

# Emergency Operations Plan



## City and County of Broomfield

## Emergency Operations Plan

### City and County of Broomfield

The Office of Emergency Management

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The City and County of Broomfield is dedicated to a whole-community approach in all county programs and services. This whole-community approach includes individuals with disabilities and access and functional needs (AFN). Reasonable accommodations are available upon request. For more information, please contact the Office of Emergency Management at [EmergencyManagement@broomfield.org](mailto:EmergencyManagement@broomfield.org).

# 1. Promulgation

Please see the City and County of Broomfield (CCOB) Emergency Operations Plan (EOP). This plan supersedes the previously issued CCOB EOP (dated 09/24/2013) and provides a flexible and scaleable framework for emergency operations in CCOB. The EOP, including all associated plans and appendices, provides a comprehensive framework for system-wide emergency management. It addresses the roles and responsibilities of emergency management and response agencies in CCOB, as well as partner agencies, and provides a link to federal, state, local, territorial, tribal, private organizations and resources that may be called upon to assist and participate in response to incidents that occur throughout CCOB.

The EOP has been developed taking into consideration recognized State and Federal guidance that includes: Federal Emergency Management Agency (FEMA) Target Capabilities List; FEMA Core Capabilities; National Preparedness Framework; National Incident Management System (NIMS) FEMA's Comprehensive Preparedness Guide (CPG) 101; FEMA CPG 201; Colorado Emergency Management Program Guide; and relevant laws and authorities pertinent to emergency management. The EOP is designed to minimize the disruption of each agency's mission by establishing a system of collaboration during times of crisis. To meet this goal, it is imperative that all CCOB, partner, and stakeholder agencies and their personnel prepare, train, exercise, equip, and execute their required roles and responsibilities in accordance with this EOP.

## Laws, Authorities, and References

The program authority encompasses local municipal codes and resolutions, as well as state and federal acts that have been adopted through congress. At any time new authority/laws may be adopted or changes made to those currently existing. Emergency Management guidelines and authorities address the following:

- Legal Basis of Emergency Operations and Activities;
- Senior Officials' Emergency Authorities;
- Pre-Delegate Emergency Authorities;
- Continuity of Operations and Continuity of Government Provisions;
- Acronyms and Glossary; and
- Federal, State, and Local Laws, Authorities, and References

### ***Federal***

- 1.1 - Comprehensive Preparedness Guide (CPG) 101 V3.
- 1.2 - Emergency Planning and Community Right-to-Know Act of 1986 (Superfund Amendments and Reauthorization Act (SARA) Title III).
- 1.3 - Americans with Disabilities Act (ADA).
- 1.4 - The Robert T Stafford Disaster Relief and Emergency Assistance Act and Amendment (42 U.S.C. 5121, et al., as amended)
- 1.5 - Post-Katrina Emergency Management Reform Act (PKEMRA).
- 1.6 - National Planning Framework.
- 1.7 - Homeland Security Presidential Directive 5 (HSPD 5), Management of Domestic Incidents.
- 1.8 - The Pets Evacuation and Transportation Standards Act of 2006 (PETS Act).
- 1.9 - Presidential Directive Policy 8 (PPD-8), National Preparedness Goal.
- 1.10 - "Plain Language" Guidance.
- 1.11 - Homeland Security Act of 2002.

### **State**

- 1.12 - Colorado Disaster Emergency Act (CRS 24-33.5-700 Series).
- 1.13 - Colorado EOP.
- 1.14 - Fire Protection Districts - additional powers and duties (CRS 32-1-1002)

## Local

- 1.15 - CCOB guidelines and authorities: [Broomfield Municipal Codes \(B.M.C.\)](#) and [Broomfield Charter](#)
  - Ordinance 2023-\_\_\_ adoption of new EOP and Capabilities Plan
  - Council Resolution 2009-137: Approving COOP for Essential Government Services for CCOB
  - Council Resolution 2005-146: Adopting the National Incident Management System (NIMS) by Reference as Broomfield's Standard for Incident Management
  - Council Resolution 2004-118: Adopting Denver Regional Hazard Mitigation Plan by Reference
  - Council Resolution 2002-151: Appointing Representatives to LEPC
  - Council Resolution 2002: Adopting the Emergency Operations Plan; CCOB Broomfield Resolution 2005-145 amended the revision
  - Ordinance 2001-1652 (Chapter 2-48 of B.M.C., Emergency Management, as amended)
- 1.16 - Public Health Authorities (B.M.C.) 8-16-020): County health department has the authority to enforce such rules of the Health Department of the State of Colorado as are applicable to particular situations.

Chapter 2-48 of B.M.C. Chapter 2-48 (CCOB Ordinance 2001-1652) covers the development and maintenance of the CCOB EOP, as well as the identification, authority, and responsibility to conduct emergency management operations in the county. The EOP as written is an all-hazards plan that encourages a cooperative relationship between all of the local, state, federal agencies, boards, and organizations that have an emergency management function. The CCOB Office of Emergency Management is the central point of coordination within CCOB.

The CCOB City and County Manager, as the principal executive officer of CCOB, shall have the power to declare that a state of disaster exists when he or she is of the opinion that a disaster or extraordinary emergency event has occurred or the threat of such event is imminent. If the City and County Manager is unable to perform the duties or functions set forth in this chapter, then the powers and duties conferred upon the City and County Manager shall be performed by the following persons in descending order: by the Deputy City and County Manager, and then by the Chief of Police.

The Office of Emergency Management shall be responsible for disaster preparedness and coordination of disaster response for CCOB. The OEM shall prepare and keep current a local disaster emergency plan, known as the emergency operations plan (EOP) for CCOB, which is subject to approval of the council by resolution. An emergency management system shall be developed and tested to assure capability of managing disasters and extraordinary events. The EOP will identify emergency responsibilities of all local agencies and officials. The Emergency Response Coordinators support the Emergency Manager in performing his/her duties.

Signed this XX day of MONTH, 2023

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Jennifer Hoffman, City and County Manager

## 2. Approval and Implementation

### 2.1 Introduction

Within the State of Colorado, local governments and other organizations must be prepared to respond to emergencies that might occur within their areas of responsibility and must be able to assess whether their capabilities are sufficient to respond effectively. That means that the City and County of Broomfield (CCOB) is responsible by law to develop plans to enhance the safety and security of its residents to provide “hometown security.” The CCOB Emergency Operations Plan (EOP) responds to these requirements by covering potential emergencies and delineating emergency response and recovery policies, responsibilities, and lines of authority.

The EOP includes the framework for CCOB to manage all-hazard emergency situations. Emergency situations can occur at any time, whether they are natural or human-caused, and this EOP enhances the CCOB’s Office of Emergency Management processes to help prepare for, respond to, recover from, and mitigate against any and all hazards that threaten the safety and security of the people, resources, equipment, and environment of CCOB.

CCOB is vulnerable to a number of hazards, which are referenced later in this document. The EOP is critical to implementing and conducting emergency management activities within the jurisdiction and includes information for the preparation, response, recovery, and mitigation for an all-hazards approach to emergency management. Additional hazard-specific plans are referenced and linked to coordinate with this plan. This EOP also includes information relating to CCOB’s hazard and risk assessment and capability assessment.

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### 2.2 Plan Applicability

The EOP, including all associated capabilities and attachments, provides a comprehensive framework for systemwide emergency management. It addresses the roles and responsibilities of CCOB, as well as partner agencies, and provides a link to federal, state, local, territorial, tribal, and private organizations and resources that may be called upon to assist and participate in response to incidents that occur throughout the locations that may default to this EOP aligned with Colo. Rev. Stat. § 24-33.5-707.

The EOP is designed to minimize the disruption of CCOB’s mission by establishing a system of collaboration during times of crisis. To meet this goal, it is imperative that all CCOB, partner, and stakeholder agencies and their personnel prepare, train, exercise, equip, and execute their required roles and responsibilities in accordance with this EOP.

