

**CITY AND COUNTY OF BROOMFIELD**  
All – Hazard Emergency Operations Plan

**TABLE OF CONTENTS**

<b>I.</b>	<b>LEGAL AUTHORITY</b> .....	<b>2</b>
<b>II.</b>	<b>PURPOSE AND AUTHORITY</b> .....	<b>2</b>
<b>III.</b>	<b>CONCEPT OF OPERATIONS</b> .....	<b>3</b>
<b>IV.</b>	<b>AGENCY ASSIGNMENTS</b> .....	<b>5</b>
<b>V.</b>	<b>EMERGENCY SUPPORT FUNCTIONS</b> .....	<b>7</b>
<b>VI.</b>	<b>ORGANIZATION AND RESPONSIBILITIES</b> .....	<b>8</b>
A.	Organization .....	8
B.	City and County Manager.....	8
C.	Mayor .....	9
D.	City Council.....	9
E.	Chief of Police.....	10
F.	Director of Public Works.....	12
G.	Director of Community Development .....	13
H.	City and County of Broomfield Attorney .....	14
I.	Director of Community Resources .....	14
J.	Director of Finance .....	14
K.	Clerk and Recorder .....	15
L.	Director of Health and Human Services.....	15
M.	North Metro Fire Rescue .....	17
N.	Director of Information Technologies .....	18
O.	Director of Human Resources .....	18

**CITY AND COUNTY OF BROOMFIELD**  
**All – Hazard Emergency Operations Plan**  
**2005 Amendment**

**I. LEGAL AUTHORITY**

- A. Federal  
Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendment (42 U.S.C. 5121, et al., as amended)
- B. State  
*Colorado Disaster Emergency Act of 1992 (Part 21 of Article 32, Title 24, Colorado Revised Statutes, 1988 as amended)*
- C. Local  
*City and County of Broomfield Ordinance No. 2001-1652 (Chapter 2-48 of the Broomfield Municipal Code, Emergency Management, as amended)*

**II. PURPOSE AND AUTHORITY**

- A. The purpose of the City and County of Broomfield Emergency Operations Plan is to provide general guidelines and principles for planning, managing, and coordinating the overall response and recovery activities of the City and County of Broomfield before, during, and after major emergencies and disaster events.
- B. This Emergency Operations Plan (EOP) has been developed in accordance with the Legal Authority as set forth in Section I, above, and was approved by City Council as Ordinance No. 2001-1652, Chapter 2-48 of the Broomfield Municipal Code (Emergency Management Ordinance).
  - 1. Any changes, additions, or deletions to the substantive content of this EOP must first be approved through the Multiple Agency Emergency Planning Committee (MAEPC).
  - 2. Upon MAEPC approval, each MAEPC member will submit the proposed EOP revisions to their respective department head for approval.
  - 3. Upon department head approval and signature, the proposed EOP revisions must be approved by City Council resolution.
  - 4. Upon City Council approval, a Letter of Promulgation will be issued by the City and County Manager. The finalized version of the EOP will be recorded with the Clerk and Recorder.

**Note:** For purposes of this EOP, the term “department head” is meant to include the director, chief, manager, executive, president, elected board member, or principal of any involved department, agency, organization, or entity, including the City and County Manager, the Chief of North Metro Fire Rescue as well as any member of the North Metro’s Board of Directors.

- C. Any Annexes to this EOP may be developed as needed, provided they are consistent with applicable law, including the Broomfield Municipal Code, and this EOP. Any Annexes shall be incorporated into this EOP without the need for resolution by City Council. No Annex, or any substantive change to any Annex,

will be effective without the approval of the appropriate MAEPC subcommittee, MAEPC approval, and department head approval.

- D. In the event of a conflict between any Annex and this EOP, this EOP shall govern. In the event of a conflict between this EOP and the Emergency Management Ordinance, then the Ordinance shall govern. In the event of any conflict between the Emergency Management Ordinance and state law, then state law shall govern.
- E. For purposes of this EOP, and pursuant to Section 24-32-2103 (1.5), C.R.S., a “disaster” means the occurrence or imminent threat of widespread or severe damage, injury, or loss of 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. Pursuant to the Emergency Management Ordinance, a “disaster” also includes any other declared disaster that requires the aid and assistance of local, state, or federal agencies. A disaster also includes mass casualty.
- F. Nothing in this chapter shall abridge or curtail the powers of the City Council.

