providers.
4. Provide follow up as needed.
5. Develop Standard Operating Procedures (SOPS) and/or guidelines.

Z. Information Technology

1. Coordinate with the EOC on requests for service and provide a representative to the EOC, if required.
2. Provide Information Technology (IT) services as needed and available.
3. Develop Standard Operating Procedures (SOPs) as needed.

AA. County GIS

1. Utilizing the Montezuma County GIS Department capabilities, provide mapping services in the event of a disaster/emergency situation and throughout the recovery period. Resources include structure, residence, hazards and infrastructure mapping.
2. Provide a mobile, rapid assessment tool for responders and appraisers.
3. Provide a representative to the ICP/EOC if requested.

BB. County Transportation

1. County Transportation will make available vehicles for the transport of victims and evacuees, including people with special needs during evacuations or other emergencies.
2. Provide liaison to the County EOC to support ESF #1 if requested.
3. Develop Standard Operating Procedures (SOPs) as needed.

IX. PLAN DEVELOPMENT & MAINTENANCE

- A. The Montezuma County Emergency Operations Plan is developed/updated in accordance with the Comprehensive Preparedness Guide (CPG) 101, Version 2.0.
 - 1. Development
 - a. This EOP is developed with input/collaboration from all entities/agencies listed within to ensure commitment to the process and approval/acceptance of the responsibilities identified.
 - 2. Maintenance
 - e. The Montezuma County Emergency Operations Plan will be updated as needed but not less than every three years.

APPENDIX A

Definitions and Acronyms

Advance Alert – highest federal civil readiness level. At this level, primary emergency operating centers of the Federal Government at headquarters, regions, and other major field offices will be staffed.

Allocation (General) (Community Shelter Planning) – the process of allocating geographically defined areas of population to specific shelter facilities, or to host areas.

Alternate Emergency Operations Center (AEOC) – an established location to evacuate to in the event that the primary EOC is unavailable.

Amateur Radio Emergency Services (ARES) – volunteer amateur radio operators who support state and local governments with amateur radio transmission support during times of emergency.

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

Applicant – the state or local government submitting a project application or request for direct Federal assistance under the Disaster Relief Act of 1974 or on whose behalf the Governor's authorized Representative takes such action.

Avoidance – to eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger, or by other means.

Base Floodplain – the 100-year floodplain (one percent annual chance floodplain).

Board of County Commissioners (BOCC) – governing body of public officials elected within a county.

Casualty – a person injured, and needing treatment, or killed because of human-caused or natural disaster.

Chief Executive Officer (CEO) – the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for the community.

Civil Air Patrol (CAP) – an auxiliary of the U.S. Air Force, which has volunteered its services to conduct various emergency services missions. These missions are mainly the use of light aircraft in Search & Rescue (SAR), Civil Defense (CD), and disaster relief missions.

Civil Defense (CD) – all activities and measures taken by the government (local, state, and federal) before, during, and after natural or human-caused disasters, including nuclear war, to deal with the emergency conditions.

Colorado Crime Information Center (CCIC) – the computer system with terminals in most law enforcement and communications agencies in Colorado as well as the State Emergency Operations Center (EOC).

Colorado Incident Command System (CICS) – a standardized method of managing emergency incidents based on a common organizational structure, common terminology, common operating procedures and known qualifications of agency operating personnel; used on-scene or to coordinate two or more on-scene operations.

Colorado Search and Rescue Board (CSRB) – that organization that coordinates the provision of assistance to local governments during search and rescue missions.

Colorado Voluntary Organizations Active in Disaster (COVOAD) – a group of organizations providing voluntary assistance following an emergency or disaster.

Communication Watch – the lowest federal civil readiness level; plans are reviewed and 24-hour communications capability is established at national offices.

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

Contamination – the deposit of chemical or radioactive material on the surface of structures, areas, objects, and personnel following a hazardous materials accident or a nuclear accident or explosion.

Continuity of Government (COG) – all measures that may be taken to assure the continuity of essential functions of government in the event of a disaster emergency situation.

Damage Assessment (DA) – the appraisal or determination of the actual effects resulting from a natural or human-caused disaster.

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

Decontamination (DECON) – the reduction or removal of the health hazard resulting from contaminated materials. This may be accomplished by: (1) treating the surface to remove the contaminating agent, or reducing it to a safe level; (2) letting the material stand long enough for a reduction of concentration; (3) covering the material with a sealing material; (4) removing and entombing the hazardous material.

Department of Homeland Security (DHS) – the federal agency that has been charged with the responsibility for unifying the nation’s efforts to deal with domestic contingencies by integrating the federal government’s domestic prevention, preparedness, response and recovery plans into one all-discipline hazards plan.

Department of Local Affairs (DOLA) – the department of Colorado state government in which the Office of Emergency Management is located.

Disaster – any event which threatens to, or actually does, inflict damage to people or property that **cannot** be dealt with using only internal and mutual aid resources. (*state definition* - The occurrence or imminent threat of widespread severe damage, injury, or loss of life or property, or significant adverse impact on the environment, resulting from any natural or human-caused disaster).

Drill – a practice or simulated response to a natural or human-caused disaster involving planning, preparation, and execution carried out for the purpose of training and/or evaluation. A drill is usually of a smaller scale than an exercise.

Emergency – any event which threatens to, or actually does, inflict damage to people or property that **can** be dealt with using only internal and mutual aid resources. (*state definition* – A suddenly occurring and often unforeseen situation which is determined by the Governor to require state response or mitigation actions to immediately supplement local government in protecting lives and property, to provide for public health and safety, or to avert or lessen the threat of disaster).

Emergency Alert System (EAS) – the replacement for the Emergency Broadcast System (EBS) consisting of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a state of public peril or disaster, war, or other national emergency as provided by the EAS Plan. The EAS allows local government representatives to disseminate local warnings and alerts from and for their geographic areas; it also allows for alerts and warnings to be broadcast regardless of radio station staffing and hours.

Emergency Management Board (EMB) – a team composed of policy makers from a jurisdiction that provides guidance and policy for emergency management issues before, during and after an emergency.

Emergency Operations Center (EOC) – the protected site from which civil government officials (municipal, county, state, and federal) exercise direction and control in an emergency. Also known as Emergency Coordination Center (ECC).

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

assumptions, objectives, capabilities, and direction and control in a civil defense emergency. Also known as a Local Emergency Operations Plan (LEOP).

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

Emergency Shelter – a form of mass or other shelter provided for the communal care of individuals or families made homeless by a major disaster or emergency.

Evacuation – organized, timed, and supervised dispersal of civilians from dangerous and potentially hazardous areas, their reception and care in safety areas, and their return to their own home communities. Evacuation may be of three types: strategic, tactical, or remedial.

Evacuees – all persons moved, or moving from disaster areas to reception areas.

Executive Order (EO) – a rule or order having the force of law, issued by an executive authority of a government.

Exercise – a maneuver, practice, or simulated natural or human-caused disaster operation involving planning, preparation, and execution. It is carried out for the purpose of training and/or evaluation.

Fallout Shelter – a structure specifically built to protect people, records, and equipment from the effects of a nuclear detonation.

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

Federal Warning Point – a National Warning System (NAWAS) Warning Point located at a federal installation.

Flood/Flooding – a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland and/or tidal waters, and/or unusual and rapid accumulation of runoff of surface waters from any source.

Flood Hazard Management – encompasses all local, state, and federal activities taken before, during, and after a flood to reduce flood losses or in response to a flood disaster.

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.

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

Governor's Authorized Representative (GAR) – usually the director (or staff designee) of the Department of Emergency Management (DEM), serving as the State representative for the execution of all necessary documents for disaster assistance following a gubernatorial or Presidential declaration of an emergency or disaster.

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.

Incident Command System (ICS) – a predetermined method for the management of an event, disaster, or emergency situation. Also known as Incident Management System.

Individual Assistance (IA) – a division of a disaster response organization that directs or monitors assistance to families or individuals.

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

Initial Alert – an intermediate civil defense level. At this level national offices will begin continuous staffing at emergency operating centers and regions will begin communications watch.

Joint Damage Assessment – conduct of a damage assessment by a team of federal and state or local inspectors and/or engineers viewing the impact simultaneously and each writing their own separate report.

Joint Information Center – a facility established to coordinate critical emergency information, crisis communications, and public affairs functions.

Joint Information System – a system that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations.

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

Major Damage – a structure that has received substantial damage but is technically and economically feasible to repair.

Major Disaster – any flood, drought, fire, wind event, earthquake, storm, or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal

Government to supplement the efforts and available resources of state and local governments in alleviating the damage, hardship, or suffering caused thereby.

Major Injury – injury requiring hospitalization.

Memorandum of Agreement (MOA) – a document between two or more agencies proscribing reciprocal assistance to be provided upon request (if available from the supplying agency) and determining the guidelines under which this assistance will operate. May also be known as Memorandum of Understanding (MOU) or Mutual Aid Agreement.

Mitigate – to lessen in force or intensity.

National Warning System (NAWAS) – a nationwide warning system to alert governments, industry, and the public to the threat of enemy attack and other extraordinary dangers.

National Weather Service (NWS) – the federal government agency charged with weather-related reporting, watches, warnings, and projections.

Office of Preparedness, Security & Fire Safety (OPSFS) – the Homeland Security office for the State of Colorado. OPSFS shall inquire into the threat of terrorism in Colorado, and the state of preparedness to respond to that threat, and to make recommendations to the Governor and the General Assembly.

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

Population Protection Planning – state and local government plans, systems, and functional capabilities required to improve the survivability of the population from the effects of natural disasters and human-caused technological hazards inclusive of the act of war.

Preparedness – those activities, programs and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster.

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

Public Information Officer (PIO) – that individual identified as being responsible for disseminating information to the public.

Radio Amateur Civil Emergency Services (RACES) – volunteer amateur radio operators that support state and local governments with amateur radio transmission support during times of emergency or disaster.

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

Radiological Survey – the directed effort to determine the distribution and dose rates of radiation in an area.

Recovery – those long-term activities and programs beyond the initial crisis period of an emergency or disaster designed to return all systems to normal status or to reconstitute these systems to a new state that is less vulnerable.

Response – those activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster.

Standard Operating Guidelines (SEG's) – a set of instructions addressing steps or features of operations to promote effective actions.

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

State Coordinating Officer (SCO) – usually the Executive Director of the Department of Local Affairs serving as the Governor's principal assistant in the coordination and supervision of all activities of state and local government in conducting emergency operations under a gubernatorial and/or Presidential emergency or disaster declaration. The SCO acts in cooperation with the Federal Coordinating Officer (FCO) during a Presidential disaster declaration.

State Emergency Operation Center (SEOC) – the facility located in Centennial, Colorado from which state emergency/disaster operations are coordinated.

State Emergency Operations Plan (SEOP) – the state level plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to all major emergencies.

State Division of Homeland Security and Emergency Management (DHSEM) – the agency within the Division of Public Safety, responsible for emergency management programs in the State of Colorado. It is located in Centennial, Colorado, and is situated in the State Emergency Operations Center (EOC), which DHSEM organizes and operates during emergencies or disasters.

State Warning Point – a point responsible for supervising and controlling that part of NAWAS, which is within the state. The warning system is established by the state to relay warning and other emergency information received over NAWAS to political subdivisions that are not served by NAWAS.

Volunteer – a person who, of his/her own free will, assumes responsibility for the performance of a task in the civil defense program for which no salary is received.

Weapons of Mass Destruction (WMD) – includes any large quantity of high order explosives, weapons, or devices that are intended, or have the capability, to cause death or serious bodily injury to a significant number of people through the release of toxic or poisonous chemicals or their precursors, a disease organism, or radiation or radioactivity.

ZULU Time – mean solar time at the zero meridian of Greenwich, England, used as the basis for standard time throughout the world.

EMERGENCY SUPPORT ANNEXES



ANNEX A - ALERT & WARNING

Montezuma County Emergency Operations Plan Annex

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I. INTRODUCTION

- A. The following guide provides an overview of external public notification dissemination and warning as well as internal key official and responder notification in the event of a large-scale emergency or disaster in Montezuma County.
- B. Rapid dissemination of warning and emergency information about an imminent or occurring emergency is critical to protecting life, safety, and health during an emergency. The County will use a coordinated emergency alert system to distribute emergency information, warnings, and instructions for the duration of the emergency.
- C. The information provided before, during, and after a disaster/emergency shall provide clear, concise, and accurate information on the existing situation, actions being taken by authorities, and actions to be taken by the general public. Every effort shall be made to minimize and counter rumors, hearsay, and half-truth information.
- D. Citizens have the responsibility to prepare themselves and their families to cope with emergencies and to manage their affairs in a way that will aid the County in managing emergencies. The County will assist residents in carrying out these responsibilities by providing public information and instruction before, during, and after emergencies.
- E. The Montezuma County Emergency Alert and Notification Plan has been developed through collaboration and cooperation of the many jurisdictions and departments within Montezuma County.

II. PURPOSE

- A. The purpose of this plan is to set forth the warning procedures and capabilities to be employed in the event of any emergency in Montezuma County. This plan is developed as an integral part of the Montezuma County Emergency Operations Plan; however, it is also designed to stand alone as Montezuma County's Emergency Alert and Notification Plan.

III. SITUATION AND ASSUMPTIONS

- A. There are numerous emergency situations that require alerting the general public to impending emergencies or disaster situations. These situations are outlined in the county hazard analysis. Examples most common to Montezuma County would be wildfire, floods, weather events, or human caused events.

- B. Only a portion of the general public will receive and understand official information. Demographics, changing technologies and different means of communication also provide challenges. Considering this numerous warning systems may need to be implemented.
- C. Montezuma County warning capabilities consist of:
1. Nixle 360
 2. Integrated Public Alert and Warning System (IPAWS)
 3. NWS Non-Weather Emergency Message
 4. Social Media
 5. Local Government Websites
 6. Mobile and Fixed Electronic Signs
 7. Door to Door Notifications

IV. CONCEPT OF OPERATIONS

A. **External and Internal Activation**

Named Montezuma County Personnel, by position, have the authority and are responsible for providing warnings and notifications based on established procedures depending on the jurisdiction of the impact.

V. WARNING MECHANISMS

A. **Nixle 360**

Montezuma County in collaboration with Dolores County and the Ute Mountain Ute Tribe uses Nixle 360 for public notifications. The system has the ability to send text and email notifications to citizens who have registered and allows for reverse 911. Nixle has three levels of alerts, Community, Advisory, and Alert. They should be used in accordance with the following examples:

1. **Community**

The lowest level of alert. When a community alert is sent the receiver will only receive an email message. Examples of use are safety tips, community meetings, or other general notifications.

2. **Advisory**

Alerts will be received by both email and text alerts. Examples of use are extreme weather notifications, significant road closures, pre-evacuation notices, etc.

3. **Alert**

The highest warning in the Nixle program and receivers are alerted by both text message and email. Examples of use are for missing person notifications, BOLO's, evacuation notices, etc.

B. Integrated Public Alert and Warning System (IPAWS)

Montezuma in collaboration with the Federal Emergency Management Agency (FEMA) has been granted access to the Integrated Public Alert Warning System. The system allows access to area cell towers to deliver emergency text notifications to all cell phones accessing those towers. This greatly enhances the ability to notify residents who have not signed up for Nixle alerts and the tourist/visitors to Montezuma County. IPAWS should only be used in life safety incidents.

C. NWS Non-Weather Emergency Message

The National Weather Service in Grand Junction has established secure procedures for dissemination of Non-Weather Emergency Messages (NWEMs) issued by a county emergency manager or other designated officials through the Emergency Alert System (EAS).

1. NWEMs include such products as Civil Emergency Messages, Fire Warnings, Evacuation Messages, 911 Telephone Outages, etc., and cover any conceivable emergency which may produce a threat to life or property.
2. An NWEM disseminated by the National Weather Service will result in the automatic activation of NOAA Weather Radio receivers, as well as activation of the EAS on commercial radio and television broadcasts. Most radio and television stations within the County participate in the EAS by receiving and broadcasting emergency announcements.

D. The following representatives have the authority to utilize the IPAWS and Nixle alert systems.

AUTHORIZED REPRESENTATIVE	TITLE
Steve Nowlin	County Sheriff
Tyson Cox	Undersheriff
Jim Spratlen	Emergency Manager
Lori Johnson	Dispatch Center Supervisor/Dispatch Staff

E. Social Media

Social media has become very popular and can significantly increase the amount of citizens contacted. Multiple Facebook, Twitter and other forms of social media accounts are operated by the local jurisdictions/agencies within Montezuma County. The jurisdiction the incident begins in will normally start the social media posts. If the incident is in multiple jurisdictions the messaging should be coordinated through the Montezuma County PIO Group / Joint Information System for consistent messaging.

F. Local Government Websites

Many residents within Montezuma County look for up to date information on local jurisdictions and agency websites. The jurisdiction the incident begins in will normally start the website posts. If the incident is in multiple jurisdictions the messaging should be coordinated through the Montezuma County PIO Group / Joint Information System for consistent messaging.

G. Mobile and Fixed Electronic Signs

The use of mobile and fixed electronic signs can alert citizens to dangerous hazards or events taking place within Montezuma County. Montezuma County, local and state jurisdictions/agencies have the ability to move many of these mobile signs to the area most affected. Fixed signs are also located within Montezuma County and can be used as well.

H. Door to Door Notifications

Even with today's various forms of technology and communication, life safety is the primary goal during an emergency or disaster. Door to Door Notifications when warranted and safe to do so by first responders or trained volunteers is required to ensure public safety.

I. Responsibilities

The responsibilities listed herein are not intended to be departmental checklists. Each agency/jurisdiction will develop internal policies and procedures. At the discretion of the lead agency or incident commander, and based on the incident, not all of the functions may be performed.

VI. PRIMARY AGENCIES**A. Sheriff's Office / Law Enforcement**

1. Disseminate warning and emergency public information to affected areas as needed in coordination with emergency management, county joint information system, dispatch, and corresponding fire districts.
2. Supplement warning activities by door-to-door notifications, mobile loudspeakers, or other available means as necessary and safe to do so.
3. Address citizen warnings received through the emergency 911 system.

B. Fire Protection Districts

1. Disseminate warning and emergency public information to affected areas in coordination with the County Sheriff, Cortez Chief of Police and/or Mancos Marshall, the emergency management, county joint information system, and dispatch.
2. Supplement warning activities by door-to-door notifications, mobile loudspeakers, or other available means as necessary and safe to do so.

C. County Emergency Management

1. Assist law enforcement and fire incident commanders in the field in disseminating warning and emergency public information to affected areas.
2. Coordinate and/or assist implementing and maintaining the county joint information system.
3. Assist/coordinate a call center for longer events.

D. County Department of Public Health

1. Issue general public health alerts and warnings as necessary.
2. Coordinate with the County EOC / county joint information system.

E. County Information Technology

1. Place emergency alerts and information on County and Sheriff's Office websites.
2. Support EOC operations.

F. Board of County Commissioners / E-911 Board

1. Provide funding and authority to operate and maintain warning systems.

VII. ADDITIONAL CONSIDERATIONS

- A. In addition to the standard procedures for Montezuma, there are also considerations for the Dolores and Mancos River Watersheds. Both responses follow a similar system in notification groups and incident color coding.

B. Alert & Warning

The Dolores and Mancos River Watershed areas have a host of threats and/or hazards that may develop quickly with little warning. Contaminated water releases, extensive runoff, flash flooding, mud, rock and landslides, wildland fire, and other weather and hazmat related issues are threats in the watershed areas. This early warning and notification plan should be beneficial for an all hazards approach to natural and man-made events.

C. Alert Groups**1. Group One**

Emergency Management, Public Health, Sheriff's Office, and Water Commissioners. Group one will coordinate situational awareness and initial verification and/or response

2. Group Two

Local water stakeholders, first responders, and additional agency representatives. Group two will be alerted once thresholds have been reached where a potential hazard and/or impact is identified and/or verified.

3. Group Three

Federal and downstream neighboring County, State, and Tribal representatives. Group three will be alerted once thresholds have been reached where a potential hazard and/or impact is verified.

D. Agencies and jurisdictions will be responsible for providing an updated contact list to the County Emergency Manager. The County Emergency Manager will ensure the distribution group in Nixle 360 is maintained for each group.

E. **Procedures**

The procedures below are designed to show a progression of complexity, and may be initiated at any level. All events that are monitored at any level of the plan will be tracked by the jurisdictional agency. The *Field Observer Checklist* is located in Appendix A.

ALERT GROUPS TABLE

CODE	CRITERIA	PROCEDURES
GREEN	Incidents that do not require any action or response, but may lead to future consequences. These include but are not limited to events such as recent storms, increase in temperature, or identified events such as mud or landslide. These may or may not trigger a yellow threshold. This is at the discretion of the local Office of Emergency Management (OEM) and Public Health.	<ul style="list-style-type: none"> Emergency Management or Public Health identifies or is made aware of conditions that may warrant monitoring. Local Emergency Management and/or Public Health will monitor these incidents to determine if further action is needed.
YELLOW	Incidents that do not pose an imminent threat to public safety, but do require verification and may result in additional action items.	<ul style="list-style-type: none"> Emergency Management or Public Health identifies or is made aware of Yellow conditions that may warrant monitoring. The threshold types include; weather event, identified event, or sensor alarm. Jurisdiction is established and lead agency take responsibility for verification Verification in the field or by remote technology is done. If the identified threshold does not have any actionable items or is unsubstantiated an email report is sent to CDPHE and Group Two by a jurisdictional agency. CDPHE will forward to additional stakeholders as they see fit. <p>IF VERIFIED:</p> <ul style="list-style-type: none"> Emergency Management or Public Health identifies or is made aware of Yellow conditions that may warrant monitoring. Jurisdiction is established and the lead agency takes responsibility for verification in the field or by remote technology. A subject matter expert (SME) may be consulted at this time. Group Two notification is initiated. Any further protective measures or response actions will occur through the activation of local response plans.

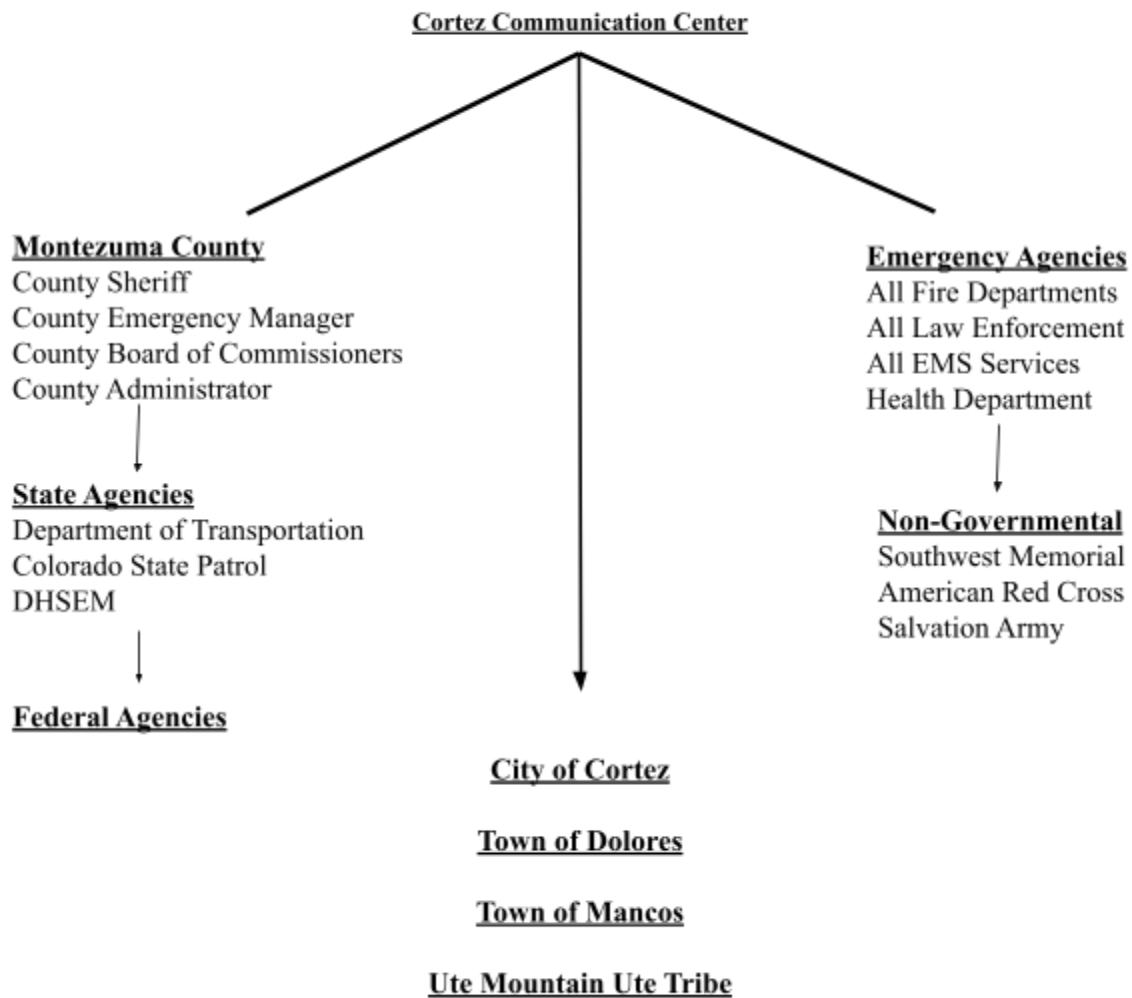
		<ul style="list-style-type: none"> A detailed report and additional coordination with Group Three will be conducted.
RED	Incidents that do pose an imminent threat to public safety, and require immediate response and action by emergency management and public health. The public will be notified immediately once the initial information is deemed credible.	<ul style="list-style-type: none"> Emergency Management or Public Health identifies or is made aware of a Red condition. Jurisdiction will be established Jurisdictional agencies, Emergency Management and/or Public Health will determine if the threat is credible. Local response plans will be activated and further alert and notification to the public and all agency administrators will occur through the Emergency Operation Center (EOC)

F. Exercise and Plan Update

At a minimum the Dolores and Mancos River Watershed plans will be tested once a year. Key components of the plan will be exercised to include updated procedures and notification lists. The functional training events will identify successes and areas of improvement within the plan. All participating agencies and personnel will be invited to participate. An after action report will be generated after every test or real time event which will include an improvement plan. The plan will be updated and modified as training and exercise occurs in order to incorporate lessons learned. Updates to Appendices may occur at any time based on procedural needs.

VIII. ALERT & WARNING PLAN AND SYSTEMS MAINTENANCE

- A. The County Emergency Manager is responsible for working with local jurisdictions and agencies specified for the maintenance and improvement of the County Emergency Alert and Warning Plan and systems to include:
1. Annual test of systems.
 2. Analysis of current and future funding requirements.
 3. Collaborating with local jurisdictions and agencies for maintaining Authorized Users of alert and warning systems.
 4. Training of authorized users in the various systems.
 5. Updating the County Emergency Alert and Warning System as necessary but at least every three years to coincide with the update of the County Emergency Operations Plan.

Appendix A to Annex A**County Call-Up Schematic
(External)**

APPENDIX B to ANNEX A: FIELD OBSERVER CHECKLIST**Field Observer Checklist**

River Spotter Location: _____

River Spotter Name: _____

River Spotter Contact: _____

Conditions**G:** Recent Storm (less than 24 hours) Describe drainage, elevation, precipitation type:
_____**G:** Identified event impacting river:
_____**G:** National Weather Service Alert for river watershed:
_____**Y:** Reported Heavy rain or snow in upper river watershed:
_____**Y:** Unexpected sudden change in water clarity and/or debris:
_____**Y:** Warning from RICO Mine Complex from sensors indicating large mine release:
_____**Y:** Hazmat Spill reported released into the river watershed:
_____**R:** National Weather Service Flash Flood Warning for river watershed:
_____**R:** Large scale reported contamination (Mine Release / Hazmat):
_____**R:** Identified Public Health Emergency concerning river watershed:
_____**GREEN:** Notify Group One via Nixle 360, Cortez Dispatch at 565-8441**YELLOW:** Group Two will be notified via Group One and Nixle 360.**RED:** Group 3 will be notified via Group One and Nixle 360.