### 2.3 Delegation of Authority

The EOP, including all associated capabilities and attachments, is considered a living document and shall be continuously updated and revised to reflect lessons learned during incident response and exercise play. It will be reviewed annually and updated as applicable. Recipients are requested to advise the Director of Emergency Management of any changes that might result in improving the EOP. The Emergency Manager has the authority to accept or reject changes to the EOP and may defer this authority to designated individuals.

### 2.4 Signatures

This EOP is effective upon approval by Broomfield City Council, Council Resolution 2024-160.




## 4. Table of Contents

1. [Promulgation](#)
  2. [Approval and Implementation](#)
  3. [Record of Changes and Distribution](#)
  4. [Table of Contents](#)
  5. [Purpose](#)
  6. [Scope](#)
  7. [Situation Overview](#)
  8. [Assumptions](#)
  9. [Concept of Operations \(ConOps\)](#)
  10. [Organization and Assignment of Roles and Responsibilities](#)
  11. [Direction, Control, and Coordination](#)
  12. [Information Collection, Analysis, and Dissemination](#)
  13. [Communications](#)
  14. [Administration](#)
  15. [Finance](#)
  16. [Logistics](#)
  17. [Plan Development and Maintenance](#)
  18. [Acronyms and Glossary](#)
- [Attachment A - Capability, Function, Community Lifeline Cross-Reference](#)

## 5. Purpose

*The purpose of the City and County of Broomfield (CCOB) Emergency Operations Plan (EOP) is to provide a consistent framework to enable CCOB staff to work together internally, with other jurisdictions, and the private sector to respond to, and recover from, the effects of natural disasters and human-caused emergency events regardless of cause, size, location, or complexity. The EOP provides policy options to support emergency operations and recovery activities, and establishes operational priorities that determine the allocation of resources. The EOP also covers the command/coordination mechanisms and the organizational responsibilities for executing interagency/intergovernmental emergency response operations and limited recovery operations.*

The EOP consists of a base plan and supporting documents. The base plan establishes the structure and provides guidance for a timely and coordinated response, internal communications, information gathering, information sharing, decision-making, and roles and responsibilities for coordinating incident operations.

This EOP is an all-hazards management plan that applies a “capabilities-based planning” approach. It is a management document intended to be read and understood before an emergency occurs. It is a living document and will continue to evolve as it is tested in exercises and real incidents. All departments and agencies with emergency roles identified in this EOP are responsible for internal training of staff and the preparation of procedures, checklists or other job aids for carrying out assigned capabilities and emergency support functions. The agency with primary responsibility for the development and activation of the EOP is the CCOB Office of Emergency Management (OEM).

See [EOP - Attachment A](#) (Emergency Management Program Document Overview) for an Emergency Management Program Overview summary of the documents supporting the EOP.

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## 6. Scope

This EOP provides guidance for community-wide coordination of incident planning and response to incidents and hazards affecting CCOB and all individuals, resources, and property within the jurisdiction. The scope of the EOP includes all entities within the geographic boundaries of CCOB. This EOP is scalable and was designed to support the organization, management, and coordination of all types of incidents and/or hazards affecting the jurisdictions. This document considers emergent operations from an all-hazards perspective.

## 7. Situation Overview

### 7.1 - 7.2 Description

Broomfield is a combined city and county with approximately 78,000 residents located in the Denver Metro region of Colorado. The largest city nearby is Denver. CCOB has eighteen public school facilities, one police station, one detention center, one fire agency with multiple fire stations, two hospitals, numerous medical care facilities, city/county-owned public parks, two community centers, and two airports just across the county line on opposite ends of the county with potential impacts to CCOB. CCOB is exposed to several hazards which have the potential for disrupting the community, causing damage to property, and creating casualties. The natural hazards CCOB may be exposed to include drought, extreme temperatures, dam inundation, expansive soils, flood, hail, severe wind, winter storm, fire, earthquake, land subsidence, lightning, and tornado. Additional information regarding the types of hazards CCOB might be exposed to can be found in the Hazard Identification and Risk Assessment section below.

Whole-community inclusion is the process involving businesses, schools, media, nonprofit groups, faith-based organizations, community organizations, and individuals and families in the preparedness planning process. In the development of this document, and its supporting documents, CCOB has included the whole community. CCOB has worked with the Local Emergency Planning Committee (LEPC) to identify community needs. CCOB is committed to developing plans that serve the whole community and their continuous involvement in updates and additions to this and other emergency plans.

## 7.3 Provision of Assistance

CCOB is prepared to respond to the hazards listed in this plan. This EOP will be utilized, exercised, and updated so that CCOB is adequately prepared. However, if an incident goes beyond CCOB’s capabilities to respond, CCOB acknowledges that outside assistance may be required. Neighboring jurisdictions, state agencies and federal support will be engaged for support as necessary.

## 7.4 - 7.5 Hazard Identification and Risk Assessment

CCOB is vulnerable to a variety of hazards. CCOB is also susceptible to hazards that might occur in and affect neighboring jurisdictions. CCOB uses an all-hazards approach to emergency management while focusing on community stabilization and resiliency. CCOB conducted a Hazard Identification and Risk Assessment (HIRA) in conjunction with the [Hazard Mitigation Plan \(HMP\)](#) (Chapter 4) update to identify what natural, technological, and human-caused hazards pose the greatest risk to CCOB based on probability of the event, the extent of the impact, and the spatial extent of the event. The results from the HIRA have been taken into consideration when planning this EOP by directly contributing to the identified hazards section below, identifying the resources that might be required to respond to certain incidents, while informing the finance section on the economic impacts of certain events, and providing evidence to demonstrate the risks and vulnerabilities to CCOB leadership. Hazard-specific preparedness efforts and response capabilities are detailed within the HMP. These hazards have been classified by multiple committee meetings to include a wide variety of perspectives in the table below as unlikely, occasional, likely, and highly likely to affect CCOB.

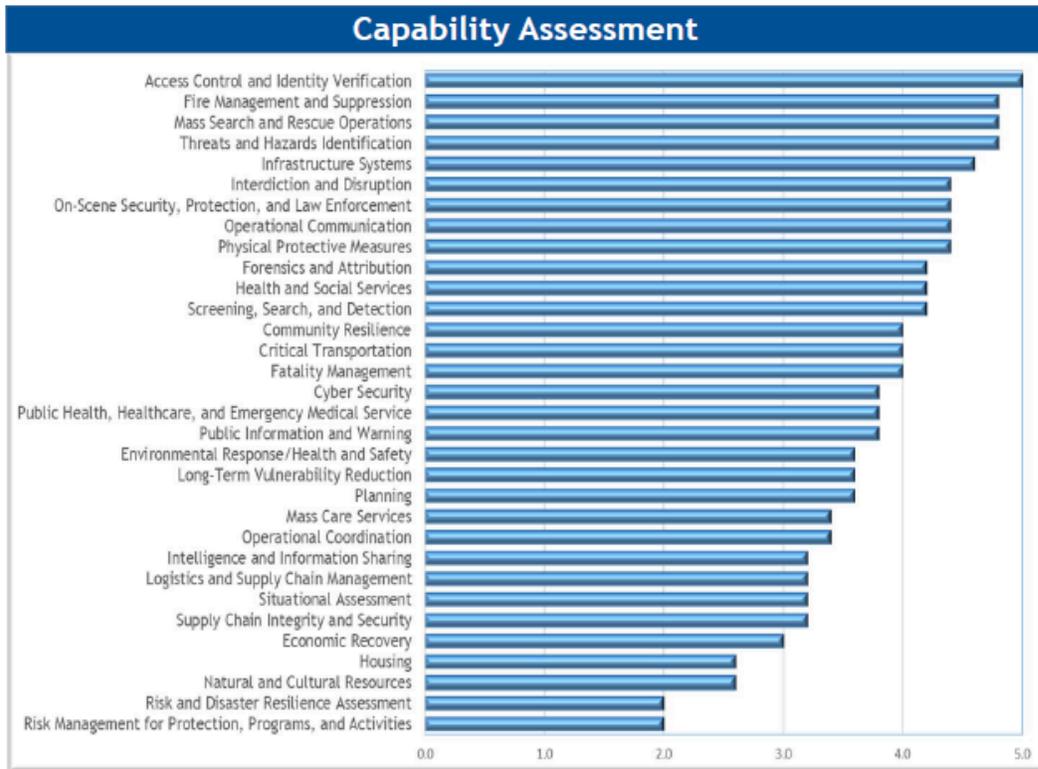
Source: Hazard Mitigation Plan Table 4-1 Hazard Analysis Summary