### **III. CONCEPT OF OPERATIONS**

#### **A. Plan Management**

In order for this EOP to be effectively developed and managed, each department, office, agency, or entity is responsible for the following:

1. Developing, updating, maintaining, and training on Standard Operating Procedures and/or checklists necessary for implementing any assigned duties and functions under this EOP.
2. Preparing plans and organizing their departments to meet emergencies and disasters, both natural and man-made, and assuring continuity of government operations during emergency situations. These plans must be consistent with the EOP.
3. Identifying functions to be performed during an emergency and assigning responsibility for performing those functions to the appropriate personnel or outside agencies or organizations as required.
4. Obtaining and maintaining any agreement, memorandum of understanding, mutual aid agreement, or other contract needed to fulfill their specific task responsibilities as defined in the EOP. The Emergency Management Unit should be made aware of and forwarded a copy of these agreements.
5. Providing personnel to be active members of the MAEPC and providing the necessary time for such personnel to complete tasks as assigned.
6. Providing personnel to assist in staffing the Emergency Operations Center (EOC) or any activated task force or activated Emergency Support Function (ESF) Team, and providing the necessary time for

such personnel to complete the tasks required by the EOC or any activated ESF Team.

7. Ensuring that the City and County of Broomfield government is kept informed during a disaster by promptly reporting events and activities to the EOC.
8. Directing and controlling its own operations, personnel, resources, and facilities in accordance with this EOP and any promulgated Incident Action Plan. If a disaster requires outside assistance from other agencies or jurisdictions, the assistance provided shall supplement, not replace, the resources of the involved Broomfield agencies.

**B. Incident Management**

Activation of this EOP and management of a disaster situation is based on an incident management system that can be utilized regardless of the size or the scope of the disaster or emergency. If necessary, incident management may also include the activation of the incident support responses which include the EOC and the Policy EOC.

**1. Incident Command – Operations Group**

- a) An incident command system shall be utilized in response to all incidents. Details and guidelines for the current incident management system will be maintained in the Command and Management Annex.
- b) The incident command system is directed by the Incident Commander who is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. Although the disaster or emergency at hand will dictate the appropriate Incident Commander, the Incident Commander may change based on the changing disaster needs. See the “Agency Assignments” section for the purpose of identifying the appropriate agency, or agencies, from which to appoint the Incident Commander.
- c) At the discretion of the Incident Commander and the City and County Manager, all department heads will be notified and advised of the situation.

**2. Emergency Operations Center (EOC) – Coordination Group**

- a) The EOC may be activated to coordinate and support the agencies involved in responding to the disaster. The EOC may be responsible for “expanded dispatch”, tracking the status of utilized resources, documenting incident events, and recommending appropriate disaster declarations and other governmental actions to the Policy EOC for approval.
- b) The Incident Commander shall activate the EOC through the City and County of Broomfield Public Safety Communications Center (Communications Center).

- c) Activation of the EOC shall be in accordance with the Command and Management Annex.

**3. Policy Emergency Operations Center (Policy EOC) – Policy Group**

- a) In the event of an emergency or disaster, and pursuant to the authority granted in the Emergency Management Ordinance, the City and County Manager will serve as the principal executive officer of the City and County of Broomfield and shall direct and control the legislative management response and the Policy EOC.
- b) The Policy EOC is activated in accordance with the Command and Management Annex, at the discretion of the City and County Manager. The Policy EOC may consist of the City Council, the City Attorney, any department heads as the City and County Manager may deem necessary, as well as any directors from North Metro Fire District’s Board of Directors.
- c) If needed, and at the discretion of the City and County Manager, a declaration of disaster may be issued in accordance with the Emergency Management Ordinance. Such a declaration shall automatically empower the City and County Manager to exercise any and all of the disaster and emergency powers permitted by state and local law.
- d) The director or head of each City and County of Broomfield agency or department (or his/her designee) involved in the execution of this plan is subject to direction and control by the City and County Manager or his/her authorized representative, and shall be responsible for the emergency operations of his/her agency or department.

**IV. AGENCY ASSIGNMENTS**

The type of incident typically determines the Lead Agency and therefore who is in command. The following is a list of possible incidents and the appropriate lead and concurrent agencies who would assume responsibility. (See also Agency Assignment Matrix, Table A).