ANNEX B - COMMUNICATIONS

Montezuma County Emergency Operations Plan Annex

PURPOSE	3
AUTHORITIES	3
SITUATION	3
CONCEPT OF OPERATIONS	3
RESPONSIBILITIES	3
Appendix A to Annex B - Dispatch Frequencies/Talk-groups	4

I. PURPOSE

- A. This annex prescribes the processes for communications during a developing potential, or actual, emergency/disaster situation within the County, and/or one or more of the incorporated jurisdictions therein.

II. AUTHORITIES

- A. Federal Communications Commission (FCC) Regulations
- B. County/City/Response Agency Assigned Frequencies

III. SITUATION

- A. See Paragraph III of the Basic Plan

IV. CONCEPT OF OPERATIONS

- A. During the buildup of a potential, or actual, emergency/disaster situation, and at a time to be announced by the Sheriff or his designee, a “command channel” (Appendix 1) will be established. This channel, when established, will be confined to emergency communications between officials (i.e., County Manager, Commissioners, Mayors, Sheriff, Police Chief, Fire Chief(s), Public Health Director, EMS Director, Incident Commander(s), the Emergency Manager, the City Manager and the EOC’s). (See Annex C).
- B. Response agencies will utilize frequencies/channels (Appendix 2), other than the “command channel”, handling emergency response traffic as in normal day-to-day activities.

V. RESPONSIBILITIES

- A. The Sheriff or his designee:
 - 1. When the situation dictates, direct activation of one of the County’s frequencies as the “command channel” and make its use for emergency management purposes known throughout the County, with adjacent counties (as deemed appropriate), and with locally assigned State agencies, and the State DHSEM.
 - 2. Announce termination of the use of the “command channel” when no longer considered necessary as an emergency management communications mode.

**Appendix A to Annex B - Dispatch Frequencies/Talk-groups
VHF**

VHF Channel	Transmit	Receive	Tone
Dolores Repeater	155.880	155.115	127.3
Cortez Repeater	159.435	151.295	162.2
VFire 21 (FERN)	154.280	154.280	
Menefee Law Repeater	159.270	151.385	127.3
Menefee EMS	159.315	155.535	167.9
Pleasant View EMS	159.390	156.000	167.9
VLaw 31 (NLEC)	155.475	155.475	
Mesa Verde NP	170.050	169.400	103.5
Towaoc PD	155.415	155.415	

800 MHz and VHF Consolettes

Primary Talkgroup	Additional Talkgroups*					
MTZ SO	MAN MAR	MTZ TAC	MTZ MAC			
CTZ PD	MVPS	CPD TAC				
EMS	MC DOL REPEATER	EMS MENEFE	MTZ FIRE			
PVFD	GOODMAN	RICO FD				
V FIRE 21	CTZ REP	V LAW 31				
SW DOL SO	TOWAOC	SWNET	UTE MT FD			
RIC A	RIC B	RIC C	MENEFE			
MAC 13	MAC 14	MAC				



ANNEX C - DIRECTION AND CONTROL

Montezuma County Emergency Operations Plan Annex

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CONCEPT OF OPERATION	3
ORGANIZATION & RESPONSIBILITIES	4
The Board of County Commissioners (BOCC)	4
City of Cortez, Town of Dolores and Town of Mancos Leadership	5
Emergency Operations Center (EOC) structures	5
LINES OF SUCCESSION	5
County	5
Municipalities	5
EOC LOCATIONS	5
Appendix to Annex C	6

I. PURPOSE

- A. This annex prescribes the responsibilities and relationships for direction and control of emergencies/disasters under various potential hazard threats, which could confront the County and/or the incorporated jurisdictions therein.

II. AUTHORITIES

- A. State and Federal
1. Colorado Disaster Emergency Act of 1992.
 2. State DEM Pamphlet, "Disaster Emergency Procedures Handbook for Colorado Local Governments," dated January 1999.
 3. Stafford Disaster Relief & Emergency Assistance Act (PL-288, as amended).
- B. County and City
1. Montezuma County
 2. City of Cortez
 3. Town of Dolores
 4. Town of Mancos

III. SITUATION

- A. (See Paragraph III of the Basic Plan)

IV. CONCEPT OF OPERATION

- A. General. The direction and control of emergency/disaster situations rests, first and foremost, with the duly elected leadership of the impacted jurisdiction. It is also recognized that in any given emergency/disaster situation, it is likely that more than one jurisdiction may be directly involved, and in any case, the resources of the impacted jurisdiction(s) may be taxed to the point where outside assistance may be required. Accordingly, the County emergency structure must be designed to meet the needs of the immediate overall hazard threat situation, while maintaining cognizance of the inherent jurisdictional legal authorities and responsibilities therein.
- B. City of Cortez. Should one or more of the hazard threats occur, and be confined to the limits of the incorporated area; the jurisdiction leadership will manage the situation unilaterally from its respective City-EOC. To ensure that early awareness of the situation occurs for possible resources assistance purposes, the County Emergency Manager and

State DEM will always be advised and kept current as a potential, or actual, emergency/disaster progresses.

- C. Town of Dolores. Should one or more of the hazard threats occur, and be confined to the limits of the incorporated area; the jurisdiction leadership will manage the situation unilaterally from its respective Town-EOC. To ensure that early awareness of the situation occurs for possible resources assistance purposes, the County Emergency Manager and State DEM will always be advised and kept current as a potential, or actual, emergency/disaster progresses.
- D. Town of Mancos. Should one or more of the hazard threats occur, and be confined to the limits of the incorporated area; the jurisdiction leadership will manage the situation unilaterally from its respective Town-EOC. To ensure that early awareness of the situation occurs for possible resources assistance purposes, the County Emergency Manager and State DEM will always be advised and kept current as a potential, or actual, emergency/disaster progresses.
- E. Unincorporated Area. Should one or more of the hazard threats occur, and be confined to the limits of the unincorporated area without direct incorporated jurisdiction threat impact, the County leadership will manage the situation from the County EOC. To ensure that early awareness of the situation occurs for possible resource assistance purposes, the towns within the county and the State DEM will be advised and kept current as the potential, or actual, emergency/disaster progresses.
- F. Multi-jurisdictional Area. Should one or more of the hazard threats occur directly impacting two or more of the jurisdictions, the County leadership and affected jurisdiction(s) leadership will actively manage the situation from their respective EOC's. Additionally, each impacted incorporated jurisdiction will provide a representative liaison to the County EOC for composite decision-making requirements. The City / Town Manager, as Co-Chair, or a designated representative liaison, will actively participate in the decisions at the County EOC.

V. ORGANIZATION & RESPONSIBILITIES

A. The Board of County Commissioners (BOCC)

1. Develop an EOC organization capable of operating under the twenty-four hour a day extended period conditions of an emergency/disaster.
2. Direct activation, partially or totally, of the County EOC should a hazard threat occur within the County, or one of the incorporated jurisdictions. Perform emergency management functions and responsibilities during the period of the threat, and until the EOC is no longer needed for management of the situation (i.e., preparedness, response, recovery, and mitigation phases).
3. Utilize in multi-jurisdictional emergencies/disasters the representative liaison and/or direct contact with the Mayor of the impacted jurisdiction(s) for decisions having multi-jurisdictional implications.

4. Keep the State DHSEM (or State EOC, when activated) informed throughout the period of potential, or actual, emergency/disaster, and possible State assistance involvement.

B. City of Cortez, Town of Dolores and Town of Mancos Leadership

1. Develop / coordinate a City/Town-EOC organization capable of operating the twenty-four hour a day extended period conditions of an emergency/disaster situation. It is understood limited staff poses challenges. Coordination / partnering with the other jurisdictions within Montezuma County and the County (EOC) is encouraged.
2. Identify a representative liaison person (and alternate) for dispatch to the County EOC should a multi-jurisdictional hazard threat occur, or the jurisdiction has the potential need for (or be the possible source of) outside assistance.
3. Direct activation partially, or totally, of the City/Town-EOC should a hazard threat occur. Perform emergency functions and responsibilities during the period of threat, and until the Town-EOC is no longer needed for management of the situation (i.e., preparedness, response, recovery, and mitigation phases).
4. Actively participate directly as Co-Chair, or through the representative liaison, at the County EOC in the decision-making process on matters having jurisdiction impacts.

C. Emergency Operations Center (EOC) structures

1. EOC structures are listed in Appendices 1-3.

VI. LINES OF SUCCESSION

A. County

1. Chairperson, Board of County Commissioners
2. Commissioners remaining, in order of seniority
3. Sheriff
4. County Administrator

B. Municipalities

1. Municipalities within Montezuma County will establish their own lines of succession.

VII. EOC LOCATIONS

Montezuma County Sheriff's Office 730 E. Driscoll, Cortez, Colorado (County)	Cortez Police Department 608 N Park, Cortez, Colorado (Cortez)
Town of Dolores 420 Central Avenue, Dolores, Colorado (Dolores)	Town of Mancos 117 North Main Street, Mancos, Colorado (Mancos)

Appendix to Annex C Emergency Operations Staffing

Emergency Management Board

Board of County Commissioners
County Administrator
County Attorney
County Sheriff
Municipal and Town Officials (As needed)

Emergency Operations Center Staffing

EOC Manager
Safety Officer
Liaison Officer
PIO/JIC Manager
Operations Section Chief
Planning Section Chief
Logistics Section Chief
Finance Section Chief

Emergency Support Functions

ESF #1 Transport	County Road and Bridge Director/Appointee
ESF #2 Communications	Cortez Dispatch Supervisor/Appointee/Ham
ESF #3 Public Works	As needed/Assigned
ESF #4 Firefighting	Fire Chief/Appointee
ESF #5 Emergency Management	County Emergency Manager
ESF #6 Mass Care/Human Services	Director of Social Services/Red Cross
ESF #7 Logistics/Resource Management	County Administration/ as assigned
ESF #8 Public Health/Medical Services	County Health Dept. Director /Appointee
ESF #9 Search and Rescue	USAR Liaison/as assigned
ESF #10 Hazardous Materials Response	As required, as assigned
ESF #11 Natural Resources	As required, as assigned
ESF #12 Energy	As required, as assigned
ESF #13 Public Safety	Law Enforcement Appointee
ESF #14 Long Term Recovery	County Assessor/Appointee
ESF #15 External Affairs (PIO/JIC)	County PIO Group /Agency Appointees



ANNEX D - PUBLIC INFORMATION

Montezuma County Emergency Operations Plan Annex

PURPOSE	3
AUTHORITY	3
SITUATION	3
CONCEPT OF OPERATIONS	3
RESPONSIBILITIES	4

I. PURPOSE

- A. This annex prescribes the responsibilities and relationships for dealing with the public directly and through the media prior to, during, and following an emergency/disaster.

II. AUTHORITY

- A. County Policy Statements

III. SITUATION

- A. (See Paragraph III of the Basic Plan)

IV. CONCEPT OF OPERATIONS

- A. General. In order to ensure the timely, accurate, and comprehensive flow of information to the public, it is essential that authoritative spokespersons within each jurisdiction be identified, as well as conflicting assessments and directions/guidance be minimized through coordination between jurisdictions. This can be accomplished best through a designated Joint Information System / Center (JIS)(JIC) where designated Public Information Officers (PIO) work collaboratively.
- B. Specific. Each response agency official (i.e., Sheriff, Fire Chief, Director of Road and Bridge Department, etc.) will be expected to give information to designated Public Information Officer (PIO) or Joint Information Center (JIC) so that they can respond to queries from the media on the immediate situation and activities within their area of responsibility consistent with the principles of the National Incident Management System (NIMS) as practiced within the County. Concurrently, overall situational reporting, and mid- and long-term decisions having financial implications within a jurisdiction and among the participating jurisdictions, will normally rest with the political leadership and their staffs. It is essential that a dialogue be maintained on a regular basis between the Incident Commander(s) at the incident site(s) and leadership in the EOC's to ensure accurate, timely and consistent information dissemination to the media and to the public.

V. RESPONSIBILITIES**A. Each jurisdiction leadership will:**

1. Designate primary and alternate Public Information Officers (PIO)) for emergency disaster situations.
2. Identify a location for media briefings, and also make available a Public Inquiry Center.
3. Make known (confirm) to the media and public early in the response phase of an emergency/disaster situation, the name and location of the PIO/JIC and specific times for media updates and public inquiry.

B. Each PIO (primary and alternate) will:

1. Be familiar with the contents of the County EOP and the functional responsibilities/relationships contained therein.
2. Develop, and have readily available, materials and equipment necessary to conduct their assigned duties.
3. Develop procedures to ensure that releases of information on injured and deceased are strictly coordinated with the Coroner and other medical officers (i.e., releases of the names of the deceased are not authorized without the expressed approval of the Coroner).
4. Ensure a process is implemented for preservation of records associated with performance of their PIO role (i.e., copies of press releases, responses to public inquiries) throughout the duration of their duties during an emergency/disaster for subsequent use, as necessary.



ANNEX E - DAMAGE ASSESSMENT

Montezuma County Emergency Operations Plan Annex

PURPOSE	3
AUTHORITY	3
SITUATION	3
CONCEPT OF OPERATIONS	3
ORGANIZATION & RESPONSIBILITIES	4
Appendix A to Annex E	6
Appendix B to Annex E	7

I. PURPOSE

- A. This annex prescribes the responsibilities and types of expertise required in assessing damage resulting from a hazard threat, and outlines the processes used to officially declare an emergency/disaster.

II. AUTHORITY

- A. State
1. Colorado Damage Assessment Handbook, DOLA/DEM, dated January 27, 1992.
 2. Colorado Disaster Emergency Act of 1992.
 3. State DEM Pamphlet, "Disaster Emergency Procedures Handbook for Colorado Local Governments," dated January 1999.

III. SITUATION

- A. See Paragraph III of the Basic Plan
- B. A potential, or actual, emergency/disaster, regardless of hazard, requires an accurate assessment of impacts on life and property. Such an assessment defines the severity of potential or actual loss, and identifies needs (City, County, State, and Federal) for mobilization of resources (personnel, equipment, materials, funds) to cope with the situation.
- C. Information/data, collected and reported:
1. Validate the need for disaster/emergency declarations at City, County, State, and Federal levels, should such action become necessary.
 2. Identify response and recovery needs in a consolidated, recognized format.
 3. Provide the required supporting documentation needed for State and possibly Federal assistance.

IV. CONCEPT OF OPERATIONS

- A. At the onset of a potential, or actual, emergency/disaster situation, the Emergency Manager will, with leadership concurrence, begin implementation of applicable portions of the Emergency Operations Plan. At the first indication of property losses, damage assessment information/data will be collected and recorded for affected areas in a 'Windshield Survey' (Appendix 1 – Windshield Survey Form). This compilation will usually provide the basis for the initial situation report to the State EOC.

- B. Damage assessment information/data, in conjunction with situation and resource status reports, will serve as the basis for assessing the need for a disaster/emergency declaration. If a County disaster/emergency declaration is considered, a Preliminary Damage Assessment (PDA) (Appendix 2 - Initial Damage Assessment Report Form) contributes to the determination of need for State assistance; likewise, if a town is directly impacted, a PDA will be undertaken to determine the need for a County emergency/disaster declaration and State assistance.

V. ORGANIZATION & RESPONSIBILITIES

A. The Assessor:

1. Designate a County Damage Assessment Coordinator (Assessor's Department) responsible for training and operational deployment of damage assessment teams.
2. Consult with the County GIS Department to deploy a mobile rapid assessment tool for responders and appraisers.
3. Identify selected specialists, and assign additional duties as members of the composite County Damage Assessment Staff (Appendix 3 – County Damage Assessment Staffing).
4. Conduct ongoing analysis of the situation based on damage assessments, response/recovery needs, and local resource capabilities. Recommend, in collaboration with the County Emergency Manager, to the County Commissioners to make a declaration of a disaster/emergency, when the situation either requires instituting special authorities, or when a request for outside assistance becomes necessary. Ensure timely publicity and filing of any disaster/emergency declaration.

B. The County Emergency Manager:

1. In coordination with County staff, identify personnel with necessary types of expertise; make recommendations to County leadership for designation approval.
2. Arrange (in coordination with the County Damage Assessment Coordinator), for necessary training of Damage Assessment Staff members, and ensure roster membership and individual/team training is kept up to date.
3. Recommend to the County Administrator/Sheriff activation of the Damage Assessment Staff, when a potential or actual hazard threat situation occurs.
4. Assist the County Administrator in situation analyses, and the response/recovery needs against existing capabilities.
5. Recommend emergency/disaster declarations, when warranted and prepare necessary declarations in the proper format for the Chief Executive signature (Appendix 4 – Declaration of Emergency/Disaster Format).

C. The County Damage Assessment Coordinator

1. Upon notification of Damage Assessment Staff activation, obtain a current briefing on the situation and coordinate the anticipated tasks (identification and prioritization) with the County EOC staff.

2. Brief and organize the Damage Assessment Staff into necessary teams with assigned prioritized tasks designating a leader for each team. Establish times for receipt of accumulated information/data; record reported information on summary sheets and provide supporting data, as requested.
3. Consult with County GIS to deploy a mobile rapid assessment tool as appropriate.
4. Arrange and provide administrative/logistical support to the Damage Assessment Staff teams, as required.

D. Damage Assessment Team:

1. The following persons should be included on the Damage Assessment Team:
 - a. Damage Assessment Coordinator
 - b. County Assessor
 - c. Road and Bridge Department
 - d. County Clerk
 - e. Atmos Energy Gas Company
 - f. American Red Cross
 - g. Empire Electric Power Company
 - h. Telephone Company(s)
 - i. Division of Wildlife
 - j. Montezuma County Health Department
 - k. Charter Communications (Cable TV)
 - l. Victim Assistance / Advocate
 - m. Other as required

Appendix A to Annex E

Windshield Survey Form

Initial Damage Assessment – Windshield Survey

Road Name _____ City _____
County _____

Area Boundaries North _____
South _____

East _____ West _____

Surveyed By _____ Title _____ Phone _____ Date _____

	Single Family Dwellings	Mobile Homes	Apartments	Businesses	Total

Tally example = One mark for every dwelling, mobile home, apartment, or business.

Sheet of

Appendix B to Annex E

Initial Damage Assessment Report Form

Initial Damage Assessment Report Form-INT-92-105, Page 1 of 3

Initial Damage Assessment Report

-
1. Reporting location _____
(Name of County) _____ (Date & time) _____
 2. Area affected _____
 3. Cause of damage _____
 4. Persons (insert numbers in space provided)
A. Killed _____ B. Injured _____ C. Sick _____
D. Displaced _____ E. Missing _____ F. Hospitalized _____
 5. Damage to essential facilities (indicate capability lost and estimated \$ loss)

A. Hospital	% _____	\$ _____	D. Communications	% _____	\$ _____
B. Power Plants	% _____	\$ _____	E. Railroads	% _____	\$ _____
C. Food Availability	% _____	\$ _____	F. _____	% _____	\$ _____
 6. Damage to Public Property

A. Roads	% _____	\$ _____	E. Water Treatment	% _____	\$ _____
B. Bridges	% _____	\$ _____	F. Sewage Plants	% _____	\$ _____
C. Schools	% _____	\$ _____	G. Distribution Lines	% _____	\$ _____
D. Irrigation Districts	% _____	\$ _____	H. Airports	% _____	\$ _____
 7. Damage to Private Property

A. Dwelling Units	% _____	\$ _____	C. Farms/Ranches	% _____	\$ _____
B. Commercial Facilities	% _____	\$ _____	D. Livestock	% _____	\$ _____
 8. Are there large accumulations of debris? Yes _____ (If yes, explain in remarks) No _____
 9. Is the reporting government intact enough to fulfill its governing functions? Yes _____ No _____

Initial Damage Assessment Report Form-INT-92-105, Page 2 of 3

10. Dollar amount of reporting government resources that have been committed to alleviating damage, loss, hardship, or suffering?

	PERSONNEL	MATERIALS	EQUIPMENT
Emergency Services	_____	_____	_____
Road/Bridges	_____	_____	_____
Law Enforcement	_____	_____	_____
Fire/Rescue	_____	_____	_____
Other Services	_____	_____	_____
Contractual Services	_____	_____	_____
Sub Total	\$ _____	\$ _____	\$ _____
TOTAL RESOURCES	\$ _____		

11. Assistance required to cope with the disaster or emergency (check () requirement)

PUBLIC NEEDS

_____ Restore Power
 _____ Communications
 _____ Transportation
 _____ Secure Area
 _____ Debris Clearance

WATER SUPPLY

_____ Drinking
 _____ Sanitary/Sewers, etc.
 _____ Fire Fighting
 _____ Other (Specify)

FLOOD FIGHTING

_____ Levee Building
 _____ Sandbagging
 _____ Pumps
 _____ Other (Specify)

VICTIM NEEDS

_____ Search/Rescue
 _____ Evacuation
 _____ Food
 _____ Shelter
 _____ Clothing
 _____ Medical
 _____ Other (Specify)

ADMINISTRATION

_____ Activate EOC
 _____ Public Announcements
 _____ Maps Available for:
 _____ General Disaster Area
 _____ Specific Damage Sites
 _____ Location of EOC, DAC, Field Offices
 _____ Other

(Explain items checked in remarks)

Initial Damage Assessment Report Form-INT-92-105, Page 3 of 3

12. Location of Emergency Operations Center (EOC) _____
Telephone Number of EOC _____
Other Communications _____
13. Amount of local government funding available and expected to be appropriated to meet the needs of this disaster _____

14. Remarks _____

15. Name and Title of Person Filing Report _____
Date and Time _____

NOTE: Forms to complete the Initial Damage Assessment Report are located in the Colorado Damage Assessment Handbook.



ANNEX F - PUBLIC HEALTH, MASS CASUALTIES AND MASS FATALITIES

Montezuma County Emergency Operations Plan Annex

PURPOSE	3
AUTHORITY	3
SITUATION & ASSUMPTIONS	3
CONCEPT OF OPERATIONS	3
ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES	4
ANNEX DEVELOPMENT	8
STRATEGIC NATIONAL STOCKPILE MEDICATION PLAN	8

I. PURPOSE

- A. This annex identifies the immediate health and medical resources available in an emergency/disaster, their utilization, and the public health issues that need to be addressed given the potential magnitude of the situation. It will also provide response and recovery actions related to lifesaving, transport, evacuation, and treatment of the injured, controlling the spread of contamination, disease control activities and preventing the contamination of water and food supplies. It identifies the responsibilities of the appropriate agencies in a mass casualty/mass fatality incident.

II. AUTHORITY

- A. County and Town Policy Statements
- B. Colorado Department of Public Health & Environment (CDPHE) – Interim Plan 2003, Mass Casualty Plan Appendix – [State Emergency Function (SEF) #8 – Health, Medical & Mortuary].

III. SITUATION & ASSUMPTIONS

- A. See Paragraph III of the Basic Plan.
- B. Many emergency situations may pose public health problems. Depending upon the nature of the incident, complications might include disease, sanitation problems, contamination of food and water, and community mental health problems.
- C. Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.
- D. All public health and medical services events will operate under the established Incident Command System (ICS) structure within the county.

VI. CONCEPT OF OPERATIONS

- A. During the initial stages of an emergency/disaster situation, health and medical services will be provided by the local ambulance service, trained medical volunteers, and the County Coroner. The Southwest Memorial Hospital in Cortez will serve as the principal resource in normal day-to-day levels of medical activity.

- B. The Fire Department with jurisdictional responsibility for mass care will be the agency responsible for establishing the on-scene Incident Command Post utilizing single or unified command as appropriate, and will maintain overall responsibility for communication with health and medical facilities, and will serve as coordinator for local health and medical services, with assisting agencies cooperating in their area of responsibility. If the incident is larger than can be properly handled by a single agency, an EOC (Emergency Operations Center) will be activated. The Incident Command System will be established and command of the medical response will be coordinated by the Incident Management Team handling the incident.
- C. As the situation develops, and the existing resources are exhausted and/or insufficient to meet the needs of the current or projected situation, additional outside support will be requested based on a needs analysis.
- D. Assisting the Incident Management Team will be:
 - 1. Montezuma County Public Health Director or designee
 - 2. Regional Epidemiologist
 - 3. Mental Health Generalist (Axis Mental Health)
 - 4. Montezuma County Coroner or designee

VII. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

- A. The Incident Management Team shall:
 - 1. Begin development of a public health and medical assessment within the county and its affected areas immediately on notification of a potential, or actual, emergency/disaster situation. This assessment will be updated on a regular basis as the situation develops, and until such time as the assessment is no longer required.
 - 2. Determine, in coordination with the Hospital Administrator, the EMS Board, and the ESF 8 lead, resource implications of the on-going situation assessment, identify resources available, and initiate timely action in acquiring resource shortfalls.
 - 3. Contact the Colorado Division of Homeland Security and Emergency Management (DHSEM) and the Colorado Department of Public Health & Environment (CDPHE) and access state medical services.
 - 4. Provide a qualified public health spokesperson responsible for advice and education on disease prevention, environmental sanitation, vector control, self-protection, actions being taken to control the situation, and incident/situation resolution. After approval for release by the Incident Commander (IC), all information should be provided to the public and the media under the ICS structure and through the Joint Information Center (JIC) serving the emergency, if one is established, to ensure overall accountability and coordination of the information disseminated.
 - 5. In coordination with law enforcement, arrange for the organization, staffing, security, and logistics of the distribution and delivery of antibiotics, antiviral medications, vaccines, or other prophylaxis medication in an emergency situation.

6. Create an information system to (1) monitor the situation, including infectious control, with assistance from the Montezuma County Public Health Department (MCPHD) as necessary and with assistance from CDPHE as appropriate; (2) evaluate and manage infection control in the community and outside of the hospital; and (3) evaluates and manage, in coordination with local area hospitals and the County Coroner, the proper disposition of human corpses and tissue.
7. In coordination with law enforcement/Sheriff, implement quarantine protocol as enacted by the Governor's Executive Order 6.0, [under CRS 25-1-506(1)(c)], if warranted.
8. Document all actions so that records can be compiled for financial, historical, and legal data.

B. The Coordinator for Medical Services (Regional Epidemiologist) shall:

1. If necessary, serve as designee for MCPHD director, assuming some of the aforementioned responsibilities as requested and reporting specifically to the MCPHD director. Regularly maintain current status updates.
2. Monitor and serve as a resource for county medical activities.
3. In cooperation with the SWRETAC coordinator, contact all health and medical facilities and medical transporting agencies within the area, as needed.
4. Maintain a situation status of medical and health operations and resources, and continue to update regularly.
5. Coordinate with the MCHPD director and Southwest Memorial Hospital Administration, the establishment of site and personnel for general and/or mass emergency immunizations and quarantine procedures when necessary.
6. Identify medical facilities, fixed and mobile, that have the capability to decontaminate injured individuals that have been biologically, radiologically or chemically contaminated.

C. Hospitals shall:

1. Operate within the scope of their own internal plans and established procedures for maximum effort conditions.
2. Inform the Incident Management Team of capabilities and limitations.
3. Provide hospital triage as necessary; operate as a decontamination staging area in cooperation with hospital protocols as provided in their internal Emergency Operations Plan.
4. Maintain a patient/casualty tracking system.
5. Provide individual hospital PIO spokesperson to the Joint Information Center (JIC) to handle news media personnel in accordance with their own policies and procedures.
6. Adjust the patient population in their hospital and coordinate with other health care facilities to prepare for an emergency/ disaster-related patient load or evacuation if necessary, while continuing medical care for those that cannot be evacuated.