Hazard	Location	Potential of Future Occurrence	Potential Severity/Magnitude	Overall Significance
Cyber Attack	Significant	Occasional	Critical	High
Drought	Extensive	Likely	Moderate	High
Extreme Temperatures	Extensive	Likely	Moderate	High
Active Threat	Limited	Occasional	Critical	Medium
Aircraft Accident	Significant	Occasional	Moderate	Medium
Critical Infrastructure Outage	Significant	Occasional	Critical	Medium
Dam Inundation	Limited	Unlikely	Critical	Medium
Expansive Soils	Extensive	Likely	Moderate	Medium
Flood	Limited	Occasional	Moderate	Medium
Hail	Extensive	Likely	Critical	Medium

Hazard	Location	Potential of Future Occurrence	Potential Severity/Magnitude	Overall Significance
Hazardous Materials Incident	Significant	Likely	Negligible	Medium
Public Health Hazard	Extensive	Likely	Critical	Medium
Severe Wind	Extensive	Highly Likely	Moderate	Medium
Winter Storm	Extensive	Highly Likely	Moderate	Medium
Fire (Structural & Wildland)	Significant	Likely	Moderate	Medium
Earthquake	Extensive	Unlikely	Critical	Low
Land Subsidence	Limited	Occasional	Negligible	Low
Lightning	Extensive	Likely	Negligible	Low
Tornado	Limited	Occasional	Moderate	Low
<b>Location/Spatial Extent</b> <u>Extensive</u> : 50-100% of planning area <u>Significant</u> : 10-50% of planning area <u>Limited</u> : Less than 10% of planning area  <b>Potential Severity</b> <u>Catastrophic</u> : Multiple deaths, shutdown of facilities for 30 days or more, >50% of property is severely damaged <u>Critical</u> : Multiple severe injuries, shutdown of facilities for at least 2 weeks, >25% of property is severely damaged <u>Moderate</u> : Some injuries, shutdown of critical facilities for more than one week, >10% of property is severely damaged <u>Negligible</u> : Minor injuries, minimal quality-of-life impact, interruption of facilities and services for 24 hours or less, less than 10% of property is severely damaged.		<b>Potential of Future Occurrence</b> <u>Highly Likely</u> : Near 100% probability each year. <u>Likely</u> : Between 10 and 100% probability per year or at least one chance in ten years. <u>Occasional</u> : Between 1 and 10% probability per year or at least one chance in next 100 years. <u>Unlikely</u> : Less than 1% probability in next 100 years.  <b>Significance</b> <b>(Based on the preceding three factors)</b> <u>High</u> : widespread potential impact <u>Medium</u> : moderate potential impact <u>Low</u> : minimal potential impact		

## 7.6 Capability Assessment Summary

The Colorado Emergency Preparedness Assessment (CEPA) is a framework and tool to help state and local stakeholders assess risk, capabilities, and the potential need for support and resources during emergencies or disasters. CEPA provides a standardized and repeatable process to better understand the capabilities at the county/local level and allows for the examination and analysis of regional or statewide trends. The key component of the CEPA process is conducted by a series of virtual and in-person meetings between state and local subject matter experts (SMEs) to discuss and analyze risk and capability information and to identify potential resource gaps. This process also provides an opportunity to promote continued communication and coordination among state and local partners. Information obtained during the CEPA process helps the state to better plan for and respond to the needs of counties. The state will protect the information gathered during the CEPA process and will not share county specific data with any other parties (including other counties) unless specific consent is provided.



## 7.7 Mitigation Overview

Mitigation measures conducted by CCOB are implemented prior to, during, and/or after an incident. The purpose of these measures is to help reduce exposure to, probability of, or potential loss from hazards. As reflected in the [CCOB 2022 HMP](#), mitigation actions taken include, but are not limited to:

- Dredging Ellie’s Pond (Flood)
- City Park Channel Improvements - Lower Reach (Flood)
- Water Treatment Plant Expansion (Flood)
- All-Hazards Preparedness Guide - Citizen Version
- All-Hazards Preparedness Guide - Business Version
- Lightning Safety and Awareness
- Research Benefits-Costs of Participation in NWS StormReady Program (All-Hazards)
- Linking Mitigation to the Comprehensive Land Use Plan (All-Hazards)

## 8. Assumptions

CCOB may be subject to a variety of natural- and/or human-caused incidents. CCOB will commit all available resources to save lives and minimize injury to persons and infrastructure, the environment, and property both public and private.

1. Disasters may occur with little or no warning, and may escalate rapidly

2. Disasters are managed locally. The emergency management command and coordination structure in Colorado is based on a bottom-up approach of resource allocation; municipal to County EOC to State EOC, to the federal government, escalating to each additional level as resources are exhausted
3. Disaster impacts may extend well beyond CCOB and therefore place a strain on communications and resources available within and to the jurisdiction
4. In accordance with Title II of the Americans with Disabilities Act (ADA) and disability civil rights laws, every reasonable effort will continue to be made to address the potential challenges of coordinating access and functional needs support following an incident
5. Lead and support agencies are assigned responsibilities for coordinating efforts in response to emergencies
6. Lead and support agencies will be able to perform their roles and responsibilities, to the best of their abilities during an emergency following internal plans, procedures

## 9. Concept of Operations (ConOps)

### 9.1 Emergency Management Principles

The [National Response Framework \(NRF\)](#) is an all-hazard disaster response plan, which provides a federal operational response structure for disasters that are beyond the capabilities of local and state governments. CCOB maintains a commitment to engaging in partnership with all stakeholders; allowing for a tiered response that is scalable, flexible, and adaptable operational capabilities as well as the needs of the incident; and a unity of effort that allows for efficient response, safety of staff and the community as well as promoting the recovery process.

### 9.2 Plan Activation and Emergency Declaration Process

This EOP should go into effect whenever the City and County Manager orders it so ([B.M.C. 2-48-040](#)). The City and County Manager assumes all responsibility for disaster response on behalf of CCOB and will delegate responsibilities to CCOB staff members, such as the Emergency Manager, based on roles and responsibilities defined in the EOP and the Emergency Response and Recovery Capabilities Plan. The CCOB EOP may also be activated as part of mutual aid and assistance to other jurisdictions that have requested assistance in response to a major event. Activation of the EOP may be for a specific location within the jurisdiction or could include the entire jurisdiction.

### 9.3 Pre-Disaster Operations

Pre-disaster planning and preparation sets organizations up for success in the aftermath of a disaster. CCOB Emergency Management pre-disaster operations are managed based on the [Hazard Mitigation Plan](#) and the Integrated Preparedness Plan (Training/Exercises).

### 9.4 Response to Disaster Operations

CCOB uses this EOP in conjunction with the [Emergency Response and Recovery Capabilities Plan](#) to support disaster response operations. Additionally, CCOB coordinates with various organizations in the immediate hours following a

disaster to begin utilizing the EOP to respond to the disaster. These entities are reflected as “Other Partner(s)” in the [Emergency Response and Recovery Capabilities Plan - Attachment A](#).