**Civil Disturbance** .....  
 Lead Agency .....Broomfield Police Department  
 Concurrent Responsibilities .....Emergency Management  
 .....North Metro Fire Rescue  
 .....Public Works

**Cyber terrorism** .....  
 Lead Agency.....Information Technologies

**Earthquake** .....  
 Unified Lead.....Broomfield Police Department  
 .....North Metro Fire Rescue  
 .....Public Works  
 .....Emergency Management  
 .....Health and Human Services

<b>Epidemic Control/Biohazard</b> .....	
Lead Agency .....	Health and Human Services
<b>Explosion</b> .....	
Unified Lead.....	Broomfield Police Department
.....	North Metro Fire Rescue
Concurrent Responsibilities .....	Emergency Management
.....	Public Works
<b>Fire</b> .....	
Lead Agency .....	North Metro Fire Rescue
Concurrent Responsibilities .....	Broomfield Police Department
<b>Flood</b> .....	
Lead Agency .....	Public Works
Concurrent Responsibilities .....	Emergency Management
.....	North Metro Fire Rescue
.....	Broomfield Police Department
<b>Hazardous Materials</b> .....	
Lead Agency .....	North Metro Fire Rescue
Concurrent Responsibilities .....	Emergency Management
.....	Broomfield Police Department
.....	Public Works
.....	Health and Human Services
<b>Medical, Mass Casualty Incident</b> .....	
Lead Agency .....	North Metro Fire Rescue
Concurrent Responsibilities .....	Health and Human Services
.....	Broomfield Police Department
.....	Emergency Management
<b>Terrorism</b> .....	
Lead Agency .....	Broomfield Police Department
Concurrent Responsibilities .....	Emergency Management
.....	North Metro Fire Rescue
.....	Public Works
.....	Health and Human Services
<b>Tornado/Wind Storms</b> .....	
Unified Lead.....	Emergency Management
.....	Broomfield Police Department
.....	North Metro Fire Rescue
.....	Public Works
.....	Health and Human Services
<b>Transportation Accident</b> .....	
Unified Lead.....	Broomfield Police Department
.....	North Metro Fire Rescue
Concurrent Responsibilities .....	Emergency Management
.....	Public Works

<b>Winter Storm</b> .....	
Lead Agency .....	Public Works
Concurrent Responsibilities .....	Broomfield Police Department
.....	North Metro Fire Rescue
.....	Emergency Management

**V. EMERGENCY SUPPORT FUNCTIONS**

Emergency Support Functions are those common functions that fulfill the response and recovery needs that are resultant from an incident. The Incident Commander or the EOC Manager may activate any Emergency Support Function Team (ESF Team) or task force as needed, to take primary responsibility for any of the following emergency support functions, or any other necessary task assigned. At a minimum, Annexes will be created as guidelines for each emergency support function listed below. (See also the Emergency Support Function Matrix, Table B)

<b>Communications, Warning and Notification</b> .....	
Concurrent Responsibilities .....	Communications Center
.....	Information Technologies
.....	Public Works
.....	North Metro Fire Rescue
.....	Emergency Management

<b>Damage Assessment</b> .....	
Concurrent Responsibilities .....	Community Development
.....	Finance Department
.....	Red Cross
.....	Public Works
.....	Emergency Management

<b>Debris Management</b> .....	
Concurrent Responsibilities .....	Public Works
.....	Emergency Management
.....	Health and Human Services

<b>Emergency Public Information</b> .....	
Concurrent Responsibilities .....	City & County Manager
.....	Broomfield Police Department
.....	North Metro Fire Rescue
.....	Health and Human Services

<b>Evacuation, Shelter, and Human Needs</b> .....	
Concurrent Responsibilities .....	Health and Human Services
.....	Red Cross
.....	Community Resources
.....	Broomfield Police Department
.....	Emergency Management

<b>Health, Medical, and Mortuary</b> .....	
Concurrent Responsibilities .....	Health and Human Services
.....	North Metro Fire Rescue
.....	Broomfield Police Department
.....	Adams County Coroner

<b>Volunteer Coordination.....</b>	
Concurrent Responsibilities .....	Human Resources
.....	Health and Human Services
.....	Broomfield Police Department

**VI. ORGANIZATION AND RESPONSIBILITIES**

A. Organization

The organizational structure will be as determined by the Incident Management System and the current City and County of Broomfield structure. Pursuant to the Emergency Management Ordinance and this EOP, all department heads will be responsible for complying with those tasks set forth in the Concept of Operations above, as well as the specific tasks delineated to each agency below.