D. Fire, EMS and HazMat shall:

1. Operate according to standard operating procedures and emergency medical protocols.

2. Provide personnel and equipment to administer emergency medical assistance at the scene.
 3. Assist in triage of casualties.
 4. Coordinate with Southwest Memorial Hospital and the Incident Management Team to ensure that all medical operations are thoroughly integrated.
 5. Report casualty numbers to be transported, and those that may otherwise self-transport to the hospitals, to the county medical coordinator in the EOC.
 6. Determine if contamination exists on exposed individuals and advise transporting agencies, health care providers, hospitals and EOC medical coordinator of the circumstances.
 7. Coordinate field decontamination utilizing the local fire departments and other assisting agencies, as necessary.
- E. The Southwest Health Systems Emergency Medical Services Director/Board will:
1. Develop and maintain procedures for the handling of mass casualties within the parameters of the identified hazard threats.
 2. In coordination with the Southwest Memorial Hospital Administrator, keep the Incident Management Team abreast of the current and projected status of medical resources within the county based on the potential, or actual, developing emergency/disaster situation.
 3. Be prepared to receive, organize, utilize, augmentation land and/or air medical resources should the need arise.
- F. The Ambulance Services will:
1. Provide initial emergency medical service to casualties within their normal areas of response.
 2. Prepare to carry on in a consolidated operation under the Incident Management Team and EMS direction, when an emergency/disaster is isolated in a particular area of the county, or when additional outside ambulance resources are provided to the county in response to mutual aid agreements or other requests for outside assistance.
- G. The Coroner will:
1. Coordinate local resources utilized for the decontamination, collection, identification, transportation, storage and disposition of deceased persons, human tissue and remains, as necessary. The site of a Mass Casualty/Mass Fatality incident is considered a crime scene; it will be secured according to established law enforcement protocols. Management of the scene will be coordinated by the County Coroner and the County Sheriff, or his designee in cooperation with other law enforcement agencies.
 2. Establish recovery points, when deemed necessary, to facilitate recovery actions.
 3. Determine cause of death of the deceased. Ensure that fatalities are handled to conform to legal and moral standards, and that deviations are accurately documented, verified, and witnessed.
 4. Protect the property and personal effects of the deceased.
 5. Establish temporary morgues as required. These sites must include areas for administrative processes. Ertel Funeral Home has a facility available with limited

capacity at 42 N. Market St. Cortez. The facility can be activated by calling 564-3468 (24 hours).

6. Assure identification of fatalities and notify relatives of the deceased. Inform the Public Information Officer (PIO) and or Joint Information System / Center of names, when reasonable to the public, directly or through the media. (No release of information without Coroner approval).
7. Establish, and maintain, a comprehensive record-keeping system for continuous updating and recording of fatalities. Provide for integration of fatalities.
8. Submit requests for assistance to the County Health Nurse, when resource shortfalls are identified.
9. Provide, through the County JIS/JIC, information for the dissemination to the media and the public on the number of confirmed deaths, morgue operations, and other pertinent information.
10. Coordinate services of funeral directors, morticians, other pathologists and D-MORT Teams; the American Red Cross for locating and notifying relatives; dentist and x-ray technicians for purposes of identification; law enforcement agencies for security, property protection, and evidence collection. Alert all local funeral homes and provide guidance and instructions to funeral directors for identification, storage and burial of deceased. Request assistance from the Colorado Coroner's Association or D-MORT team, depending upon the size and character of the incident.
11. The Colorado Coroner's Association Disaster Trailer can be requested by calling the Morgan County Coroner's Office. Deployment depends upon travel from Morgan County to Montezuma County.
12. D-MORT activation requires a State Disaster Declaration, because it is a Federal resource.
13. Request security support as needed.

H. Mental Health Services shall:

1. Provide counseling assessment and assistance at medical and shelter facilities.
2. Assist in mobilizing community counseling for victims, families, emergency workers, and others recognized as having or seeking mental health needs.

I. General Tasks for all public health and medical services as defined by each specific agency's internal plan or standard operating procedures (SOP's) shall:

1. Maintain and keep current personnel alerting and call-up roster.
2. Maintain primary and secondary communications systems that are to be tested and verified twice yearly.
3. Provide fully qualified representatives to the EOC in order to provide information and make informed decisions, as required.
4. Prepare to escalate to full and sustained operational status on short notice, and maintain relief personnel and shift schedules as necessary.
5. Obtain and ensure optimal operational condition of equipment necessary for 24-hour operations.
6. Arrange for necessary supporting resources (i.e., medical supplies, including procurement of antibiotics, personal protective equipment (PPE), an internal operations/coordination center, equipment and staff).

7. Maintain accurate records for potential legal, historical, and financial purposes.

VIII. ANNEX DEVELOPMENT

- A. The primary responsibility for the continued development and maintenance of this Public Health & Medical Services annex is that of the Montezuma County Emergency Manager, Montezuma County Public Health Agency (and other local health agencies as required, as they are the annex specialists and experts) with assistance from responsible supporting agencies. As stated in the Montezuma County Emergency Operations Plan – Basic Plan, this annex (as a part of the entire EOP) will be reviewed annually and updated as needed, unless significant changes warrant earlier revisions.

IX. STRATEGIC NATIONAL STOCKPILE MEDICATION PLAN

- A. The Local Transfer Point (LTP) will be located at Montezuma County Public Health Agency in Cortez, Colorado.
- B. Montezuma County Sheriff's Office (MCSO), in cooperation with the Colorado State Patrol (CSP) and/or Colorado National Guard (CONG), will escort / transport the Montezuma County medical countermeasures to the Montezuma County dispensing site. MCSO, in cooperation with the CSP, CONG, and other responding law enforcement agencies as necessary, will provide site security.
- C. The Montezuma County dispensing center will be located at the Montezuma County Health Department, 106 West North Street, in Cortez, Colorado, 81321.
- D. The point of contact for the Montezuma County stockpile is the MCPHD director or designee.
- E. For additional information on procedures for the Strategic National Stockpile Medication Plan, see the Colorado Department of Public Health & Environment (CDPHE) interim state plan Mass Casualty Plan Appendix – [State Emergency Function (SEF) #8 – Health, Medical & Mortuary]. (See the Montezuma County Public Health Emergency Operation Plan.)



ANNEX G - EMERGENCY MEDICAL SERVICES

Montezuma County Emergency Operations Plan Annex

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I. PURPOSE

- A. This annex establishes the authority and responsibilities in the event of an incident requiring mobilization of significant medical resources to deal with multiple (mass) casualties. It does not supersede established medical protocols or standard operating procedures of any EMS agency or entity. The contents of this Annex are based on information provided by the SWRETAC. To prepare, on a regional basis, for effective, unified, coordinated and immediate emergency medical services (EMS) mutual aid response by prehospital and hospital agencies to, and the effective emergency medical management of, the victims of any type of Mass Casualty Incident (MCI).

II. AUTHORITY

- A. Local
Intergovernmental agreement entered into on February 25, 2001 by Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties, Colorado establishing the SWRETAC.
- B. Colorado Department of Public Health and Environment
CRS 25-3.5-101 through 709 and 25-1-107 (1) (L) - Authority for the CDPHE to license hospitals and other health care facilities, certify emergency medical technicians, establish minimum standards for training EMTs and county licensure of ambulance services, licensure for air medical services and designate trauma centers.
- C. State
1. CRS 24-33.5-700, Colorado Revised Statutes, "Colorado Disaster Emergency Act of 1992", The Governor, as the executive head of state, has the inherent responsibility, constitute and statutory authority, to commit state and local resources (personnel, equipment and financial) for the purpose of meeting the dangers to the state and its people presented by disasters.
 2. In accordance with the "Colorado Emergency Medical and Trauma Services Act", Section 35-3.5-704, the SWRETAC will develop a regional emergency and trauma system plan. The council has no authority to enforce this plan but rather puts it forth as a resource guideline for use in an MCI event.
- D. Federal
Public law 93-288, Robert T. Stafford Disaster Relief & Emergency Assistance Act of 1988 - Authorizes federal resources to supplement state and local efforts; defines the intent of federal disaster aid; establishes federal assistance programs and procedures; establishes federal and state disaster preparedness programs.

III. DEFINITIONS

Disaster – Any natural or man-made event, civil disturbance or hostile attack, or any other hazardous occurrence of unusual or severe effect, threatening or causing injury to multiple individuals.

MCI – Mass Casualty Incident. An MCI is an event resulting from man-made or natural causes which results in illness and/or injuries which exceed the Emergency Medical Services (EMS) capabilities of a hospital, locality, jurisdiction and/or region.

SWRETAC - Southwest Regional Emergency & Trauma Advisory Council

IV. SITUATION

- A. SW Colorado is vulnerable to damaging effects of natural, technological, and man-made events. Incidents can vary in scope and intensity, from small local emergencies with minimal damage/injury to multi-county disasters with extensive devastation and loss of life. Whereas this is a Regional document, the nature and cause of any specific MCI is not covered herein. Local MCI plans should include the assessment and analysis of vulnerabilities for MCI in their area.

V. ASSUMPTIONS

- A. This is a *system* plan providing a broad overview and general planning and operating principles and recommendations. It is not an operational plan and does not contain detailed guidance for any role, discipline, jurisdiction, or incident type. That level of detail should be contained in individual county, facility and organizational plans. This plan may not address all situations. Improvisation and modification of its content may be necessary to deal with a specific event.
- B. An MCI can occur at any time and in any place. Citizens expect governments to keep them informed and to provide assistance in any emergency, no matter how severe or wide-ranging. Prior to an event, supporting plans, policies and operating procedures, including mutual aid agreements, must be established, updated and maintained by responsible parties in both the public and private sector. All levels of government, the private sector, nonprofit sector and volunteer organizations have a potential role and some measure of obligation (constitutional, regulatory, contractual, moral or other) to work for the public safety in an emergency. Any agency or jurisdiction activating or responding under the MCI plan will adhere to the ICS structure. Mutual aid will be requested as needed and provided as available. It may be necessary to relocate hospital facilities to contingency field facilities (surge capacity sites) that will provide patients and medical staff adequate protection from the effects of the disaster.

- C. Local governments will respond and commit resources to an emergency or disaster. Civil government will continue to function under all disaster and emergency conditions. State government has resources and expertise available to relieve emergency or disaster related problems, which are beyond the capability of the local government. The state will modify normal operations and redirect resources to support local government in order to save lives, relieve human suffering, sustain survivors, protect property, and assist in reestablishing essential services.

VI. INCIDENT COMMAND SYSTEM

- A. While this plan does not supplant or dictate local department operations, it encourages all agencies to follow consistent procedures. The suggested standard command and control structure for all incidents occurring within the SWRETAC should be implementation of the Colorado Incident Command System and the Colorado Mass Casualty Medical Response System.
- B. The top priorities of an MCI are:
1. Provider safety, accountability and welfare.
 2. Life safety
 3. Incident Stabilization
 4. Conservation of property and equipment
- C. Medical Protocols: Whereas, numerous medical responders working under the direction of different Medical Directors would be expected to respond to a MCI, those medical responders will work under their own Medical Director's protocols for austere medical conditions.
- D. Infection Control and Personal Protective Equipment: These items and the training to use them are the responsibility of the responding agency. In the event that additional supplies are needed, IC will be responsible for procuring said equipment.
- E. Patient Triage System: The method of initial field triage to be utilized is the START (Simple Triage and Rapid Treatment) method for adult patients and the JumpSTART method for pediatric patients age 8 and under.
- F. Essential Elements of Information: The Authority Having Jurisdiction for a mass casualty incident may request support from additional emergency service organizations by contacting each of the Region's Counties central point of contact listed in appendix. The following information must be provided with the request for support:
1. Identity of Requestor (Authority Having Jurisdiction)
 2. Nature of Mass Casualty Incident. e.g. HazMat, Vehicle Accident, etc.
 3. Number of potential casualties

4. Specific location of the incident staging area
5. Incident commander and command post location
6. Who's been notified?
7. Type and amount of support being requested. e.g. Ambulances (ALS, BLS), Fire Rescue, Special Equipment (extrication, air bags, combustible gas meters, hazmat).
8. Desired response to Staging Area (Emergent or Non-emergent)
9. Specific Route to Staging Area
10. Call back point of contact.
11. Telephone number to allow the responding agency to provide response information to the requesting authority.

VII. REIMBURSEMENT OF AGENCY EXPENSES

- A. Expenses incurred by responding agencies will be borne by the responding agency until such time as the event has expanded and been declared a disaster by either state or federal officials.
- B. Upon such declaration by state or federal officials, Incident Command shall appoint a Finance officer if that position has not already been filled and the responding agencies shall maintain records of allocated resources Those records shall be given to the requesting agency in a timely and accurate manner.
- C. The requesting agency shall be responsible for submitting reimbursement requests to the appropriate state or federal agency and providing reasonable tracking until all agencies have been reimbursed for appropriate/allowable expenses incurred during the MCI event.

VIII. PLAN UPDATE

- A. The basic response plan will be reviewed and updated annually to reflect changes in policies, technology or operational procedures that affect the emergency response capabilities of the EMS/Trauma agencies in the Southwest Region of Colorado. Resource information will be updated as needed.



ANNEX H - MASS CARE

Montezuma County Emergency Operations Plan Annex

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I. PURPOSE

- A. This annex provides for the protection of the population from the effects of hazards through the identification of shelters, and the provision of mass, and social services while in the shelters.

II. SITUATION & ASSUMPTION

- A. Situation
1. Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe winter storms, wildfires, floods, high wind events, and urban fires.
 2. The Montezuma County Office of Emergency Management and the American Red Cross have identified and surveyed potential shelters in the county and have determined which would be appropriate to use during disasters.
- B. Assumptions
1. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disasters.
 2. For out of county evacuations, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
 3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to the public shelters.

III. CONCEPT OF OPERATIONS

- A. The Montezuma County Office of Emergency Management with the assistance of The American Red Cross will provide shelter and mass care to the general population. The Department of Social Services will assure that shelter care is made available to complement American Red Cross services in situations where the American Red Cross cannot provide shelter and mass care.
- B. The Montezuma County Emergency Manager and the American Red Cross will coordinate shelter locations. Operations will mutually be supported with shared personnel and support services of American Red Cross and Montezuma County Department of Social Services.
- C. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans.

IV. OBJECTIVES

- A. To provide for the basic human needs (such as shelter, food, water, clothing, inquiry and mental health) in the event of disaster within Montezuma County. The Department of Social Services will assist in locating temporary housing to move the population out of the shelter within 72 hours if at all possible.

V. ACTIVATION

- A. The Montezuma County Sheriff or the Emergency Manager under the authority of the Montezuma County Commissioners will issue the order to open mass care facilities when appropriate.

VI. CALLOUT PROCEDURES

- A. The Emergency Social Services Director will be required to respond to the EOC under the direction of the Montezuma County Emergency Manager or designee when notified of an emergency condition.
- B. Upon notification of activation, the ESS Director will notify volunteers to respond to the appropriate facilities.
- C. Emergency lodging will be selected according to the area of the county affected.
- D. Meals will be provided by the volunteers under the direction of The American Red Cross. Volunteers will assist with the delivery to the shelters. The meals provided will consist of two hot meals and snacks.

VII. CURRENT EMERGENCY SHELTERS

- A. These are the current approved and inspected emergency shelters in the County:
 - 1. Montezuma-Cortez High School
 - 2. Montezuma-Cortez Middle School
 - 3. Manaugh Elementary
 - 4. Kemper Elementary
 - 5. Mesa Elementary
 - 6. Montezuma County Annex
 - 7. Cortez Rec Center
 - 8. Mancos School District
 - 9. Dolores High/Middle School

- 10. Dolores Community Center
- 11. Lewis Arriola Community Center

VIII. EMERGENCY CLOTHING & FEEDING

- A. The Director of the Good Samaritan Center will be in charge of clothing for the displaced population. The Director will be notified of the needs by the Reception Center Administration. All clothing donations will be directed to the Director.
- B. Red Cross may activate partners (Manna Soup Kitchen, Colorado Baptist Disaster Relief, Salvation Army) as required to support feeding. Currently, Meals will consist of two hot meals and snacks. Depending on circumstances, there may be three hot meals plus snacks or cold meals or even MRE-type meals if required depending on circumstances.

IX. REGISTRATION & INQUIRY

- A. Registration of the population will be conducted at the shelters through the direction of the Reception Center Administrator. The information will be logged as to the location of all evacuees and a list of contact numbers. This information will be used to locate individuals in case of inquiry by concerned parties.
- B. Note that Red Cross will maintain registration information of the population in any Red Cross shelter independent of any other registration by local authorities.

X. INDIVIDUAL & FAMILY SERVICES

- A. Montezuma County Social Services and counselors from Discovery will be available to respond to the emergency shelters as needed. The Reception Center Administrator will advise when needed.
- B. Red Cross Disaster Health Services, Disaster Mental Health specialists, Disaster Spiritual Care specialists, Family Reunification and Casework and Recovery specialists will all be available to clients in Red Cross Shelters.

XI. RECEPTION CENTER ADMINISTRATION

- A. The reception center administration will be directed by the Victim Assistance Coordinator. The administrator will see that all the needs of the volunteers and evacuees are being met. The administration will be responsible for records and reports associated with the facilities and care given.

XII. SUPPLIES

- A. All supplies for the mass care of evacuees will be requested through the Director of ESS. The director will make the request through the resource section chief at the EOC. Volunteers will aid in transporting supplies.

XIII. EXTENDED OPERATIONS

- A. In the event of extended operations, the shelters will be moved from the schools and located at the community centers and churches to allow for continuation of normal business. Evacuees will be moved to temporary housing as quickly as possible, based on the nature and extent of the incident.

XIV. SPECIAL NEEDS POPULATION

- A. Some members of the evacuated population have special needs based on medical, physical or psychological conditions.
- B. The Red Cross provides shelter services to all in need, regardless of disability (access and functional needs). Red Cross shelter staff are trained in identifying and accommodating clients with access and functional needs. In many cases, Red Cross shelter workers will be able to support the needs of shelter clients themselves, and in some cases the assistance of local community and government partners will be required. All RED Cross shelter locations are surveyed before use and compliance with ADA guidelines is assessed and any issues identified. In shelter selection, shelters that are fully ADA compliant are strongly preferred.
- C. The County Emergency Operations Center will make every effort to assist / support meeting the special needs population on a case by case basis.

XV. CLOSING DOWN

- A. The shelters will remain in operation as long as they are needed. The Emergency Manager and the Director of The Red Cross will decide when the shelters will be closed down. The facilities will be cleared and cleaned. The facilities will be left in the same or better shape than when they came into use. All appropriate paperwork will be gathered and delivered to the EOC for filing with the incident reports.



ANNEX I - CONTINUITY OF GOVERNMENT (COG)

Montezuma County Emergency Operations Plan Annex

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I. PURPOSE

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

II. CONCEPT OF OPERATIONS

- A. During a declared emergency or disaster event, the following Montezuma County elected and appointed officials, in the order listed, have the authority to execute the powers of the board in accordance with CRS 30-11-107:
1. Chairman of the Board of County Commissioners
 2. Any duly elected member of the Board of County Commissioners by seniority
 3. County Sheriff
 4. County Administrator
- B. If possible, all Montezuma County department heads and county elected officials (or their designee) shall be consulted regarding emergency or disaster event issues that might impact their area of responsibility.
- C. Each Montezuma County department head and county elected official shall work within the framework established by the Montezuma County emergency operations plan.

III. GENERAL RESPONSIBILITIES

- A. The head of each County department and County elected office, as appropriate, shall:
1. Be prepared to respond adequately to all emergency or disaster events.
 2. Consider potential emergency or disaster events in the conduct of his or her regular functions, particularly those functions essential in time of emergency.
 3. Design preparedness measures to permit a rapid and effective transition from routine to emergency operations, and to make effective use of the period following initial indication of a probable emergency or disaster event. This will include:
 - a. Development of a system of emergency actions that defines alternatives, processes, and issues to be considered during various stages of an emergency or disaster event;
 - b. Identification of actions that could be taken in the early stages of an emergency or disaster event to mitigate the impact of, or reduce significantly, the lead times associated with full emergency action implementation.
 4. Identify areas where additional legal authorities may be needed to assist management and notify the county emergency manager of those authorities

5. Coordinate with State and local government agencies and other organizations, including private sector organizations, when appropriate.
6. Cooperate, to the extent appropriate, in compiling, evaluating, and exchanging relevant data related to all aspects of emergency or disaster events.
7. Ensure that plans consider the consequences for essential services provided by the county if the flow of State and/or Federal funds is disrupted.

IV. CONTINUITY OF OPERATIONS

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

V. RESOURCE MANAGEMENT

- A. The head of each county department and each county elected official, as appropriate within assigned areas of responsibility, shall:
 1. Develop plans and programs to mobilize personnel, equipment, facilities, and other resources.
 2. Assess essential emergency requirements and plan for the possible use of alternative resources to meet essential demands during and following an emergency or disaster event.
 3. Prepare plans and procedures to share between and among the responsible agencies such resources as energy, equipment, food, land, materials, services, supplies, transportation, water, and workforce needed to carry out assigned responsibilities and other essential functions, and cooperate with other agencies in developing programs to ensure availability of such resources in an emergency or disaster event.
 4. Each department will ensure that a copy of their plans are in the Emergency Operations/Coordination Center (EOC/ECC).

VI. PROTECTION OF ESSENTIAL RESOURCES AND FACILITIES

- A. The head of each county department and each county elected official, as appropriate within assigned areas of responsibility, shall:
 1. Identify facilities and resources, both government and private, essential to the public welfare, and assess their vulnerabilities and develop plans to provide for the security of such facilities and resources, and to avoid or minimize disruptions of essential services during any emergency or disaster event.

2. Participate in interagency activities to assess the relative importance of various facilities and resources essential community needs and to integrate preparedness and response strategies and procedures.



ANNEX J - HAZARD ANALYSIS

Montezuma County Emergency Operations Plan Annex

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I. SEVERE STORMS

- A. Severe weather events occur regularly in this region of Colorado. In winter, storms can result in several feet of snow within a 24 hour period. Significant snowfall can occur at any time during the winter. Typically December and January can result in two to three feet of snowfall over a period of two days. Late winter storms in February and March traditionally have resulted in heavy snowfall.
- B. Summer rainfall is sporadic; late summer (July and August) often brings a “monsoon” period during which rain falls almost daily, with locally severe rain and localized flooding. The monsoon season traditionally lasts approximately three weeks.
- C. Sudden and violent rainstorms occur infrequently. These can result in localized flooding of streets and low-lying areas, disrupting traffic and causing property damage. Motorists are most at risk in these incidents.
- D. Local high winds and “microbursts” occur frequently during the spring and summer.
- E. Severe storms can result in restricted emergency responder access, utility interruptions and structural damage. Special needs populations are at greatest risk during these incidents.

II. FIRE

- A. Fire in urban areas can occur at any time. The five fire agencies within Montezuma County are equipped and trained to attack structure fires with preventing loss of life as the first priority. As modernization of structures occurs within the County, the hazards from fires will be reduced. The Cortez Fire Protection District has adopted the International Fire Code in order to minimize the fire risks in new construction throughout their District.
- B. A large commercial structure fire has the potential for serious economic impact to the County. In May of 2017 A Plant fire at the Western Excelsior Plant in Mancos was declared as an Economic Disaster for the County and the Town of Mancos. In August, 2017, the Governor approved and requested the assistance from the Small Business Administration. As a result Montezuma County and all the surrounding counties’ small businesses and non-profit organizations became eligible for Economic Injury Disaster Loans.
- C. Large fires in multiple unit dwellings pose a threat to life as well as creating an immediate need for temporary housing. The indigent and special needs populations would again be most at risk in an incident of this kind.

- D. Wildland fires occur regularly in southwest Colorado. In recent history (2012), significant fires occurred in Montezuma County (Weber Fire and Roatcap Fire). In 2016 the Sage Hen Fire occurred. Cyclic drought conditions and development of properties in the Wildland-Urban Interface has significantly increased this problem. Wildland fires can result in extensive loss of property, damage to the ecosystem, economic disruption, and significant financial burdens to property owners and government during recovery. While loss of life is always a possibility, in the past no fatalities have occurred in Montezuma County during these Wildland fires.
- E. Montezuma County Firewise has undertaken an extensive education campaign with property owners to engage in mitigation efforts. Local communities such as Elk Stream Ranch, Indian Camp Ranch and Cedar Mesa Ranches, as well as others, have developed and adopted Community Wildfire Protection Programs to reduce the risk of Wildland fires in their respective areas. The mitigation work done by Elk Springs Ranch, and Elk Streams Ranch proved highly beneficial during the Weber Fire in 2012. The mitigation work allowed firefighters access to protect property and a defensible space to halt the fire's progress. County and municipal governments have partnered with local, state and Federal fire agencies in adopting a County Wildfire Protection Plan and Wildfire Annual Operating Plan.

III. FLOOD

- A. Spring thaw often brings localized flooding of low-lying areas and small streams. Late snow storms can exaggerate this problem. In 2005, there was significant localized flooding due to heavy rains. The most significant flood threat is "flash" flooding, which can occur due to the onset of sudden, violent rainstorms.
- B. Flooding in the Dolores River watershed has occurred infrequently; in the late 1940's portions of the town of Dolores were flooded. Development along the Dolores River Canyon has created a similar situation to that of the Wildland Urban Interface. Resort properties such as the Dolores River RV Park as well as individual private homes are now located within the floodplain. Sudden flooding in the watershed could result in significant loss of life as well as extensive property damage. At present, there is no early warning system upstream to notify emergency personnel of the onset of flash flooding.
- C. The terrain in some portions of the County is vulnerable to flash flooding. Montezuma County is a tourist destination; canyon hikers and campers are at risk in flash flood incidents. Historically, loss of life occurs in the American Southwest on a regular basis due to flash floods. No fatalities have occurred in Montezuma County in the recent past; however, flash flooding in these areas can occur regularly. Flash floods also pose a risk to first responders in some areas of the County such as McElmo Canyon.
- D. At present, this region is in a weather radar "black hole" due to lack of radar coverage. Emergency personnel within the County have identified the need to improve capabilities

for weather forecasting / warning within the region. Until this occurs, local weather spotters provide the best network for notification of localized violent weather events.

IV. TRANSPORTATION INCIDENTS

- A. Montezuma County is a tourist destination throughout the year; large tour buses travel through the County regularly. Commercial carriers transit the County on four highways: US 160, US 491, Colorado 145 and Colorado 184. All grades of children are bused throughout the County during the school year.
- B. Typically, transportation emergencies do not result in significant impact to property. Loss of life could be significant in a bus or commercial carrier accident. Local law enforcement and the Colorado State Patrol are well trained in the investigation of accidents, and conduct regular educational campaigns to encourage safe driving practices such as the use of safety belts.
- C. Air traffic uses Cortez Municipal Airport on a daily basis. One commercial airline (Boutique Air) conducts daily flights into Cortez. There are also small private aircraft which use the airport. Flight paths typically cross over commercial and residential areas in the city of Cortez as well as unincorporated County areas.
- D. There have been two crashes on the outskirts of Cortez Municipal Airport in past years, one of which occurred in a crew fatality. However, an air crash in the urbanized areas of the County will significantly impact life and property.
- E. The Cortez Municipal Airport has an updated Emergency Operations Plan which is shared with emergency responders. Given the size and scope of operations at the airport, they are well-prepared for an incident occurring on or near airport property.
- F. As the frequency of flights into Cortez increases, the possibility of a crash impacting the urban area around the airport increases.

V. HAZARDOUS MATERIALS

- A. There are two designated hazardous materials transportation routes through Montezuma County: US HWY160 and US HWY 491. The Colorado State Patrol conducts regular monitoring studies and enforcement efforts on these routes. The Regional and Local Emergency Planning Committees' also monitor Tier II reports and conduct commodity surveys on these highways.
- B. A wide variety of hazardous material, including nuclear material, transits the County every day. In addition, agricultural use, and fossil fuel exploration and extraction

continue to occur within the County. An incident on the County roads or at a drill site could occur at any time.