## 9.5 Recovery from Disaster Operations

As CCOB enters the recovery phase of disaster operations, CCOB begins to execute the recovery capabilities in the Emergency Response and Recovery Capabilities Plan. CCOB collaborates with various organizations during the disaster recovery phase. These entities are reflected as “Other Partner(s)” in [Emergency Response and Recovery Capabilities Plan - Attachment A](#).

## 9.6 Access and Functional Needs

Policies surrounding access and functional needs (AFN) ensure equal and equitable access for all individuals without discrimination. The Americans with Disabilities Act (ADA) defines an individual with a disability as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.” The NRF defines these populations as “populations whose members may have additional needs before, during, and after an incident.” CCOB incorporates a whole-community approach throughout its planning, response, and recovery efforts and considers individuals with AFN to be included in the whole community. CCOB incorporates AFN into the EOP by predetermining ESF agencies to support the whole community, including AFN considerations, during all stages of planning and preparedness, and committing additional bandwidth to these communities during and after a disaster.

## 9.7 Emergency Management Phases

FEMA outlines five mission areas as part of the National Preparedness Goal. Below are examples of how CCOB incorporates each of these into its operations.

### Prevention

- Prepare and routinely update the EOP base plan and supporting documents
- Involve stakeholders from law enforcement in plan development

### Protection

- Collaborate with stakeholders to strengthen supply chain integrity
- Involve stakeholders from law enforcement, health and medical, cybersecurity, non-profits, supply chain, and other relevant agencies into plan development

### Mitigation

- Collaborate with local infrastructure partners to encourage reinforcement of infrastructure systems to limit impacts to life and property
- Involve infrastructure partners in plan development

### Response

- Develop communications plans to expedite response post-disaster
- Pre-delegate and train authorities on tasks to expedite response post-disaster

### Recovery

- Develop short-term and long-term recovery strategies and involve community stakeholders in the process.

## 9.8 Community Lifelines Responsibilities

The National Response Framework defines community lifelines as those services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security. Community Lifelines enable the operation of critical government and business operations in the aftermath of a disaster. These Lifelines are essential to health, safety, and economic security. These Lifelines represent those fundamental services and their subcomponents that, when disrupted, interfere with a community's ability to function properly. Each lifeline is composed of many subcomponents, and often rely on multiple government entities, businesses, and infrastructure sectors to function. Stabilizing community lifelines is the primary effort during response to lessen threats and hazards to public health and safety, the economy, and security. These lifelines are interdependent, requiring cross-sector assistance for stabilization. As a result of this interdependency, failures in one will cascade across to others. Monitoring the community lifelines throughout CCOB enhances the situational awareness of the EOC.



- Safety/Security - Law enforcement/security/fire svc/search/rescue/government svc/community safety
- Food, Water, Sheltering - Food/water/shelter/agriculture
- Health & Medical - Medical care/public health/patient mvmt/medical supply chain/fatality mgmt/EMS
- Energy (Power and Fuel) - Power grid/fuel/natural gas/propane
- Communications - Infrastructure/responder communications/alerts/warnings/messages/finance/911/dispatch
- Transportation - Highway/roadway/motor vehicle/mass transit/railway/aviation/maritime
- Hazardous Materials (HazMat) - Facilities, HazMat/Pollutants/Contaminants

CCOB has taken Community Lifelines into consideration in its Emergency Management planning efforts. [EOP - Attachment A](#) provides a cross-reference of how the Community Lifelines tie to the CCOB Emergency Management plans. A table summarizing the roles and responsibilities related to these plans is located in the [Emergency Response and Recovery Capabilities Plan - Attachment A](#).

## 9.9 Recovery Support Functions Responsibilities

As an incident begins recovery planning begins. Once response has transitioned into recovery, Recovery Support Functions (RSFs) are used to assist with this transition. According to FEMA, the RSFs “comprise the coordinating structure for key function areas of assistance in the National Disaster Recovery Framework (NDRF). Their purpose is to support local governments by facilitating problem solving, improving access to resources and by fostering coordination among state and federal agencies, nongovernmental partners, and stakeholders.” Following is the list of RSFs (as defined by FEMA):

- Economic Recovery Plan enables the return to economic and business activities to a state of health and develops new economic opportunities that result in a sustainable and economically viable community
- Health and Social Services supports locally led recovery efforts to address public health, health care facilities and coalitions, and essential social services needs
- Community Planning and Capacity Building enables local governments to effectively and efficiently carry out community-based recovery planning and management in a post-disaster environment
- Infrastructure Systems efficiently facilitate the restoration of infrastructure systems and services to support a viable, sustainable community and improve resilience to and protection from future hazards

- Housing coordinates and facilitates the delivery of federal resources to implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience
- Natural and Cultural Resources (NCR) supports the protection of natural and cultural resources and historic properties through appropriate response/recovery actions to preserve, conserve, rehabilitate, and restore

CCOB has taken Recovery Support Functions into consideration in its Emergency Management planning efforts. [EOP - Attachment A](#) provides a cross-reference of how the Recovery Support Functions tie to CCOB Emergency Management plans. A table summarizing the roles and responsibilities related to these plans is located in the [Emergency Response and Recovery Capabilities Plan - Attachment A](#).

## 10. Organization and Assignment of Roles and Responsibilities

### 10.1 Agency Roles and Responsibilities

A table summarizing the organization and assignment of roles and responsibilities is located in the [Emergency Response and Recovery Capabilities Plan - Attachment A](#).

### 10.2 ESF Responsibilities

Emergency Support Functions are groups of CCOB departments, private sector organizations, and voluntary organizations that provide resources, and assist with planning and coordination in support of emergency preparedness, response, and recovery efforts. CCOB has taken Emergency Support Functions into consideration in its Emergency Management planning efforts. Additional functions may be assigned during an incident, as needed. The departments or agencies referenced in the plan are charged with carrying out the relevant duties, as assigned by the EOC Manager or as dictated by the incident commander. [EOP - Attachment A](#) provides a cross-reference of how the Emergency Support Functions tie to the CCOB Emergency Management plans. A table summarizing the individual roles and responsibilities, as well as lead and support (i.e. concurrent and other partners) agencies, related to these plans is located in the [Emergency Response and Recovery Capabilities Plan - Attachment A](#).

## 11. Direction, Control, and Coordination

### 11.1 Operational Management, Direction, and Control

#### Stakeholder Groups

Emergency Management is a distributive function, as such it is imperative that Emergency Management staff regularly engage internal and external stakeholders to advance the goals and objectives of the organization.

#### Emergency Planning

- **Broomfield Local Emergency Planning Committee (LEPC)** provides program oversight and makes recommendations for policy as it relates to the emergency management program. It establishes and enforces bylaws that define meeting procedure, public meeting notices, decision-making, meeting frequency, and any special provisions.

- Membership of the LEPC is bound by certain requirements as a result of its role as Local Emergency Planning Committee. To meet the statutory requirements in Emergency Planning and Community Right-to-know Act of performing as the Local Emergency Planning Committee and representing a broad cross-section of the local stakeholders
- The Emergency Manager, schedules, sets agendas, and facilitates meetings
- **Broomfield Emergency Coordination Group (BECG)**
  - During times of no critical incident the BECG should meet routinely to discuss matters related to Emergency Management, planning, training, and operations on a routine basis
- **Responsibilities of the LEPC and BECG:**
  - Define the Vision, Mission, Scope, and Values of the community and organization as it relates to the various emergency management program areas
  - Responsible for implementation of the Emergency Planning and Community Right to Know Act
  - Champion the goals and objectives of the emergency management program into the community and respective organizations
  - Strategic planning and policy development along with Emergency Manager and Work Group
  - Review and comment on program priorities
  - Review and provide recommendations for plans and supporting documents
  - Make recommendations for Critical Infrastructure Key Resources assessment
  - Provide input into community preparedness programs; promote community participation/volunteer opportunities in preparedness activities; provide input into citizen corps programs
  - Provide assistance and input into developing/implementing multi-year training and exercise program

## Incident Management

- **Incident Command** develops and implements goals, objectives and response strategies. IC is responsible for five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. The following key components provide structure to support incident management priorities, facilitate logistics support and resource tracking, coordinate incident related information, and promote effective interagency and intergovernmental policies and strategies.
- **Broomfield Emergency Coordination Group (BECG)** fills the role of a Multi-Agency Coordination (MAC) Group as defined by NIMS during an activation. This group may provide feedback, assist in Continuity of Operations Plan (COOP) implementation, coordinating with other government agencies, and resource deployment.
- **Incident Support Team (IST)** The traditional roles and responsibilities of the EOC including planning, logistics, operations and incident finance are assigned by OEM and performed by the IST under the Incident Command Structure when activated. This group is pre-identified and receives training and communication routinely.

