



CITY AND COUNTY OF BROOMFIELD

EMERGENCY OPERATIONS

PLAN (EOP)

An All-Hazard Response

And Recovery Guide

As Adopted September 24, 2013

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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 is responsible by law to develop plans to enhance the safety and security of its residents to provide "Hometown Security". The City and County of Broomfield Emergency Operations Plan (EOP) responds to these requirements. It is a comprehensive all-hazards plan that describes these potential emergencies and delineates emergency response and recovery policies, responsibilities, and lines of authority.

This plan replaces the City and County of Broomfield's All-Hazard Emergency Operations Plan, December 2005, and reflects the changes that are necessary so that the plan conforms to the National Response Framework (NRF), National Disaster Recovery Framework (NDRF), and the State of Colorado Emergency Operations Plan (SEOP). The format for this revised plan is based on the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide 101 version 2.0 and is developed to meet the standards identified in the Emergency Management Accreditation Program (EMAP) 2007.

The EOP incorporates the Capabilities established by the U.S. Department of Homeland Security (September 2007), and the National Disaster Recovery Framework (September 2011). Therefore this plan emphasizes "capabilities-based planning." The focus is on emergency planning that provides a framework of competencies and resources that are suitable for the wide range of threats and hazards that may impact the City and County of Broomfield.

The particulars presented in this plan emphasize the response and recovery activities that may be needed in reacting to natural or man-made emergencies in the City and County of Broomfield. Details for mitigation and preparedness phases of the comprehensive emergency management program are detailed in additional plans (See the Comprehensive Emergency Management Program Administrative Plan).

This plan 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. The agency with primary responsibility for the development and activation of the EOP is the City and County of Broomfield Emergency Management Unit (EMU), located within the City and County's Police Department.

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Section I – Administration

Legal Authority

This Emergency Operations Plan (EOP) has been developed in accordance with the Legal Authorities as set forth in:

- City and County of Broomfield Ordinance 2001-1652, Chapter 2-48, of the *Broomfield Municipal Code* (Emergency Management Ordinance);
- *Colorado Disaster Emergency Act of 1992* (Part 2101 et. seq., Article 32, Title 24, Colorado Revised Statutes, 1988 as amended; and
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207).

The legal authority to plan and coordinate for emergency management is enumerated in Chapter 2-48 of the Broomfield Municipal Code. This Chapter sets forth the authority and process for declaring a disaster and designates the Emergency Management Unit (EMU) of the Police Department to be responsible for disaster response for Broomfield. Pursuant to this Chapter – barring willful misconduct – neither the City and County nor any of its agencies, agents, employees, or representatives shall be liable for actions taken while responding to a disaster or emergency.

Promulgation Document

With the letter located in Appendix II, the City and County Manager promulgates the 2013 Revision of the City and County of Broomfield’s All-Hazard Emergency Operations Plan. The Broomfield Emergency Management Advisory Committee (BEMAC) has prepared this plan in conjunction with the EMU of the Police Department to ensure that the City and County is effective in its emergency planning and response. While no plan can completely prevent hardship and destruction, good plans, carried out by knowledgeable and well-trained personnel, can and will minimize loss of life and property.

Approval and Implementation Page

Introduction

This 2013 revision of the City and County of Broomfield EOP followed procedures established in the City and County of Broomfield Comprehensive Emergency Management Program Administration Plan. The EOP was developed by the EMU of the Police Department by coordinating the EOP Task Force and BEMAC. The EOP has received City and County Manager, City Department Head, and Signatory Agency approval and has been adopted by City and County of Broomfield Council.

Delegation of Authority for Plan Modification

Annexes to this EOP shall be developed when required to adapt to new contingencies, provided these changes are consistent with applicable law, including the *Broomfield Municipal Code*, and this EOP. Newly developed annexes may be incorporated into this EOP without the need for a formal resolution by City Council. No annex, or any substantive change to any annex of this EOP, shall be effective without the approval of the appropriate subcommittee of the BEMAC, approval of

the BEMAC as a whole, and the head(s) of the department(s) or organization(s) directly affected by the change(s).

Resolution of Conflicts

In the event of a conflict between an annex and the EOP, then the 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.

Supersession

This plan supersedes all previous Emergency Operations Plans.

Record of Acknowledgement

A formal record of acknowledgement and understanding of the EOP will indicate the title and the name of the person, the department/organization to which the signer belongs, and the date. The record of acknowledgement shall be used to prove that tasked individuals and organizations have acknowledged receipt, have reviewed, and have accepted the plan. This Record of Acknowledgement is maintained by the EMU (see Appendix III).

Record of Changes

Each update or change to the plan needs to be tracked. The record of changes, usually in table format, contains, at a minimum, a change number, the date of the change, identification of the change, and the name of the person who made the change. Other relevant information such as a summary of the change may be included. This Record of Changes is maintained by the EMU (see Appendix IV).

Section II – Overview

Purpose

Should the City and County of Broomfield be impacted by a disaster or significant emergency and based on the type of disaster and the impacted area, the following plans could be implemented:

- Continuity of Operations Plan (COOP)
- Emergency Operations Plan (EOP) which incorporates response and recovery

The City and County of Broomfield COOP establishes policy and guidance to promote the coordinated execution of the prioritized mission-essential functions in the event that an emergency threatens or incapacitates normal operations. The COOP, complementing the City and County of Broomfield EOP, enables return to normal operating conditions as soon as practical based on circumstances and:

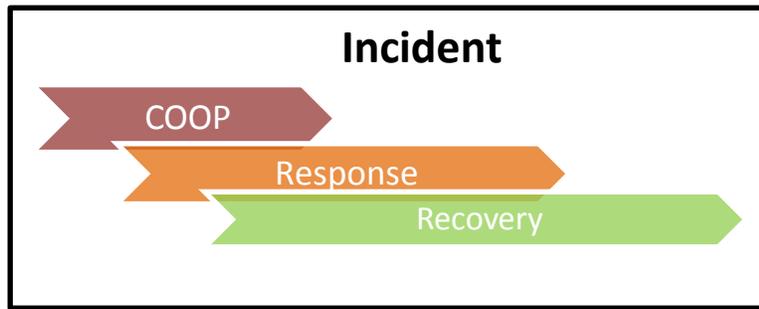
- Identifies authority and standards
- Identifies applicability and scope
- Provides planning expectations and guidelines
- Defines plan maintenance requirements
- Establishes a Concept of Operations
- Describes roles and responsibilities

The purpose of the City and County of Broomfield EOP is to provide a consistent framework to enable the City and County to work together internally, with other jurisdictions, and the private sector to respond to, and recover from, the effects of emergencies regardless of cause, size, location, or complexity. The plan uses the principles of the National Incident Management System (NIMS) as its backbone and reflects the concepts of the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and State Emergency Operations Plan (SEOP) to ensure seamless integration among all contributors during response and recovery. The EOP provides policy options to support emergency operations and recovery activities, and establishes operational priorities that determine the allocation of resources.

This EOP also defines and assigns the capabilities that are identified as required for effectively responding to and recovering from the hazards that may impact the City and County of Broomfield. Each capability will be detailed individually. By coordinating the capabilities needed to respond to a specific emergency, a true all-hazard response and recovery plan can be developed.

COOP, response and recovery activities may appear as individual practices, instituted independently and sequentially. In reality, as demonstrated in Figure 1 below, they overlap and are dependent on one another. Response and recovery activities cannot be implemented effectively if the functions of government are not available due to impact by the disaster. Some response and recovery activities will begin prior to restoration of all mission essential functions identified in the COOP.

Figure 1



Scope and Priorities

This plan covers the response to, and the recovery from, a range of hazards that could occur in the City and County of Broomfield and surrounding areas. Disasters can include both natural events (floods and blizzards) and man-made events (hazardous material incidents and violent criminal actions). Regardless of the type of emergency, the priorities are:

- Save lives
- Protect health and safety
- Protect property
- Preserve the environment
- Minimize economic impact

This plan is part of a larger structure that supports emergency management throughout the state. The EOP provides information on how assistance may be requested from other jurisdictions/authorities and how Broomfield resources can be requested by outside agencies. However, nothing in this EOP shall abridge or curtail the powers of the City Council (§ 2-48-040(D), B.M.C.).