- C. A spill of any hazardous material would impact life and property in the immediate proximity; depending upon the nature of the material spilled, the impact could be widespread. Life, property and the ecosystem could be significantly impacted.
- D. Cortez FPD maintains a hazardous material response unit in Cortez in Collaboration with the Montezuma County Fire Chiefs Association. In the case of a large or complex incident, the State Patrol Haz-Mat unit and the regional team from Durango would need to be deployed. Response time is limited by travel time as well as weather (iced or snow packed roads, etc.).
- E. Most fixed sites in the County are bulk storage facilities storing motor vehicle fuel or propane. The greatest risk at these locations is fire or release due to a catastrophic tank rupture. Municipal water facilities store some hazardous chemicals onsite. Several agricultural supply outlets also store chemicals onsite.
- F. Up-to-date monitoring and reporting systems are in place in city and County facilities. Federal and state reporting standards are readily complied with by local suppliers and businesses.
- G. Privately owned pipelines and pump stations are located in several areas of the County. The owners distribute their emergency response plans to the Emergency Manager annually. The possibility of an explosion, rupture or release at these sites exists. Most of this infrastructure is relatively new, which decreases the probability of an incident. Nevertheless, an incident could not only impact life and property, but could have significant economic impact on the region due to loss of distribution capability.

VI. POWER OUTAGES

- A. A widespread power outage would seriously impact life and property in the County. Few residents are capable of sustaining themselves over a period of several days during a loss of electricity. At present, there is only one transmission line which carries power to the County. A second line is planned to bring power to the region, however is still in the planning stages.
- B. Recent events in New Mexico (February 2011) demonstrate the vulnerability of widespread areas in our region to power loss. In a widespread incident, power may not be restored for several days.
- C. The County has shelter capacity for a significant number of residents. Only a few critical government facilities have backup emergency generators. However, the emergency shelters in the County do not have backup generators. Also, the commercial grocery outlets in Cortez can maintain supplies for a maximum of three days. A power outage

lasting for longer periods of time would create the need to move some residents out of the area, and to transport water and food into the County from out of the area.

- D. The County needs to develop agreements with private industry to supply portable generators to shelters if needed. The region also needs to create a generator “cache” to supply portable generators to any of the five counties in the Southwest region in the event of a widespread power outage.
- E. Empire Electric maintains an up-to-date Emergency Response Plan to deal with power loss.

VII. PANDEMIC/EPIDEMIC/AGRICULTURAL EPIDEMIC

- A. In 2009 the H1N1 flu outbreak had minimal impact on Montezuma County. The County Public Health Agency, the three school districts in the County, Southwest Memorial Hospital and the Ute Mountain Ute Tribal authorities pre-planned for the event and were well prepared for a significant outbreak. Mass vaccinations were conducted at the schools. A far-reaching public information campaign was conducted. As a result, health and economic impacts were minimal. These plans have been updated and exercised.
- B. A widespread outbreak of disease would have an enormous social and economic impact. The Montezuma County Public Health Department has access to vaccines distributed from the National Strategic Stockpile, cached in Grand Junction.
- C. In the event of a bio-terrorism incident, early reporting and recognition are key elements in responding to the incident. The H1N1 experience provides a useful template for such a response.
- D. An agricultural disease outbreak would also cause significant economic impact. Montezuma County has a large agricultural business base. In the event of an outbreak of disease in livestock, the County would need to rely on regional and state resources to cope with the problem. Assistance would be requested through the Colorado Division of Emergency Management. As in human pandemics, early detection and recognition are key elements. The local veterinarian network is well-versed in disease recognition.
- E. The County is well-prepared to deal with pandemics, with training, planning and monitoring tools in place.



ANNEX K - EMERGENCY SUPPORT FUNCTIONS

Montezuma County Emergency Operations Plan Annex

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I. EMERGENCY SUPPORT FUNCTIONS

- A. When an emergency or disaster situation requires a coordinated response of capabilities there are Emergency Support Functions (ESF) that all, or in part will be needed to support the overall response and impacts from the event. The ESF's are grouped functionally into fifteen categories. County departments and offices have been assigned responsibilities for implementing these functions. Assignments are made based upon the departments or office programmatic or legal authorities and responsibilities. ESF Annexes contain detailed information associated with a specific function. The EOC during activation will strive to operate in an ESF structure. The EOC will understand how to crosswalk between the County ESF structure and functional elements of local governments who may be organized differently.
- B. The Director of Emergency Management is responsible for the coordination, development, validation, and maintenance of the Montezuma County ESF Annex, Incident Specific Annex, and other emergency and disaster planning documents as necessary. The Director of Emergency Management is authorized to initiate, develop and implement all necessary Annex documents necessary to support the Emergency Operations Plan. The Director of Emergency Management will review these documents with the Board of County Commissioners for formal approval and adoption.
- C. The Director of Emergency Management is responsible for coordinating the integration of a multi-agency response and working with other agencies who may act as the lead agency.
- D. Departments, Offices and Director of Emergency Management have been assigned positions described as lead, secondary lead and/or support roles in each of the ESF Annexes. The assignment of Director of Emergency Management in many of the Annexes is reflective of the infrequent activation of the services and functions provided by the Department. The Director of Emergency Management will evaluate the need and activate the appropriate Annex in coordination with the Department Manager. The responsibilities of each of these positions are:
 - 1. Lead/Coordinator. The lead or coordinating Department or Office is responsible for planning, coordinating and tasking support departments and offices in the development of policies, procedures, roles, and responsibilities and requirements of the ESF and it's operational requirements. The lead agency provides recommendations for ESF development and coordinates with the Director of Emergency Management. The lead departments and offices are identified in this plan and in each ESF.
 - 2. Secondary Lead/Coordinator. Certain ESF have a broad scope and either share responsibilities or do not own or control the necessary resources or planning processes necessary to perform the responsibility of the ESF. In such situations the department or office which would normally have primary responsibility for one or more of the major components will be designated as the Secondary Lead or Coordinator.

3. Supporting/Coordinating. Departments and Offices which have been assigned a supporting role for an ESF will cooperate with the lead department or office in carrying out the assigned missions and will cooperate in the development of Annexes, Incident Specific Annexes, plan maintenance, training and exercising of SC-EOP. Supporting departments and offices are identified in each of the ESF.
- E. Departments and Offices not assigned to specific emergency support functions will serve as a reserve of personnel resources, which may be required to perform previously unassigned tasks as necessary. All Montezuma County Government employees may be assigned emergency or disaster work assignments. These assignments would be at the direction of the Board of County Commissioners and Managers Office.
- F. All ESF in the SC-EOP will be assigned to a primary department or office. It is however understood that certain ESF may be entirely performed by volunteer and private organizations which provide disaster response or relief assistance, i.e., the American Red Cross operating a shelter.
- G. City-State-Federal Emergency Support Function Relationships
- H. The National Response Framework, the Colorado State EOP, and the SC-EOP each describe a respective level of government's approach to emergency response operations. All levels of government provide certain support; therefore certain similarities and overlapping functions exist. The SC-EOP recognizes the legal authority of each autonomous level of government and the limitations and boundaries imposed on government under the law.

II. EMERGENCY SUPPORT FUNCTION SUMMARY

- A. The EOP provides details about emergency functions in each of the ESF Annexes. The following is a summary of the ESF Annex assignments and responsibilities to Montezuma County Government Departments and Elected Offices. The EOP fully recognizes that many support and coordination agencies and entities are vital to the responsibilities assigned to the ESF. Individually titled ESF Annex documents will detail the supporting and coordinating agencies and entities involved in the ESF work. Any combination of the ESF may be activated during a disaster or emergency.
 1. **ESF 1: Transportation – MOCO**
 - a. ESF 1 is responsible for providing transportation and evacuation support utilizing the public transportation system operated by the Montezuma County Transportation. Functions include processing and coordinating all requests for transportation support as necessary to support any incident; coordinating alternative ground transportation services with Special Districts, resorts, and neighboring transportation systems. This annex also addresses the assembly of damage assessment information related to transportation infrastructure.
 2. **ESF 2: Communication and Warning – Montezuma County Communications and Information Systems Department**

- a. ESF 2 responsibility is split into the operational service of the Cortez Communication Center and the network services of the Information Technology Department. The Communications Center provides full spectrum dispatching, paging, and warning services. The Technical Support of the Center provides on-incident communications support and can create interoperable radio and data networks. The Center activates the various public warning tools available in the County and these include, EPN, EAS and Citizen Text Messaging.
 - b. ESF 2 as supported by the Information Technology Department is responsible for the technology and software systems which are primary to departments and offices.
 - c. ESF 2 Includes the GIS services which include access to mapping products and a wide range of data layers maintained and accessed by the GIS Department. This annex also addresses the assembly of damage assessment information related to communications infrastructure.
3. **ESF 3: Public Works and Engineering – Road and Bridge and Engineering Departments**
 - a. ESF 3 is responsible for providing road and bridge and engineering related support for an incident. Included in ESF 3 are the operations and capabilities of the landfill and recycling functions. This annex also addresses the assembly of damage assessment information related to public works infrastructure.
4. **ESF 4: Firefighting – Sheriff’s Office and Office of Emergency Management**
 - a. ESF 4 is the responsibility of Special District Fire Agencies in Montezuma County. The United States Forest Service and other Federal Interagency Partners are responsible for all fire management for wildland fires occurring on land owned by the United States Government. The County is served by five (5) fire protection districts that have suppression and rescue responsibilities within their service boundaries and in full accordance with their service plans.
 - b. The Sheriff has responsibility for the management and coordination of firefighting activities specifically necessary for prairie and wildfires once they are beyond the management of the Special District Fire Agencies. The Special District Fire Departments are responsible for all private property fire suppression in Montezuma County.
5. **ESF 5: Emergency Management – Office of Emergency Management**
 - a. ESF 5 serves as the primary coordination element for all ESF. ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response. During the post incident response phase,
 - b. ESF 5 transitions and is responsible for support and planning functions. Activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. Other activities include alert and notification; deployment and staffing of designated emergency response teams; incident action planning; coordination of operations support, logistics; direction and control; information management; facilitation of requests for State and Federal assistance; resource acquisition and management (including allocation and tracking); worker safety and health; facilities management, financial management; and other support as required.

- c. ESF 5 will organize and coordinate debris management and the collection of damage assessment information and estimates.
- d. ESF-5 will coordinate the establishment of a recovery task force and will remain active as long as necessary to transition from the response phase to a long-term recovery phase.
- 6. **ESF 6: Mass Care, Emergency Assistance, Housing and Human Services – Social Services Department**
 - a. ESF 6 is divided into four areas: mass care, emergency assistance, housing, and human services. Overall ESF-6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual emergencies or disasters. This includes economic assistance and other services for individuals impacted by the incident.
- 7. **ESF 7: Logistics Management and Resource Support – Office of Emergency Management**
 - a. ESF 7 provides resource ordering support to the incident, including identification of resources, pre-positioning, and logistical staging, points of distribution, transportation, and demobilization.
- 8. **ESF 8: Public Health and Medical Services – Public Health, Hospital, EMS, and Office of the Coroner**
 - a. ESF 8 as a Public Health assignment is responsible for providing assistance and coordination in Public Health Emergencies and identifying and meeting the public health and medical needs of victims of an incident. This support is categorized in the following core functional areas: assessment of public health and medical needs, assessment of behavioral health needs in coordination with the ESF 6 functions, public health surveillance; medical care personnel; and medical equipment and supplies, and establishment of alternative care sites as necessary. All ESF 8 functions require the coordination and support of the Southwest Memorial Hospital. The Healthcare Coalition (HCC) is intended to be a coordination mechanism with a broad base of healthcare system partners and stakeholders for planning purposes.
 - b. ESF 8 as an Emergency Medical assignment is responsible for providing emergency medical triage, treatment, and transport from the scene of any emergency or disaster. ESF 8 will coordinate all necessary casualty collection and casualty evacuation as necessary. ESF 8 will coordinate with all medical centers and support their needs for secondary and interfacility transports.
 - c. ESF 8 as a fatality management assignment is the responsibility of the Office of Coroner. ESF 8 will coordinate all management of fatalities and will coordinate with ESF 6 in the establishment of family assistance needs.
- 9. **ESF 9: Search and Rescue – Sheriff’s Office**
 - a. ESF 9 as it pertains to Mountain and Water Rescue is the responsibility of the Sheriff.
 - b. ESF 9 as it pertains to Urban Search and Rescue is the responsibility of the Special District Fire Agencies in Montezuma County. These actions by Fire Agencies include specialized rescue and services provided prior to the arrival of an ambulance and include rescue or extraction of trapped or injured individuals.

10. **ESF 10: Hazardous Materials – Colorado State Patrol, Sheriff’s Office and Office of Emergency Management**
 - a. ESF 10 is the responsibility of the Special District Fire Agencies in Montezuma County to respond to an emergency spill or release incident. These agencies through cooperative agreement have created and maintain a Level-A hazardous materials team response capability with the Durango Fire Protection District.
 - b. The Designated Emergency Response Authority (DERA) responsibilities in Montezuma County follow the default designation allowed for in C.R.S 29-22-101. The default DERA for a municipality is the fire authority. The default for the county DERA is the Sheriff. The Colorado State Patrol (CSP) is the DERA on any federal, state, or county highway located outside of municipal city limits.
11. **ESF 11: Animal Control Department and Humane Society**
 - a. ESF 11 provides for the coordination and response to all animal matters. ESF 11 will coordinate with ESF 6 during the establishment of a shelter during an emergency.
 - b. ESF 11 responsibilities pertaining to the identification and coordination of response when natural resources, public owned lands, and historic or cultural resources are involved will be coordinated through ESF 14. Montezuma County will depend upon outside consultation to be effective in this area.
12. **ESF 12: Utilities, Energy – Environmental Health Department and Office of Emergency Management**
 - a. ESF 12 collects, evaluates and shares information on utilities system damage and estimations on the impact to utilities within affected areas.
13. **ESF 13: Public Safety and Security – Sheriff’s Office**
 - a. ESF 13 provides for the coordination and response of public safety needs and homeland security. The Sheriff acts under the full authority of state law and may provide support to municipal police authorities as needed. ESF 14: Community Recovery – Community Development, Managers Office and Office of Emergency Management
14. **ESF 14**
 - a. ESF 14 provides the framework for the Montezuma County Government to coordinate with other municipal governments based upon the assessment of incident impacts, support may vary depending on the magnitude and type of incident and the potential for long term and severity of consequences.
 - b. ESF 14 will be activated in the short term for large scale or catastrophic incidents that require State and Federal assistance. ESF 14 is intended to be a transition mechanism when long term recovery is necessary. ESF 14 will collect information and strive to assemble assessment level information to establish the appropriate Recovery Committee. Comprehensive recovery planning is best accomplished in a collaborative work process. The needs of housing, businesses and employment, economic redevelopment, development code involvement, master planning, community infrastructure, and social and human services are best addressed in a recovery plan specific to the emergency or disaster event.

15. ESF 15: External Affairs – Managers Office and Office of Emergency Management

- a. ESF 15 provides the framework for the Montezuma County Government to coordinate with other municipal governments and special district boards as part of the multi-agency and multi-jurisdictional response to an incident affecting part or all of Montezuma County. ESF 15 coordinates the actions and personnel necessary to provide necessary external information and public affairs support to the incident needs. ESF 15 is responsible for supporting the needs of the Joint Information Center (JIC) as established by the Incident Command. ESF 15 will manage and coordinate elected official and legislative affairs.
- b. ESF 15 further functions as the Liaison mechanism between the ESF support structure, the Emergency Operations Center, other AHJ impacted by the emergency or disaster event, as well as State and Federal support. The identification and management of the external affairs needs and inquiries from involved or impacted agencies and entities will be handled by ESF 15.



ANNEX L - RESOURCE MOBILIZATION PLAN

Montezuma County Emergency Operations Plan Annex

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RECORD OF CHANGES

[illegible]

RECORD OF DISTRIBUTION

[illegible]

TERMS & DEFINITIONS

BOCC	BOARD OF COUNTY COMMISSIONERS
CEM	COUNTY EMERGENCY MANAGER
EOC	EMERGENCY OPERATIONS CENTER
EOP	MONTEZUMA COUNTY EMERGENCY OPERATIONS PLAN
DHSEM	DEPARTMENT OF HOMELAND SECURITY EMERGENCY MANAGEMENT
DRC	DURANGO INTERAGENCY DISPATCH CENTER
EPR	EMERGENCY PREPAREDNESS AND RESPONSE
ESF	EMERGENCY SUPPORT FUNCTIONS
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FSA	FARM SERVICE AGENCY
IDC	INTERAGENCY DISPATCH CENTER
IMT	INCIDENT MANAGEMENT TEAM
IROC	INTERAGENCY RESOURCE ORDERING CAPABILITY
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
OEM	OFFICE OF EMERGENCY MANAGEMENT
OP	MONTEZUMA COUNTY OPERATIONS PLAN
RMP	RESOURCE MOBILIZATION PLAN
SEOP	STATE EMERGENCY OPERATIONS PLAN

I. PURPOSE

- A. The purpose of the Montezuma County Resource Mobilization Plan (RMP) is to provide a clear and concise direction for resource mobilization and management of resources within the county. The RMP defines the process for locating, ordering, and moving resources to Montezuma County to assist with disaster response when local resources or specialized resources are required. The RMP provides the framework for supporting response locally for an extended period of time and/or providing logistics services to an IMT in the All-Hazards environment.

II. GOAL

- A. The RMP provides clear guidance on how to mobilize and manage resources and ordering for the period of time from the initiation of the emergency to the delegation of authority to an Incident Management Team (IMT).

III. SCOPE

- A. The RMP is limited to the organizations that are within the contiguous boundaries of Montezuma County. Private vendors are included within the RMP only if they are a registered vendor within the resource database of the Emergency Operations Center (EOC) Logistics Section.
- B. Objectives of the plan:
1. Provide policy directives related to resource mobilization.
 2. Define resource infrastructure and their relationship to one another.
 3. Centralize resource ordering procedures and practices.
 4. Clarify funding mechanisms.

IV. AUTHORITY

- A. The RMP operates as a function under the authority of Montezuma County Emergency Operations Plan (CEOP). The plan is maintained through the Montezuma County Office of Emergency Management (OEM) and will be coordinated and adopted by the Operational Stakeholders within Montezuma County. The Operational Stakeholders create operational procedures, validate resource mobilization practices, and make recommendations to improve the overall resource mobilization system in Montezuma County.
- B. State Authorities
1. The Emergency RMP is required under 24-33.5-1210, C.R.S, which states: *“The Office of Emergency Management shall prepare and administer a statewide*

mobilization plan to provide for the allocation and deployment of All-Hazard firefighting, emergency medical, and urban search and rescue resources in the event of a disaster or local incident that requires more resources than those available under any existing inter-jurisdictional or mutual aid agreement.” In addition, the RMP specifically supports the Colorado Disaster Emergency Act of 1992 (24-32-2104, C.R.S) and the Colorado Emergency Operations Plan. Once approved locally, the RMP is then administratively adopted by the directors of the Colorado divisions of Homeland Security and Emergency Management; Office of Emergency Management and the Division of Fire Prevention and Control.

V. LOCAL RESOURCE MOBILIZATION GUIDANCE

- A. The process of resource mobilization is divided into two areas: *initial attack* and *extended attack*. The distinction is important because the governance of each resource mobilization process is different in structure and function. For example, initial attack has differing requirements for training, certifications, and commonly is based on mutual aid resource systems. Extended attack has stringent requirements for certification levels, type and kind of resource, and in many cases, the need for advanced mobilization and management assistance from structures outside of mutual aid and dispatch centers.
1. **Initial Attack:** Will be coordinated through the Cortez Dispatch Center located at 608 N. Park St., Cortez, CO, 81321. For wildfire events that exceed mutual aid of local fire districts with the assistance of mutual aid, the additional resources will be ordered from the Interagency Dispatch Center (IDC) located in Durango, CO.
 2. **Extended Attack:** Will be managed through the IDC located in Durango, CO, for wildfires. Typically will be delegated Wildfire Incident Management Team. All other hazards will transition to the County EOC after the initial attack.

VI. PLAN VALIDATION

- A. The RMP is considered a validated plan only after a complete stakeholder analysis and the agency representative has signed the agreement signature sheet found in the CEOP, *Annex L - Resource Mobilization Plan*. The validation process is in accordance with the following procedures and will be completed after a yearly plan review or substantial plan update outside of the scheduled review.
1. Draft version of plan completed and distributed to the resource Operational Stakeholder Group and the Resource Mobilization Policy Group
 2. Review period is four weeks and all recommendations are submitted in writing to the Montezuma County OEM
 3. Changes evaluated by the OEM as plan administrator and the revised version submitted to the Policy Groups for adoption
 4. The new version of the plan will be presented to the Montezuma County Board of County Commissioners (BOCC)

5. The adopted version will then be distributed to all groups and registered on the distribution log and made accessible to the general public
- B. The plan review cycle begins in April of the current calendar year and is completed within 30 days. An unscheduled review may be requested by the policy groups or the plan administrator. Reasons for an unscheduled update may include changes in resource database information, after action improvements or legislative changes.

VII. IMPLEMENTATION OF THE PLAN

- A. The BOCC identified the County Emergency Manager (CEM) to carry out the responsibilities mandated in C.R.S. 24-33.5-707 (4). The BCC, by the adoption of the EOP, herein designates the position of CEM to have the full authority to conduct the responsibilities and duties of the OEM. The RMP is implemented when the EOC is activated at any level, or when Montezuma County Communications' (Dispatch's) resource management capabilities are exceeded and the CEM is notified by either Dispatch or the established Incident Commander (IC) and requested to assist with obtaining additional resources. If unable to contact the CEM, Dispatch will notify the following individuals in the order provided:
 1. Montezuma County Sheriff
 2. Montezuma County Administrator
- B. The CEM, or one of the designees identified above, will activate the EOC at the appropriate level, or the necessary Emergency Support Functions (ESFs), per the Montezuma County Comprehensive EOC Management Plan. Activation of the EOC at any level automatically activates the EOP and its annexes.
- C. The EOP is intended to be used when a situation requires the participation and coordination of multiple agencies, offices, or departments for effective and efficient emergency response management activities, an emergency or disaster declaration is made by the BOCC or County Administrator, or when an incident escalates beyond the capabilities of the County and it is necessary to seek regional, state, or federal assistance.

VIII. OPERATING PLAN

- A. The Operating Plan (OP) sets forth the standard operating procedures, agreed procedures, and responsibilities to implement the cooperative wildland fire protection on all lands within Montezuma County.
- B. **Resource Ordering**
 1. **All orders placed for initial and extended attack** should go through DRC as the single ordering point for the fire. These orders will be documented on Resource

Orders. **It is understood that the agency requesting the resource will also be responsible for payment or as allocated in a cost share agreement.**

2. DRC will coordinate with federal and county dispatch centers as well as local emergency managers and EOC to mobilize requested resources for incident response. All requests for federal resources are processed through the DRC.

C. Montezuma Operating Plan Summary

MNX AOP Summary		
Mutual Aid Zone	1 Mile either side of boundary	
Mutual Aid Period	Until 2400 or not to exceed 24 hours	
EFF County?	Yes	
EFF Minimum Commitment	GIS Data/Services 1 Deputy 1 Tender 1 Dozer w/DZOP & Lowboy	24 hour staffing if necessary
Sheriff	Steve Nowlin	(970) 565-8452 O
Emergency Manager	Jim Spratlen	(970) 759-4253 C
Interagency Dispatch	DRC	(970) 385-1324

D. Cost Share Agreement (Cost Share Methodologies)

1. Written cost share agreements should be prepared when a wildfire burns across or threatens jurisdictional boundaries, and/or exceeds the mutual aid period. The intent is to appropriately distribute the financial burden based on a method agreed upon by a representative from each affected jurisdiction. A cost share agreement should be negotiated as soon as practical.
2. The following are three options that may be used to determine reimbursable costs to the agencies involved:
 - a. Each agency assumes its own costs as expended by it in the fire control effort
 - b. Fire costs may be divided based upon ownership and acreage percentages
 - c. Costs may be divided as mutually agreed upon by agency representatives as soon as possible after the mutual aid period.

IX. DISASTER DECLARATIONS & AUTHORITIES

- A. Not all incidents require a disaster declaration to activate the local or State RMP. In order to have the State Emergency Operations Plan (SEOP) activated, a local disaster declaration is required to be submitted to the State of Colorado and approved by the Governor's Office. When a local disaster declaration is declared and local resources can be demonstrated to be exhausted the access to state held resources, funding, and support is achieved through the activation of the SEOP.

B. Declaring the Emergency

1. According to C.R.S. 24-32-2104: *“A local disaster may be declared only by the principal executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record-keeping agency and with the division (DHSEM).”*
2. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Even though a local state of emergency declaration can be initiated by a county at any time, it should be declared prior to requesting response or recovery assistance from the state. Doing so informs state decision makers that an emergency situation exists beyond the response or recovery capabilities of the local jurisdiction.
3. The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.
4. The biggest benefit to the local/tribal government for declaring an emergency or disaster is to activate the local CEOP. By activating the local plan, the jurisdiction will have access to policies, procedures, and agreements that aren’t necessarily available during day-to-day operations. For example, a local jurisdiction may have a policy stating that normal bidding procedures for procurement are suspended during an emergency or disaster declaration. These measures pertain to:
 - Performance of public works
 - Entering into contracts
 - Incurring obligations
 - Hiring permanent/temporary workers
 - Using volunteers
 - Securing rental equipment
 - Price gouging
 - Acquisition and distribution of supplies
 - Appropriation and expenditure of public funds
 - Transportation regulations
 - Resource mobilization and management

***Before implementing any emergency policy, carefully consider at what trigger point you should return to normal business practices.

A. Local Disaster Declaration

1. During a disaster the principal executive officer of the affected jurisdiction has the authority to declare a disaster and delegate authority or responsibilities to effectively manage disaster response under *C.R.S. 24-32-2104*. The disaster declaration shall be promptly filed with the OEM, County Manager, and County/City Recorder. Once the disaster is declared local ordinances, resolutions, regulations, emergency policies, and the implementation of the CEOP takes effect.
2. The emergency declaration may extend to all or part of the geographical area under the jurisdiction of the municipality, county, tribe or special district. When a wide area disaster occurs the principal executive officers must determine how decisions will be coordinated if separate disaster declarations are declared.

3. If the emergency or disaster is beyond the capability of the affected jurisdiction to respond, a state of emergency can be declared by the governor through an executive order or proclamation. The Montezuma County EOC shall accumulate and prepare supporting documentation for the declaration through damage assessment and emergency support function information. Implementation of the SEOP and access to State and Federal programs or funding are in many cases contingent on the declaration process being followed and timely. Proper procedure supports the positive outcome of future audits and ensures that reimbursements are allowed.

Local Disaster Declaration Template**ORDER DECLARING A DISASTER
IN AND FOR MONTEZUMA COUNTY, COLORADO**

WHEREAS, the Colorado Disaster Emergency Act, Colorado Revised Statutes (C.R.S.) § 24-33.5-701, *et seq.*, provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-703(3), a "disaster" is defined to mean "the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action, or a condition of riot, insurrection, or invasion"; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709, a local disaster may be declared, "only by the principal executive officer of a political subdivision;" and,

WHEREAS, pursuant to §§ 30-10-307 and 308, C.R.S., as amended, the chairman of the Board of County Commissioners (BOCC) is the principal executive officer of Montezuma County and, in the absence of the chairman, the vice-chairman is statutorily authorized to act as the principal executive officer; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), the declaration of a local disaster "shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision;" and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), any order declaring, continuing, or terminating a local disaster "shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder;" and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(2), the effect of declaring a local disaster "is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans"; and,

WHEREAS, by declaring a local disaster, the Montezuma County Disaster Policies are in effect; and,

WHEREAS, because of the drought, which occurred or began to occur on [DATE] Montezuma County and/or jurisdictions within its boundaries, is

suffering or has suffered a disaster as defined under C.R.S. § 24-33.5-703(3); and,

WHEREAS, the cost and magnitude of responding to and recovering from the impact of this disaster exceeds Montezuma County's available resources.

NOW, THEREFORE, IT IS HEREBY ORDERED, by the chair or vice-chair of the Board of County Commissioners, County of Montezuma, State of Colorado, that a disaster emergency is declared in and for the County of Montezuma, Colorado, beginning on [DATE] and ending on [DATE] unless further extended by consent of the BOCC.