Most incidents that occur within CCOB are managed by field Incident Commanders, and it is not necessary for the EOC to activate. However, when disasters exceed field capabilities, have a significant impact on the community, cross jurisdictional boundaries, require a significant amount of resources or will have a long duration (multiple operational periods), the IST may be activated to provide assistance to meet the growing needs of the incident and staff the EOC. The EOC is activated when an incident increases in complexity and presents the need for resource mobilization, coordination with multiple disciplines, and Policy Group involvement.

- **Communication Team** - Coordinates consistent, reliable information to residents, workers, and visitors in CCOB regarding significant events for internal and external distribution. The Communication Team should consist of representatives from CMO Communications and Engagement, police, fire, public health and other involved participating agencies/departments. During a disaster or critical incident, all public information will be developed and disseminated in accordance with the Public Information capability. *(This capability does not deal with Alerts/Warnings; all Alerts and Warnings are done in accordance with the Alert and Warning capability).*

The Communications and Engagement representative, typically the Director, will designate who will be in charge of releasing information and by what platform. Procedures will be followed for the internal communication structure. All Public Information releases will be done in accordance with City and County of Broomfield policies for the distribution of information. This includes a collaborative effort to encompass the policies of North Metro Fire Rescue District.

- **Policy Group** - The Policy Group supports incident response and recovery objectives by evaluating and enacting policies (e.g., the formal declaration of disaster). This includes, but is not limited to, municipal code changes and intergovernmental coordination. The Policy Group is activated at the discretion of the City and County Manager. 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 activities of the Policy Group. The Policy Group may consist of City Council, the City and County Attorney, 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.

The Policy Group functions in support of emergency response by:

- Making policy and financial decisions related to the emergency or disaster
  - Determining jurisdictional priorities in relation to long-term incident planning
  - Considering cultural, economic, political and social implications of the incident and communicating those needs to the IC and/or emergency manager
  - Creating Delegations of Authority, Disaster Declarations and any other documents needed to ensure the safety of the population and the ability for the community to recover
  - Coordinating with policy level representatives and Senior Officials from other affected jurisdictions to ensure policy and strategy coordination
- **Recovery Taskforce** -Establishes a vision and plan for recovery and develops strategies for implementing recovery activities in accordance with CCOB recovery capabilities. Successful recovery requires informed and coordinated leadership throughout all levels of government, all sectors of society, and all phases of the recovery process. CCOB will always rely on local resources first during the disaster recovery process, regardless of whether CCOB is eligible to receive state or federal assistance.

The Recovery Advisory Task Force is composed of City and County employees, state and federal officials, nonprofit and private sector partners as deemed appropriate by the CMO or Local Disaster Recovery Manager (LDRM). If activated, the LDRM will act as chair and establish a meeting schedule to achieve recovery goals and objectives. The Task Force will remain active until all goals and objectives are met or until Task Force functions can be incorporated into day to day operations and plans. Membership may vary based on the needs of a particular incident and will be scalable and flexible so as to meet the recovery needs of the community following a disaster.

- **Department Hierarchy** - Works under the direction of the CMO, or his/her authorized representative, to maintain day to day operations, implementation of the COOP and to provide assistance to the response and recovery efforts. The director, or head of each CCOB agency or department (or his/her designee) involved in the execution of this plan, is subject to and shall be responsible for the emergency operations of his/her agency or department.

## 11.2 National Incident Management System

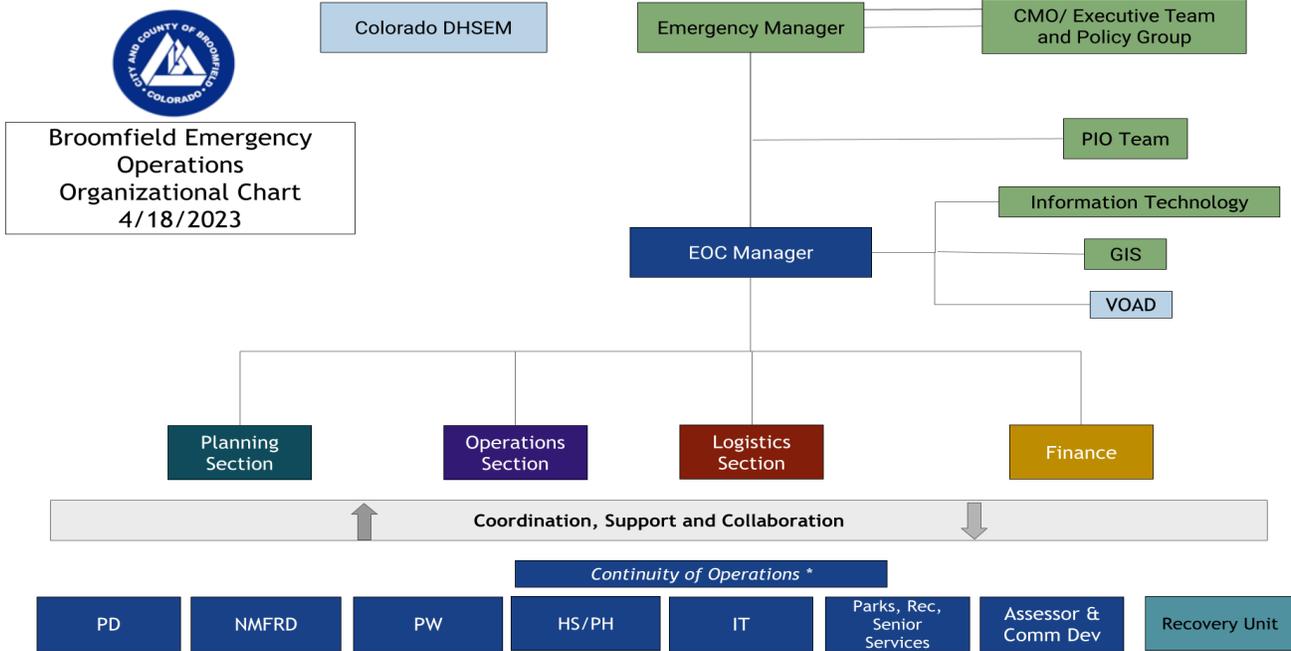
To maximize the efficiency of response and recovery efforts, all incidents will be managed in accordance with NIMS and use the Incident Command System (ICS). Implementing this strategy early provides for seamless management from response through recovery. Advantages include, but are not limited to, consistency in organization throughout the incident and the application of a single incident action plan with prioritized objectives. The use of NIMS is required by the U.S. Department of Homeland Security and the State of Colorado so that agencies responding to an incident, regardless of its size or complexity, can work together using common terminology and common working groups.

This section describes a general overview of how CCOB implements NIMS to manage all sizes of incidents/emergencies. This system has been developed through exercises and actual emergencies (including the COVID- 19 Pandemic) to meet the specific needs of the City and County of Broomfield (CCOB) when responding to and recovering from an emergency. More detailed information can be found in the [Broomfield Incident Management System \(BIMS\) capability \(BIMS\)](#).