Goals

- Minimize mortality and injury
- Manage and contain hazards
- Meet basic human needs
- Restore essential services
- Address the needs of people with disabilities and other access and functional needs
- Support community and economic recovery
- Build resiliency

Assumptions

Below are assumptions reflecting the situations that must be considered in order to achieve effective emergency management planning in the City and County of Broomfield:

- All incidents are local. Therefore, initially the City and County of Broomfield strives for self-sufficiency and should not depend on any outside assistance.

- The City and its employees will mobilize to deliver emergency and essential services under all threats and emergencies.
- As incidents grow in length and magnitude, outside assistance may be requested from local, state, and federal agencies or organizations.
- Mutual aid and other forms of assistance will be rendered by outside jurisdictions in accordance with existing mutual aid agreements when the City exhausts or anticipates exhausting its resources.
- Emergencies may occur at any time with little or no warning and may exceed the capabilities of the City and County of Broomfield, regional, state, and federal governments, as well as the private sector, in the affected areas.
- Depending on various factors including the magnitude of the event, the City and County of Broomfield may not be able to meet all responsibilities indicated in this plan.
- Emergencies may result in casualties, fatalities, and displace people from their homes.
- An emergency can result in property loss, interruption of essential public services, and damage to basic infrastructure, and significant harm to the environment.
- The greater the complexity, impact, and geographic scope of an emergency, the more multi-agency coordination will be required.
- Individuals, community-based organizations, and businesses will offer services and support in time of disaster.
- State and regional agencies and departments with regulatory oversight responsibilities will insert themselves into the established organizational chain to support local emergency management efforts.
- The state and federal government will provide emergency assistance to the City and County of Broomfield when requested and in accordance with the NRF.

Hazards/Threats

Hazard/Threat Identification

Introduction

The information in this section provides a synopsis of hazards/threats that have the potential to impact the City and County of Broomfield. Only those hazards/threats specific to the City and County of Broomfield are included. Also taken into consideration for inclusion in this list is whether or not state, regional, or federal governmental entities would have cause to respond should the hazard/threat impact part of the City and County.

Possible causes of disasters in the City and County of Broomfield encompass a wide variety of natural and man-made hazards/threats. Hazards can include a winter storm, a hazardous material incident, high winds, flood, tornado, or transportation accident. Threats encompass acts of violent crime, civil disturbances, bomb threats, or terrorism.

Identified Hazards/Threats

- Aircraft Accidents
- Civil Disturbances
- Critical Infrastructure Disruptions
- Dam Failure
- Earthquakes
- Explosive Devices
- Fires
- Flooding
- Hazardous Material
- Heat Waves and Drought
- Land Subsidence
- Public Health Incidents
- Terrorism
- Thunderstorms (Lightning and Hail)
- Tornadoes
- Violent Crimes
- Wind
- Winter Storms

(See Appendix VI for details regarding hazards/threats.)

Capabilities Based on Hazards/Threats

After the assessment of the hazards likely to impact the City and County of Broomfield, each potential hazard was analyzed and the capabilities most likely required to deal with each hazard were identified. This analysis and the resulting list of required capabilities provides City and County departments and associated agencies the information needed to identify their response and recovery activities and needed capabilities. These capabilities were derived from those established by the U.S. Department of Homeland Security and the NDRF tailored for the City and County of Broomfield.

Identified Capabilities

- Animal Management
- Damage Assessment
- Debris Management
- Disaster Social Services and Donation Management
- Evacuation
- Explosive Device Response and Operations
- Fatality Management
- Fire Incident Response
- Hazardous Materials Response and Decontamination
- Infrastructure Systems Recovery
- Mass Care: Distribution Site, Evacuation Point, and Shelter Operations
- Medical Response and Support
- Public Alert
- Public Health
- Public Information
- Public Safety and Security
- Snow and Ice Control
- Technical Rescue
- Volunteer Management

(See Appendix VIII for details regarding capabilities.)

Table 1 - Emergency Capabilities Based on Relevant Hazards/Threats

	CAPABILITY	Animal Management	Damage Assessment	Debris Management	Disaster Social Services	Evacuation	Explosive Device Response & Operations	Fatality Management	Fire Incident Response	Hazmat Response & Decontamination	Infrastructure Systems Recovery	Mass Care*	Medical Response & Support	Public Alert	Public Health	Public Information	Public Safety & Security	Snow & Ice Control	Technical Rescue	Volunteer Management
HAZARD/THREAT																				
Aircraft Accidents								C	P	C			P			C	P			
Civil Disturbances							C						C			C	P			
Critical Infrastructure Disruptions			C								P			C	C	C				
Dam Failure			P	C							P			C	C	C	C		C	C
Earthquakes		C	P	C	C	C					P	C	C	C	C	C	C		C	C
Explosive Devices						C	P	C	C	C	C		C	C		C	C		C	
Fires		C	C		C	C		C	P				C		C	C	C			C
Flooding			C	C							P			C	C	C	C		C	C
Hazardous Material						C		C	C	P		C	C	C	C	C	C			
Heat Waves & Drought											C				C	P				
Land Subsidence			P	P													C		C	
Public Health Emergencies						C						C	C		P	P				C
Terrorism						C	C	C					C	C			P			
Thunderstorms (Lightning/Hail)			C	C									C	P						C
Tornadoes		C	C		C	C		C			C	C	C	P	C		C		C	C
Violent Crime					C	C	C	C					C			C	P			
Wind			C	C							P					C	C			C
Winter Storms		C	C	C	C						C	C				C	C	P		C

P = Primary Capability to deal directly with results of hazard

C = Capability that would deal with cascading events that may be caused by the hazard

***Mass Care = Mass Care: Distribution Site, Evacuation Point, and Shelter Operations**

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Section III – Concept of Operations

The Concept of Operations (CONOPS) summarizes the management system and policies used to coordinate the implementation of the identified capability used by the City and County of Broomfield to respond to and recover from a significant event or disaster.

The City and County of Broomfield Emergency Operations Plan (EOP) is a capabilities-based plan. Capability-based planning supports an all-hazards approach to implementing capabilities that may be needed in the event of natural disasters, health emergencies, terrorist attacks, or other major events (Refer to Appendix VIII for identified capabilities).

By using a Hazard/Threat Identification and Risk Assessment, capabilities have been identified based on the specific needs of the City and County of Broomfield (see Appendix VI). By implementing the applicable capabilities, the City and County of Broomfield can respond to and recover from a significant range of incidents.

To maximize the efficiency of the response and recovery, all incidents will be managed in accordance with the National Incident Management System (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 of the general staff 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. The City and County of Broomfield Council adopted Resolution 2005-146: Implementing NIMS by Reference as Broomfield's Standard for Incident Management.

Plans for recovery from a large-scale emergency are based on a modification of the National Disaster Recovery Framework (NDRF). These modifications are meant to meet the particular recovery requirements of the City and County of Broomfield based on the risk and threat assessment.

Activation

In the event of an emergency situation, this plan may be activated by any Incident Commander (IC), Department Head, the Chief of Police, the Fire Chief, or the City and County Manager.

Incident Management by Stages

Incident Management styles will be based on the following stages:

- Incident onset
- Expanded scene management
- Executive management
- Demobilization
- Recovery
- Return to day-to-day operations

Incident Onset

The initial response to an incident is managed as follows:

- Command is typically established by the first responder arriving on-scene.
- Incidents initially will be handled by individual departments or agencies based on their established directives, standard operating procedures, or general operating concepts.
- All Command Functions are handled on-scene.
- The initial objectives include, but are not limited to:
 1. Stabilize the scene.
 2. Ensure citizen and responding personnel safety.
 3. Limit growth of the incident.

Expanded Scene Management

If the incident expands or evolves, incident management progresses as follows:

- Incident Command is typically transferred to the Lead Department/Agency. The Lead Agency for specific incidents is identified in Table 2.
- Command Functions are handled on-scene.
- The Lead Agency IC is responsible for providing direction on the need for additional support (ICS Sections) and for determining the appropriate type of command (e.g., Single Agency Command or Unified Command).
- Potentially, the Lead Agency and/or the type of command may evolve or change several times during the incident based on severity of the incident or the increasing complexity of the original response.
- The objectives at this stage include, but are not limited to:
 1. Meet objectives established by initial command.
 2. Establish formalized ICS organization, to a scale required by the incident.
 3. Develop and implement an Incident Action Plan (IAP).
- The IC may request additional support through establishment of a Department Operation Center (DOC). The location of a DOC is determined by established department and agency procedures. A DOC is generally staffed by department and agency-specified personnel.