B. City and County Manager

Pursuant to the Emergency Management Ordinance and this EOP, the City and County Manager is responsible for:

1. Acting as the principal executive officer of the City and County of Broomfield agencies and the Policy EOC Manager.
2. Declaring a state of disaster when he or she is in the opinion that a disaster or emergency event has occurred, or the threat of such is imminent. (§ 2-48-040(A), B.M.C.)
3. Ensuring that the declaration of disaster is in writing, in the appropriate form, and forwarded to the Mayor. (§ 2-48-040(B), B.M.C.)
4. Issuing a notice of termination of the state of disaster, in the appropriate form, and submitting and filing such with the appropriate authorities including, but not limited to, the City Clerk, the Mayor, and the Colorado Office of Emergency Management. (§2-48-040(E), B.M.C.)
5. Exercising or delegating any and all of the disaster and emergency powers permitted by state and local law. (§ 2-48-040(F), B.M.C.) Such powers or duties include, but are not limited to the following:
  - a) Suspending provisions of the Broomfield Municipal Code that prescribe procedures for conduct of city business that would in any way prevent, hinder, or delay necessary action in coping with the disaster or emergency. Such suspension must be confirmed at the earliest practicable time by City Council.
  - b) Making and issuing rules and regulations on matters related to the protection of life and property as affected by such disaster. Such rules must be confirmed at the earliest practicable time by City Council.
  - c) Requesting necessary personnel, material, or supplies of any city department, division, or agency.

- d) Providing compensation for services, taking property, or use of property, subject to applicable legal requirements and those principles set out in Section 24-32-2111, C.R.S., and Articles 1 to 7 of Title 38, C.R.S.
  - e) Exercising all powers permitted by the city charter and state law to require emergency services of any city officer or employee and command the aid of as many people in the city as he or she deems necessary in the execution of his or her duties.
6. Providing reports and updates to the Mayor and the City Council. (§ 2-48-040(D), B.M.C.)
  7. Nothing in this EOP shall abridge or curtail the powers of the City Council. (§ 2-48-040(D), B.M.C.)
  8. Coordinating the dissemination of accurate information to the media and/or the public in accordance with the Public Information Annex.
  9. Assuring the consistency of information before, during, and after the incident, and ensuring that the appropriate department heads, agencies, and Public Information Officers receive such information in accordance with the Public Information Annex.

C. Mayor

Pursuant to the Emergency Management Ordinance and this EOP, the Mayor is responsible for:

1. Ensuring that the declaration of disaster is submitted and filed with the appropriate authorities, including, but not limited to, the City Clerk and the Colorado Office of Emergency Management. (§ 2-48-040(B), B.M.C.)
2. The publication and dissemination of information to the public. (§ 2-48-040(B), B.M.C.)
3. Convening the City Council as the situation demands. (§ 2-48-040(D), B.M.C.)
4. Updating City Council with reports received through the City and County Manager, and evaluating and enacting policy and other incident support as required. (§ 2-48-040(D), B.M.C.)
5. Immediately issuing a notice effecting any termination of a state of disaster as approved by City Council. (§ 2-48-040(E), B.M.C.)
6. Nothing in this EOP shall abridge or curtail the powers of the City Council. (§ 2-48-040(D), B.M.C.)

D. City Council

Pursuant to the Emergency Management Ordinance and this EOP, the City Council is responsible for:

1. Convening at the direction of the Mayor. (§ 2-48-040(D), B.M.C.)

2. Declaring, by motion, that the state of disaster has passed, or approving the continuation of the declaration of disaster in the event that such disaster exceeds seven days. (§ 2-48-040(E), B.M.C.)
3. Approving or rejecting any rules or regulations issued in conjunction with such disaster, or the suspension of such rules or regulations. Any said approval, rejection, or suspension must be done in accordance with the Broomfield Municipal Code and/or any applicable state law.
4. Nothing in this EOP shall abridge or curtail the powers of the City Council. (§ 2-48-040(D), B.M.C.)