## 11.3 Organization Chart

### Incident Management Structural Overview

*The Emergency Operation Center (EOC) refers to a function.* This function can be performed in a physical space or in a virtual/ hybrid way, but is separate from the Incident Command Post (ICP) and acts in support of the ICP. The traditional roles and responsibilities of the EOC are assigned to and performed by the Incident Support Team (IST) under the Incident Command Structure. The IST consists of the EOC manager, as well as the planning, operations, logistics and finance sections.



## 11.4 Control of Response Assets

The City and County Manager has the power to relocate and direct personnel resources during an emergency activation. Once personnel assets are on-scene or have arrived at their assigned site, the Incident Commander, or other site lead, will assume responsibility for those personnel assets. CCOB follows ICS standards including roles and responsibilities and reporting structure during an activation. Field-level responders coordinate with the EOC for requesting, acquiring, and allocating resources and information. Appropriate documentation is completed for all tactical assets to ensure the appropriate use and return of assets once an incident has concluded. The use of any type of resource, whether the resource is being provided to or provided by CCOB, is updated and documented in WebEOC.

## 12. Information Collection, Analysis, and Dissemination

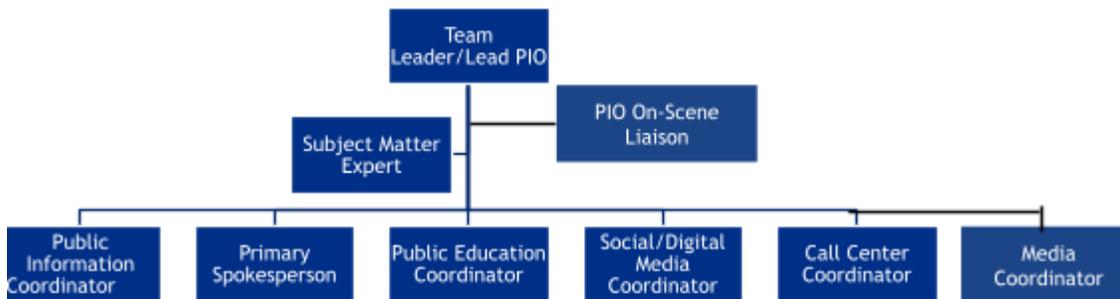
OEM identifies critical information as needed including situation awareness, incident resource needs and operational assignments. They will also document unmet needs and planning requirements. The OEM will identify critical information requirements such as current situational awareness, incident trends, resource needs as well as operational assignments with unmet needs to disseminate to CCOB leadership. OEM and the EOC (if active) will monitor trusted sources of information, intelligence and communicate with local, regional, and state agencies as necessary. This two way communication will happen during day-to-day operations as well via North Central Region

committee meetings and coordination between stakeholders as well. When incidents occur, the OEM or EOC team (if active) will develop and distribute a Situation Report that provides information on the incident at hand, any preparedness actions, and further actions needed. This will be pushed out to the County leadership, staff, and other critical partners- the CMO will determine the audience. Public information alerts are coordinated with the Public Information Officer (PIO) or Comms Team as necessary. WebEOC is used to store short-term information that will be shared with DHSEM and other partners on that platform. Google Drive is utilized to store documents according to CCOB records retention policy.

## 13. Communications

### 13.1 Communications Plan Summary

In the event of a disaster, CCOB will initiate actions appropriate to coordinate support for county communications. An emergency communications plan is an internal document that provides guidelines, contact information and procedures for how information should be shared during all phases of an emergency that requires immediate communications as well as systems interoperability. CCOB will make every effort to support local personnel and equipment needs, and to integrate city-level resources when appropriate. Below is an organizational chart that outlines the chain of command of communications in the event of a disaster.



### 13.2 Tactical Interoperability Communications Plans

Tactical communications in relation to emergency operations refers to the modes of communication used between responders and support staff during an emergency, such as radios and other systems or equipment that are available for use. Reliable communication between partners is essential to the success of all components of the EOP. Local, regional and state communication systems and methods are conducted in several different modes depending on the communication needs. Communication modes include, but are not limited to; telephones, email, video conference, web-based situational awareness system(s), public safety radio, amateur radio, emergency notification systems, and in person meetings. BECG members are communicated with no matter the level of activation and whenever coordination is needed in support of prevention of, protection from, response to, recovery from, and mitigation of incidents. Tactical communications plans are developed and maintained to ensure redundant communications methods are available for emergency responders and will reflect Colo. Rev. Stat. § 24-33.5-2509 stating a local government agency or private entity that operates a public safety radio system shall collaborate in the development and, as necessary, periodic revision of the tactical and long-term interoperable communications plan of the region in which it is located.

# 14. Administration

## 14.1 Employee Reassignment

During an emergency, employees may be reassigned to complete alternative duties that differ from their regular day-to-day responsibilities at the discretion of Department Heads and City Manager direction.

The Broomfield Municipal Code (BMC) (Section 2-14-060 (F) (2) b - Personnel Merit System) states “Supervisors are responsible for scheduling work assignments. The appointing authority or his or her designee may change work assignments or schedules at any time.”

The BMC (Section 2-48-040 (F)) also states “Subsequent to the declaration of a disaster, as defined in this chapter, the city manager may exercise any and all powers granted by applicable local or state law, including...

(3) Requisition necessary personnel, material, or supplies of any city department, division, or agency.

(5) Exercise 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. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for civil defense workers.

## 14.2 Worker’s Compensation

Employee wellbeing is a top priority for CCOB. Workers’ compensation claims are to be administered according to employees’ leave policies (full-time and part-time benefited). Department administration will coordinate with Human Resources to manage incidents. If incidents arise requiring a change in policy or procedure those will be coordinated by the Human Resources Director and communicated to the impacted employees, including relevant members of the incident response teams.

## 14.3 Insurance

Insurance is a vital part of cost recovery after a disaster and can be an important aspect of how quickly a community is able to recover. CCOB is insured through the Colorado Intergovernmental Risk Sharing Agency (CIRSA).

## 14.4 Timekeeping

Tracking employee time spent on emergency operations can be an important aspect of determining disaster costs and opportunities for reimbursement. CCOB maintains the same timekeeping policies during regular operations and during emergency operations. A timekeeping software called BORIS (Broomfield Organizational Resource Information System) is used to maintain accurate records. This software automatically sends records to the Finance Department when completed. If, for some reason, this timekeeping software cannot be used, employees are instructed to maintain their records using hardcopy timesheets and to then send their records to the Finance Department on a designated day once every week. More detailed information on timekeeping policies can be found in the CCOB Grants Policy.

## 14.5 Records Retention

In order to provide normal government operations following a disaster, each department or agency must take actions to protect essential records. All CCOB departments preserve records (including financial) in accordance with the [CCOB Records Retention Schedule](#).

## 14.6 Use of Volunteers

Volunteers are an important part of the disaster response and recovery cycle. CCOB incorporates volunteers into this process in accordance with the Volunteer Management capability. Broomfield Voluntary Organizations Active in Disaster (VOAD) works closely with the Office of Emergency Management. They proactively provide training for volunteers and volunteer organizations related to preparedness, volunteer recruitment and community engagement, and shelter training. They play a crucial role in coordinating with area non-profit organizations, maintaining relationships that can be leveraged during an emergency. The VOAD

## 14.7 Documenting Response and Recovery Operations

CCOB has established policies and procedures for documenting response and recovery operations including cost recovery information, requests for aid, budget control, legal protections, operational efficiency, and other areas. This information is documented in the [Emergency Response and Recovery Capabilities Plan](#). The documentation procedures follow and are in accordance with the State of Colorado and FEMA guidelines.

## 14.8 After Action Reporting

In the aftermath of a major emergency incident of disaster in CCOB, a structured administrative review of the event will be conducted to evaluate local response efforts. The review will include all entities that participated in lead or supporting roles, which include relevant CCOB staff from the stakeholder groups described in section 11.1 above, as well as public and medical health organizations, neighboring jurisdictions, partner agencies and volunteers.