Executive Management – Broomfield Incident Management Team

When the incident expands and requires increased management, the Broomfield Incident Management Team (BIMT) will be activated. The BIMT will be activated at a level appropriate to support the complexity of responding to and recovering from the incident.

- The BIMT is a multi-discipline group that includes all components/functions of Command and General Staff.
- Upon activation of the BIMT, the Policy Group will be placed on standby.
- The BIMT will usually operate from the EOC; however, functions may split between the scene and the EOC as needed.
- The BIMT is activated to either assume command from on-scene command or to provide support to on-scene operations. This decision is made by the current IC and the Command Cadre of the BIMT.

- As an incident evolves, the IC, Emergency Manager, Department Head, Chief of Police, Fire Chief, or the City and County Manager may make the determination that the BIMT should be fully activated to manage the incident/event.
- Situations that may require the activation of the BIMT include, but are not limited to:
 1. Actual or potential for mass casualties.
 2. Sizeable loss of property.
 3. Evacuation resulting in mass shelters.
 4. Events requiring the coordination of multiple agencies.
 5. Events requiring significant use or exhaustion of agency resources.
 6. Events requiring multiple operational periods.
 7. Events requiring an extended recovery period.
 8. Events requiring policy decisions.
 9. Other situations as deemed appropriate.
- The objectives at this stage include, but are not limited to:
 1. Supporting and/or enhancing the on-scene Incident Command structure.
 2. Enhancing and or activating Logistic, Finance, and Planning functions.
 3. Assist with functional tasks such as public information, media relations, sheltering, volunteer management, damage assessment, donation management, etc.

Recovery

In many cases, administrative operations critical to successful recovery phase of the incident must occur parallel with the incident response phase. Initial recovery efforts will be assigned under the ICS structure that is managing the incident.

Recovery usually has two phases: short-term and long-term.

- Short-term recovery overlaps with response and may include:
 1. Mass care
 2. Damage assessment
 3. Re-establish infrastructure systems
 4. Debris management
 5. Donation management
- Long-term recovery encompasses the following:
 1. Long-term human needs, such as transition and permanent housing needs, job placement assistance, etc.
 2. Economic recovery
 3. Environmental restoration
 4. Infrastructure repair

To maximize efficiency, the short-term recovery capabilities will be managed by the BIMT with potential changes in general staff including the IC.

The Planning Section will be tasked with development of the initial recovery plan. The recovery plan may include, but is not limited to:

- Assessment of the impacts through evaluation of the conditions and needs after a disaster.
- Identification of recovery priorities and tasks.
- Collaboration with all groups of people affected by the disaster.
- Setting long-term recovery goals and objectives.
- Identifying opportunities to improve community functions/features as the recovery proceeds.

- Developing specific projects important to the community's overall recovery.
- Integrating lessons learned into future planning.
- Strengthening relationships among departments and agencies.
- Identifying future resource and acquisition requirements.

Long-term recovery efforts will be managed independently from the response efforts once the need for them is clearly established. Long-term recovery efforts will be managed using the fundamentals established in the NDRF.

Successful long-term recovery requires informed and coordinated leadership throughout all levels of government, all sectors of society, and all phases of the recovery process. Local government has primary responsibility for the recovery of the community and plays the lead role in planning for and managing all aspects of community recovery.

Demobilization

As the incident approaches resolution, the BIMT will begin to plan for demobilization.

- Demobilization involves the measured reduction of resources based on the criteria established by the IC and the Incident Management Team.
- The objective of the demobilization plan is to assure orderly, safe, and efficient demobilization of incident resources.
- The demobilization plan will be developed by the Planning Section as directed by the IC.
- The plan will be based on the determination of which skill sets and operational requirements will be needed to safely prepare for recovery and a return to day-to-day operations.

Return to Day-to-Day Operations

When Incident Command determines that demobilization is appropriate and short-term recovery objectives are achieved, the need for the BIMT decreases and remaining recovery activities are incorporated into day-to-day operations.

- The long-term recovery plan is overseen by applicable City and County officials based on the recovery needs.
- Financial reports are compiled and submitted to the Finance Department at the direction of the Finance Director.
- Debriefings of the incident are scheduled and facilitated by the Emergency Manager or City and County Manager.
- After Action Reports (AARs) are written by the EMU staff directed by the Emergency Manager. AARs will include a situational overview, incident objectives, key successes, areas of improvement, and an improvement plan matrix.

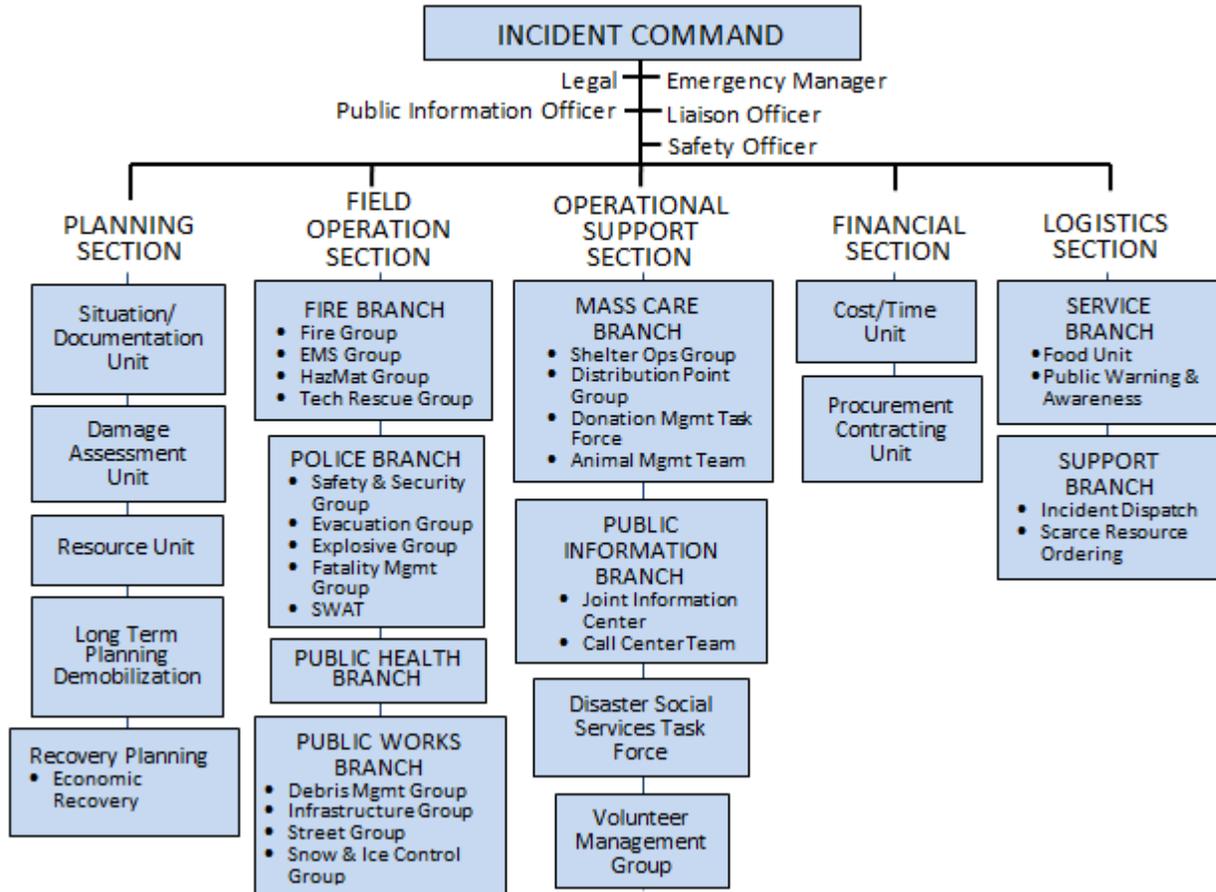
Incident Management Groups

Broomfield Incident Management Team

The BIMT is a multi-disciplinary group that is activated to either assume command from on-scene commander or to provide support to on-scene operations and may provide assistance for large scale pre-planned events. The BIMT includes all functions of Command and General Staff, and has delegated authority by the City and County Manager's Office through this plan.