CHAIR [NAME]
BOARD OF COUNTY COMMISSIONERS
MONTEZUMA COUNTY, COLORADO

ATTEST:
[NAME]
CLERK AND RECORDER

Date

A. State Declaration of Emergency/Disaster:

1. If a jurisdiction determines the emergency or disaster is beyond its ability to effectively respond, a state of emergency can be declared by the governor through an executive order or proclamation (C.R.S. 24-32-2104). The local jurisdiction must provide information and ultimately should provide documentation in support of a declaration request. The action of the governor will be in support of the local jurisdiction's expressed needs. The declaration of a state of disaster emergency by the governor serves to:
 - a. Activate the emergency response, recovery and mitigation phases of the state and local emergency management plans;
 - b. Provide authority for the mobilization and deployment of all resources to which the plans refer to CRS 24-32-2113, or any other provision of law relating to emergencies.
2. Once the state declares, the SEOP will be activated, allowing the various state agencies authority and responsibility for emergency functions. Department of Homeland Security Emergency Management (DHSEM) will present the Governor with information on the nature and amount of State and local resources that have been or will be committed to alleviate the results of the disaster, provide an estimate of the amount and severity of damage and the impact on the private and public sector, and provide an estimate of the type and amount of State assistance needed.
3. The state of disaster emergency shall continue until the governor finds that the threat of danger has passed or that the disaster has been dealt with to the extent that emergency conditions no longer exist and the governor terminates the state of disaster emergency by executive order or proclamation, but no state of disaster emergency may continue for longer than thirty days unless renewed by the governor. The executive order shall indicate:
 - a. The nature of the disaster
 - b. The area threatened
 - c. The conditions which have brought it about or those that make termination of the state of disaster or emergency possible.
4. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless the circumstances attendant upon the disaster prevent or impede, shall be promptly filed with the DHSEM, the Secretary of State, and the local jurisdiction in the area to which it applies.

B. Federal Emergency/Disaster Declaration Process

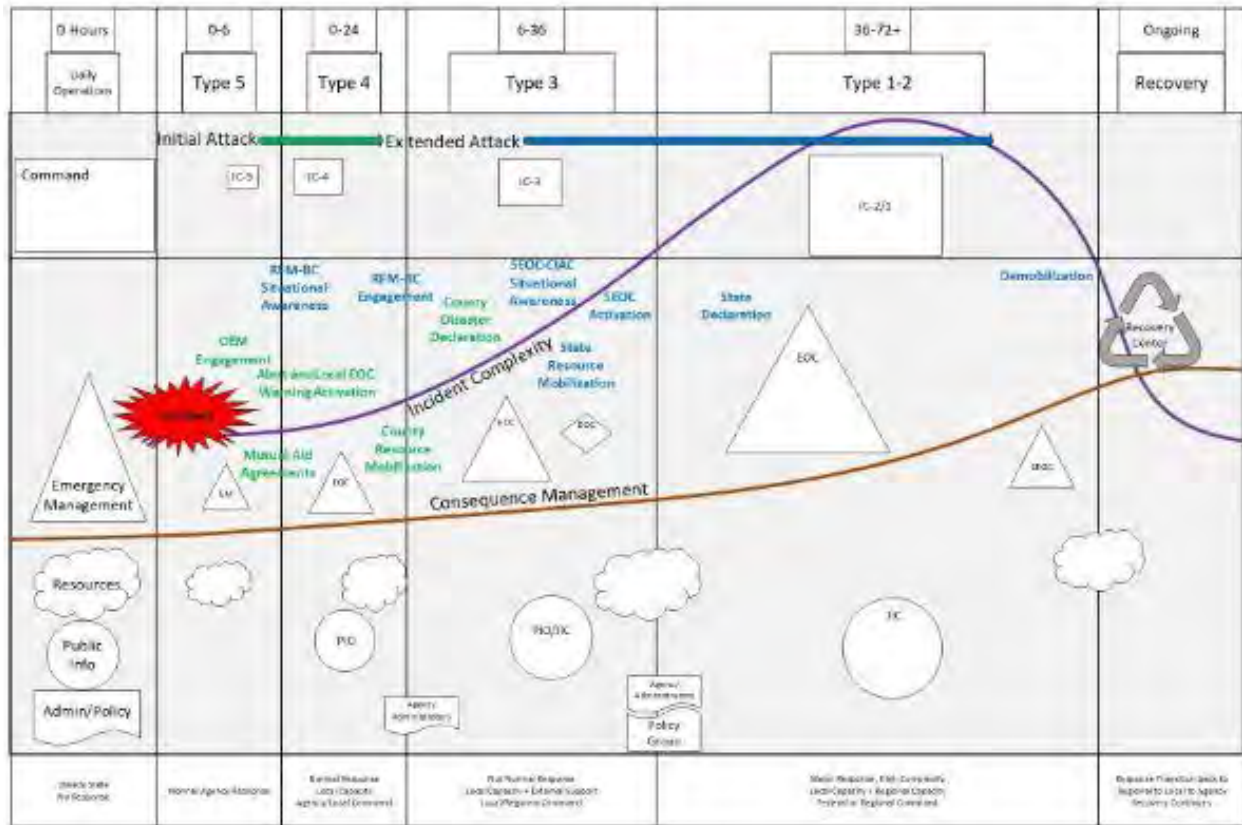
1. In 1988, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707), was enacted to support State and local governments and their citizens when disasters exceeded their capabilities. This law, as amended, establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available from the Federal government, and sets the conditions for obtaining that assistance.

2. When state and local resources are inadequate to effectively respond to an emergency or major disaster, the Stafford Act allows for federal assistance through a Presidential Disaster Declaration. This assistance is requested by the governor if the situation meets the criteria for a declaration. The governor submits a written request to the president through the Federal Emergency Management Agency (FEMA), Region VIII, in Denver, Colorado. FEMA gathers information to supplement the governor's request and this is sent to the president who determines the final disposition. The disposition of the request is transmitted through FEMA Region VIII back to the governor.
3. FEMA, now part of the Emergency Preparedness and Response (EPR) Directorate of the DHSEM, is tasked with coordinating the response of federal agencies with state and local governments.
4. Based on the governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of Federal programs to assist in the response and recovery effort. Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during the damage assessment and any subsequent information that may be discovered.

C. Federal Assistance Available

1. FEMA disaster assistance falls into three general categories:
 - a. ***Individual Assistance*** — Aid to individuals and households;
 - b. ***Public Assistance*** — Aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities;
 - c. ***Hazard Mitigation Assistance*** — Funding for measures designed to reduce future losses to public and private property.
2. Some declarations will provide only individual assistance or only public assistance. Hazard mitigation opportunities are assessed in most situations. Additionally, FEMA will only reimburse a portion of total allowable costs (typically 75%).
3. Agricultural-related disasters are quite common. One-half to two-thirds of the counties in the United States have been designated as disaster areas in each of the past several years. Producers may apply for low-interest emergency (EM) loans in counties/tribes named as primary or contiguous under a disaster designation. Four types of disaster designations are possible: 1) a Presidential major disaster declaration; 2) a USDA Secretarial disaster designation; 3) a Farm Service Agency (FSA) Administrator's Physical Loss Notification; and, 4) a Quarantine designation. For more information on these types of declarations; their declaration processes; and what is available, refer to www.fsa.usda.gov "USDA Farm Service Agency Emergency Disaster Designation and Declaration Process".

X. RESOURCE MOBILIZATION & MANAGEMENT PROCEDURES



A. Resource Mobilization Infrastructure

1. The OEM is responsible for the development of resource mobilization infrastructure. The infrastructure utilized in the RMP is evaluated on the type of infrastructure, function, who is responsible for operation, responsibility for maintaining and the physical location of the infrastructure. Each infrastructure type provides a capability needed to identify, notify, acquire, dispatch and mobilize resources to an event. The infrastructure used in the RMP integrates local, State and Federal systems.
2. The infrastructure to manage resource mobilization in Montezuma County is listed below in the following table.

Resource Infrastructure	Function	Responsibility for operating	Responsibility for maintaining	Location
PSAP CAD System	Maintains 911 system resources and performs dispatching	County Sheriff	Dispatch Board	City Police Department
WebEOC Resource Statusing	Track status and location	Local EOC	Local OEM	State Web EOC at the State EOC.
Web EOC 213RR Form	Ordering Form in WebEOC	EOC Logistics	Local OEM	Local EOC
Federal interagency Dispatching Centers	Inventory of Interagency Resource Ordering Capability (IROC) resources in the Federal System	Regional Interagency Dispatch	Regional Interagency Dispatch	Durango Interagency Dispatch Center

B. Requesting Local Resources

- Resources needed for the incident will be ordered by the following positions and they will follow the procedures listed, unless directed otherwise by the BOCC, County Administrator, County Finance Officer or Emergency Manager:

C. Authority to Request State Resource Mobilization

- The process to implement the Mobilization Plan begins at the local level. The Mobilization Plan can be implemented, by an authorized individual, once it is determined that resources beyond what are available locally or by existing agreements are needed. The process is described below and graphically represented in the Resource Mobilization Flow Chart.
 - The authority to request state resource mobilization is vested in the:
 - County Emergency Manager or Designee
 - County Sheriff
 - County Executive
 - Board of County Commissioners
 - Emergency Manager of a municipality with a population exceeding 400,000
 - Emergency Manager of a municipality with a population exceeding 100,000 that also encompasses multiple counties.
 - Tribal Emergency Manager
 - Incident Commander acting under a **direct delegation of authority** from any of the above.

- D. Only these positions have been vested with the authority to request state resource mobilization. The key prerequisite for requesting state resource mobilization under the RMP is to expend local and mutual aid resources prior to implementation. The Incident Commander is responsible for incident management using NIMS and coordination of resources assigned to the incident.
- E. Mobilization can be initiated by any of the above authorities through:

**Colorado Department of Public Safety 24 hour Communications Center (CSP)
303-279-8855.**

The SEOC will assist any political subdivision in implementing the Mobilization Plan at any time.

F. Delegation Of Resource Ordering Responsibility

1. When the workload of the Cortez Communication Center exceeds specific thresholds determined by the Center and the local mutual aid resources are exhausted, the Emergency Operations Center (EOC) will take over the ordering responsibility with a written request by the Cortez Communications Center Supervisor to the Emergency Operations Center Manager.
2. Once the request is given to the EOC Manager, a briefing will occur between the EOC Logistics Section Chief and the Dispatch Supervisor on what resources were ordered and which orders are pending. All this documentation will be given to the Logistics Section Chief for their file.
3. Once this is approved by the EOC Manager, the Incident Commander (IC) will be notified directly by the EOC Manager and a communication plan will be developed on the flow of information sharing on resource ordering in the future.
4. Below is a table that can be utilized based on thresholds that are set:

TRIGGER	MEASURE
EOC activated	<ul style="list-style-type: none"> • Incident beyond local resource capability • IC, Sheriff and OEM agree that logistical support would be more efficient in EOC
<i>Mutual-Aid Resource Exhausted</i>	<ul style="list-style-type: none"> • All local mutual-aid and auto aid resources are exhausted • Resources are being ordered from multiple dispatch centers

XI. EOC PROCEDURES

STATEWIDE RESOURCE ORDERING STATUSING USING WEB EOC RESOURCE MANAGEMENT SYSTEM

Overview	Resource ordering in Colorado follows along a continuum of processes. Initial resources are ordered through established dispatch centers throughout communities across the state. As the resources available to these dispatch centers are used up, centers will call to auto-aid and mutual-aid centers for additional resources. When the resource requirement goes beyond what is available through dispatch centers and mutual aid the need for beyond dispatch ordering arises. As an incident grows and staff is added, resource ordering may transition from dispatch to a logistics section or incident management staff position as necessary. This can be done at the ICP or at the EOC depending upon local agreement and process.
Purpose	<p>The purpose of the Statewide Resource Status & Ordering System is</p> <ul style="list-style-type: none"> ● To provide one location for all emergency managers and first responders to locate resources within the state, ● To gain access to contact details used to order those resources, ● To provide a status tool that is accessible across the state. <p>Through use of the Statewide Resource Status & Ordering System, emergency managers and first responders will have quick access to resources in their own jurisdictions, neighboring jurisdictions and those across the whole state.</p>
Policy	The Division of Emergency Management will maintain the functioning of the resource status boards in WebEOC. Stakeholders from the emergency management and first responder communities will have input into the maintenance and continued development of the system through established working groups.
Procedure	<i>See APPENDIX B - STATEWIDE STATUS & ORDERING SYSTEM</i>

DATABASE MANAGEMENT

Purpose	The effectiveness of the Statewide Resource Status & Ordering System is dependent on the accuracy of the information in the database. All the data in the system, which is housed in WebEOC, comes directly from the Connect Colorado system and the Colorado Resource Mobilization System. However, it is the responsibility of each jurisdiction and resource owner to maintain accurate information in the system. At this time the WebEOC database is the only location where data should be entered.
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Policy	Local jurisdictions or resource owners will update the database when new information is made available or at least semi-annually to ensure the list of resources and all the supporting information such as contact numbers is accurate. Updates to resource data should be made by 1 March and 1 September annually as a minimum or as requested by the State EMA.
Procedure	<p>To edit a resource:</p> <ol style="list-style-type: none"> 1. Open the Statewide Resource Status Board in WebEOC. 2. Select the Jurisdiction (County) filter for your agency. 3. Select the resource category as appropriate for the resource you are editing. 4. Click on “Details” to the right of the resource you are editing. 5. Click on “Edit” on the top right of the window. 6. Add or change the information as needed. 7. Click on “Save” on the top left of the window. 8. Click on “Return to List” to see the full resource list again. <p>To add a resource:</p> <ol style="list-style-type: none"> 1. In the WebEOC menu, click on the blue plus sign (+) to the right of the “Statewide Resource Status Board” link. 2. Complete the fields of the “New Record” form that pops up. Leave the default status of “Not Reported” unless there is an active incident or event. 3. Click “Save.”

LOCATING, ORDERING AND STATUSING

Purpose	Emergency managers and first responders have access through this system to locate, order and status resources across the state. The system provides a tool for quickly mobilizing statewide resources, determining resources assigned to an incident and managing draw-down.
Policy	<p>The assisting jurisdiction is responsible for changing the “Status,” “Assigned Incident,” “Assigned Jurisdiction” and “location data” fields once it fills a resource request. Once on the incident, the requesting jurisdiction/incident command will maintain the resource status. This may be accomplished at the ICP or at the EOC per local agreement.</p> <p>The statuses will default to “Available Local.” Jurisdictions may set their status to a locally preferred status. This enables the jurisdiction requesting resources to track those resources that report in as Available Statewide. It also allows for a more accurate list of resources available statewide, as it doesn’t assume resources sit available at all times. Additionally, it allows a providing jurisdiction to make a percentage of their resources available when needed by another jurisdiction, while still maintaining adequate resources to meet local needs. With</p>

	the default status set to “Available Local,” this situation is more quickly and accurately reflected in the database at any time.
Procedure	<i>See APPENDIX B - STATEWIDE STATUS & ORDERING SYSTEM</i>
Definitions	<p>Requesting Agency: The agency having jurisdiction. The request can be processed through any locally preferred ordering point, typically the ICP or the local EOC.</p> <p>Assisting Agency: The agency providing requested resources.</p>

DEMOBILIZATION

Purpose	Demobilizing resources in the system allows <ul style="list-style-type: none"> Resources to be requested again as needed Jurisdictions to view an accurate list of resources assigned to an incident
Policy	The Incident, requesting jurisdiction EOC or assisting jurisdiction, is responsible for changing the “Status,” “Assigned Incident” and “Assigned Jurisdiction” fields once the resource is demobilized according to local policy.
Procedure	To demobilize a resource: <ol style="list-style-type: none"> 1. Open the Statewide Resource Status board in WebEOC. 2. Click on “Details” to the right of the resource you are editing. 3. Click on “Edit” on the top right of the window. 4. Change these three fields, as appropriate: <ol style="list-style-type: none"> a. Status to Demobed to indicate to resource owner that their resource is released b. Assigned Incident to blank c. Assigned Jurisdiction to blank 5. Click on “Save” on the top left of the window. 6. Click on “Return to List” to see the full resource list again.

JUST IN TIME STATUSING

Purpose	Many agencies will not be able to maintain up to date statuses in the system. Those who can use the system on a daily or regular basis will have resources with the most current status. For those who will use the system less frequently a status of “not reported” or “available local” should be selected until the resource is used in the system. With this reality we need a “just in time” status capability
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	so that requesting agencies will have the best opportunity to find the resources they need in the minimal amount of time.
Procedure	The concept is simple. A jurisdiction needing resources notifies its response agencies and requests updated status in the system. If local resources are insufficient, the jurisdiction can call its neighboring jurisdictions or the state and request updated status. At this time, assisting jurisdictions will notify their response agencies and request they status their resources which would be available statewide to send to the requesting jurisdiction. The requesting jurisdiction will then select which available statewide resources it needs for its incident. The assisting jurisdiction will then notify the resource owner and complete coordination. (See the Locating, Ordering and Statusing Section and flow chart.) The resource owner or assisting EM office will update the resource status to be assigned and include the incident name and jurisdiction.

POLICY GROUP RESOURCE ORDERING VERIFICATION AND AUTHORIZATION PROCESS

Purpose	To identify the process for obtaining authorization from the policy group to procure requested resources that are not within Montezuma County and are outside of mutual aid.
Policy	Ordering out of County resources carries a financial exposure to the County or requesting agency. No resource shall be ordered through the Montezuma County EOC unless proper authorization is obtained prior to the order being placed.
Procedure	The County Office of Emergency Management (OEM) will delegate the ordering of resources to the Logistic Section Chief (LSC) with limits of spending. Based on <i>Annex M - Montezuma County Emergency Declaration</i> the EOC Manager will adhere to the allocated spending limits unless otherwise approved. Orders will be tracked by an ICS 213RR and signatures will be obtained for approval before the purchase. LSC will utilise all systems available to them to order resources outside of the County (WebEOC, MOUs with other counties or States, Etc.)

REIMBURSEMENT

Purpose	The reimbursement process is intended to recoup some of the costs associated with an incident.
Policy	DHSEM

	<p>The DHSEM logistics section facilitates the reimbursement process for all requests processed through the State EOC. Reimbursement workbooks must be completed and submitted with the proper documentation.</p> <p>For more information visit dhsem.colorado.gov/emergency-management/logistics/resource-mobilization/reimbursement-information</p> <p>Department of Public Safety To submit for reimbursement from the Hazardous Materials Section of the Colorado State Patrol, the county must first determine whether it is a Designated Emergency Response Authority and then complete the proper packet for reimbursement.</p> <p>For more information visit csp.colorado.gov/reimbursement-program</p>						
Procedure	<p>DHSEM</p> <ol style="list-style-type: none"> 1. Ensure all supporting documentation is included 2. Email the workbook and all documentation to the logistics section for review 3. Logistics performs the first review and requests more information as necessary 4. Packet is forwarded to DHSEM Finance for initial review 5. DHSEM Finance completes second review 6. Payment is authorized 7. Payment via Electronic Funds Transfer (EFT) preferred, or a hard check is cut and mailed <p>The linked documents below are required after demobilization from an incident:</p> <ul style="list-style-type: none"> • Reimbursement Workbook: Resources Deployed within Colorado • Reimbursement Workbook: EMAC Deployed Resources outside of Colorado <p>Department of Public Safety</p> <table border="1"> <tr> <td>CSP DERA</td><td>Jurisdiction designated DERA by ordinance or resolution</td></tr> <tr> <td>Assisting Agency Guidelines</td><td>CSP is not the DERA</td></tr> <tr> <td>Click Here for Packet</td><td>Click Here for Packet</td></tr> </table>	CSP DERA	Jurisdiction designated DERA by ordinance or resolution	Assisting Agency Guidelines	CSP is not the DERA	Click Here for Packet	Click Here for Packet
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Assisting Agency Guidelines	CSP is not the DERA						
Click Here for Packet	Click Here for Packet						

STATE PROCEDURE FOR ORDERING RESOURCES

- Local disaster declaration(s) is (are) prepared (if applicable) and appropriate forms are initiated. A local disaster declaration does not have to be made in order to implement the Mobilization Plan. It is understood that a small-scale or non-emergency incident may require specialized resources that are not available locally or through mutual aid and that the Mobilization Plan can be implemented for those necessary resources.
- A Resource Order Form (Form ICS – 213 RR) is completed by requesting agency via the county emergency manager.
- Local governments are responsible for communicating which resources are currently involved, and knowing what types of resources are being requested and their anticipated assignment. CDEM duty officer confirms request and initiates State EOC/MACC activation as appropriate.
- When requesting activation of the plan, complete the ICS 213 RR using resource typing definitions with specific job assignments for responding resources, travel radio channel, AHJ point of contact and contact numbers, and staging area location and address.
- CDEM and DFS will provide technical assistance for resource ordering.
- An Initial Incident Information Form should be provided to CDEM as soon as is practical.

State Emergency Operations Center (SEOC) / Multi Agency Coordination Center (MACC) Activation

The SEOP is the primary and general plan for managing incidents and details the coordinating structures and processes used during emergencies in Colorado.

Colorado Office of Emergency Management(COEM)

- Manages and coordinates State emergency operations and, when necessary, Federal resources;
- Operates the State Emergency Operations Center (SEOC);
- Notifies SEOC ESF 7 when the mobilization Plan is activated;
- Coordinates with State departments for state resource assignments; and,
- Collects information for situational awareness.
- Maintains resource inventory and the Resource Ordering and Status System (ROSS);
- Assists the Incident Commander in identifying resource needs, as necessary;
- Processes resource orders received in the SEOC; and,
- Assists other agencies as necessary.

Note: SEOC/MACC may consist of a single staff person or be staffed to full capacity, depending upon the scope of the incident.

SEOC Fills Order

Roles/Responsibilities:

- The SEOC will assign a State of Colorado incident number, generate a Resource Order and Resource Order Number, and locate the appropriate resource(s).

- The resource will be assigned a request number generated from the appropriate local dispatch center. The local dispatch center will contact and begin the mobilization of the resource.
- Confirmation of the requested resources and its travel information will be relayed back through these channels to notify the requesting AHJ.
- Assisting agencies are responsible for advising the State EOC of any need for backfill of mobilized resources. The SEOC will generate a Resource Order and locate the closest available resource(s) meeting the needs of the backfill request.

Note: Based on the requested resource and size of the incident, appropriate levels of staffing to support the SEOC will be determined. The SEOC may activate resources through a department operations center, interagency dispatch center, local dispatch center, local EOC, or mission assignment to a State agency.

State Agency Assistance

All State departments are mandated under the authority of Colorado Disaster Emergency Act of 1992 and the SEOP to carry out assigned activities related to mitigating the effects of a major emergency or disaster and to cooperate fully with each other, CDEM and other political subdivisions in providing emergency assistance. Each State department develops and maintains its own internal emergency operations plan, specific procedures and checklists necessary for accomplishing assigned tasks. State departments retain administrative control of their personnel and equipment when tasked to support other State departments or local jurisdictions. State departments shall maintain detailed logs of personnel and other costs for possible reimbursement and shall provide the information to the Incident Commander.

State Resources Expended

In the event all available resources within the State have been depleted or mobilization of resources from an adjoining State allows for quicker response, orders will be placed through the appropriate CDEM defined ordering process such as the Emergency Management Assistance Compact (EMAC) for State-to-State mobilization.

Demobilization

It is the responsibility of the incident commander to be fully aware of the extent and capacity of resources at his or her disposal. The demobilization process is as important as mobilization in maintaining the incident commander's knowledge of resources available at any given time. The incident commander is responsible for ensuring that a demobilization plan is developed and preferably distributed 24 hours prior to the first anticipated release. The plan will involve personnel from all ICS functions in order to provide full resource accountability.

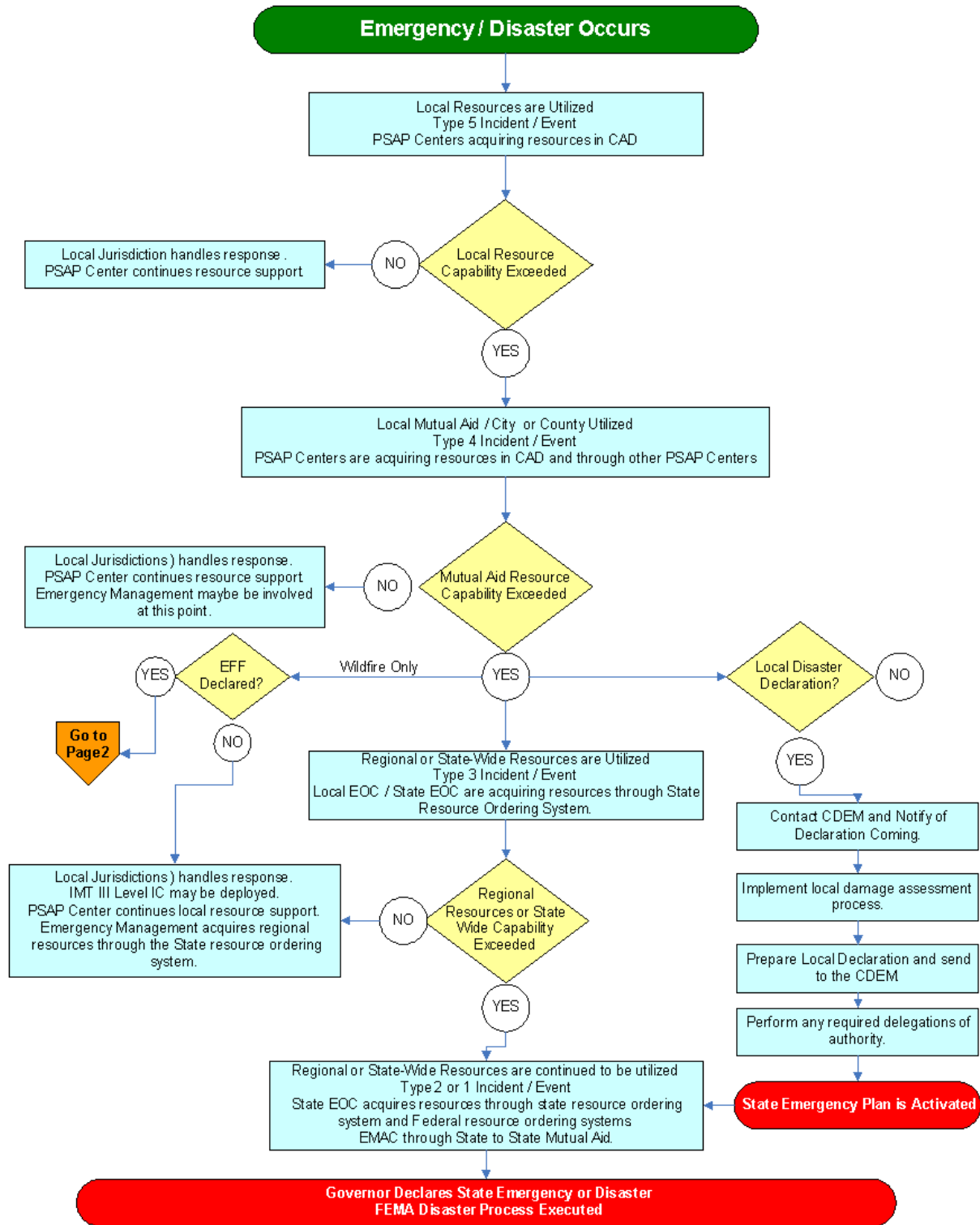
Effective demobilization requires that personnel sign out of service and depart from the incident scene in an organized and responsible manner. To facilitate an orderly and cost effective

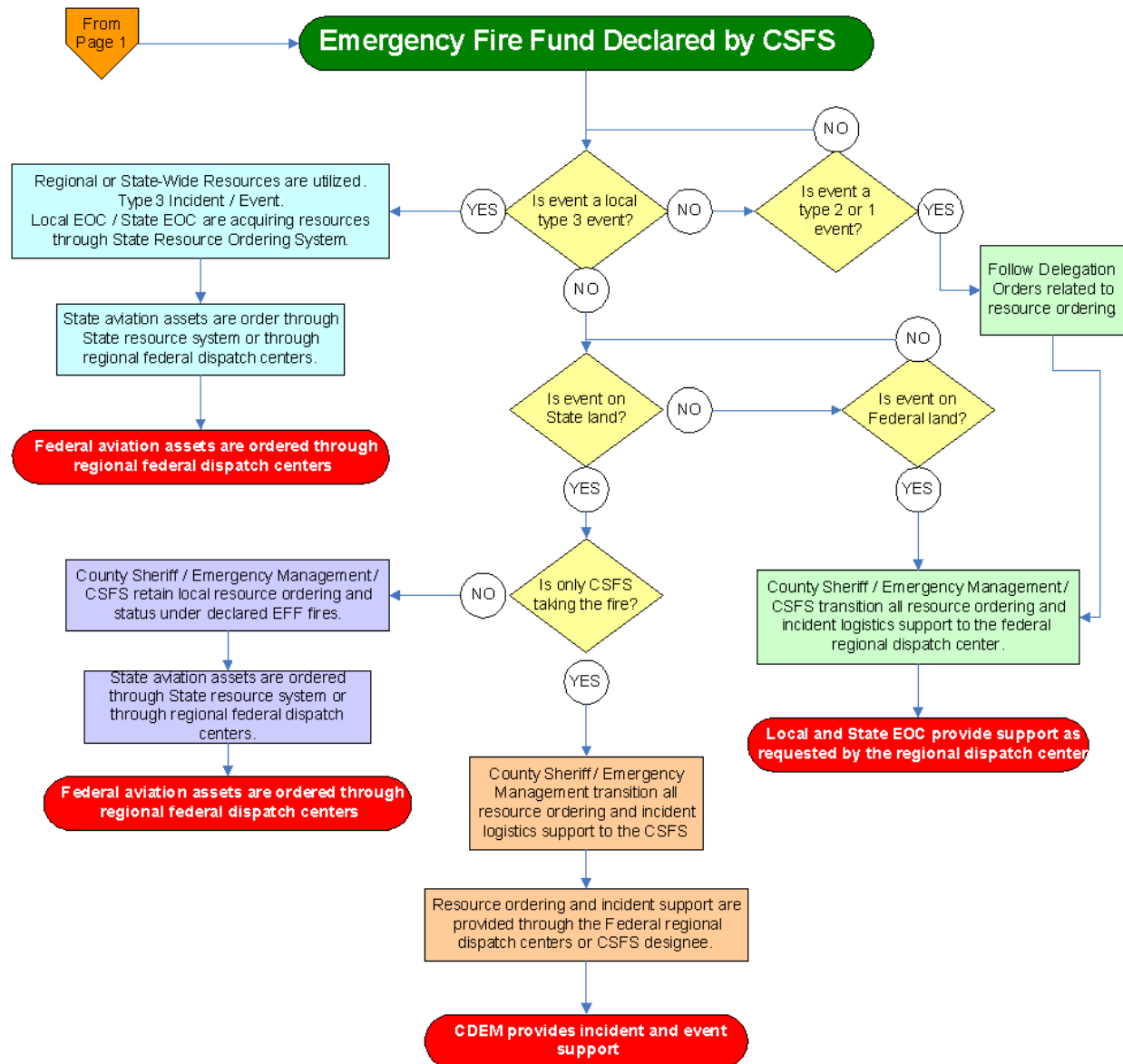
demobilization process, an accurate and complete compilation of records of time, supplies, and equipment expended in handling an emergency incident is essential.