E. Chief of Police

Pursuant to the Emergency Management Ordinance and this EOP, the Chief of Police is responsible for the following duties:

1. Emergency Management
  - a) Ensuring the writing and coordination of all City and County of Broomfield emergency plans, as well as developing the necessary guidelines for emergency operations, including both response and recovery phases, and ensuring that such emergency operations are consistent with applicable law, this EOP, and the Emergency Management Ordinance.
  - b) Ensuring annual review of the City and County of Broomfield's EOP, including regularly scheduled EOP updates and revisions, and a training program to familiarize City and County of Broomfield officials, employees, other emergency officials, organizations, and agencies with the provisions of this plan.
  - c) Apprising the City and County Manager, Mayor, and City Council of overall preparedness of the City and County of Broomfield agencies' plan to respond to all types of emergencies and disasters.
  - d) Coordinating the MAEPC.
  - e) Monitoring the implementation of the EOP and, when necessary, coordinating efforts between the City and County Manager, Mayor, City Council, and other officials, and assuming the responsibility to keep them informed of the progress of such implementation.
  - f) Coordinating the emergency response operations of all governmental and support agencies before, during, and after an emergency or disaster.
  - g) Establishing the EOC and managing its operation.
  - h) Ensuring that appropriate response agencies and department heads are aware of the responsibilities assigned herein.

- i) Representing the City and County of Broomfield, as directed, with other city, county, state, or national organizations concerned with emergency management.
- j) Establishing a liaison and coordinating disaster planning and operations with area industries, public utilities, welfare agencies, and emergency management directors of adjacent political subdivisions and the State to ensure compatible integrated emergency plans.
- k) Establishing Mutual Aid Agreements as necessary.
- l) Notifying and informing key City and County of Broomfield officials, other jurisdictions, and the Colorado Office of Emergency Management (COEM) of the emergency or disaster situation as necessary.
- m) Assuring that the appropriate Incident Management System is being used.
- n) Assisting the City and County Manager, Mayor, or City Council in seeking support from county, state, and federal emergency resources, when required to supplement City and County of Broomfield efforts.
- o) Providing communications for emergency response at all times, including, but not limited to, the following communication services:
  - (1) Establishing and maintaining coordinated radio and wire communications with other public emergency organizations and agencies.
  - (2) Assuring appropriate citizen notification through one of the following systems:
    - (a) Emergency Alert System (EAS)
    - (b) Emergency Preparedness Notification (EPN)
- p) Maintaining and operating a command post and providing continuous communication between the disaster scene, the Incident Commander, and the EOC.

2. Law Enforcement

- a) Establishing and maintaining law and order throughout the City and County of Broomfield.
- b) Controlling traffic and access to the scene of an emergency or disaster and establishing procedures to secure buildings and areas affected by a disaster.
- c) Evacuating or providing search and rescue for persons who are or may be threatened by an imminent emergency or disaster.
- d) Gathering intelligence.

- e) Providing law enforcement assistance to shelters as requested.
- f) Providing initial communications between the EOC and the affected area when needed, and providing the initial damage report to the EOC.
- g) Establishing procedures for the handling of animals affected by a disaster including, but not limited to, the following:
  - (1) Procedures for proper handling of dead animals including coordination with Health and Human Services.
  - (2) Procedures for handling of live animals.

F. Director of Public Works

Pursuant to the Emergency Management Ordinance and this EOP, the Director of the Department of Public Works is responsible for:

1. Developing plans, policies, and procedures for the central control and repair of all transportation assets for maximum emergency use of all City and County of Broomfield vehicles, facilities, heavy equipment, fuels, supplies, and assigned City and County of Broomfield personnel. Privately owned resources and facilities will be included as authorized by the City and County Manager in accordance with the scope of the emergency or disaster.
2. Advising the City Council regarding the establishment of priorities for decontamination, rehabilitation, and restoration of those public buildings, roads, utilities, and other essential facilities necessary to the operation of the City and County of Broomfield government, and contributing to the emergency welfare of the population.
3. Initiating actions for refuse disposal to eliminate any unsanitary conditions determined (by the appropriate health department) as detrimental to public health and welfare.
4. Developing pre-incident agreements with local landfills for acceptance of debris from a disaster.
5. Developing procedures for the disposal of hazardous household waste created by an emergency or disaster.
6. Providing for repair and restoration of the sewer system and sewage disposal plants, as necessary.
7. Shutting down of utilities to prevent damage and monitoring repair and restoration of electrical, gas, and water distribution, including provision of systems to provide emergency sources of electricity, gas, and potable water for essential City and County of Broomfield activities when needed.
8. Developing agreements and procedures for working with utility companies that provide services to the City and County of Broomfield residents and businesses.