The BIMT may consist of the City and County Manager, Command Staff from the Police Department and North Metro Fire Rescue, the City and County Attorney, and City and County of Broomfield department heads as deemed necessary (see Figure 2).

Figure 2
BROOMFIELD INCIDENT MANAGEMENT TEAM
 -Organizational Chart-



The BIMT augments incident response and recovery activities by:

- Assuming Command or supporting and/or enhancing the on-scene Incident Command structure.
- Overseeing operations by implementing capabilities, as defined in Appendix VIII of this plan, based on specifics of the incident.
- Providing operational support by managing support capabilities such as public information, mass care, volunteer management, damage assessment, donation management, etc.
- Formalizing the planning functions of ICS, which shall:
 1. Provide basic and detailed planning for operational and recovery needs.
 2. Evaluate current IAP and updating as needed.
 3. Provide information sharing and management.
 4. Develop short-term recovery plans.
- Formalizing logistic and finance sections of ICS, which shall:
 1. Maintain and support incident response assets, including food, water, sanitary needs, fuel, and equipment.
 2. Manage resources acquired for the incident including:
 - tracking costs and other data related to the use of resources.
 - providing a systemic approach to ensuring safety of the resources.

Command of the BIMT is based on the principles of Unified Command. The Incident Command Cadre is initially made up of a representative of the City and County Manager's Office, the Police Department, North Metro Fire Rescue, and other applicable department heads as determined by the needs and type of incident.

Activation

The BIMT may be activated through the Broomfield Public Safety Communications Center (BPSCC) at the request of:

- The on-scene IC.
- The Broomfield City and County Manager, or his/her designee.
- City and County of Broomfield department heads or their designees.
- North Metro Fire Rescue (NMFR) Chief Officers.
- Emergency Management personnel.

The IC will determine which functions will be activated depending upon incident severity, complexity, and estimated time to resolution.

Location

The BIMT will usually operate from the Emergency Operations Center (EOC) located at Police Headquarters, 7 DesCombes Drive; however, functions may split between the scene and the EOC as needed.

BIMT Command Staff Positions and Functions

Incident Command

Command of the BIMT is based on the principles of Unified Command. The Incident Command Cadre is initially made up of a representative of the City and County Manager's Office, the Police Department, North Metro Fire Rescue, and other applicable department heads as determined by the needs and type of incident.

Command primary functions include:

- Overall management of incident
- Ensure Incident Safety
- Set priorities
- Determine incident objectives and strategies
- Determine ICS organization needed to manage incident.
- Approval of IAP
- Coordinate Command and General Staff
- Approval of resource requests
- Order demobilization
- Authorize information release to the media

Emergency Manager or Emergency Management Staff

The Emergency Manager's primary role is to oversee and guide the implementation of the EOP and the coordination of the BIMT.

The Emergency Manager's primary functions are to:

- Contact key staff to activate the BIMT.
- Establish and coordinate the BIMT.
- Monitor the implementation of the EOP.
- Coordinate efforts between the BIMT and the Policy Group.
- Coordinate the emergency response operations of all governmental and support agencies before, during, and after an emergency or disaster.
- Notify and inform key City and County of Broomfield officials, North Metro Fire Rescue, and other jurisdictions the of the emergency or disaster situation as necessary.
- Assure that the Incident Management System is being used appropriately.
- Assist 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.
- Assign or reassign BIMT personnel to meet current needs.
- Activate and deactivate operational support capabilities as determined by incident needs.

Liaison Officer

The Emergency Manager, or appointed staff, will act as the Liaison Officer for the BIMT during any large-scale event to coordinate activities with all partners, stakeholders, and agencies. The City and County Manager may alternatively designate CMO staff to serve as the primary contact with the Policy Group to ensure they are informed and able to make decisions as needed.

The Liaison Officer's primary functions are to:

- Act as point of contact for department and agency representative
- Track participating agencies
- Organize coordinating agency contacts

Public Information Officer (PIO)

The Public information function will work in accordance with the Public Information Annex to this plan. The PIO's team is formed using applicable personnel from the Police Department, North Metro Fire Rescue, City and County Manager's Office, and other applicable departments as based on the type of incident. The lead PIO will be determined based on the type of incident by Incident Command. In large scale or complex incidents, the PIOs will activate a Joint Information Center (JIC) to ensure consistency of information is provided to the public.

The PIO's primary functions are to:

- Determine any limits on information release.

- Develop accurate, accessible, and timely information for use in press/media briefings.
- Conduct periodic press briefing.
- Control the media and when appropriate provide tours and interviews.
- Monitor and forward media information that may be useful to incident planning.

Legal Staff

The City and County Attorney will provide both the BIMT and the policy group with legal guidance. During an emergency, any legal question(s) pertaining to the emergency will be referred to the City and County Attorney's office for analysis and guidance. They will work in conjunction with NMFR and other outside agencies to provide accurate and consistent legal guidance.

The Legal Staff's primary functions are to:

- Advise Command and policy group on legal matters.
- Advise on legality of evacuation and quarantine.
- Direct on legal rights and restrictions pertaining to media.
- Develop Emergency Proclamations.

Safety Officer

The Safety Officer will be designated by the Command Cadre of the BIMT based on the type of incident and potential risks to responders. A multi-discipline team may be formed if the incident is complex. The Safety Officer monitors incident operation and advises the IC on all matters relating to operational safety with an emphasis on health and safety of emergency responders. The Safety Officer has authority to stop and prevent unsafe acts.

The Safety Officer's primary functions are to:

- Create a Safety Plan
- Identify and mitigate hazardous situations
- Ensure Safety Messages and Briefings are made
- Stop and prevent unsafe acts
- Review the IAP for safety implications
- Initiate preliminary investigations of accidents within the incident area
- Review and approve Medical Plan
- Participate in planning meetings to address anticipated hazards associated with operations.

BIMT General Staff and Functions

Planning Section

The Planning Section is responsible for gathering and disseminating information and intelligence critical to the incident. They are tasked with providing a common operational picture with a focus on situation status, resource status, and anticipated incident changes. This common operational picture allows all decision makers to be working from consistent and accurate information. The Planning Section is also tasked with developing applicable plans and reports, including but not limited to the IAP, Damage Assessment, and Short-Term Recovery Plan.

A member of the EMU will initially act as the Planning Section Chief. Based on the type and needs of the incident, the Command Cadre may assign a staff member from another agency as Plans Section Chief. Staff from all applicable agencies may be assigned to the Planning Section to help develop comprehensive situation and resource reports, and provide a common operational picture for the incident. The intelligence/investigation function may be assigned to this section.

The Planning Section's primary functions are to:

- Collect and manage all incident relevant data.
- Compile and display incident status information to provide a common operational picture.
- Prepare IAP based on input from Command and Operations Section.
- Coordinate and facilitate planning meetings.
- Provide information on future or incident potential.
- Oversee Damage Assessment as described in Damage Assessment Annex to this plan.
- Prepare Demobilization Plan.
- Develop Short-Term Recovery Plan.

Logistics Section

The BPSCC will initially handle all responsibilities of the Logistics Section. As the incident grows in size or complexity and logistical needs increase beyond the capabilities of the BPSCC, supervisory staff from the Police Department's Communications Division will assume the role of Logistics Section Chief.

Staff from all applicable agencies may be assigned to the Logistics Section to help develop a comprehensive resource management plan. The BPSCC Communications Specialists will continue to handle routine resource requests and tracking. Additional staff working from the EOC will be assigned to assist with additional logistical needs:

The Logistics Section's primary functions are to:

- Manage all operational logistical requests/needs.
- Manage all support operations logistical requests/needs.
- Take care of all logistical needs of response personnel – including food, water, shelter, and transportation.
- Develop a Communication Plan for incident.
- Assist with tracking the status of all resources.
- Assist with demobilization tracking.

Finance / Administration Section

When formally established, the Finance/Administration Section responsibilities include, but are not limited to: recording personnel time, maintaining vendor contracts, administering compensation and claims, and conducting an overall cost analysis of the incident.