1. All mobilized personnel will insure that their demobilization orders are validated by the Plans Section;
2. All supervisors will verify all personnel are accounted for, all equipment is properly accounted for, and all forms are properly completed and signed;
3. Demobilization will include stops at the logistics and finance sections. This is the time to communicate and sign-off on all emergency repairs on equipment. (The Finance Section Chief must approve of these prior to demobilization.);
4. The Demobilization Unit Leader will inform the SEOC when resources are released, anticipated travel routes, and estimated time of return; the State will notify the home agency.
5. Demobilized resources will return directly to their home agency or other assignment; and,
6. All personnel will complete the required forms and reports of their assigned position.

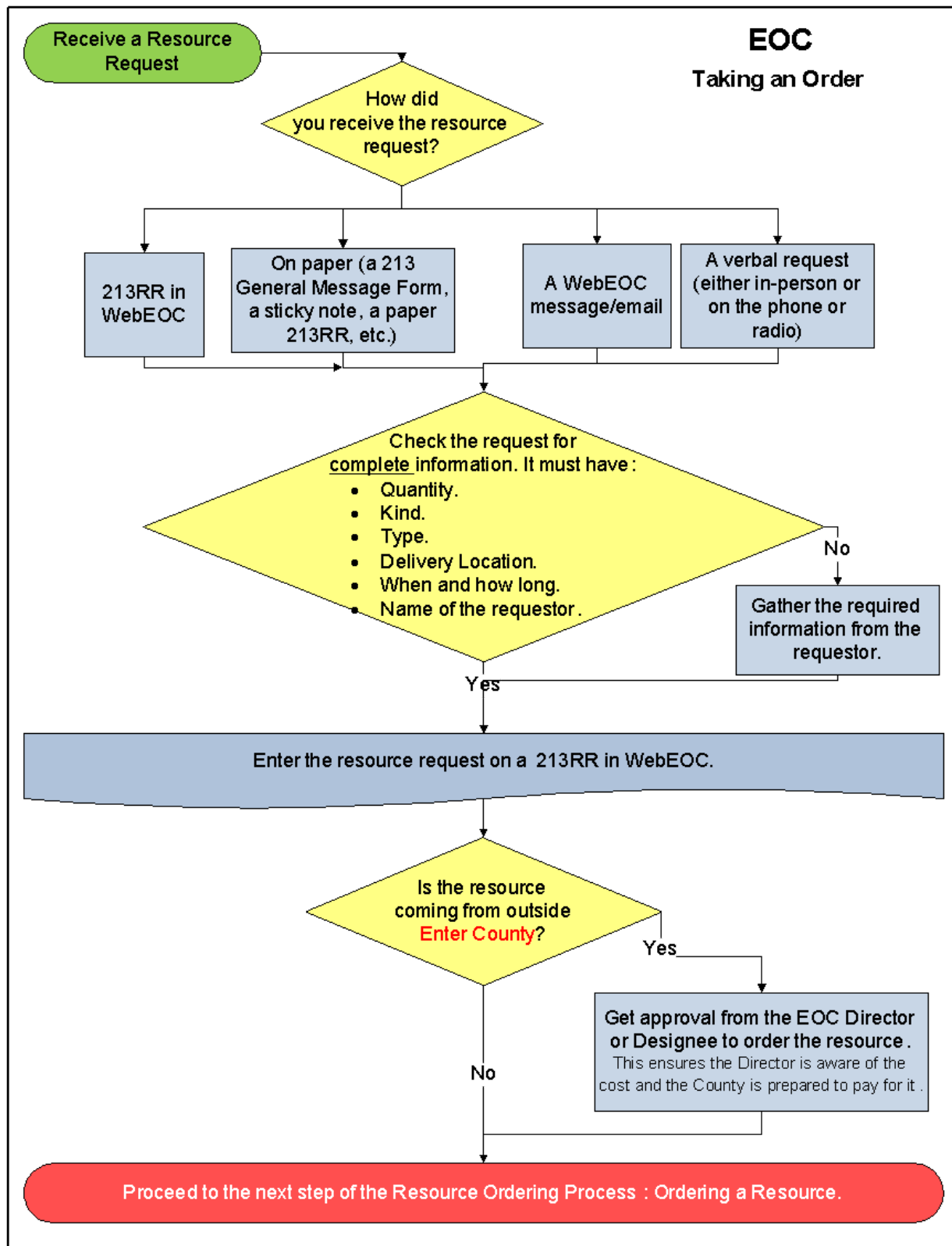
APPENDIX A - COLORADO STATE ALL HAZARDS RESOURCE ORDERING SYSTEM

Colorado State All Hazards Resource Ordering System

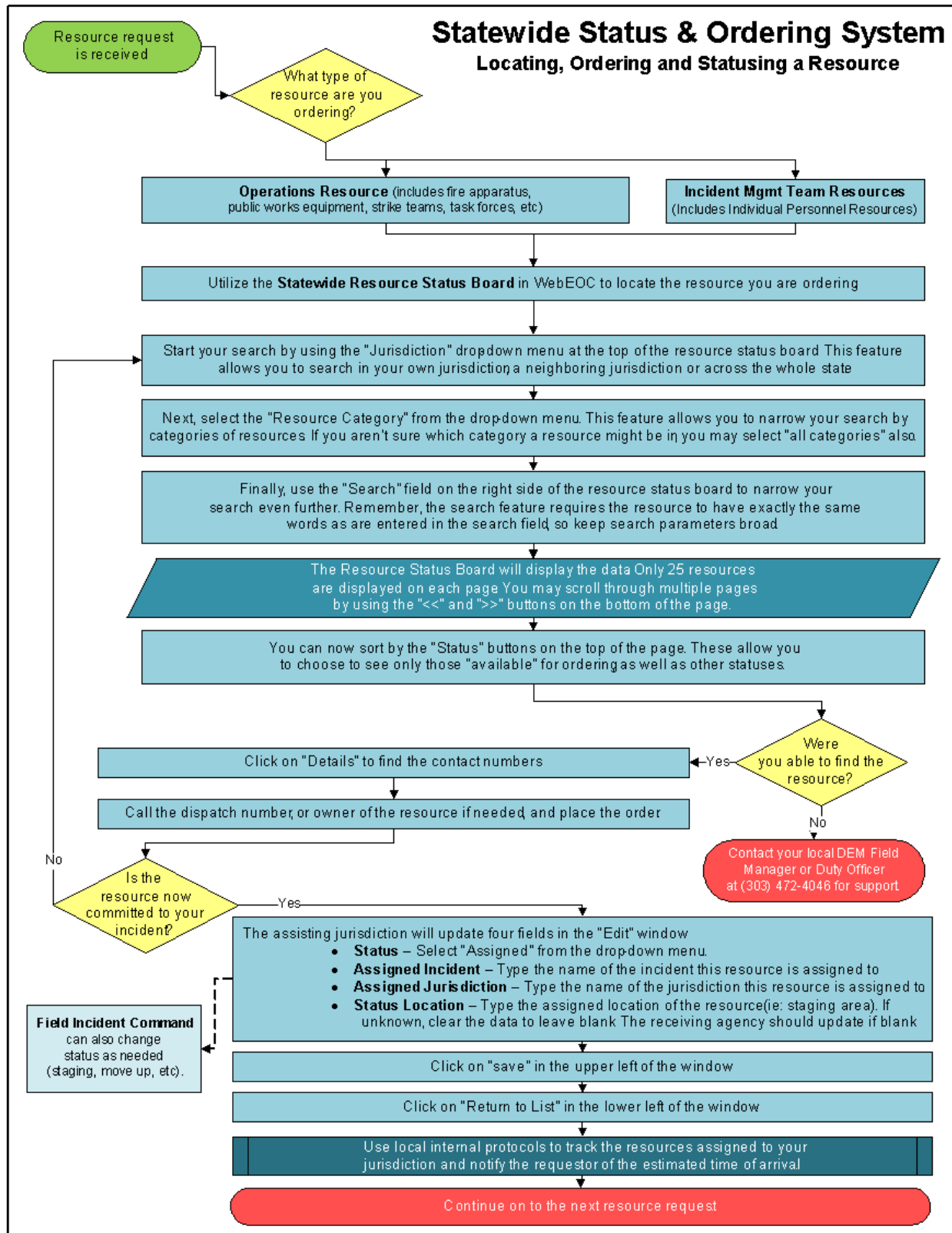


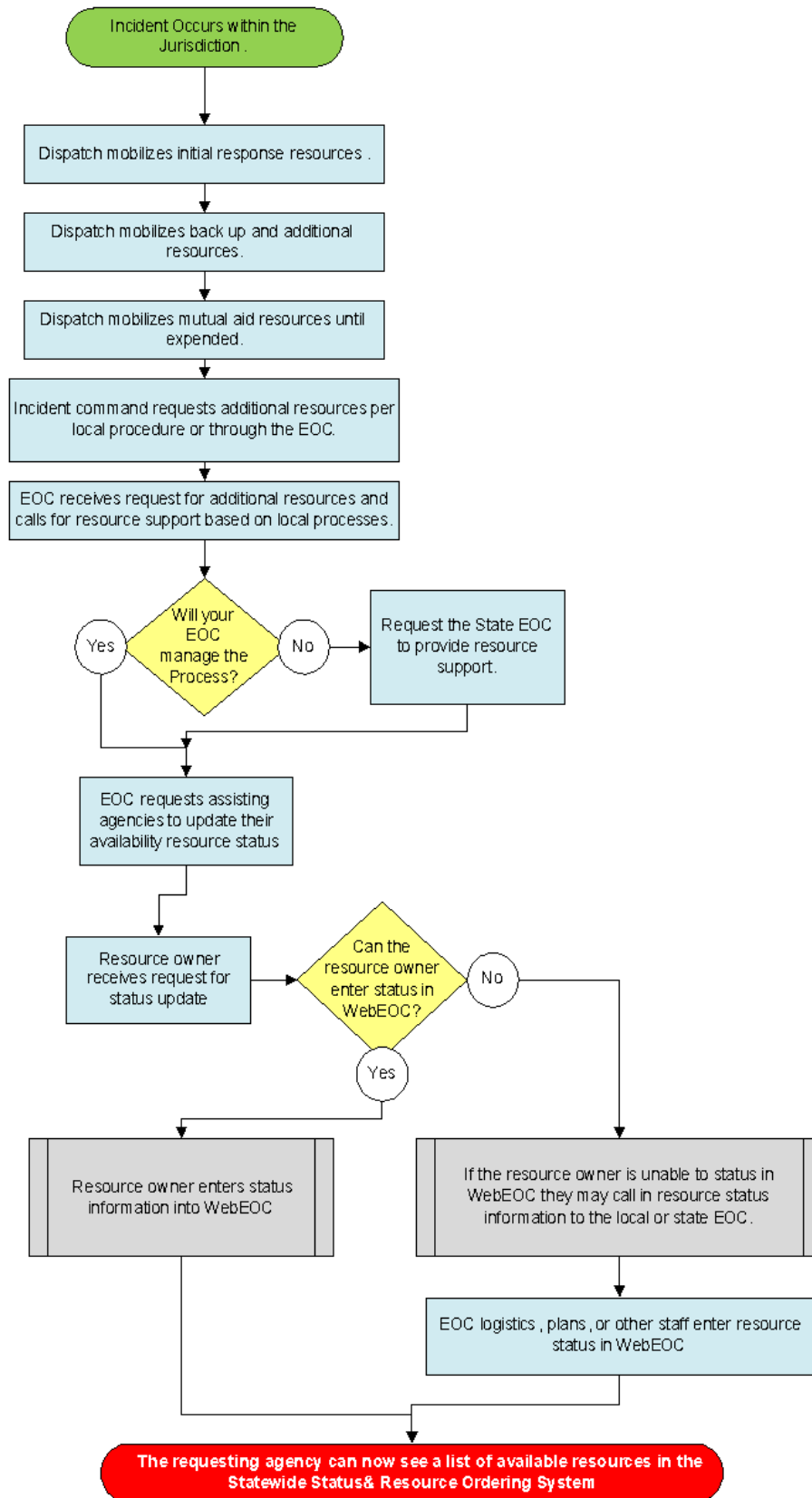
**APPENDIX B - COLORADO STATE WILDFIRE RESOURCE ORDERING SYSTEM
PROCESS****Colorado State Wildfire Resource Ordering System Process**

APPENDIX C - EOC TAKING AN ORDER



APPENDIX D - STATEWIDE STATUS & ORDERING SYSTEM



APPENDIX E - RESOURCE ORDERING FLOWCHART



ANNEX M - MONTEZUMA COUNTY EMERGENCY DECLARATION

Montezuma County Emergency Operations Plan Annex

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I. PURPOSE

- A. From time to time as necessary Montezuma County may have to enter a State of Emergency to provide for the safety of the public, protect critical infrastructure, protect private property, and protect the environment. When such situations dictate the Montezuma County Board of Commissioners will formally complete an Emergency Disaster Declaration. Normal day-to-day standard operating procedures, authorities, policies, procurement, and duties of Montezuma County staff may hinder response and/or recovery activities during a state of emergency within Montezuma County. When a Montezuma County Emergency Disaster Declaration is adopted by the Montezuma County Board of Commissioners or delegated authority the Montezuma County Local Emergency Operations Plan (EOP) will be implemented in part or whole based on the needs of the County.
- B. This Emergency Disaster Resolution has been adopted to provide further guidance, clarification, authority, and policy changes during the period of the Declared Emergency.

II. DEFINITIONS

"Disaster" means the occurrence of or the imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including, but not limited to, fire, weather, drought, plague, hazardous chemical spill, or act of violence.

"Emergency" means any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause that is less severe than a disaster, but of such severity that it cannot be handled by emergency response agencies in conduct of their normal duties.

"Emergency Management" means the gathering of all resources available to meet all potential disasters or emergencies under coordinated management. The phases of emergency management are mitigation, preparedness, response and recovery.

"Mitigation" means any activities that actually eliminate the probability of or reduce the consequences of a disaster.

"Preparedness" means the development of plans, identifying and inventory of critical resources, the organization and training of response personnel, and the exercise of plans.

"Recovery" means those actions, both short-term and long-term, that result in the planned redevelopment of Montezuma County after a disaster, consistent with disaster experience and with measures available for hazard reduction.

III. AUTHORITY

- A. Authority granted to the Chair of the County Board of Commissioners
 - 1. The Chair of the BOCC may declare that a disaster or emergency exists within Montezuma County. Such declaration shall continue for a period not to exceed seven days. Such declaration may be continued or renewed with the consent of a majority of the members of the Board of County Commissioners.
 - 2. Allocate emergency funds when costs of the disaster exceed authorized emergency response budgets.
 - 3. Suspend or modify the provisions of any county resolution, ordinance, policy, or procedure if strict compliance thereof would in any way prevent, hinder or delay necessary action in coping with any emergency or local disaster.
 - 4. Receive on behalf of Montezuma County from any duly constituted governmental agency or any private person or agency, any services, equipment, supplies, materials or funds, by way of gift, grant or loan, for emergency or disaster purposes.
 - 5. Make application for local, state or federal assistance.
- B. Authority granted to the County Administrator
 - 1. The Board of Commissioners has delegated in the event a BOCC Chair and other Commissioners can't be reached within a four hour period the Montezuma County Administrator may sign an Emergency Disaster Declaration on their behalf. This Emergency Declaration must be approved by the BOCC Chair or by majority within 24 hours.
 - 2. In the event that Montezuma County Commissioners are unavailable to make contractual or spending decisions on behalf of Montezuma County, the County Administrator is authorized the contractual and spending decisions for up to 72 hours in the event of an emergency.
 - 3. Receive on behalf of Montezuma County from any duly constituted governmental agency or any private person or agency, any services, equipment, supplies, materials or funds, by way of gift, grant or loan, for emergency or disaster purposes with direction obtained from the Board of County Commissioners.
 - 4. The spending authority of the County Administrator is as follows:
 - a. \$100,000 may be spent in the first twenty-four hours of the emergency starting at the dispatch time of onset \$50,000 may be spent every twelve hours starting at the end of the first twenty four hours
 - b. The spending limits are not to exceed \$500,000 without express consent of the Montezuma County Board of Commissioners.
- C. Authority granted to the County Sheriff:
 - 1. Request appropriate resources as needed to respond to disasters.
 - 2. Receive on behalf of Montezuma County from any duly constituted governmental agency or any private person or agency, any services, equipment, supplies, materials or funds, by way of gift, grant or loan, for emergency or disaster purposes.
 - 2. The spending authority of the County Sheriff is as follows:

- a. \$50,000 may be spent in the first twenty four hours of the emergency starting at the dispatch time of onset.
 - b. \$25,000 may be spent every twelve hours starting at the end of the first twenty four hours.
 - c. The spending limits are not to exceed \$250,000 without express consent of the Montezuma County Board of Commissioners.
- D. Authority granted to the County Emergency Manager:
 1. Seek, obtain, or assist in obtaining supplies, equipment and services needed for the protection of the life and property of the people of Montezuma County.
 2. Represent Montezuma County in all dealings with public or private agencies pertaining to emergency management and disasters, except to the extent it involves the duties of another County elected official, and then only in coordination with that elected official.
 3. Receive on behalf of Montezuma County from any duly constituted governmental agency or any private person or agency, any services, equipment, supplies, materials or funds, by way of gift, grant or loan, for emergency or disaster purposes in accordance with direction obtained from the Board of County Commissioners and/or the Montezuma County Sheriff.
 4. Establish, staff, and coordinate the Emergency Operations Center in accordance with the Montezuma County Emergency Operations Plan (EOP).
 5. The spending authority of the Emergency manager is as follows:
 - a. \$25,000 may be spent in the first twenty-four hours of the emergency starting at the dispatch time of onset.
 - b. \$10,000 may be spent every twelve hours starting at the end of the first twenty four hours.
 - c. The spending limits are not to exceed \$75,000 without express consent of the Montezuma County Administrator.

IV. PROCUREMENT

- A. During emergencies and disasters standard operating procurement procedures, policies, and practices can hinder the ability to identify, order, procure, and obtain time sensitive resources to protect life and property. When an authorized Montezuma County Emergency Disaster Declaration is made and for the duration of, all resources needed to respond to or stabilize the situation will be exempt from normal procurement procedures. Resources will be procured based on need, availability, and response/delivery time.

V. EXEMPT EMPLOYEES

- A. During a Declared Disaster Montezuma County employees may be required either directly or indirectly to work extensive hours for extended periods to respond, coordinate, manage, or supervise response and recovery activities far above that of normal day to day

job descriptions. When an authorized Montezuma County Disaster Declaration is made, any "exempt" employee, who as a result of the declaration, is required to work for more than fifty hours in any given work week will be considered a non-exempt employee and will be considered hourly and eligible for overtime until such time as the emergency response/recovery is concluded.

VI. SUSPENSION OF NON-ESSENTIAL SERVICES

- A. During times of emergencies and disasters Montezuma County employees may be assigned to response/recovery activities other than their normal duties. During a declared emergency the Montezuma County BOCC, the County Administrator, and the County Sheriff may suspend non-essential government activities until such time as resources become available to resume normal day to day activities.

VII. CONTINUITY OF GOVERNMENT

- A. During an emergency or disaster critical infrastructure may be hazardous, damaged or otherwise inaccessible. Whenever an emergency or local disaster makes it imprudent or impossible to conduct the affairs of the county at its regular locations, the governing body may meet at any place, inside or outside the county limits or may meet via the telephone or other communication device. Any temporary emergency or local disaster meeting location for the governing body shall continue until a new location is established or until the emergency or local disaster is terminated and the governing body is able to return to its normal location.
- B. Whenever an emergency or local disaster makes it Imprudent or impossible to conduct the affairs of any department of the county at its regular location, such department may conduct its business at any place, inside or outside the county limits and may remain at the temporary location until the emergency or local disaster is declared ended or until the department is able to return to its normal location.

VIII. SUCCESSION OF AUTHORITY

- A. If the Chair of the BOCC is unavailable, the line of succession of authority shall be delegated by seniority of office of the remaining two Commissioners. If none of the three BOCC members are available the County Sheriff will be delegated this authority. If the County Sheriff is unavailable the County Administrator will be delegated this authority.

Appendix to Annex M
Emergency Disaster Declaration
(Sample)

ORDER DECLARING A DISASTER
IN AND FOR MONTEZUMA COUNTY, COLORADO

WHEREAS, the Colorado Disaster Emergency Act, Colorado Revised Statutes (C.R.S.) § 24-33.5-701, *et seq.*, provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-703(3), a "disaster" is defined to mean "the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action, or a condition of riot, insurrection, or invasion"; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709, a local disaster may be declared, "only by the principal executive officer of a political subdivision;" and,

WHEREAS, pursuant to §§ 30-10-307 and 308, C.R.S., as amended, the chairman of the Board of County Commissioners (BOCC) is the principal executive officer of Montezuma County and, in the absence of the chairman, the vice-chairman is statutorily authorized to act as the principal executive officer; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), the declaration of a local disaster "shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision;" and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), any order declaring, continuing, or terminating a local disaster "shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder;" and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(2), the effect of declaring a local disaster "is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans"; and,

WHEREAS, by declaring a local disaster, the Montezuma County Disaster Policies are in effect; and,

WHEREAS, because of the _____, which occurred or began to occur
On _____ Montezuma County and/or jurisdictions within its boundaries, is
suffering or has suffered a disaster as defined under C.R.S. § 24-33.5-703(3); and,

WHEREAS, the cost and magnitude of responding to and recovering from the
impact of this disaster exceeds Montezuma County's available resources.

NOW, THEREFORE, IT IS HEREBY ORDERED, by the chair or vice-chair of
the Board of County Commissioners, County of Montezuma, State of Colorado, that a
disaster emergency is declared in and for the County of Montezuma, Colorado,
beginning on _____ and ending on _____ unless further
extended by consent of the BOCC.

CHAIR _____
BOARD OF COUNTY COMMISSIONERS
MONTEZUMA COUNTY, COLORADO

ATTEST:

CLERK AND RECORDER

Date



ANNEX N - EMERGENCY OPERATIONS CENTER MANAGEMENT PLAN

Montezuma County Emergency Operations Plan Annex

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I. OVERVIEW & ADMINISTRATION

- A. The Montezuma County Unified Coordination System is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibilities for coordinating county resources in support of local emergency response agencies. The Emergency Operations Center (EOC) is vital to centralized coordination within this system.

IX. MULTI-AGENCY COORDINATION SYSTEM

- A. Multi-agency Coordination Systems (MACS) are a part of the United States standardized Incident Command System. MACS provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale incidents and emergencies.
- B. The principal functions and responsibilities of MAC entities typically include the following:
1. Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
 2. Establishing priorities between incidents and/or Area Commands in concert with Incident Commanders or a Unified Command;
 3. Acquiring and allocating resources required by incident management personnel in concert with the priorities established by Incident or Unified Command;
 4. Anticipating and identifying future resource requirements;
 5. Coordinating and resolving policy issues arising from the incident(s); and
 6. Providing strategic coordination as required.

X. PURPOSE

- A. The EOC is responsible for supporting all incident operations affecting Montezuma County as well as supporting the community as a whole. Additionally, the EOC is the coordination point for all consequence management activities – those events that are outside the incident footprint or scope but affecting community members. This may include public information management, air quality reporting, mass sheltering and feeding operations, medical surge at hospitals, county-wide situational awareness, etc. The priority is to coordinate between multiple agencies and jurisdictions to ensure the needs of the community are met. Several EOC activities may include:

1. Evaluating new incidents.
2. Prioritizing incidents.
3. Ensuring Montezuma County resource and situation status is current.
4. Determining specific resource requirements.
5. Determining resource availability and allocating resources to incidents based on priorities.
6. Anticipating future resource needs.
7. Communicating decisions back to agencies / Incident Commanders.
8. Reviewing policies / agreements for county resource allocations.
9. Reviewing the need for other county or community involvement in the EOC.
10. Providing the necessary liaison with external facilities and agencies as appropriate.

XI. ADMINISTRATION

- A. Montezuma County **Emergency Manager (EM)** or EOC Manager is responsible for the functioning of the EOC as an extension of the overarching responsibility for coordinating countywide emergency management programs.
- B. The EM or EOC Manager oversees the functioning of the EOC and is ultimately responsible for its readiness, to include training of and support to the EOC Staff.
- C. The EM or EOC Manager is responsible for the overall functionality and operation of the EOC, including supervising the operational checks of all EOC systems and maintenance of the room throughout the incident. The EM or EOC Manager is responsible for maintaining the EOC in a constant state of readiness.