9. Providing immediate clearance of major thoroughfares and removal of debris to permit emergency rescue operations and movement of emergency vehicles and supplies.
10. Assisting in facilities protection and emergency repairs to City and County of Broomfield public buildings, roads, utilities, and other essential facilities under established priorities for restoration and continued operation of City and County of Broomfield government functions.
11. Assisting in providing damage assessment information to the EOC on roads and equipment belonging to the Department.
12. Arranging with pledged intergovernmental support groups to render disaster support assistance within their capabilities.
13. Providing emergency traffic control devices such as barricades, flares, and temporary signs.
14. Assisting the emergency response authority in containing hazardous substances as requested.
15. Securing appropriate buildings.

G. Director of Community Development

Pursuant to the Emergency Management Ordinance and this EOP, the Director of the Department of Community Development will be responsible for:

1. Providing damage assessment reports for the EOC and City Council. This is to be coordinated with the Finance Department County Assessor.
2. Providing traffic engineering including the establishment of emergency traffic routes and coordination with the Department of Public Works for the marking of such emergency routes.
3. Receiving and plotting current data concerning the extent and type of building damage and recording of significant population concentrations within the City and County of Broomfield.
4. Conducting mitigation studies during normal operations for the purpose of making recommendations that will reduce disaster vulnerability during emergencies or disasters. This is to be coordinated with the Emergency Management Unit.
5. Developing a program to quickly provide a damage assessment. This should be coordinated with the Department of Finance and the Emergency Management Unit.
6. Determining habitability and whether services can be restored.
7. Monitoring rebuilding in the recovery phase.
8. Providing GIS mapping as requested.

H. City and County of Broomfield Attorney

Pursuant to the Emergency Management Ordinance and this EOP, the City and County of Broomfield Attorney will be responsible for:

1. Functioning as principal legal advisor to the City and County Manager, Mayor, City Council, EOC, and department heads.
2. Providing interpretation of laws and regulations issued by the federal and state governments.
3. Preparing recommended ordinances, proclamations, and other legal documents for City Council action to implement federal and state directives that provide effective authority in the City and County of Broomfield for a timely emergency response.

I. Director of Community Resources

Pursuant to the Emergency Management Ordinance and this EOP, the Director of the Community Resource Department will be responsible for:

1. Providing facility supervisors to designated shelters and opening any City and County of Broomfield recreation facilities that may be used as a shelter if needed.
2. Providing for the safety of any citizens who may be in the facilities that are managed by the Community Resource Department at the time of an emergency or disaster.
3. Providing additional manpower to other departments to assist in emergency response or recovery efforts.

J. Director of Finance

Pursuant to the Emergency Management Ordinance and this EOP, the Director of Finance will be responsible for:

1. Providing emergency procedures for purchasing supplies and/or equipment necessary for recovery operations to restore services to the public.
2. Maintaining detailed financial records of all costs accrued during an emergency or disaster operation and preparing reports of the City and County of Broomfield's financial position.
3. Providing overall coordination in the compilation and presentation of requests for disaster relief assistance, when required.
4. Assisting in developing and coordinating a damage assessment system that meets state and federal procedures.
5. Providing damage assessment to the EOC following an emergency in conjunction with Community Development.

6. Responding to risk management issues like recovery of monies from insurance providers, state/federal disaster Assistance Programs or other funds or combination of funding sources.

K. Clerk and Recorder

Pursuant to the Emergency Management Ordinance and this EOP, the Clerk and Recorder is responsible for:

1. Controlling the safety of all vital records to maintain governmental continuity.
2. Recording any declaration of disaster as requested by the Mayor.

