

# COMMAND AND MANAGEMENT ANNEX

## **Activation:**

Activated by a first responder (traditional or non-traditional) who assumes command.

## **Member Agencies:**

Lead – Determined by incident needs.

Concurrent – Determined by incident needs.

## **Reference:**

U.S. Department of Homeland Security, *National Incident Management System* (2004)  
National Fire Protection Association, *Standard on Disaster / Emergency Management and  
Business Continuity Programs*, NFPA 1600 (2004 Ed.)  
City and County of Broomfield All-Hazard Emergency Operations Plan  
Broomfield Municipal Code, Section 2-48-030

# CITY AND COUNTY OF BROOMFIELD

## All – Hazard Emergency Operations Plan

### COMMAND AND MANAGEMENT ANNEX

#### I. PURPOSE

To clarify the Incident Management System described in the Emergency Operations Plan (EOP), by providing guidelines for:

- A. Identifying the Lead Agency and the chain of command for critical incidents.
- B. Managing critical incidents in the City and County of Broomfield.
- C. Dealing with incidents that cross jurisdictional boundaries.

It is not the intention of this annex to go into great detail on the specifics of the Incident Command System (ICS) or the National Incident Management System (NIMS); however, it is the responsibility of the Emergency Management Unit (EMU) of the Broomfield Police Department, in conjunction with all essential participating agencies, to ensure training, understanding, and proficiency in all concepts identified in this annex.

#### II. CONCEPT OF OPERATIONS

- A. **National Incident Management System (NIMS)**. The use of NIMS is required by the U.S. Department of Homeland Security so that agencies responding to a critical incident, regardless of its size or complexity, can work together using common terminology and common working groups.
- B. **Broomfield's Command and Management Annex**. This annex utilizes NIMS and the corresponding Incident Command System (ICS) to increase the effectiveness of the City and County's emergency response capabilities. The incident management system is based on pre-arranged networks through which response and recovery resources are provided. In accordance with the EOP, Broomfield's incident management is based on the following working groups:
  - **Operations Group (Incident Command)**. The Operations Group is responsible for ICS implementation and management as described in NIMS. This responsibility primarily involves developing an Incident Action Plan (IAP) and standardized, on-scene direction and control of responders and resources.
  - **Coordination Group (Emergency Operations Center)**. The Coordination Group provides incident support by coordinating emergency support function resources necessary to support current and projected incident needs.
  - **Policy Group (Policy Emergency Operations Center)**. The Policy Group provides Incident Support by making necessary and appropriate policy decisions.

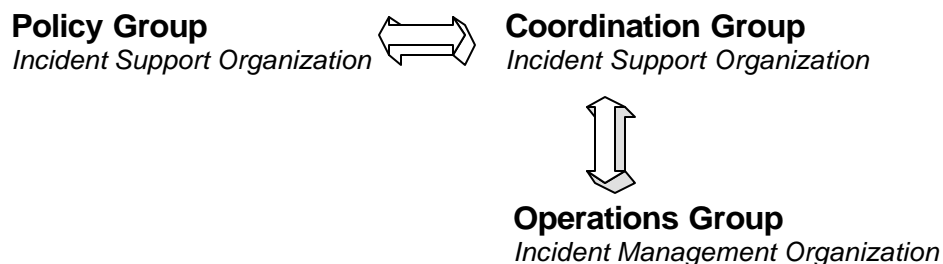


Figure 1. Represents the flow of information and coordination between the three groups.

### III. GUIDELINES / PROCEDURES / POLICIES

- A. **Operations Group – Incident Command.** This section is responsible for all aspects of the response, including developing incident objectives, managing all incident operations, and delegating or directly providing support for the remaining ICS functions (Planning, Logistics, and Finance & Administration).

1. Activation

- a) Command is typically established by the first responder arriving on scene who verbally establishes command through the Broomfield Public Safety Communications Center. This person is the Incident Commander (IC).
- b) The IC will be appointed based on the type of incident and the Specific Hazard Assignments delineated in the EOP. (This may change several times during an incident, based on what stage the incident is in or what the primary function is at the time.)
- c) As the nature of the incident is determined, Command is typically transferred to the Lead Agency. The Specific Hazard Assignments, delineated in the Emergency Operations Plan (EOP), is a guide for determining the appropriate Lead Agency. The IC from the Lead Agency is generally responsible for providing direction on the need for additional ICS sections and utilizing the appropriate variation of command.

2. Location

- a) Typically on-scene
- b) At the Incident Commander's discretion, all or part of the Operations Group may be located in the EOC.