XII. BUILDING / EOC ACCESS

- A. The primary location for the Montezuma County EOC is at the Sheriff's Office Administrative Building (training room) at 730 East Driscoll Street, Cortez CO. In the event the primary location is not available, the Cortez Police Department at 608 North Park Street, Cortez CO is a secondary or back-up location for the EOC. The following are the basic requirements for functionality in any building that is to be used as an EOC:
 1. The room must be big enough to support the operation
 2. The room must have adequate power to support extended operations and increased load, including lights, power outlets, and back-up power capability.
 3. The room must have the ability to support computer needs, such as hard-line Internet ports or wireless connectivity.
 4. The room must have the ability to add phone lines as needed to support the EOC.
 5. The room must have access control mechanisms to keep the staff secure and to keep the public and media out of the area so the EOC can function to its full capacity.

XIII. AUTHORITY

- A. The authority for emergency operations is granted by the Federal Disaster Relief and Emergency Act (Public Law 93-288 also known as the Stafford Act), and the Colorado Revised Statutes, Title 24, Article 33.5, Part 701, Colorado Disaster Emergency Act, as amended.
- B. The Board of County Commissioners, through this Comprehensive Emergency Management Plan, delegates all emergency management tasks and functions to the Montezuma County EM.

XIV. ACTIVATION PROCEDURES

- A. The purpose of this section is to establish a standard, repeatable process for activation of the EOC. All functions of the EOC will be documented so that they can be accomplished every time the EOC is activated. The process describes the required duties of department and agency representatives who report to the EOC during an emergency situation.
- B. The activation process and operational procedures apply to all EOC activations including emergencies, disasters and exercises. The process begins with the decision to activate the EOC and continues throughout the event, including EOC demobilization. Additional activities such as debriefing, preparing and distributing After Action Reports and implementing improvements are incorporated into the process.
 - 1. **Decision to Activate the EOC**
 - a. Activation is based on analysis of an emergency or disaster that affects all or part of Montezuma County or the region. The decision to activate the EOC will most often be made by the EM, but it can also be activated by the Sheriff's Office, Incident Commander, County Administrator or the Board of County Commissioners.
 - b. Activation of the EOC is situation-dependent. It may be either a planned activation for a special event or anticipated crisis (i.e. weather emergency known in advance or local event), or an immediate unplanned activation due to an imminent threat or situation that has just occurred. Not every incident will require EOC activation. The situation, resources, and activities will drive the need for further coordination and support.
 - 2. **EOC Activation Levels**
 - a. Since all incidents are unique, EOC activations must remain flexible and may expand and contract as needed. The EOC will be activated at the appropriate level to support the complexity of the incident. The level of activation will be determined by the EM or EOC Manager.
 - i. **Level 4 Activation:** This activation is virtual in nature and intended for situational awareness monitoring only. This is primarily used for special events or weather monitoring.

- ii. **Level 3 Activation:** This activation involves EM staff only. The EOC is opened and staff assumes basic roles in the EOC. This level of activation is used in the early phases of an incident that has the potential to grow into something large enough to require EOC coordination capability, but does not currently require it. It is also used for special events monitoring when additional resource support is warranted and for severe weather events requiring added coordination activities. The EOC is in a “leaning forward” mode, providing situational awareness and ready to call in additional staff if the situation escalates.

Upon notification of a possibly expanding incident requiring resource support and coordination, the EM or Cortez/Montezuma County Communication Center (via the NIXLE Alert System) will contact the EOC Staff with initial scene information and further instructions. At this level, response and activation of the EOC are not necessary. Instead, this level gives all EOC staff valuable information about an incident that could lead to a full activation.

- iii. **Level 2 Activation:** The incident has grown and requires EOC coordination and support, however, not all of the Emergency Support Functions (ESF) are required to manage the particular incident. The EM or EOC Manager will determine which ESFs and support activities will be activated depending upon the incident.
- iv. Once on-scene personnel have determined that the incident will involve additional ESFs, multi-agency coordination, extended resources or multiple operational periods, the EOC staff will be contacted and additional people will be notified to respond. The message will give the following information:
 - Incident type and location
 - EOC Location
 - Staff that is needed to support operations (not all EOC Staff will be required for every incident)
 - Briefing time and location
 - Special instructions
- v. Once an activation has occurred, EOC Staff should prepare for extended hours of operation and should have supplies to meet all personal needs, including change of clothing, food, water and specialized supplies needed to support the operation. Because the EOC location may change, many departments will need to create and maintain their own kits and equipment that will need to be brought to the EOC location once activated. This equipment may include:
 - Laptop computer if available
 - Radio

- Cellular telephone
 - Supporting documents, plans or forms
- vi. **Level 1 Activation:** The incident has grown to a level of complexity requiring support from all of the ESFs and multiple partners and support entities.
3. Many incidents will require extended logistical support, such as facilities for responders, showers, porta-potties, food, shelters for citizens, etc. After EOC activation, when situational status dictates further action, a level one activation will occur. This involves calling all ESFs and volunteer support personnel to assist with logistical needs of the incident for extended periods of time.

XV. STAFFING

- A. Staffing of the EOC will depend on the nature of the incident, both in the personnel chosen and in their number. This may include representatives from county departments and response units such as Emergency Services, Montezuma County Search and Rescue as well as the Montezuma County Sheriff's Department Deputies and Reservists. Other personnel from county agencies and cooperating agencies such as the Red Cross will be notified to report as the situation warrants. The EOC will remain functional and staffed for as long as each organizational and support function is required to deal with response and recovery for the incident in question.
- B. EOC Staffing will be predetermined by the Montezuma County EM. The EOC Organization Chart in Appendix A of this Annex provides the positions and duties within the EOC. Position roles and responsibilities are outlined in the EOC Position Checklists and Desktop Procedures.
- C. Upon arrival at the designated location, all EOC staff shall present adequate identification and sign in at the check-in location. Staff will then check in with the EM or EOC Manager who will direct assigned staff to their position and section chief. **See Appendix A: EOC Organizational Chart**

XVI. REPORTS & BRIEFINGS

- A. In a major crisis, the EOC will likely be at a Level I Activation with full round-the-clock coverage. When the EOC is to be staffed for 24-hours a day, at least initially, two (2) 12-hour shifts will be employed. These shifts will typically run from 0700 to 1900 (Day Shift) and 1900 to 0700 (Night Shift). This may change as the situation warrants. As crisis conditions improve, 8-hour shifts may be introduced.
- B. During an incident in which the EOC is activated, the following reports will be issued

during each operational period. The activation level will act as a guide at what frequency these reports are issued. The EM or EOC Manager or designee will have sole authority as to the frequency of when these reports are issued.

1. Situation Reports (EOC 209)

Maintaining ongoing situational awareness is key to deterring and preventing a possible threat or crisis as well as mounting an effective response.

2. EOC Operations Plan (EOCOPS)

This is the “plan of action” for the operational period to support incident operations. This plan will cover the upcoming operational period and sets specific goals, objectives and action items that are to be met for that time frame, and must always correspond with the objectives set forth by the Incident Commander(s). The Planning Section drafts this with input and approval from the EM or the EOC Manager.

3. Operational Period Briefings

At the beginning of each operational period, a briefing will occur with all staff to ensure the objectives from the Incident Support Plan are disseminated and understood. This briefing sets the tone for the operational period and ensures all staff understands the priorities for their section.

4. Command and General Staff Meetings

As necessary, the EM or EOC Manager will meet with all EOC Command and General Staff to continue to maintain situational awareness and to ensure operational objectives are being met.

5. Planning Meetings

The Planning Meeting occurs once each operational period and is designed to review the objectives and tasks for the next operational period and ensure that everyone is able to fully support the plan.

6. Staff Meetings

Occasionally it will be necessary to pull the EOC staff together for quick meetings. These meetings can be for a number of reasons, including:

- a. New information that is critical to operational support
- b. Staff update to ensure situational awareness
- c. Resolution of workspace issues (supplies, space, etc)
- d. Check on the status of personnel to determine staffing and rehab needs

XVII. STAFF ORGANIZATION

A. The following describes the responsibilities of the individual sections of the Incident Command System as they relate within the framework of the Montezuma County EOC.

1. **EM or EOC Manager** – Has overall responsibility for the management of the EOC and all support activities for the emergency response and recovery operations. Has the authority to designate EOC management responsibilities as needed to support community needs. This responsibility may include utilizing EOC trained personnel from nearby counties or towns to support EOC operations.
2. **Policy Group** – The Policy Group consists of county Commissioners, county Administrator, county EM, county Attorney, other County elected officials and department heads as appropriate for the disaster, the Sheriff, municipal elected and

- key officials as appropriate for the disaster, and special district chiefs and agency representatives with policymaking authority as appropriate for the disaster. The policy group meets at a designated location such as the county administrative offices or Sheriff's Office, and remains available to the EM or EOC Manager for all policy decisions. The function of this group is to set policy for the emergency/disaster, prepare emergency/disaster resolutions, approve emergency divergence from normal county policies such as emergency purchasing, emergency procurement of supplies, redirect funds and other policy level decisions affecting citizens such as evacuations, curfews, etc., as necessary.
3. **Legal Officer** – The Legal Officer is the County Attorney or designee. The Legal Officer provides advice to the EM or EOC Manager and the Policy Group in all legal matters relating to the emergency. The Legal Officer assists the EM or EOC Manager in preparing the documentation necessary for declaring a local emergency and in the implementation of emergency powers.
 4. **Command Staff** – Command Staff are specifically designated, report directly to the EM or EOC Manager, and are assigned responsibility for key activities that are not part of the ICS General Staff functional elements. The three most common Command Staff positions are typically: Public Information Officer (PIO), Safety Officer and Liaison Officer. Additional positions may be established as the incident may dictate.
 5. **Public Information Officer** – The PIO serves as an advisor to the EM or EOC Manager and coordinates all public information activities. The PIO ensures that the media and citizens are fully informed on all aspects of the emergency, and coordinates all releases with the EOC Manager, Incident Command, the Policy Group and the Joint Information Center (JIC). The EOC PIO is the primary liaison to the JIC for all public information needs.
 6. **Safety Officer** – The Safety officer serves as an advisor to the EM or EOC Manager. He or she monitors all aspects of the emergency organization to ensure the safety of all personnel involved. The Safety Officer is responsible for identification and mitigation of potentially unsafe operations and for working with all sections to protect the safety of personnel within the EOC as well as those in the field.
 7. **Liaison Officer** – The Liaison Officer serves as an advisor to the EM or EOC Manager on all matters between the county and the support agencies committed to the incident. The Liaison Officer is responsible for ensuring that support agencies and/or activities are properly utilized, and provide the support required for the performance of the assigned mission.
 - a. **Agency Representatives** – Agency Representatives represent their various agencies and jurisdictions and work with the Liaison Officer to ensure proper communications flow. Agency Representatives may also assist the EOC and Incident Command by providing agency/jurisdiction specific information that is vital to the operation. Agency Representatives have full authority to speak on behalf of their organization and make policy decisions as needed.
 8. **General Staff** – The General Staff comprises emergency management personnel who represent the major functional elements of the ICS. This staff includes: Operations Section, Planning Section, Logistics Section, and Finance/Administration Section. The Command and General Staff must continually interact and share vital information

- and estimates of the current and future situation and develop recommended courses of action for consideration by the EM or EOC Manager and Incident Commander.
9. **Planning Section** – The Planning Section is responsible for collecting, evaluating, and disseminating tactical and strategic information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents EOC operational plans and incident maps and gathers and disseminates information and intelligence critical to the incident. A major function of the Planning Section is the Damage Assessment Unit, which provides the information necessary regarding damages and destruction to structures and infrastructure. Additionally, as soon as activated, the planning section is responsible for short-term recovery planning considerations through the Recovery and Mitigation Unit.
 - a. **Resource Unit (aka Gatekeeper)** – The Gatekeeper position has been designed to provide overall awareness within the EOC of all resource requests, their status, and priorities to be accomplished. The Gatekeeper is tasked with ensuring that no request goes unanswered and that all priority requests are handled in a timely manner. The Gatekeeper has no decision-making authority other than to ensure the flow of information and requests is efficient and effective.
 10. **Operations Section** – The operations Section is responsible for supporting local tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. The Operations Section also supports overall county operations outside of the incident footprint. Incidents can include acts of terrorism, fires, floods, hazardous materials spills, aircraft accidents, winter storms, public health and medical emergencies, and other incidents requiring an emergency response.
 11. **Logistics Section** – The Logistics Section meets all resource support needs for the incident, including ordering resources through appropriate authorities from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications and medical services for incident and EOC personnel. Additionally, procurement plays a large role in incident support through contracting and procurement activities. Close coordination with the Planning Section and Finance Section are essential so that operational records can be reconciled with financial documents.
 12. **Finance / Administration Section** – When there is a specific need for financial, reimbursement and or administrative services to support incident management activities, a Finance/Administration Section is established. This section is responsible for the tracking of costs, time and compensation/claims resulting from the incident.
 13. **EOC Administrative/Support Staff** – Comprising county staff specifically designated to perform administrative and support functions within the EOC. This will include, but is not limited to the following personnel:
 - a. **Information Technology and Telecommunications** – Provide support during initial set up, maintenance throughout the incident and support during demobilization.
 - b. **Scribes** – Personnel that are designated to assist in capturing all data and information within the EOC and during all briefings and meetings.

- c. **Runners** – Personnel assigned to relay information back and forth between the ICP and the EOC.
- d. **Call-Takers** – Personnel assigned to man phone banks for citizens to ensure proper information flow throughout the incident.
- e. **Maintenance** – Personnel who will remain available as needed to support the EOC throughout the incident.

14. Desktop Procedures

a. EM or EOC Manager

i. Activation Actions

- Respond immediately to the EOC and ascertain the nature of the incident from pages, radio traffic or a briefing from the Incident Commander or Dispatch Center
- Determine the appropriate level of staffing based on the level of activation and current situation as known.
- Obtain situation briefing from the Incident Commander, Incident Management Team or any other available sources
- Contact the Colorado Division of Homeland Security and Emergency Management Duty Officer at (303) 472-4046 or on the emergency line at (303) 279-8855 to inform them of the situation and to coordinate any immediate resource needs.
- WebEOC – Login, create incident, and provide an initial situational status report including resource requests.

ii. EOC Start-up Actions

- Assign call-takers as needed and begin check-in procedures
- Coordinate with the County Maintenance and Information Technology departments to ensure the EOC has whatever is needed to become operational.
- Arrange all tables in the EOC and provide supplies as necessary for EOC staff to function in their roles.
- Coordinate with the Sheriff to ensure the EOC room remains secure for as long as it is operational.
- Ensure that all Section Chiefs and Command Staff are in place as soon as possible and are staffing their respective stations as needed.
- Ensure that the EOC organization and staffing chart is posted and that all arriving EOC members are assigned by name.

iii. EM or EOC Manager Operational Actions

- Establish and maintain contacts with the incident site, and supported jurisdictions, agencies and organizations as appropriate.
- Ensure that section logs and documentation are maintained.
- Monitor EOC activities to ensure that all appropriate actions are being accomplished in a timely manner.
- Ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination.
- After obtaining a Situation Report (SITREP) from the Planning Section, provide a briefing to the Policy Group at least every twelve

(12) hours or more frequently as the incident conditions warrant. The SITREP does not leave the EOC until the EM or EOC Manager approves and signs the report.

- Coordinate with logistics for all EOC staff, including housing, feeding, and hydration.
 - Ensure all EOC personnel have the tools and resources to effectively do their jobs.
 - Thoroughly brief position relief upon shift change.
- iv. **EM or EOC Manager Deactivation Actions**
- Authorize the demobilization of EOC elements when they are no longer required.
 - Deactivate the EOC and close out logs and journals when the emergency situation no longer requires activation.
 - Notify other EOCs and the Colorado Division of Homeland Security and Emergency Management of planned date and time of deactivation.
 - WebEOC - Provide final situation report and log off.
 - Ensure that any open actions are assigned to the appropriate department for follow-up support.
 - Ensure that all required forms and reports are completed prior to release and departure.

Command Staff Activation Actions

- Check-in upon arrival at the EOC.
- Report to the EM or EOC Manager and obtain a briefing on the situation.
- Review your position responsibilities.
- Ensure that your section is set up properly and that the appropriate personnel, equipment, and supplies are in place.
- Ensure workstation is set up and operational
- Review the EOC organization and determine where to go for information and support.
- Clarify any issues you have regarding your authority and assignment and what others do in the EOC as they pertain to your position.
- Open and maintain a section/unit log (ICS Form 214 (Activity Log)).
- Confirm operational procedures for telephone, radio, and computer systems use.
- Establish any priorities or special requests.
- Obtain and review all major incident reports.
- Based on the situation as known or forecasted, determine likely future needs.
- Make a list of any key issues facing your section. Clearly establish with all assembled personnel, action items that need to be accomplished within the next twelve (12) hours.
- Develop a plan for carrying out all responsibilities and requirements.
- Determine the need for representation or participation in scheduled coordination meetings and/or briefings.
- Request additional personnel as necessary for maintaining EOC shift

operations.

- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

v. **Command Staff Operational Actions**

- Ensure that all journals, logs, and documentation are maintained.
- Anticipate potential situation changes in all planning.
- Keep up to date on the incident situation and associated resources. Maintain current status at all times.
- Make sure that all information reports and displays that you prepare are accurate, timely, clear, and understandable.
- Refer all media inquiries to the Public Information Officer or Joint Information Center.
- Attend and participate in EOC Manager's planning meetings as directed. Provide situation briefings as required.
- Work closely with each section to ensure that the operational objectives outlined in the Incident Action Plan are being addressed.
- Brief the EM or EOC Manager on major problems that now require or will require solutions.
- Brief your relief at shift change.

vi. **Command Staff End of Shift Actions**

- Authorize the demobilization of all support staff when they are no longer required.
- Ensure that all open actions are handled or transferred to other EOC sections as appropriate.
- Demobilize the section and close out all logs and reports.
- Ensure that all required forms and reports are completed prior to demobilization.
- Be prepared to provide input into the After Action Report.

vii. **General Staff Activation Actions**

- Check-in upon arrival at the EOC
- Report to the EM or EOC Manager and obtain a briefing on the situation.
- Review your position responsibilities
- Review the EOC organization and determine where to go for information and support. Contact your supervisor and advise him/her of your arrival.
- Ensure that your section is set up properly and that the appropriate personnel, equipment, and supplies are in place.
- Ensure workstation is set up and operational.
- Determine if other Section staff members are at the EOC.
- Clarify any issues you have regarding your authority and assignment and what others do in the EOC as they pertain to your Section.
- Open and maintain a section/unit log (ICS Form 214 (Activity Log)).
- Obtain briefing on the emergency situation and EOC communication systems, procedures and limitations.
- Confirm operational procedures for telephone, radio, and computer

systems use.

- Establish any priorities or special requests.
- Obtain and review all major incident reports.
- Based on the situation as known or forecasted, determine likely future needs.
- Display maps and other visual materials relevant to the developing incident.
- Participate in meetings with other Section Chiefs and the EOC Manager.
- Make a list of any key issues facing your section. Clearly establish with all assembled personnel, action items that need to be accomplished within the next twelve (12) hours.
- Review responsibilities of subordinate elements within the Section. Develop a plan for carrying out all responsibilities and requirements.
- Determine the need for representation or participation in scheduled coordination meetings and/or briefings.
- Request additional personnel as necessary for maintaining EOC shift operations.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Participate in the shift change briefing.

viii. **General Staff Operational Actions**

- Direct the activities of the Section.
- Ensure that all journals, logs, and documentation are maintained.
- Anticipate potential situation changes in all Section planning.
- Keep up to date on the incident situation and associated resources within your Section. Maintain current status at all times.
- Maintain current information displays associated with your Section. Make sure that all information reports and displays that you prepare are accurate, timely, clear, and understandable.
- Provide situation and resource status information to the Planning Section on a periodic basis or as the situation mandates.
- Refer all media inquiries to the Public Information Officer or JIC.
- Conduct periodic briefings and work to reach consensus among EOC staff on objectives for the up-coming operational periods.
- Attend and participate in EOC Manager's planning meetings as directed. Provide situation briefings as required.
- Work closely with the Planning Section in the development of Incident Action Plans and Situation Reports (SITREPs).
- Work closely with each section to ensure that the operational objectives outlined in the Incident Action Plan are being addressed.
- Ensure that all fiscal requirements are coordinated through the Finance Section.
- Brief the EM or EOC Manager on major problems that now require or will require solutions.
- Share status information with other Sections as appropriate.

- Brief your relief at shift change.
- ix. **General Staff End of Shift Actions**
 - Authorize the demobilization of all support staff within your Section when they are no longer required.
 - Ensure that all open actions are handled by the Section or transferred to other EOC Sections as appropriate.
 - Demobilize the section and close out all logs and reports.
 - Ensure that all required forms and reports are completed prior to demobilization.
 - Be prepared to provide input into the After Action Report.
- x. **Admin and Support Staff Activation Actions**
 - Check-in upon arrival at the EOC.
 - Report to the EM or EOC Manager and obtain a briefing on the situation.
 - Review your position responsibilities.
 - Review the EOC organization and determine where to go for information and support. Contact your supervisor and advise him/her of your arrival.
 - Ensure that your section is set up properly and that the appropriate personnel, equipment, and supplies are in place.
 - Ensure workstation is set up and operational.
 - Clarify any issues you have regarding your authority and assignment and what others do in the EOC as they pertain to your assignment.
 - Open and maintain a section/unit log (ICS Form 214 (Activity Log)).
 - Obtain briefing on the emergency situation and EOC communication systems, procedures and limitations.
 - Confirm operational procedures for telephone, radio, and computer systems use.
 - Establish any priorities or special requests.
 - Obtain and review all major incident reports.
 - Based on the situation as known or forecasted, determine likely future needs.
 - Provide input to the EM or EOC Manager for briefings and meetings with Command and General Staff.
 - Make a list of any key issues facing your section. Clearly establish with all assembled personnel, action items that need to be accomplished within the next twelve (12) hours.
 - Review responsibilities of subordinate elements within the Section. Develop a plan for carrying out all responsibilities and requirements.
 - Determine the need for representation or participation in scheduled coordination meetings and/or briefings.
 - Request additional personnel as necessary for maintaining EOC shift operations.
 - Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
 - Participate in the shift change briefing.

xi. Admin and Support Staff Operational Actions

- Ensure that all journals, logs, and documentation are maintained.
- Anticipate potential situation changes in all future planning.
- Keep up to date on the incident situation and associated resources within your assigned area. Maintain current status at all times.
- Maintain current information displays associated with your section. Make sure that all information reports and displays that you prepare are accurate, timely, clear, and understandable.
- Provide situation and resource status information to the Planning Section on a periodic basis or as the situation mandates.
- Refer all media inquiries to the Public Information Officer or Joint Information Center.
- Conduct periodic briefings and work to reach consensus among EOC staff on objectives for the up-coming operational periods.
- Attend and participate in EOC Manager's planning meetings as directed. Provide situation briefings as required.
- Work closely with the Planning Section in the development of Incident Action Plans and SITREPs.
- Work closely with other EOC personnel to ensure that the operational objectives outlined in the Incident Action Plan are being addressed.
- Ensure that all fiscal requirements are coordinated through the Finance Section.
- Brief the EM or EOC Manager on major problems that now require or will require solutions.
- Share status information with Sections as appropriate.
- Brief your relief at shift change.

xii. Admin and Support Staff End of Shift Actions

- Authorize the demobilization of all support staff within your section when they are no longer required.
- Ensure that all open actions are handled or transferred to other EOC Sections as appropriate.
- Demobilize the section and close out all logs and reports.
- Ensure that all required forms and reports are completed prior to demobilization.
- Be prepared to provide input into the After Action Report.

XVIII. EVACUATION PROCEDURES

- A. At the beginning of each activation of the EOC, the EM or EOC Manager shall determine which alternate location will be used if an evacuation and the need to relocate the EOC should occur.
- B. During an evacuation, safety of EOC personnel is the primary concern. All staff should exit the room using the best possible means and contact their section chief or immediate supervisor as soon as it is safe to do so.

XIX. DEACTIVATION / DEMOBILIZATION

- A. The Demobilization plan will be developed by the Planning Section and approved by the EOC Manager. All EOC Staff will be responsible for returning borrowed equipment and returning the room back to its original condition.
- B. The EM responsible for reviewing, evaluating and improving the overall operation of the EOC. An after incident critique shall be scheduled to gather feedback from EOC participants. Input from this meeting will be used to develop an After Action Report. This report will outline lessons learned and will identify areas for improvement in future EOC activations and overall incident response and recovery. The EM will work with staff to implement improvement ideas.



ANNEX O - EVACUATION

Montezuma County Emergency Operations Plan Annex

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LEAD AGENCY: Montezuma County Sheriff's Office

SUPPORTING AGENCIES:

- Montezuma County Officials
- Montezuma County Health Dept
- Fire Agencies
- EMS Agencies
- Road and Bridge
- Public Works
- Search and Rescue
- Colorado Dept of Transportation
- Colorado State Forest Service
- State Parks and Wildlife
- U.S. Forest Service
- American Red Cross
- National Park Service
- Colorado State Patrol

I. PURPOSE

- A. The purpose of this annex is to ensure the safe and orderly evacuation of people threatened by hazards in Montezuma County and the affected area. This annex outlines provisions to quickly evaluate and assess the immediate human and animal needs (food, water, health/medical, and housing), the operational status of vital community infrastructure (transportation, communications and utility systems), and to assist impacted localities with the restoration of essential services.

II. SCOPE

- A. This annex adopts an all-hazards approach to preparing for and managing evacuations. It establishes a methodology that is applicable to any threat, hazard, or event that results in the need to evacuate. This Annex includes all areas of unincorporated Montezuma County including public land areas, Cortez, Dolores, Mancos, and Towaoc. Evacuation of the entire county is quite unlikely due to the point it is difficult to generate probable scenarios leading to such an event., This annex provides considerations for the evacuation of populations affected by large or small incidents within Montezuma County.

III. AUTHORITY

- A. C.R.S. 24-33.5-700 Colorado Disaster Emergency Act outlines the powers of local and state governments to respond to emergencies and disasters, including the authority to evacuate residents and visitors in order to provide for public safety. This authority was backed by an official Attorney General Opinion on June 27, 2002.

IV. SITUATION & ASSUMPTIONS

A. Montezuma County is capable of supporting isolated or minor evacuations and supporting municipalities through existing agreements. However, a large event, either within the County or the region may necessitate regional or state support. These events will require actions and support by many agencies, multiple local jurisdictions and non-governmental organizations.

B. Planning Assumptions

1. The primary means of evacuation for most individuals will be personal vehicles. Individuals who do not have personal vehicles may require assistance in evacuating.
2. Individuals with access and functional needs or people with disabilities may require evacuation assistance and/or transportation coordination.
3. Spontaneous evacuation will occur.
4. Some individuals will resist an order to evacuate.
5. Residents will utilize all available public information sources to acquire emergency information.
6. More than one incident could cause evacuation.
7. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.
8. There is a potential that roadways could be disrupted or damaged. This will require maximum flexibility in response.
9. Dissemination of information to the public is essential to gaining control of the situation, reducing fears and implementing an organized effort for evacuation.
10. It may be difficult to locate and inform seasonal, tourist, and homeless populations, and to estimate the scope of the transportation requirements.
11. Information that is available to the public may be conflicting amongst various sources and may cause credibility issues with official information sources.
12. Some percentage of the population automatically assigns suspicion to the motives of government agencies, particularly in regard to evacuations.
13. Communication of accurate information is crucial during an emergency, as conflicting, incorrect and often disruptive information is common in larger disasters.

V. CONCEPT OF OPERATIONS

A. Evacuation

1. **The authority for evacuation** in Montezuma County rests with the Montezuma County Sheriff's Office, who will make determinations regarding the evacuation of residents and visitors from affected areas within Montezuma County. Additionally, Fire Districts have the authority to issue evacuations within their jurisdictions according to C.R.S. 24-32-2109.