L. Director of Health and Human Services

Pursuant to the Emergency Management Ordinance and this EOP, the Director of Health and Human Services (HHS) will be responsible for:

1. Human Services:
  - a) Assisting with evacuation and sheltering of disaster victims.
  - b) Assisting with provision of food and clothing to disaster victims.
  - c) Assisting with providing services for persons with unique nutritional or medical needs as well as non-medical transportation for the disabled or elderly.
  - d) Providing a system to manage donations, public assistance, emergency assistance, or diversion applications.
  - e) Collaborating with the Police Department and Red Cross to ensure the availability of mental health crisis services.
  - f) Providing resources for stress management of victims and relief workers.
  - g) Ensuring availability of interpreters for hearing impaired and non-English speaking.
  - h) Providing emergency workforce services (rehabilitation and resettlement) for displaced personnel.
  - i) Coordinating with American Red Cross to designate and operate information centers with facilities for the registration of disaster victims, location of missing persons, and reunification of families.
  - j) Assisting Red Cross to coordinate the following HHS support services:
    - (1) Disaster welfare inquiries.
    - (2) Providing supplies and assistance to North Metro Fire Rescue in administering first aid.

- (3) Providing shelter for victims and families.
  - (4) Providing crisis counseling.
  - (5) Mass feeding of victims and emergency workers.
- k) Assisting the Salvation Army with the coordination of the following HHS support services:
- (1) Disaster welfare inquiries.
  - (2) Providing counseling services in conjunction with American Red Cross, Police Victim Advocates, and HHS.
  - (3) Providing canteen trucks for emergency workers and displaced citizens.
  - (4) Providing other housing/shelter assistance in conjunction with American Red Cross and HHS.
- l) Providing separate shelter for children separated from parents, or elderly with special needs and no immediate family, in the HHS Family Assessment Center until reunited with parents, picked up by relatives, or provided other placement.
- m) Establishing food distribution points for families and other groups to replenish supplies, as necessary.
- n) Advising City Management/City Council on all human services matters.
- o) Administration of the Individual and Family Grant Program in presidentially declared disasters in the City and County of Broomfield.
- p) Providing assistance with re-entry into the community (safety of goods needing to be stored, cleaning of smoke damage or water damage).

2. Health:

- a) Coordinating all City/County public health services and operations during epidemic, disease/virus outbreaks, or other health related emergencies.
- b) Coordinating all City/County public health services, operations and services in disaster operations.
- c) Advising City Management/City Council on actions to be taken relative to all public health matters.
- d) Coordinating with Coroner on statistics of injured and casualties for publication of official casualty list.

- e) Coordinating the Public Health Officer, Coroner, and HHS Medical Advisor for appropriate storage and disposition of bodies.
- f) Inspecting food, air quality, water supplies, and evaluating and recommending methods of disposal of contaminated foods with Public Works.
- g) Coordinating with Red Cross to establish health services in shelters.
- h) Providing assistance with re-entry into the community (safety of goods needing to be stored, cleaning of smoke damage or water damage).
- i) Coordinating issuance of precautionary health warnings with other City/County agencies (i.e., communicable disease surveillance).
- j) Providing consultation regarding the disposal of hazardous and radiological materials.

M. North Metro Fire Rescue

Pursuant to the Emergency Management Ordinance and this EOP, North Metro Fire and Rescue will be responsible for:

1. Directing and conducting all types of fire-related, hazardous materials, radiological, and emergency medical needs.
2. Providing all regularly assigned functions relating to fire prevention and control to minimize loss of life and property due to fire.
3. Establishing a field and/or area command post, or supplying personnel to an already established command post in an emergency or disaster situation.
4. Directing and conducting decontamination efforts and providing equipment and staff.
5. Directing and conducting all response and containment operations in a hazardous material incident.
6. Providing initial communications between the EOC and the affected area when needed, and providing the initial damage report to the EOC.
7. Providing emergency medical transportation to a hospital or other designated emergency medical treatment facility.
8. Providing emergency medical assistance to all operational shelters in order of most emergent situation.
9. Providing emergency medical care triage sites.
10. Concurrent evacuation and search and rescue operations.

N. Director of Information Technologies

Pursuant to the Emergency Management Ordinance and this EOP, the Director of the Information Technologies Department will be responsible for:

1. Assuring the protection of information and communication capabilities against cyber terrorism.
2. Assuring that telephone, radio, and data capabilities are available.
3. Assuring communications and information capabilities are maintained during an event.
4. Protecting confidential information of records produced by Courts and the Police Department.

O. Director of Human Resources

Pursuant to the Emergency Management Ordinance and this EOP, the Human Resources Department will be responsible for:

1. Facilitating medical care and compensation for injured City and County of Broomfield employees through Worker's Compensation plans.
2. Organizing and coordinating volunteer efforts in accordance with the Volunteer Annex.