The Director of Finance will act as Finance Section Chief. Staff from all applicable agencies may be assigned to the BIMT Finance and Administration Section. This section is established when incident management activities require incident specific finance tracking and other administrative support services.

The Finance/Administration Section's primary functions are to:

- Manage all financial aspects of the incident, in accordance with requirements for state and federal expenditure reimbursement.
- Provide financial and cost analysis.
- Ensure compensation and claims functions are being addressed.
- Ensure that personnel time records are completed as needed.
- Oversee that reimbursement documents are completed.

Operations Section

The Operations Section is responsible for all tactical activities focused on situational control, saving lives, and protecting property. This section oversees implementation of primary response and recovery capabilities as defined in this plan, which include:

- Debris Management
- Evacuation
- Explosive Device Response and Operations
- Fatality Management
- Fire Incident Response
- Hazardous Materials Response and Decontamination
- Infrastructure Systems Recovery
- Medical Response and Support
- Public Alert
- Public Health
- Public Safety and Security
- Snow and Ice Control
- Technical Rescue

An Operations Section Chief may or may not be designated by the Command Cadre. Each applicable agency/discipline may have a designated Branch Director to oversee and coordinate operation activities for each established functional branch and will report directly to the Command Cadre. If an Operations Sections Chief is designated by the Command Cadre, they may have one or more Deputy Section Chiefs assigned from other departments and agencies.

The Operations Section's primary functions are to:

- Manage and ensure safety of tactical operations
- Identify needed capabilities and manage their implementation
- Develop operations portions of the IAP
- Request additional resources to support tactical operations
- Approve release of resources from active operational assignments

Operational Support Section

Operational Support Section is tasked with managing all activities resulting from cascading events of the emergency. This section oversees implementation of operational support capabilities as defined in this plan. These capabilities include:

- Animal Management
- Disaster Social Services and Donation Management
- Mass Care
- Public Information (and Media Management)
- Volunteer Management

The Operational Support Section Chief is determined by the needs of the incident. As with the Operations Section, a Section Chief may or may not be designated for Operational Support Section. Functional Branches may be used with Branch Directors reporting directly to Command.

The Support Operations Section's primary functions are to:

- Manage and ensure safety of support operations
- Identify needed capabilities and manage their implementation
- Develop support operations portions of the IAP
- Request additional resources for support operations
- Approve release of resources from active operational assignments

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.

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 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 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.

The Policy Group functions in support of the Incident Management Team by:

- Providing jurisdictional coordination amongst all government departments.
- Making policy and financial decisions related to the emergency or disaster.
- Making strategic decisions as needed or requested by the emergency manager and/or the IC.
- Determining jurisdictional priorities to ensure they are included in the long-term incident planning.
- Providing legal guidance to the incident and BIMT managers.
- Considering cultural, economic, political and social implications of the incident and communicate needs to the incident and BIMT managers.
- Managing public expectations for life safety, scene stabilization and short and long-term recovery.
- Creating Delegations of Authority (also known as Delegations of Responsibility), Declarations of Emergency/Disaster, 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.

Activation

The Policy Group is activated at the discretion of the City and County Manager.

Location

The primary location for the Policy Group is the City and County Manager's Office, Di Ciero Building, 1 DesCombes Drive.

Response and Recovery Essentials

This section summarizes crucial processes and polices that may be used by the City and County of Broomfield to respond to and recover from a significant event or disaster.

Incident Planning Process

Incident Action Plan (IAP)

Sound and timely planning provides the foundation for effective incident management. The BIMT will use the ICS incident action planning process to develop IAPs. All departments involved in the incident, non-governmental organizations [NGOs], and the State achieve unity of effort through this process. The incident action planning process requires collaboration and participation among all incident management leaders and their staffs from across the entire community. The Planning Section will lead the planning process to meet incident needs.

During the initial stages of the incident, planners should develop a simple plan that can be communicated through a verbal briefing. As the incident management efforts evolve, formalized steps are taken to develop a written IAP. The IAP identifies incident objectives and provides essential information regarding incident organization, resource allocation, work assignments, safety, and weather.

The IAP process is built on:

- Understanding the situation
- Establishing incident objectives
- Developing the plan
- Preparing and disseminating the plan
- Executing, evaluating, and revising the plan

The product of this process, a well-conceived, complete IAP, facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives.

Recovery Plan

The Planning Section will be tasked with developing the initial recovery plan. This may be part of the IAP. The recovery plan may include, but is not limited to:

- Assessment of the impacts through evaluation of the conditions and needs after a disaster.
- Identification of recovery priorities and tasks.
- Collaboration with all groups of people affected by the disaster.
- Setting long-term recovery goals and objectives.
- Identifying opportunities to improve community functions/features as the recovery proceeds.
- Developing specific projects important to the community's overall recovery.
- Integrating lessons learned into future planning.
- Strengthening relationships among departments and agencies.
- Identifying future resource and acquisition requirements.

Demobilization Plan

The demobilization plan will be developed by the Planning Section as directed by the IC. The objective of the demobilization plan is to assure orderly, safe, and efficient demobilization of incident resources. The plan will be based on the determination of which skill sets and operational requirements will be needed to safely prepare for recovery and a return to day-to-day operations.

Communications

To enhance efficiency and safety during the response to an emergency, a continuous flow of critical information should be maintained between emergency responders from multi-disciplines

and multi-jurisdictions for the duration of the emergency response operation. The primary entity tasked with this endeavor is the BPSCC.

To enhance emergency communications:

- The City and County of Broomfield participates in the Statewide Digital Trunked Radio System (DTRS) portable radio network to facilitate regional interoperability.
- City and County emergency response agencies shall utilize 700/800 MHz DTRS radios as their primary means of normal and emergency communications traffic.
- Communications devices such as cell phones will be utilized as backup if a critical failure of the primary system should arise.
- City and County emergency response units shall at all times maintain the ability to communicate effectively internally and/or with other agencies.
- For critical incidents, all responding agencies shall maintain a common operating picture for real-time sharing of information with all the participating entities to ensure all responder agencies are working from the same information:
 1. A single command will be established and responsible for interagency operations during an emergency.
 2. The BPSCC staff will assist the Incident Commander (IC) with development of the Communication Plan (Com Plan). An incident should have one Com Plan no matter how many agencies/departments are involved.
 3. All responders on-scene of a critical incident will follow the Com Plan.
 4. Responding agencies shall utilize common language (i.e., plain English) to ensure information dissemination is timely, clear, and understood.

Resource Management

All Incidents begin and end under local control. However, coordination with other local jurisdictions, state, and federal agencies, along with non-governmental organizations, private sector, and non-profit partners for resources not immediately available within the City and County of Broomfield may enhance the effectiveness of response and recovery activities.

Requesting, allocating, and tracking all critical resources are essential tasks regardless of the nature/scope of the event. Response to an incident may require only personnel, supplies, equipment, and infrastructure available from within the City and County of Broomfield. However, the incident may begin as, or expand to, such complexity that additional critical resources will be requested from outside agencies. All requests for, and final disposition of, resources shall be tracked throughout the entire incident.

Initial response to an incident involving fire or police dispatch will result in the designation of an Incident Commander (IC). Based on the nature of the incident, the IC may request additional responders, equipment, and/or material through the BPSCC. All requests for resources as well as current status of resources on-scene will be tracked by BPSCC. In the event of a public health emergency, resource allocation and management will be done in accordance with the Public Health Annex to this plan.

If, due to the complex nature of the incident, the resources cannot be met from within the City and County of Broomfield's assets, the BPSCC will contact appropriate and previously identified dispatch centers to request the needed resources from adjacent jurisdictions or commercial enterprises.

If the DOC has been activated, they will assist with requests for discipline-specific/specialized equipment or other resources, track the status of dispatched departmental resources, and coordinate all resource requests with the BIMT (if activated) and BPSCC.

The BIMT, when activated, will:

- Assist with requests for outside assistance requiring scarce or unusual resources, and make contact with regional and state emergency management organizations for assistance.
- Establish the Logistics Section using supervisory staff from the Communication Division of the Police Department as the Logistics Section Chief. Staff from all applicable agencies may be assigned to the BIMT to help develop a comprehensive resource management plan.
- Ensure the Logistics Section assists the BPSCC with tracking and monitoring of all requests for outside assistance regardless of who originated the request, and directly handle all requests for resources to support operations such as the establishment of evacuation points/shelters and damage assessments.
- If involved in multi-jurisdictional/agency events, ensure that liaisons from other jurisdictions and agencies be requested to report to the BIMT to enhance coordination.