3. Operations Group Staff

- a) May include the following command staff members:
  - (1) **Incident Commander** – responsible for the establishment and expansion of the ICS organization based on the incident needs.
  - (2) **Public Information Officer** – responsible for relaying information to the public, media, and other agencies in accordance with the *Emergency Public Information Annex*.
  - (3) **Safety Officer** – responsible for monitoring incident operations and advises the Incident Commander on matters relating to safety.
  - (4) **Liaison Officer** – responsible for functioning as the point of contact for the representatives of other responding agencies, organizations, or entities.
- b) At the Incident Commander's request, any of the following ICS sections may be activated:

- (1) **Operations Section** – when established as a separate section from Command, this section is responsible for the direct management of all incident-related operational activities.
- (2) **Planning Section** – responsible for updating and documenting the Incident Action Plan and collecting and disseminating information critical to the incident.
  - The Emergency Management Unit should be considered for assistance anytime this Section is activated.
  - The Planning Section is usually comprised of the following units: Resource Unit, Situation Unit, Demobilization Unit, Documentation Unit, and any Technical Specialist(s).
- (3) **Logistics Section** – responsible for all resources (facilities, transportation, equipment, etc.) needed to manage the incident.
  - Under normal operating conditions, the Logistics functions may be fulfilled by the Broomfield Public Safety Communications Center.
  - Under conditions where the Logistics function cannot be managed by the Broomfield Public Safety Communications Center staff, the Incident Commander may request a designated Communications Specialist for the incident, and request the activation of the EOC for “expanded dispatch” and assistance from the EMU.
- (4) **Finance / Administration Section** – responsible for overseeing financial issues (procurement, overtime, etc.) related to the incident and supplying other administrative support services.
  - Most incidents will not require the establishment of this section and this service may be provided by a sole technical specialist in the Planning Section.
- (5) Any other staff as required or assigned by the Incident Commander including the following:
  - **Agency Representatives** from any necessary agency regardless of whether or not that agency is involved in an activated Emergency Support Function (ESF) Team or not.
  - **Administrative Assistant / Scribe**
  - **Intelligence**

#### 4. Command Variations

- a) Unified Command. The main reason for Unified Command is to assure multiple agencies develop a single Incident Action Plan, which will be implemented to handle the incident. All involved agencies should operate from a co-located command post.

- (1) Unified Command should be established in the following circumstances:
  - If it is not clearly apparent which agency is the Lead Agency or if primary functions need cross-department or cross-agency assignments.
  - When multiple agencies or jurisdictions are responding and have responsibility (statutory or defined in the City and County of Broomfield Emergency Operation Plan) for the incident.
- (2) Under no circumstances should multiple commands be established for the same incident.

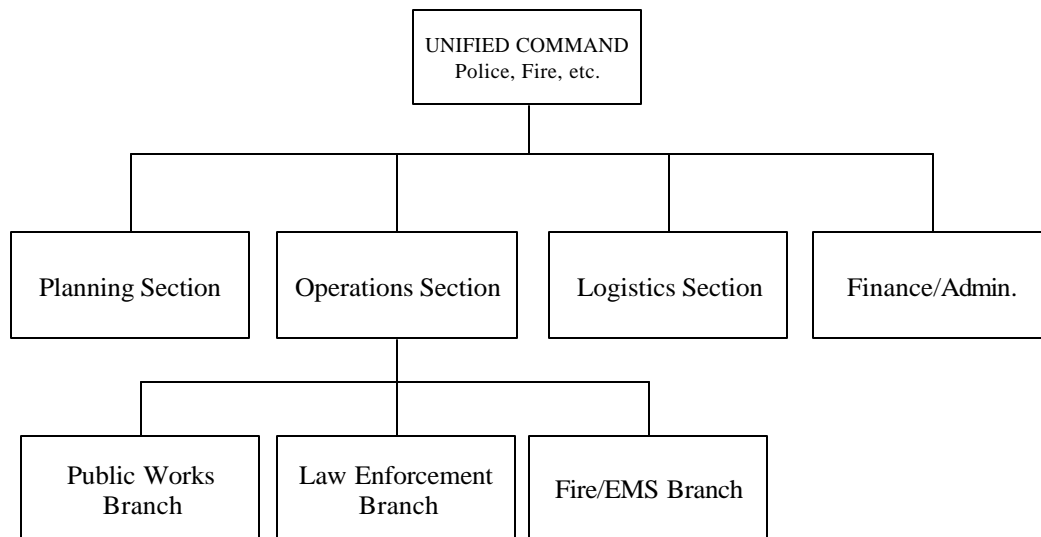


Figure 2. Unified Command with single Operations Section Chief and branches by discipline.

- b) Area Command. Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization, or to oversee the management of a very large incident (i.e., an incident without clearly defined geographical boundaries).
  - Area Command may be established at the EOC or at any other location that meets the needs of the lead agency.
  - Area Command becomes Unified Area Command when incidents are multi-jurisdictional.
  - Under no circumstances should multiple commands be established for the same incident.