- a. The Emergency Operations Plan establishes the use of the Incident Command System to manage events in Montezuma County
- b. All evacuation plans will be accomplished in coordination with the ICS structure established for the incident to ensure accountability of personnel

B. Evacuation Orders and Notifications

1. Evacuation Orders will be issued by the Montezuma County Sheriff's Office through the Montezuma County Sheriff's Office and the Montezuma County Administrator. If this is not feasible, it will be issued through the Montezuma County Office of Emergency Management.
 - a. Nixle will be used as the primary Emergency Alert System (EAS) for all emergency notifications and evacuation orders. Additionally, orders will be sent via public address systems, through local media, and social media. Provisions will be made for translation services for people who are deaf or hard of hearing and those who do not speak English. Dispatch Centers will coordinate as needed with neighboring counties to ensure communities along the Montezuma County line are given consistent evacuation information.
 - i. The Montezuma County Public Health Director and Southwest Health Systems Director should be notified for coordination with persons with access and functional needs.
2. Montezuma County uses three types of notifications:
 - a. **Get Ready** - This alerts citizens that an evacuation order may be coming in the future. Citizens at this time should have heightened awareness and be advised to anticipate, and listen to upcoming messages and warnings. Preparing animals and considerations for future actions should be planned. Public information should provide education on where citizens can access information and maintain awareness of the situation, but an evacuation is not being executed at this time.
 - b. **Get Set (Voluntary Evacuation)** - At this stage, the risk is heightened, and citizens should be elevating their level of preparation at this time. Citizens should be packing and preparing to mobilize/evacuate at a moment's notice. Public information on routes, priority items to take and what to leave should be conveyed... For those who require additional time or assistance, this is the time to begin evacuation to ensure safety.
 - c. **GO NOW!** - This means that the risk is imminent and the threat to life and/or property is inevitable. Citizens at this time should be immediately leaving the area as soon as possible.
3. **EVACUATE TO HIGHER GROUND IMMEDIATELY** (Alternate message for extreme emergencies) – This alert is used for the immediate evacuation of a threatened area when using normal evacuation routes would present a threat to evacuees. This alert is not advising citizens to leave town, this is the alert to citizens to evacuate to the nearest high ground to their location.
 - a. **Evacuation Information** - The following information will be helpful for affected residents and workers to receive prior to an evacuation order:

- i. Nature of the hazard
- ii. Methods of warning and who will carry out the warning
- iii. Evacuation routes and actions that need to be taken
- iv. Information about emergency evacuation points
- v. Information about risks of sheltering-in-place (as needed)
- vi. Information about care of pets and domestic animals (as needed)
- vii. Need to connect with a public official at the evacuation point for more information related to the hazard and necessary safety actions.

C. **Evacuation Routes** - Primary emergency evacuation routes are suggested but should be validated with landowners and land management agencies involved prior to the onset of an emergency need for evacuation. These primary evacuation routes should provide multiple opportunities for evacuating traffic to exit the area.

COMMUNITY	WAYS IN & WAYS OUT	ROAD IDENTIFIERS
Cortez	3	HWY 491 North and South, HWY 160 East, HWY 145 North
Mancos	2	HWY 160 West and East, HWY 184 North
Dolores	1	HWY 145 West and East
Lewis	1	HWY 491 North and South
Arriola	1	HWY 491 North and South
Pleasant View	1	HWY 491 North and South
Lebanon	1	HWY 491 North and South

D. **Refusal to Evacuate** - Persons who refuse to comply with a mandatory evacuation order will not be arrested nor forcibly removed from their homes. Those who refuse to evacuate should be informed that they should not expect rescue or other lifesaving assistance during the incident. If minor juvenile children are present and under the care of those who refuse to evacuate, the children may be taken into protective custody if Law Enforcement believes the children are in imminent danger of serious bodily injury or death. According to county policies, the Montezuma County Department of Social Services will be contacted for continued care and custody of juvenile children. Additionally, and depending on the circumstances, those who refuse to evacuate that are under the influence of alcohol, drugs or displaying severe behavioral health issues may be taken into protective custody.

- E. **Evacuation Centers and Shelter Destinations** - The American Red Cross, in coordination with Montezuma County OEM, has established priority evacuation centers and shelter locations for communities throughout Montezuma County. This list should be used as a first measure to determine sites and inform the public. Below are the following shelter locations both within Montezuma County and in surrounding counties, should people be unable to shelter-in-place within Montezuma County:

Montezuma County Shelters

LOCATION NAME	ADDRESS
Cortez High School	418 S Sligo St Cortez, CO 81321
Cortez Middle School	450 W 2nd St Cortez, CO 81321
Cortez Recreation Center	425 Roger Smith Ave Cortez, CO 81321
Dolores Community Center Association	400 Riverside Ave Dolores, CO 81323
Dolores Public Schools Middle/High	1301 Central Ave Dolores, CO 81321
Kemper Elementary	620 E Montezuma Ave Cortez, CO 81321
Lewis Arriola Community Center	21203 Rd S Cortez, CO 81321
Manaugh Elementary	300 E 4th St. Cortez, CO 81321
Mancos Schools Admin. Building	355 Grand Ave Mancos, CO 81328
Mesa Elementary	703 W 7th St Cortez, CO 81321
Montezuma County Annex	107 N Chestnut Cortez, CO 81321

1. **Animal Evacuation and Sheltering:**

- The Cortez City Animal Shelter should be contacted for shelter crates regarding domestic animals. Sheltering will be within proximity of the evacuation shelter.
 - The Montezuma County CSU Extension Office should be contacted for large and exotic animals. Sheltering will typically be located at the Montezuma County Fairgrounds
- F. **Transportation** - Transportation issues include outbound traffic volumes and routes, inbound emergency access routes, traffic control, motorist communication and disabled vehicle removal.
- Evacuation Routes** - will be established as soon as practical following an emergency and will be assessed regularly as the incident unfolds. Due to drought, wildfire and

- high winds being some of the largest hazards in Montezuma,, these routes may be altered as the incident grows and/or changes. Wildfire risk can be reduced by treating Hazardous fuel concentrations along primary evacuation routes by creating shaded fuel breaks to reduce canopy cover to 40 percent or less and treat slash and combustible debris within 200 to 300 feet of either side of the road. Tributary roads should be identified in local developments and treated similarly to facilitate a safe and orderly evacuation.
2. **Inbound Emergency Access Routes** - If possible, one lane on every evacuation route will be kept available for inbound emergency vehicles. The inbound routes will be used for authorized emergency travel including ambulances, buses, fuel trucks, tow trucks etc. There may be circumstances where both lanes of any given road/highway will be used for evacuation purposes or circumstances where the road is not wide enough for two-way traffic.
 3. **Means of Controlling Flow of Evacuees** - The evacuation of large numbers of people from vulnerable areas will stress the limited capabilities of roadways available for this purpose, potentially requiring additional time to complete an evacuation. Consequently, evacuation must be initiated as soon as feasible upon recognition of the threat, and must continue to function efficiently until completion. In order to manage the flow of evacuees in a safe and orderly manner, evacuation zones will be established by Incident Command. These zones will be identified in advance of a threat whenever possible.
- G. **Motorist Communication** - Highway message signs, radio broadcasts, weather alert radio broadcasts, and law enforcement will direct the flow of traffic and communicate information on evacuation routes.
1. **Disabled Vehicle Removal** - Tow trucks and/or those resources that can provide similar services may be essential during an evacuation. The function of this service would be to remove disabled vehicles and assist with the repair of vehicles so the evacuation routes are kept moving. Limited fuel supplies could also be delivered.
- H. **Provisions for People Unable to Self-Evacuate**
1. **People with Disabilities** - Likely to require assistance with transportation out of evacuated areas and back into affected areas once the emergency is stabilized. Service Animals shall be allowed to remain with their owner throughout evacuation, shelter and re-entry
 2. **Hospitals and Care Centers** - Consider the need for buses with wheelchair lifts, ambulances, and ambulances with advanced life support capability for transfers
 3. **Schools** - Planning must include arrangements for family reunification and availability of school buses and drivers
 4. **Daycare Providers** - In addition to family reunification plans, infant seats and close supervision will be required
 5. **Tourist and Business Travelers** - Transportation may be required to assist travelers and tourists without adequate transportation
 6. **Seasonal and Homeless Populations** - Additional transportation and information requirements will be needed to locate and inform seasonal and homeless populations, and to estimate the scope of the transportation requirements

7. **Air Transport** - Air ambulances may be needed for evacuation of patients that may otherwise go by ground transport, due to evacuation route congestion or other travel delays and difficulties

I. Perimeter Control Requirements

1. Plan to maintain access points and establish policies for permitting traffic in and out for official business
2. Plans must be flexible to allow for additional evacuations of people who initially refused, if they may be evacuated safely
3. Emergency personnel will not be engaged in evacuation attempts of persons refusing to leave
4. Assure the public that the evacuated areas are being monitored to discourage theft and/or looting

J. Accountability

1. Data Collection assignments will be made by the EOC Planning Section at the Montezuma County EOC or at the Incident Command Post by Incident Command.
2. The following events, resources, or information must be accounted for in an evacuation operation:
 - a. Where and when evacuation warnings have been issued
 - b. Number evacuated
 - c. Number remaining in the risk area, including provisions for functional needs and people with disabilities (medical conditions, medications, mobility, etc.)
 - d. Number of evacuees in shelters
 - e. Names and locations of individuals evacuated from schools, daycare and the medical center

K. Data Collection will be done in coordination with Damage Assessment Teams and emergency responders

1. Consider using a large map of the affected area to visualize the evacuation zones, closed roads, security checkpoints and other facilities
2. Indicate which homes have been evacuated or are empty, and which households have been warned but are not leaving
3. Maintain a transmittable data file in common software format for data sharing when possible

L. Return to the Risk Area - Re-Entry

1. The process for re-entry into the evacuated areas must be coordinated to ensure safety of the public, protection of property, and the continuation of response and recovery activities. The Sheriff's Office will be responsible for notifying residents when it is safe to return to their homes and businesses. Law enforcement will be responsible for ensuring the return occurs in an orderly and safe fashion. The Re-Entry Plan is also an Annex to the County EOP.

VI. ROLES & RESPONSIBILITIES

A. Montezuma County Sheriff's Office

1. Activate and coordinate evacuations in the impacted areas
2. Issue credentials to all evacuees
3. Establish, coordinate and monitor checkpoints and roadblocks in unincorporated areas of the county, as specified by the Operations Section of the EOC
4. Provide security
5. Conduct search and rescue in impacted areas within their jurisdictions
6. Enforce curfews within unincorporated areas, if required.
7. Monitor road conditions and report traffic flows and counts.
8. Conduct aerial surveys of the impacted areas of the county
9. Provide mutual aid to municipal law enforcement through the Operation Section of the EOC

B. Montezuma County Office of Emergency Management

1. Communicate with municipalities and the State EOC
2. Organize Damage Assessment Teams
3. Coordinate with all partners and supporting agencies

C. Montezuma County Road and Bridge

1. Provide signage for pre evacuation, if needed
2. Provide resources for debris removal for primary routes
3. Assist with roadblocks, if requested

D. Colorado State Patrol

1. Monitor traffic conditions on state and federal highways and report to the county EOC
2. Assist in traffic control and roadblocking, if requested

E. Fire and Rescue Departments

1. Conduct search and rescue in impacted areas within their jurisdictions
2. Provide fire protection, suppression, and hazardous materials response

F. Public Information Officers/ Joint Information Center

1. Ensure that the public is informed about proper identification required for re-entry
2. Ensure that the public is notified once re-entry begins

VII. PLAN DEVELOPMENT & MAINTENANCE

- A. This plan is the principal source for guidance concerning evacuation in Montezuma County following an event that forces a significant evacuation of citizens from any area within the county. Overall coordination of this plan will be administered by the Montezuma County Sheriff's Office. The Montezuma Office of Emergency Management

is responsible for developing and maintaining this annex. This annex will be reviewed annually and updated as needed to remain current.

RESIDENTIAL ACCESS PASS REGISTRATION**ADDRESS:** _____**RESIDENT
NAMES:** _____
_____**CELL PHONE #:** _____**TEMPORARY ADDRESS:** _____

VEHICLE	MAKE	MODEL	COLOR	STATE	PLATE #
#1					
#2					
#3					
#4					

EMERGENCY CONTACT INFORMATION:_____
_____**PASS #** _____ **PASS #** _____**PASS #** _____ **PASS #** _____**PASS #** _____ **PASS #** _____



ANNEX P - RE-ENTRY

Montezuma County Emergency Operations Plan Annex

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I. INTRODUCTION

- A. The provisions of this annex are county-wide, applying to all hazards, and is designed to
 - 1. Promote and facilitate the timely re-entry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. in order to expedite the recovery of Montezuma County; and
 - 2. Provide uniform guidance following a disaster to law enforcement personnel who are responsible for permitting access into the impacted areas.
- B. The plan clarifies the roles and responsibilities of local and state agencies involved in re-entry activities. The plan identifies procedures intended to ensure that post disaster re-entry is accomplished in a coordinated manner once it is deemed safe by both County and municipal officials for people to return to the impacted areas. Each municipality will be responsible for its jurisdiction and will have total control over its support resources, such as police and fire-rescue departments. Also, the final decision to allow re-entry into a municipality will rest with the municipal officials. This annex is not intended to replace municipal re-entry plans or procedures. The County will provide assistance when requested based upon availability of resources.

II. DISASTER CONDITIONS

- A. Any natural, technological, or manmade disaster in Montezuma County that requires evacuation will also require planning and coordination to ensure that evacuees re-enter in a safe and timely manner.

III. PLANNING ASSUMPTIONS

- A. A ground and/or aerial survey of the impacted areas will be conducted immediately following the disaster to identify and prioritize the most seriously damaged areas of the county. Damages to major routes, neighborhoods, sensitive public facilities, and field disaster relief supply points will also be recorded.
- B. This plan may be used in the event a localized evacuation is ordered to protect lives and property. Re-entry check-points and emergency routes will be established in the affected area(s) immediately after a damage assessment has been completed.
- C. Local law enforcement agencies will have primary control over re-entry for their respective jurisdictions. However, there should be coordination with the Montezuma County Emergency Operations Center (EOC), ESF13 (Law EnforcementPublic Safety and Security).

IV. CIRCUMSTANCES FOR ACTIVATING RE-ENTRY PLAN

- A. The Montezuma County Emergency Manager, or municipality, will activate the Re-entry Plan prior to the Sheriff rescinding the evacuation order. A survey of the impacted area will be completed after the disaster has passed. In order to ensure the safety of the residents and business community, necessary preparations for the re-entry of the general public will commence immediately, beginning with allowing those with Level I access into the impacted areas to restore essential services and infrastructure.

V. WAIVERS

- A. The County will administer re-entry without the requirement that a release be signed. Whether such a waiver and release would be enforceable would depend on highly specific factual contexts. Thus, it is the desire of the County and municipalities to simplify the process as much as possible and require no waivers or releases.

VI. RE-ENTRY PROCEDURES

- A. The general identification procedures are intended to provide uniform guidance to law enforcement personnel responsible for directing access to disaster-impacted communities. Municipalities may enforce their own identification procedures at jurisdictional access checkpoints if they deem it necessary.
- B. Proper identification for resident access includes a current driver's license, valid state identification card, utility bill, mortgage deed, property tax documents, or car registration any of which includes an address or other means that identifies the location of their property.
- C. Proper identification for business operators includes a business license showing ownership, current utility bill, or lease documents any of which includes an address or other means that identifies the location of their property. The jurisdiction having authority may allow entry to a business' essential staff on a case by case basis if:
 - 1. The business provides a personnel list on company letterhead with a company official's signature stating the need for access and what form of identification the employee should provide at the checkpoint; and,
 - 2. The list has been submitted to the local jurisdiction law enforcement agency and copied to Montezuma County Emergency Management for use as verification. Businesses using this method are responsible for updating and submitting the list annually.
- D. Many State and Federal agencies as well as non-government organizations provide disaster relief worker badge/identification credentials. Any questions or concerns

regarding this form of identification should be forwarded to the Montezuma County EOC for verification.

- E. Media identification/credentials also vary and access will be authorized by the jurisdiction having authority. In most cases, it is in the best interest of the community to allow media representatives in the devastated areas, however, local law enforcement has decision making authority on media entry.

F. Levels of Access:

1. Level I Access

Once local law enforcement has established it is safe to enter following surveys, all public officials and personnel having key roles in life safety and restoration of critical services after a disaster will be allowed to enter the impacted area. This includes additional EMS, Public Works, Road and Bridge, hazmat teams, etc. All Level I personnel will be required to present and wear in full view an authorized employee identification badge. No personal vehicles will be allowed to enter impacted areas during Level I access, except governmental personnel reporting for official business, or at the discretion of local law enforcement.

2. Level II Access

This allows for re-entry of critical support groups, relief workers, healthcare personnel, business owners/essential staff, insurance adjusters and any other person(s) authorized by the jurisdiction. All Level II personnel will be required to present and wear an authorized employee identification badge at the checkpoint.

3. Level III Access

Residents and business operators shall have access to areas that have been deemed safe by the authority having jurisdiction. When possible, every effort should be made to safely assist these persons to their property if access is limited. All residents and business operators must show proper identification and documentation to enter an impacted area.

4. Restricted Area Pass

Restricted Area Passes, if applicable, will be issued and managed by the local authority having jurisdiction and are restricted to those areas only.

VII. CHECKPOINTS

A. General Re-entry

In order to expedite the re-entry process, re-entry check points will be predetermined at strategic points determined by local law enforcement. Once re-entry check-points are established, each affected jurisdiction will have representatives on site to authorize/refuse entry into their jurisdiction. The check-points must allow for the continual movement of traffic even if access is denied. Only locations that will facilitate the return of denied vehicles will be used. This will keep entry access available for those authorized to do so.

B. Specific Re-entry

After the post-event survey has been completed and the determination is made that a

general re-entry will not be required, local law enforcement agencies will be primarily responsible for establishing and staffing checkpoints for re-entry into their respective jurisdictions by using their protocols/procedures. This action should be coordinated with the Montezuma County EOC through ESF8.

VIII. ROADBLOCKS

- A. The strategic location of roadblocks is an important part of the re-entry process. Roadblocks are commonly used to seal entry points into devastated areas for two main reasons. First, roadblocks are used to prevent mass entry of the civilian population, which can clog rescue routes for people in the impacted areas who are in need of rescue and medical attention. Second, roadblocks are an efficient way of preventing looting and other acts of lawlessness. Law enforcement officers will set up roadblocks where they are deemed necessary.

IX. CURFEWS

- A. Depending on the intensity of the disaster and the level of damage caused, the County and municipalities may institute curfews and other crime prevention and anti-looting measures. The decision to implement curfews and the duration will rest with the authority having jurisdiction's elected governing bodies. Enacted curfews should consider providing clearance to public safety personnel, utility personnel, relief workers and others deemed critical to restoration to violate established curfews.



ANNEX Q - JOINT INFORMATION SYSTEM (JIS)

Montezuma County Emergency Operations Plan Annex

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I. PURPOSE

- A. The Joint Information System (JIS) is the fourth NIMS Command and Coordination structure.
- B. JIS integrates incident information and public affairs into a unified organization that provides consistent, coordinated, accurate, accessible, timely and complete information to the public and stakeholders during incident operations.
- C. JIS operates across and supports the other NIMS Command and Coordination structures: ICS, EOC and MAC Group.
- D. JIS activities include:
 - 1. Developing and delivering coordinated interagency messages
 - 2. Developing, recommending and executing public information plans and strategies
 - 3. Advise on public affairs issues that could affect the incident management effort
 - 4. Addressing and managing rumors and inaccurate information that could undermine public confidence
- E. The JIS performs these activities in support of the Incident Commander or Unified Command, the EOC Director, and the MAC Group.

II. INITIATION

- A. Information coordination may begin if the following circumstances exist: An All-Hazard event with two or more agencies and/or jurisdictions involved, regardless of timeframe or expected duration which has two of the following:
 - 1. Media/public demand is beyond single agency capacity,
 - 2. There is a significant impact on public safety
 - 3. Multiple injuries/fatalities occur.
 - 4. Two or more agencies are involved in a public emergency, outside the scope of their regular work, or public/media demand for information surpasses the capability of the affected organization.
 - 5. When requested by the lead agency, multiple operational periods are anticipated.
 - 6. When requested by the Emergency Manager or his designee.
- B. The Joint Information System (JIS) will allow for both virtual and collocated, scalable Joint Information Center (JIC) operations:
 - 1. Virtual coordination will begin as soon as 2 or more agencies are involved. A virtual JIC may be used, so long as technology, social media and conference calls provide sufficient coordination for all involved. Virtual collaboration should involve the use of available tools and tied to complexity and duration; this will be the primary option if a physical JIC location is not available/accessible.

2. Co-located JIC - If multiple agencies are involved and complexity is high, a collocated JIC should be established. JIC operations will be determined by size, complexity, duration, agencies involved, community impact and safety.
- C. A JIC can be launched in anticipation of any event, planned or unplanned, that has potential to cause harm to life, property or environment.
- D. The involvement of Subject Matter Experts (SME) is supported and encouraged. These individuals can be brought into the JIC by participating agencies, based on their experience and expertise as it relates to the incident.
- E. The JIC Manager will be appointed by the Emergency Manager or Emergency Operations Center (EOC) Director, based on the following:
 1. Knowledge, skills and abilities
 2. Level of qualification
 3. Type of Incident, complexity and primary agency
- F. If necessary, a replacement JIC Manager will be appointed by the Emergency Manager or EOC Director.
- G. JIS members will decide what roles they will fill at each incident and what work their agencies expect. The JIC manager will approve those decisions.

III. EXTERNAL PRODUCTS

- A. The use of languages other than English will be determined based on community and audience needs with enhancements such as pictographs when possible. Other languages will be addressed when releasing information or using prepared messaging templates.
- B. The JIS may contain press releases or messaging templates. Each agency will be responsible for providing these to any incident, based on need
- C. The JIS supports agency PIOs operating a virtual JIC, in sharing information with uninvolved member agencies, especially during the initial stages, to keep the PIO group informed
 1. PIOs are encouraged to participate in conference calls or other coordination efforts, even if their agency is not involved, to lend support/assistance to those that are participating.
 2. These PIOs will also serve to help with additional information sharing in the community.

IV. WEB & SOCIAL MEDIA

- A. The JIC will use the OEM's Facebook page for distribution of official emergency information.

1. Designated page administrators and editors may post to this site.
 2. Information from other agencies or outside sources can be posted if given to the JIC manager.
 3. Agencies are encouraged to share information on their own pages.
 4. Individual agency promotion to remind the public of the JIC SM site is encouraged.
- B. In addition to incident information, the JIC will maintain a presence with year round messaging at the discretion of each agency.
1. Agencies will be responsible to share their own information to the page editors as it relates to an incident, anniversary of an event/incident, prevention messaging etc.
 2. The sites may be used for related but non-emergency messages from agencies.

V. LEGALITIES

- A. The JIS plan will be part of the local Emergency Operations Plan (EOP). A stand-alone working document will be available to all JIC participants for quick reference.
- B. The JIS plan will reside in both hardcopy and digital format and will be available to all agencies by request.
- C. The Emergency Manager's office will be the keeper of the Master JIS document in hard & digital form.
1. The agreement will be reviewed every three years when the EOP is updated.
 2. The group will meet quarterly at a minimum. Additional meetings can be scheduled as needed.
- D. The JIS will contain a template for inclusion with the Scope of Work (SOW) for an incoming Incident Management Team (IMT) that spells out the coordination expected between the IMT and the JIC.
1. The verbiage of the template will require IMT's to provide representation and coordination with the JIC.
 2. Expectations for working in the JIC will be shared with the IMT and may be altered by the complexity of the incident.
 3. The SOW is designed to be negotiated per incident.
 4. If there is a Federal Emergency Management Administration (FEMA) declaration and a FEMA JIC is in place, the local JIC participants will request that the local OEM negotiate with the FEMA JIC to find an appropriate role for the local JIC.
- E. JIC participants will be chosen by, and given authority to speak, for their agency.
1. Each participating JIC member will be responsible for designating a backup from their agency to step in if the JIC is launched when they are unavailable.
 2. Participating agencies should provide trained, qualified people to fill seats in the JIC if the regular member is not available.
 3. PIO training is not required but is encouraged.

VI. FUNCTION

- A. The agreement allows either a virtual or collocated JIC to produce key messages, talking points, summaries or incident related stories for the media.
 - 1. For a daily JIC summary, coordinating agencies within the JIC or the JIC manager will choose the individual to compile the coordinated information release or summary, which will then be sent back to all participating members for distribution. Information will be provided by each agency.
 - 2. When possible, all agencies activated to the JIC will have the opportunity, based on a given deadline, to provide information for the summary. The JIC will collaborate with any involved operational team if a JIC daily summary is being released. This will be done regardless of the type of JIC in place.
 - 3. Joint press releases do not preclude individual agencies sending their own communications as well.
- B. A list of key communicators, public officials, and community leaders will not be maintained by the JIS, nor included in the JIS agreement. Participating agencies will be responsible for maintaining contact lists specific to their agency/community and emailing any JIC products to those lists.
- C. The JIS plan does not require that agencies get JIC approval for release of agency specific information. Each agency may release its own incident information but will coordinate with the JIC to ensure conflicts are resolved and messaging is consistent.
 - 1. All participating agencies agree to share their releases, via their participating JIC members for collaborative purposes.
 - 2. Ancillary information that is relevant to the incident (i.e. prevention messaging) can be released by the agency as it relates to the needs of the incident without JIC involvement or approval.

VII. DOCUMENTATION & CLOSEOUT

- A. DOCUMENTS
 - 1. PIOs operating in the JIC will use standardized ICS forms
 - a. ICS 214 Daily Unit Logs and ICS 213 will be used whenever possible.
 - b. Member agencies are expected to contribute to the required forms.
 - 2. The JIS plan will not contain specific items for the final package but requires that a comprehensive package of all originals produced by the JIC be provided, digitally or hard copy, to the lead agency.
 - a. A comprehensive digital media archive will be included in the final incident package and provided digitally to the Emergency Manager.

VIII. CLOSEOUT

- A. JIC operations will be “ramped up/down” based on the incident needs.
 - 1. This will be a collaborative decision between the JIC manager, participating agencies and Emergency Manager with consideration for reduction in information needs. The JIC manager will negotiate with individual agencies about the release of that agency from the JIC.
 - 2. Agencies not able to continue to participate can provide a 24/7 availability by phone in lieu of participation.
 - 3. The Emergency Manager or EOC Director, with input from member agencies, will decide on demobilization.
 - 4. The primary involved agency will refer to all calls related to anniversaries or remembrances.
 - 5. Participants are encouraged to participate in a face to face After Action Review (AAR) of the JIC operations within two weeks after the incident.
 - 6. Lessons learned from the incident will be documented and shared.
 - 7. The JIC Manager or Emergency Manager will be responsible for facilitating the AAR.
 - 8. The JIC Manager will share the AAR electronically with all agencies.

IX. OTHER CONSIDERATIONS

- A. Training will be conducted as needed.
 - 1. Agencies agree to share relevant training opportunities with the JIS members.
 - 2. Planned community events may be used for practice.
 - 3. To keep JIS members engaged and interested, the plan encourages ongoing quarterly meetings, trainings and exercises. Specialty training, provided by member agencies, should be offered to all JIS members.
 - 4. Participating members with skills will provide training for other members.
 - 5. New social media tools/apps will be added based on information received from the AAR, best practices and training from experts.
 - 6. Members introducing new tools/apps should provide training or links to online training to JIS members. Members are also encouraged to pursue training individually.
 - 7. New members can be added at any time; however they are encouraged to have relevant Public Information Officer and Incident Command System training.
 - 8. Members who have attended outside training and have suggestions on how to update JIS operations are encouraged to share a summary for the group to be considered at the quarterly meetings.

X. ACRONYMS

AAR	After Action Report
EM	Emergency Manager
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
LOFR	Liaison Officer
PIO	Public Information Officer
SM	Social Media
SME	Subject Matter Expert
SOW	Statement of work