The product of the review is an After-Action Report (AAR) that identifies strengths and highlights achievements, in addition to helping to understand what could be done for a better outcome by documenting areas of the response effort that need improvement. A key element of the AAR is an improvement plan that identifies recommended corrective actions, such as the need for additional training, personnel, planning, equipment or other resources. Corrective actions identified in the AAR will include responsible parties and due dates. CCOB OEM is responsible for coordinating after-action review efforts and preparing AARs.

# 15. Finance

## 15.1 Authorities and Policies

Disaster recovery can be a financial burden and poorly executed financial management can lead to a secondary disaster with unintended consequences. The City and County Manager may invoke certain emergency powers that authorize emergency expenditures as defined in Broomfield Municipal Code ([B.M.C. 3-20-180 Emergency Procurement](#)).

## 15.2 Emergency Procurement and Spending

The Director of Finance will be responsible for providing emergency procedures for purchasing supplies and/or equipment necessary for response operations. Early on in a significant event or disaster, the Finance Department will set up a separate project number for all initial emergency related activities and notify all agencies. As projects begin to formulate, individual numbers can be created for each project to help track costs. If the event results in state or federal grants, the Finance Department will oversee managing and processing all reimbursement requests.

All CCOB departments, in addition to other governmental and non-governmental organizations and contractors, will be responsible for tracking their costs and providing the documentation to the Finance Department. The Finance

Department, in conjunction with the OEM, will inform agencies involved in response and/or recovery operations about the level of cost documentation needed to maximize reimbursement of eligible costs from state and/or federal disaster assistance, when available. At the request of the Finance Department and / or OEM, all records will be provided for a comprehensive assessment and report of incurred expenses. The Director of Finance will compile and maintain detailed financial records of all costs accrued during an emergency or disaster operation and prepare reports, as required.

The Director of Finance or designee will act as Finance Section Chief. Staff from all applicable agencies may be assigned to the EOC to assist with incident administration and develop comprehensive reports. If the EOC is activated, the staff assigned to the Finance Section will be responsible for performing the Finance Procurement Unit function for the entire incident. The North Metro Fire Rescue District (NMFDR) Finance Director will participate in the Finance Section as needed.

## 15.3 Emergency Contracting

Emergency and Post-disaster contracts will be managed by applicable departments. Efforts will be made to establish contracts that allow for emergency use when applicable, limiting the need for emergency contracting. Allowing emergency contracting during and after an incident is an important way to avoid lengthy contract bidding processes and speed up response and recovery efforts; however, it should be carefully managed in order to prevent the jurisdiction and its residents from being taken advantage of by unscrupulous contractors. The following is a list of examples of how CCOB handles emergency contracting and where the policies are located.

- Per B.M.C. 3-20-180 Emergency Procurement, the City and County Manager may make or authorize others to make emergency procurement of supplies, service, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances, but shall be exempt from article II, Solicitation Process, of chapter 3-20, B.M.C. As soon as practicable, a record of each emergency procurement shall be made
- Per B.M.C. 2-48-040 (F) (4) Disaster Declaration Powers, subsequent to the declaration of a disaster, as defined in this chapter, the City and County Manager may exercise any and all powers granted by applicable local or state law, which includes the following:
  - Subject to any applicable legal requirements to provide compensation for services or for taking or use of property, subject to the principles set forth in section 24-32-2111, C.R.S., and articles 1 through 7 of title 38, C.R.S., to commandeer or utilize any private property necessary to cope with the disaster or emergency

# 16. Logistics

## 16.1 Mutual Aid and Regional Aid Agreements

A mutual aid agreement (MAA) is a written agreement between offices and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency. It is only after a jurisdiction identifies that the event will exceed their capacity that mutual aid resources are requested. Once local emergency response resources are exhausted or if CCOB does not possess the needed capabilities, then state and federal resources can be requested. When needed resources are unavailable through any existing local inter-jurisdictional or mutual aid agreements, CCOB may request assistance from regional partners or from the State through the State of Colorado All-Hazards Resource Mobilization process by calling the DHSEM Regional Field Manager.

## 16.2 Resource Gaps

All departments are encouraged to complete an inventory and document their resources, both critical and regular, on a routine basis and move to address any resource gaps prior to an incident. CCOB in partnership with DHSEM and county stakeholders from all capability areas conducted a formal gap analysis as part of the [Colorado Emergency Preparedness Assessment \(CEPA\)](#) on November 20, 2022, as well as the [Hazard Mitigation Plan \(HMP\)](#) on January 5, 2023, which assisted in identifying and documenting the gaps within the jurisdiction. After completing this assessment, which was centered on the most prevalent hazards affecting CCOB, the stakeholder group prioritized the resource gaps and have created plans to address these gaps in this fiscal year with stakeholders.

## 16.3 Mutual Aid

If an incident occurs that exceeds CCOB's emergency response capabilities, outside assistance can be requested through MAA with nearby jurisdictions and other organizations, such as a stateside mutual aid compact or a volunteer emergency organization. See section 16.1 for additional details.

## 16.4 Resource Tracking

CCOB regular process for resource ordering, tracking, and requesting is outlined in the steps below. Additional details can be found in the Resource Mobilization capability.

1. Request is received by Broomfield Public Safety Communication Center (BPSCC)
2. Request assigned to CCOB departments or Mutual Aid if available or applicable.
3. Requests that overwhelm normal resources and processes will be assigned to the EOC
4. Request assigned to the Logistics section as well as Procurement. (If this request cannot be filled here, then move to step 5)
5. Request assigned to the State (note that all previous steps must have been tried before sending a request to the State to fill)

CCOB utilizes an internet-based incident and event management platform called WebEOC. WebEOC is utilized by many local jurisdictions and the state. This platform supports ICS, provides provisions for NIMS, and is compliant with both. As long as personnel have access to the internet and have prior authorization, they can access WebEOC to view and input information regarding resource tracking and maintain situational awareness on the incident. A single-point ordering system is utilized and the Logistics Section utilizes WebEOC and the 213RR resource request form to track any and all resources from order to procurement to fulfillment. If, for some reason, WebEOC is not accessible, backup forms of communication and documentation, such as email, are used. In all cases where state/federal resources are requested, the 213RR must be completed and submitted to the state emergency operations center. Resource requests that cannot be filled by CCOB's existing inventories may be procured or purchased from private sector entities, NGOs, and/or other community partners (e.g., MAAs).

## 16.5 Specialized Resources

CCOB is prepared to respond to a wide range of emergencies and, with the assistance of this plan, has prepared resources in order to assist with the response to these hazards. However, there may come a time when CCOB lacks the adequate specialized resources, due to resource gaps, supply-chain issues, etc. If this occurs, CCOB will respond in accordance with [Resource Mobilization](#) capability in order to identify, locate, and procure any specialized resources that are required in an emergency.

## 16.6 Resource Management Plan

The county uses WebEOC for resource tracking, and employees are encouraged and trained to use WebEOC as their first source of information in regards to needed and available resources. If an employee recognizes that there is a lack of necessary resources and the jurisdiction's capabilities have been exceeded, they will make a recommendation to their supervisor that either mutual or regional aid agreements be activated or emergency contracting/purchases is considered to fill the gap with resources. It is then up to the relevant supervisor of the department/office/agency that has identified the gap to notify the proper channels to see that gap met by the appropriate means. A full guide to CCOB's resource management plan can be found in the Resource Mobilization capability. This plan identifies in detail CCOB's available resources, where they are accessible online, and the process for requesting and using the resources during day-to-day and response operations.

## 16.7 Logistical Support

CCOB hosts a number of pre-planned events throughout the year which vary in size and scope. The following is a list of the yearly events that require pre-planning:

- Broomfield Brewhaha at Arista (June)
- Broomfield July 4th Picnic and Fireworks Display (July)
- Broomfield Days Parade and Festival (September)
- High School parades and festivals and large sporting events

In order to prepare for these events, and the additional one-off events that take place throughout the year, the OEM may activate the EOC and/or have additional staff on stand-by in case they are needed to respond. Resource needs and capabilities are estimated based on each event. The Resource Management capability will be activated when resources or additional logistics are required.