**B. Coordination Group - EOC.** This group is referred to as the EOC *function* (as opposed to the EOC location). It is responsible for managing Emergency Support Function (ESF)

Teams, tracking the status of utilized resources, documenting incident events, and recommending appropriate disaster declarations and other governmental actions to the Policy Group for approval.

1. Activation

- a) The EOC/Coordination Group may be activated through the Broomfield Public Safety Communications Center at the request of:
- The on-scene Incident Commander
  - The Broomfield City and County Manager
  - City and County of Broomfield Department Heads or their designees
  - North Metro Fire Rescue Chief Officers
  - Emergency Management personnel
- b) Situations that may require the activation of the EOC/Coordination Group include, but are not limited to:
- Actual or potential of mass casualties
  - Sizeable loss of property
  - Evacuation resulting in mass shelters
  - Events requiring the coordination of multiple agencies
  - Events requiring significant use or exhaustion of agency resources
  - Events requiring multiple operational periods
  - Events requiring an extended recovery period
  - Events requiring policy decisions
  - Other situations deemed appropriate

2. Location - The Coordination Group operates primarily out of the EOC and, (if necessary, any activated Department Operations Center (DOC)).

3. EOC/Coordination Group Staff

- a) **EOC Manager** – typically this position is filled by Emergency Management personnel in accordance with the EOC Policies and Procedures.
- b) At the EOC Manager's discretion, the EOC/Coordination Group may also consist of any of the following staff:
- (1) **Emergency Support Function (ESF) Teams** may fulfill any of the following emergency support functions:
- Communication
  - Warning Coordination
  - Public Information
  - Volunteer Coordination
  - Evacuation, Shelter, and Human Needs
  - Donation Management
  - Damage Assessment
  - Debris Management
  - Health, Medical and Mortuary
  - Any other function as required by the incident

- (2) **Situation Officer** – documents major actions taken and provides an overview of the situation.
- (3) **Resource Officer** - documents and tracks personnel and resource requests; also assists with staffing the EOC for the next operational period.
- (4) **Documentation Officer** – maintains documents relative to the incident - specifically Incident Action Plans and Resource Status Reports.
- (5) **Liaison Officer** – communicates and assists in coordinating with other jurisdictions and other agencies or organizations.
- (6) Any other staff as required by the EOC Manager, including the following:
  - **Agency Representative** from any necessary agency regardless of whether or not that agency is involved in an activated Emergency Support Function (ESF) Team or not.
  - **Administrative Assistant**

- 4. A Department Operation Center (DOC) may be established by any responding agency in order to coordinate secondary needs not related to the incident.
  - a) Activation. Depending on the size of the incident and the resulting needs, the Incident Commander may request a DOC to manage other needs and calls not related to the incident.
  - b) Location. The location of any DOC is determined by individual department and agency procedures. A DOC is generally staffed by department and agency specific personnel that can carry out day to day operations.
  - c) DOC Staff.
    - (1) A DOC may be staffed according to the particular agency's directives and needs.
    - (2) A DOC may have its own planning, logistics and finance functions to meet its needs.
    - (3) Agency representatives in the EOC should be in direct contact with their respective DOC in order to make requests for resources.

- C. **Policy Group – Policy EOC**. This group supports incident objectives, by evaluating and enacting policies (i.e., the formal declaration of disaster). This includes but is not limited to municipal code changes and Intergovernmental coordination.
  - 1. Activation. The City and County of Broomfield Manager or designee can activate the Policy EOC.
  - 2. Location. The primary location for the Policy EOC is at 1 Descombes Drive in the City Manager's Office.

3. Policy Group Staff. The Policy Section may consist of any of the following:

- City and County Manager and staff
- City Council
- City and County Attorney
- Department Heads not directly involved in incident response
- Any Board Member of North Metro Fire or any other policy makers of any other involved agencies, organizations, or entities
- Liaison (to coordinate information from the EOC to Policy EOC)

D. **Multi-agency Coordination Entity or Multi-agency Coordination (MAC) Group**. A MAC Group may be activated for incidents that cross disciplinary or jurisdictional boundaries or involve complex incident management scenarios. MAC Groups generally consist of agency executives (i.e., the City and County Manager), or their designees, and may be sometimes referred to as an executive team. Oftentimes, professional typed incident management teams may accompany an executive team to assist with:

- Establishing priorities between incidents or jurisdictions
- Coordinating and resolving inter-jurisdictional policy issues arising from the incident
- Ensuring that each jurisdiction is providing appropriate situational awareness and resource status information
- Providing strategic coordination as required

#### IV. APPENDIX

[STANDARD FORMS TO BE ATTACHED]