Mutual Aid

Mutual aid needs are the responsibility of the individual City and County of Broomfield Department or Agency. Mutual aid may be formalized by intergovernmental agreement, memorandum of understanding, or contract. Requests for mutual aid during emergency response shall be communicated to and coordinated with the BIMT command staff.

Coordination with State and Federal Agencies

If an incident requires state and/or federal resources, the Emergency Manager will coordinate these resources. Complex incidents that cross county lines may require activation of the State Emergency Operations Center (SEOC). The Emergency Manager will coordinate with the Colorado Office of Emergency Management (COEM) for state and federal level resources through the regional Field Manager. COEM may activate the Emergency Management Assistance Compact (EMAC) which will allow for the acquisition of resources from outside the state as needed or requested. In a public health emergency, coordination with state and federal public health agencies will be made in accordance with the Public Health Annex to this plan.

The key prerequisite for requesting state resource mobilization under the Colorado State Resource Mobilization Plan is to exhaust local and mutual aid resources prior to implementation. In accordance with the Plan, the authority to request state resource mobilization is vested in the:

- County Emergency Manager or Designee
- County Sheriff (Broomfield Chief of Police)
- County Executive (City and County Manager)
- Incident Commander acting under a direct delegation of authority from any of the above.

State public health resources are identified in and will be mobilized in accordance with the procedures defined in the Public Health Annex to this plan.

Administration

During routine or day-to-day incidents, the responsibility for documenting response activities lies with each agency according to applicable laws and procedures. Lead agencies (see Table 2) have the highest expectation for documentation. As situations increase in complexity, a more uniformed

process for documentation is needed. To achieve this, the Planning and/or Finance/Administration Sections should be formally activated. These units shall provide situation and resource reporting and develop all applicable ICS documents and reports.

After-Action Reporting

The AAR results from an administrative process to review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program.

AARs for major incidents involving multi agency/departments will be coordinated by the EMU staff with all applicable agencies participating in the process.

Finance

The Director of Finance will be responsible for providing emergency procedures for purchasing supplies and/or equipment necessary for response operations.

The City and County Manager may invoke certain emergency powers that authorize emergency expenditures and waive certain administrative processes as defined in Broomfield Municipal Code.

Should the event meet the qualification criteria for state or federal reimbursement of expenditures, all relevant documentation procedures shall be followed.

Each department is responsible for the tracking and documentation of cost incurred during response and recovery, in accordance with procedures set forth by the Finance Department. At the request of the Finance Department and or Emergency Management, 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.

If the BIMT is activated, the staff assigned to the Finance Section will be responsible for performing the Finance Section function for the entire incident.

NMFR Finance Director will participate in the Finance Section as needed.

The Director of Finance will act as Finance Section Chief. Staff from all applicable agencies may be assigned to the BIMT Finance Section to assist with incident administration and develop comprehensive reports.

Declaration of Emergency

In accordance with the municipal code, the City and County Manager, as the principal executive officer of the city, 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.

The declaration of disaster shall be in writing and shall describe the nature of the disaster, the area threatened, the conditions which have brought it about, and the conditions, if any, that would remedy it.

The declaration shall be forwarded to the Mayor or the Mayor pro tem, who shall file the declaration with the City and County Clerk and forward a copy to the COEM. The Mayor shall be responsible for publication and dissemination of information to the public.

The issuance of a declaration declaring a state of disaster or emergency 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 and shall activate all relevant portions of the EOP.

The Mayor shall convene the City Council to perform its legislative powers as the situation demands and shall receive reports through the City and County Manager and evaluate and enact policy and other incident support as required. Nothing in this chapter shall abridge or curtail the powers of the City Council.

A state of disaster shall remain in effect until the City Council or City and County Manager declares that the threat of danger has passed or that the disaster or emergency conditions no longer exist. However, a state of disaster shall not be continued or renewed for a period in excess of seven days unless the council approves a longer duration. City Council may, by motion, terminate a state of disaster or emergency at any time, and the City and County Manager shall immediately issue a notice affecting the same. Any declaration continuing or terminating a state of disaster or emergency shall be filed with the City and County Clerk, and a copy shall be forwarded to the COEM.

Subsequent to the declaration of a disaster, the City and County Manager may exercise any and all powers granted by applicable local or state law including:

- Suspend the provisions of this code that prescribe procedures for conduct of city business, if strict compliance would in any way prevent, hinder, or delay necessary action in coping with the disaster or emergency, provided that such suspension of the provisions of this code is confirmed at the earliest practicable time by City Council.
- Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster, provided such rules and regulations are confirmed at the earliest practicable time by City Council.
- Requisition necessary personnel, material, or supplies of any city department, division, or agency.
- 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 to 7 of title 38, C.R.S., to commandeer or utilize any private property necessary to cope with the disaster or emergency.
- Exercise all powers permitted by the city charter and state law to require emergency services of any city office 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.

Legal Questions/Issues

The City and County Attorney will provide both the BIMT and the policy group with legal guidance. During an emergency, any legal question pertaining to the emergency will be referred to the City and County Attorney's office for analysis and guidance. They will work in conjunction with NMFR and other outside agencies to provide accurate and consistent legal guidance. The City and County Attorney will prepare 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. Other specialized entities may consult their legal advisors to obtain legal guidance.

Section IV – Organization and Assignment of Responsibilities

This section provides an overview of the necessary functions/responsibilities established in this Emergency Operations Plan (EOP). The responsibilities are listed, outlined, and assigned to each organization that has a mission defined in the plan.

Responsibilities by Incident Type

The type of incident typically determines the Lead Agency and therefore who is in command. Table 2 lists possible incidents and the appropriate lead agency/agencies and concurrent agencies who would assume responsibility to implement required management and capabilities to alleviate the incident. Due to specific emergency circumstances, any or all agencies may be required for concurrent participation.

Table 2 - Lead/Concurrent Responsible Agencies by Incident Type

	INCIDENT	Aircraft Accidents	Civil Disturbances	Critical Infrastructure Disruptions	Dam Failure	Earthquakes	Explosive Devices	Fires	Flooding	Hazardous Material	Heat Waves & Drought	Land Subsidence	Public Health Incidents	Terrorism	Thunderstorms (Lightning/Hail)	Tornadoes	Violent Crime	Wind	Winter Storms
AGENCY																			
Assessor Department				C	C	L			C										C
CMO						C					C								
Community Development				C	C	L		C	C			L			C	C		C	
Community Resources																			C
Health & Human Services				C	C	C		C	C	C	C		L			C	C		C
IT Department				L															
North Metro Fire Rescue		L	C		C	C	C	L	C	L		C	C	C	C	C	C	C	
Police Department		L	L	C	C	C	L	C	C	C		C	C	L	C	C	L	C	C
Public Works				L	L	L		C	L	C	L	L			C	C		L	L
Specialized Supporting Entities*		C					C	C		C				C	C	C	C		

L = Primary responsibility to deal with incident

C = Concurrent responsibility to deal with incident

***Specialized supporting entities - (see Appendix VIII to identify specialized entities)**

Capabilities Assignments by Department or Agency

As discussed earlier, this EOP is a capabilities-based plan. Capability-based planning supports an all-hazards approach to building capabilities that may be needed in the event of natural disasters, health emergencies, terrorist attacks, or other major events. Table 3 lists all capabilities and the City and County of Broomfield departments and supporting entities associated with each capability (See Appendix VIII for details regarding capabilities).