# 17. Plan Development and Maintenance

## 17.1 EOP Coordination

This EOP will be promulgated by the Broomfield City Council. Following approval the necessary reviews, revisions, updates, and changes made to the plan will begin with the Office of Emergency Management, who will then elevate the plan as needed if signatures are required for the changes to the plan. Substantive changes proposed for the EOP and supporting documents will be supported by a consensus of Broomfield Emergency Management Coordination Group (BECG) members and will require the approval of the head(s) of the department(s) or organization(s) directly affected by the change(s). In all cases, annual review of the agency EOP is encouraged and should be documented in policy.

## 17.2 Planning and Coordination Responsibility

The CCOB Office of Emergency Management is tasked with maintaining, distributing, and updating this EOP. Revisions to this EOP will be coordinated by the CCOB Emergency Manager and Emergency Response Coordinators who will also review and approve any proposed revisions to this EOP.

## 17.3 EOP Updates

Plan maintenance includes updating and revising the plan to reflect all changes, testing the plan periodically, and ensuring that all personnel remain up to date on their roles and responsibilities as outlined in the plan. If any issues emerge, situations change, gaps become apparent, and/or requirements change, the plan must be updated to

reflect these and remain usable, compliant, and up-to-date. This CCOB EOP will be reviewed annually, after any tests or exercises, following any changes in requirements, and/or after actual incidents, as necessary.

### **EOP Reviews and Updates**

This EOP is continuously monitored and evaluated for its effectiveness, and will be updated when: lessons learned from real-world incidents are reviewed; hazard risks or risk areas change; alert and warning or communications systems change; and governmental planning standards for the document in question are changed.

### **EOP Revision**

An EOP will be revised (which involves a complete rewrite of the existing EOP or when substantial changes are made that result in essentially a new document) when multiple pages of the document have been updated, major portions of the document have been removed, or substantial text has been added.

### **Formal EOP Change**

An EOP undergoes a formal change when portions of the document have been updated with specific changes on a limited number of pages. These types of changes will be tracked in the Record of Changes section of each respective document and stakeholders will be notified during LEPC meetings.

### **Training and Exercises**

The Office of Emergency Management maintains an Integrated Preparedness Plan as well as participates in regional IPP planning. Anyone who plays a role in implementing the EOP should be appropriately trained on the plan and understand their role in supporting emergency response operations. CCOB exercises various elements of its EOP annually as described in the IPP; however, real world events that result in activations may be substituted for an exercise if deemed appropriate.

## **18. Acronyms and Glossary**

For a listing of acronyms and a glossary see [Emergency Response and Recovery Capabilities Plan - Attachment B](#).

# Attachment A

## Emergency Management Program Document Overview

Document and Capability Title		Cross-Reference			
		<a href="#">Federal Core Capability</a>	<a href="#">Emergency Support Functions (ESF)</a>	<a href="#">Recovery Support Functions (RSF)</a>	<a href="#">Community Lifelines (CL)</a>
Emergency Operations Plan (EOP)		Operational Coordination; Planning;			
<a href="#">Hazard Mitigation Plan (HMP)</a>		Long-Term Vulnerability Reduction; Risk-Disaster Resilience Assessment; Risk Management for Protection Programs & Activities			
<a href="#">Colorado Emergency Preparedness Assessment (CEPA)</a>		Threats and Hazard Identification			
<a href="#">Integrated Preparedness Plan (IPP)</a>					
<a href="#">Public Health Emergency Operations Plan (PHEOP)</a>		Public Health, Healthcare, Emergency Med Services	#8 Public Health and Medical Services		Health & Medical
<a href="#">Emergency Response and Recovery Capabilities Plan (supports EOP)</a>					
#	Capability				
1	Broomfield Incident Management System	Operational Coordination; Operational Communications; Situational Assessment; Intelligence and Information Sharing	#2 Communications; #5 Emergency Mgmt		Communications
2	Emergency Operations Center (EOC)	Intelligence and Information Sharing	#2 Communications; #5 Emergency Mgmt		Communications
3	Safety/Security & Search/Rescue	Access Control and Identify Verification; Mass Search and Rescue Operations; On-Scene Security, Protection & Law Enforcement	#9 Search and Rescue; #13 Public Safety and Security	Safety & Security	Safety and Security
4	Cyber Security	Cybersecurity			
5	Alert & Warning	Public Information & Warning; Operational Communications	#2 Communications		Communications
6	Public Information	Public Information & Warning; Operational Communications	#2 Communications; #15 External Affairs		Communications
7	Evacuation	Access Control and Identify Verification; On-Scene Security, Protection & Law Enforcement; Critical Transportation	#1 Transportation		Transportation
8	Distribution/ Evacuation Center & Shelter Operations	Mass Care Services	___ 2024		Food, Water, Sheltering

9	Public Safety and Security, Law Enforcement	Interdiction and Disruption Screening, Search, and Detection Forensics and Attribution, Physical Protective Measures, Safety and Security, On-Scene Security, Protection & Law Enforcement	#13 Public Safety and Security	Safety & Security	Safety & Security
10	Fire	Fire Management and Suppression	#4 Firefighting		Safety & Security
11	Explosive Device Response		#4 Firefighting		Safety & Security
12	Hazardous Material	Environmental Response/ Health & Safety	#10 Oil and Hazardous Substance Response		Hazardous Materials
13	Oil & Gas	Environmental Response/ Health & Safety	#10 Oil and Hazardous Substance Response		Hazardous Materials
14	Medical Response	Environmental Response/ Health & Safety; Public Health, Healthcare, Emergency Med Services	#8 Public Health and Medical Services		Health & Medical
15	Public Health	Environmental Response/ Health & Safety; Public Health, Healthcare, Emergency Med Services	#8 Public Health and Medical Services	Health and Social Services	Health & Medical
16	Fatality Management	Fatality Management Services; Mass Care Services	#6 Mass Care, Emergency Assistance, Housing and Human Services		Health & Medical
17	Resource Mobilization	Logistics and Supply Chain Management; Physical Protective Measures	#4 Firefighting; ESF #7 Resource Support		
18	Animal Management	Critical Transportation	#1 Transportation; ESF #6a Care of Companion and Service Animals		Transportation
19	Community Recovery	Community Resilience, Mass Care Services; Economic Recovery; Health and Social Services; Housing; Intelligence and Information Sharing	#14 Long-Term Community Recovery	Economic; Community Assistance; Community Planning and Capacity Building	
20	Damage Assessment	Intelligence and Information Sharing; Physical Protective Measures	#3 PW & Engineering; #12 Energy		Transportation, Energy, Communications
21	Human Needs & Housing	Health and Social Services; Housing; Intelligence and Information Sharing	#6 Mass Care, Emergency Assistance, Housing and Human Services; #11 Agriculture and Natural Resources	Economic; Community Assistance; Health and Social Services; Housing	Food, Water, Sheltering; Energy (Power & Fuel);
22	Donation Management	Community Resilience			
23	Volunteer Management	Community Resilience			
24	Infrastructure Recovery	Mass Care Services	#12 Energy; #14 Long-Term Community Recovery	Infrastructure Systems	Energy (Power & Fuel); Communications
25	Economic Recovery	Economic Recovery; Supply Chain Integrity and Security	#14 Long-Term Community Recovery	Economic	
26	Debris Management	Physical Protective Measures	#3 PW & Engineering		

27	Historic/Cultural Resource Preservation	Natural and Cultural Resources		Natural and Cultural Resources	
28	Continuity of Operations Plan (COOP)	Community Resilience			
<a href="#">Capabilities Plan Attachment A - Roles and Responsibilities for All Capabilities</a>					
<a href="#">Capabilities Plan Attachment B - Definitions, Acronyms/Abbreviations, and References</a>					