Table 3 - Primary/Concurrent Responsible Agencies by Capability

	CAPABILITY	Animal Management	Damage Assessment	Debris Management	Disaster Social Services	Evacuation	Explosive Device Response & Operations	Fatality Management	Fire Incident Response	Hazmat Response & Decontamination	Infrastructure Systems Recovery	Mass Care	Medical Response & Support	Public Alert	Public Health	Public Information	Public Safety & Security	Snow & Ice Control	Technical Rescue	Volunteer Management
AGENCY																				
Assessor Department			P																	
CMO											P			C		C				
Community Development			P	C					C	C	C								C	
Community Resources												C								
Finance Department			C	C						C	C									
Health & Human Services		C	C	C	P			C		C	C	P	C	C	P	C	C			
IT Department			C													C				
North Metro Fire Rescue		C	C	C		P	C	C	P	P	C		P	C	C	P	C		P	
Police Department		P	C	C	P	P	P	P	C	C	C	P	C	P	C	P	P	C	C	P
Public Works			C	P		C			C	C	P	C			C		C	P	C	
Private Contractors				C						C	C							C		
Specialized Supporting Entities*		C	C	C	C		C	C		C		C							C	C

P = Primary responsibility to deal with incident

C = Concurrent responsibility to deal with incident

***Specialized supporting entities - (see Appendix VIII to identify specialized entities)**

Annex Assignments by Department or Agency

Table 4 lists annexes and the City and County of Broomfield departments and supporting entities associated with each annex (see Annexes for details).

Table 4 - Primary/Concurrent Responsible Agencies by Annex

	ANNEX	Damage Assessment Annex	Emergency Public Information Annex	Evacuation Point and Shelter Annex	Hazardous Materials Annex	Volunteer Management & Support Annex	Winter Storm Incident Annex
AGENCY							
Assessor Department		P					
Police Department		C	C	P	C	P	C
Community Development		P					
City & County of Broomfield Manager							
Community Resource - Rec Services				C			C
Finance Department		C			C		
Health & Human Services			C	P	C		
Information Technology Department		C					
North Metro Fire Rescue		C	C		P		
Public Works		C	C	C	C		P
Supporting Entities*		C		C		C	C

P = Primary responsibility to deal with incident

C = Concurrent responsibility to deal with incident

***Supporting entities - (see Appendix VIII to identify supporting entities)**

General Responsibilities of all Departments or Agencies

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

- Developing, updating, maintaining, and training on Standard Operating Procedures and/or checklists necessary for implementing any assigned duties and functions under this EOP. The Emergency Management Unit (EMU) will provide assistance as needed.
- 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.
- Identifying tasks to be performed during an emergency and assigning responsibility for performing those tasks to the appropriate personnel or outside agencies or organizations as required.
- 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 EMU should be made aware of and forwarded a copy of these agreements.
- Providing personnel to assist in staffing the Broomfield Incident Management Team (BIMT) or any activated task force, and providing the necessary time for such personnel to complete the tasks and training required by the BIMT or any other responding task force.
- Ensuring that the City and County of Broomfield government is kept informed during a disaster by promptly reporting events and activities to the BIMT.
- Directing and controlling its own operations, personnel, resources, and facilities in accordance with this EOP and any promulgated Incident Action Plan (IAP). 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.
- Identifying and apprising essential personnel who are obligated (within reason) to respond during an emergency/disaster.
- Memorandums of Understanding (MOUs) will be established with outside agencies or organizations not mentioned in this EOP as necessary.

Pursuant to the Emergency Management Ordinance, all department heads will be responsible for complying with those assignments set forth in this document and identified in the capabilities and annexes, as well as the specific tasks delineated to each agency. Refer to Appendix I for details concerning individual departmental or agency responsibilities.

Appendix I - Responsibilities of Departments or Agencies

City and County Manager

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

Broomfield Incident Management Team

- Activate BIMT as needed.
- Assign personnel to Command Cadre.
- Assign personnel to Command Staff positions.

Infrastructure Systems Recovery

- Oversee all recovery efforts.
- Support the recovery of infrastructure systems.
- Prioritize infrastructure recovery projects.
- Set schedule and sequenced time structure for infrastructure recovery projects.
- Work with recovery partners, both governmental and non-governmental, in the execution of the community's infrastructure systems recovery action plan.

Public Alert

- Assist with the determination of appropriate actions to be taken based on the situation.

Public Information

- Serve as the lead for incidents that affect large geographic areas and multiple departments and/or services of the City and County.
- Provide clear and concise information to be disseminated to the public.
- Update the City and County website including social networking sites as appropriate.
- Provide information via B in the Loop and social media, as appropriate.
- Act as the principal executive officer of the City and County of Broomfield agencies and the Policy Group Manager.
- Exercise or delegate 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:
 1. 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.
 2. 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.
 3. Directing the participation of necessary personnel, material, or supplies of any city department, division, or agency.

4. 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.
 5. 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.
- Provide reports and updates to the Mayor and the City Council (§ 2-48-040(D), B.M.C.)/
 - Declare 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.).
 - Ensure that the declaration of disaster is in writing, in the appropriate form, and forwarded to the Mayor (§ 2-48-040(B), B.M.C.).
 - Issue 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 (COEM) (§2-48-040(E), B.M.C.).
 - Assure the consistency of information before, during, and after the incident, and ensure that the appropriate department heads, agencies, and Public Information Officers receive such information in accordance with the Public Information Annex.

Mayor

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

- Ensuring that the declaration of disaster is submitted and filed with the appropriate authorities, including, but not limited to, the City Clerk and the COEM. (§ 2-48-040(B), B.M.C.)
- The publication and dissemination of information to the public (§ 2-48-040(B), B.M.C.).
- Convening the City Council as the situation demands (§ 2-48-040(D), B.M.C.).
- 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.).
- Immediately issuing a notice effecting any termination of a state of disaster as approved by City Council (§ 2-48-040(E), B.M.C.).
- Nothing in this EOP shall abridge or curtail the powers of the City Council (§ 2-48-040(D), B.M.C.).

City Council

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

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

- Nothing in this EOP shall abridge or curtail the powers of the City Council (§ 2-48-040(D), B.M.C.).

Chief of Police

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

Broomfield Incident Management Team

- Activate BIMT as needed.
- Oversee and guide the implementation of the EOP and the coordination of the BIMT (EMU).
- Assign personnel to Command Cadre.
- Assign personnel to Command Staff positions.
- Assign personnel to Planning Section (EMU and administrative staff).
- Assign Logistics Section Chief (Communication Division).
- Assign personnel to Police Operations Branch Director.
- Assign personnel to Operational Support Section.
- Assign personnel to other General Staff positions as needed.

Animal Management

- Designate a shelter for household pets and service animals, preferably close to the human shelter.
- Designate a livestock shelter.
- Transport household pets and service animals to shelter if owner is unable to.
- Staff the shelters.
- Coordinate the care and safekeeping of animals brought to the shelters.
- Establish procedures for the proper handling of sick or dead animals, including coordination with Public Health and Environment (PHE).
- Establish procedures for release of animals to owners.

Damage Assessment

- Provide initial information for the rapid assessment of damages that have occurred in a disaster or emergency.
- Assess costs of emergency protective measures.
- Coordinate with the Damage Assessment Coordinators and providing security for Damage Assessment Teams in the damage areas.
- As needed, provide support in human needs assessment.

Debris Management

- Security and traffic management.
- Liaison to coordinate other resources (EMU).
- Logistical support as needed (EMU).

Disaster Social Services and Donation Management

- Compile Intermediate Human Needs Assessment (VSU).

- Member of DSSMT (VSU).
- Assist with DSSMT (EMU).
- Liaison to overall recovery planning committee (EMU).
- Liaison with state and federal entities (EMU).

Evacuation

- Develop evacuation plan.
- Order and enforce disaster evacuations.
- Manage and coordinate the evacuation order.
- Assist with conducting notification of evacuation as directed.
- Provide security of evacuated area.
- Assist with coordinating and directing evacuees to designated evacuation routes/shelters and evacuation points.
- Determine location(s) of distribution, evacuation, and shelter points (EMU).
- Coordinate cascading events (EMU).
- Coordinate for the rescue, care, and safekeeping of animals (Animal Services).

Explosive Device Response Operations

- Initial response.
- Provide security of the scene.
- Request mutual aid.
- Assist with evacuations.
- Collect and preserve evidence.
- Investigate criminal violations.
- Dispatch of resources (BPSCC).
- Logistical support (BPSCC).
- Communications (BPSCC).

Fatality Management

- Initial investigation of scene.
- Contact Adams County Coroner.
- Coordinate with the Adams County Coroner or other responding coroners to ensure preservation of evidence in accordance with department standard operating procedures.
- Gather forensic evidence if necessary.
- Conduct scene survey and documentation of incident.

Fire Incident Response

- Security of the scene.
- Fire investigation.
- Liaison (EMU).
- Planning function support (EMU).
- Logistical support as needed (EMU).

- Dispatch resources (BPSCC).
- Logistical support (BPSCC).
- Communications (BPSCC).

Hazardous Materials Response and Decontamination

- Provide perimeter control, traffic control, and assist with evacuation.
- Investigate and prosecute any/all responsible parties, if necessary.
- Responsible for dispatch of NMFR resources (BPSCC).
- Provide logistical support and facilitate requests for additional resources (BPSCC).
- Provide communication services (BPSCC).
- Liaison (EMU).
- Planning function support (EMU).
- Logistical support as needed (EMU).

Infrastructure Systems Recovery

- Security and traffic management.
- Liaison (EMU).
- Logistical support as needed (EMU).

Mass Care: Distribution Site, Evacuation Point, and Shelter Operations

- Coordinate evacuation points and/or shelters (Victim Services Unit - VSU).
- Establish and manage evacuation points or shelters (VSU).
- Provide staff (VSU).
- Coordinate with the EMU and FISH to provide appropriate resources (VSU).
- Coordinate with HHS for the establishment and operation of a distribution point (EMU).
- Determine location(s) of distribution, evacuation and shelter points (EMU).
- Coordinate for the care and safekeeping of animals (Animal Services Unit).

Medical Response and Support

- Security of the scene.
- Initial dispatch of resources (BPSCC).
- Logistical support (BPSCC).
- Communication (BPSCC).
- Liaison (EMU).
- Planning function support (EMU).
- Logistical support as needed (EMU).

Public Alert

- Determine the potential for imminent danger to the public.
- Provide clear concise information to be disseminated to the public.
- Determine area(s) of the city that may be affected.
- Launch alerts/warnings as directed by the Incident Commander (BPSCC).

- Assist with the determination of appropriate actions to be taken based on the situation (EMU).
- Coordinate information from appropriate agencies (EMU).
- Assist with scripting of warning/alert (EMU).

Public Health

- Security of the scene.
- Assist with animal disease as requested.
- Liaison (EMU).
- Planning function support (EMU).
- Logistical support as needed (EMU).

Public Information

- Serve as the lead in all criminal activity or natural disasters, as outlined in the Public Information and Media Directive.
- Provide clear concise information to be disseminated to the public.
- Provide a subject matter expert when not the lead agency.
- Provide assistance to other agencies/departments upon request.

Public Safety and Security

- Incident response.
- Provide security of the scene.
- Provide traffic management.
- Dispatch resources (BPSCC).
- Logistical support (BPSCC).
- Communication (BPSCC).

Snow and Ice Control

- Liaison to coordinate other resources (EMU).
- Logistical and planning support as needed (EMU).

Technical Rescue

- Security of the scene.
- Crime scene investigation if required.
- Dispatch of resources (BPSCC).
- Logistical support (BPSCC).
- Communication (BPSCC).
- Liaison to coordinate other resources (EMU).
- Planning function support (EMU).
- Logistical support as needed (EMU).

Volunteer Management

- Initiate volunteer response (EMU).
- Liaison to coordinate other governmental agencies and resources (EMU).

- Planning support (EMU).
- Logistical support (EMU).

General or Non-Capability Specific

- Monitor the implementation of the EOP and, when necessary, coordinate 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.
- Coordinate the emergency response operations of all governmental and support agencies before, during, and after an emergency or disaster.
- Notify and inform key City and County of Broomfield officials, other jurisdictions, and the of the emergency or disaster situation as necessary.
- Assure that the appropriate Incident Management System is being used.
- Assist 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.
- Provide communications for emergency response at all times, including, but not limited to, the following communication services:
 1. Establish and maintain coordinated radio and wire communications with other public emergency organizations and agencies.
 2. Assure appropriate citizen notification through systems such as Emergency Alert System (EAS) and Emergency Preparedness Notification (EPN).

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:

- Assigning staff to fill the role of Legal Officer of the BIMT.
- Functioning as principal legal advisor to the City and County Manager, Mayor, City Council and department heads.
- Providing interpretation of laws and regulations issued by federal and state governments.
- 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.

Clerk and Recorder

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

- Recording any declaration of disaster as requested by the Mayor.

Director of Assessor Department

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

Broomfield Incident Management Team

- Assign personnel to the Planning Section.

- Serve as Co-Damage Assessment Group Supervisor for residential, business, and public infrastructure.
- Assign personnel to Command Staff positions.
- Assign personnel to other General Staff positions.

Damage Assessment

- Serve as Co-Damage Assessment Group Supervisor (Assigned to the Planning Section of the BIMT) for residential, business, and public infrastructure.
- In conjunction with Community Development, oversee the compilation of all damage assessment reports.
- In conjunction with BIMT Command Cadre, establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and the local economy.
- Provide data to Community Development to help capture damage assessment figures.

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:

Broomfield Incident Management Team

- Assign personnel to the Planning Section.
- Serve as Co-Damage Assessment Group Supervisor for residential, business, and public infrastructure.
- Assign personnel to Command Staff positions.
- Assign personnel to other General Staff positions.
- Assign personnel to operation section task forces.

Damage Assessment

- Serve as Co-Damage Assessment Group Supervisor (assigned to the Planning Section of the BIMT) for residential, business, and public infrastructure.
- In conjunction with BIMT Command Cadre, establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and the local economy.
- Coordinate the county-wide home and business damage assessment process by gathering loss estimates from all reporting sources.
- In conjunction with the Assessor Department, coordinate the type of information that damage assessment teams will need to collect during field surveys.
- Coordinate and escort state and federal damage survey officials on inspections of damaged areas.
- Assist in developing damage assessment reports.
- Develop data layers that help capture damage assessment figures such as damage pattern recognition, costs incurred by neighborhoods or communities, loss estimates, etc.

Debris Management

- Assist with all potential safety concerns.

Fire Incident Response

- Provide post-incident assessment of building safety.

Hazardous Materials Response and Decontamination

- Provide post-incident assessment of building safety.

Infrastructure Systems Recovery

- Assist with infrastructure damage assessment as part of the lead agency for damage assessment capability.
- Assist the CMO and PW with the prioritization of infrastructure recovery projects.
- Assist with safety concerns.

Technical Rescue

- Technical support.
- Damage assessment.

General or Non-Capability Specific

- Provide traffic engineering including the establishment of emergency traffic routes and coordination with the Department of Public Works for the marking of such emergency routes.
- Determine habitability and whether services can be restored.
- Monitor rebuilding in the recovery phase.
- Provide GIS mapping as requested.

Director of Finance

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

Broomfield Incident Management Team

- Assign Finance/Administrative Section Chief.
- Assign personnel to Command Staff positions as needed.

Damage Assessment

- Provide technical assistance for the collection and tracking of expenditures incurred from emergency response activities.
- Assess economic effects, including projections/forecasts of current year and following year, and provide information to the EOC and to city management.
- Conduct risk management activities including assessing insurance coverage and providing analysis to decision makers in the EOC and to city management.

Debris Management

- Contract coordination.

Hazardous Material Response and Decontamination

- Assist with cost recovery process.

Infrastructure Systems Recovery

- Contract coordination.

General or Non-Capability Specific

- Provide emergency procedures for purchasing supplies and/or equipment necessary for recovery operations to restore services to the public.
- Maintain 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.
- Provide overall coordination in the compilation and presentation of requests for disaster relief assistance, when required.
- Respond to risk management issues like recovery of monies from insurance providers, state/federal disaster assistance programs or other funds or combination of funding sources.

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:

Broomfield Incident Management Team

- Activate BIMT as needed.
- Assign personnel to Command Cadre (based on incident type).
- Assign personnel to Command Staff positions.
- Assign personnel to Planning Section (based on incident type).
- Assign personnel to Logistics Section (based on incident type).
- Assign personnel to Public Health Group Supervisor.
- Assign personnel to Operational Support Section – Mass Care Branch.
- Assign personnel to other General Staff positions as needed.

Animal Management

- Strategically monitor health status and conducting necessary public health surveillance.

Damage Assessment

- As needed, provide support to American Red Cross and Victim Advocates in human services needs assessment (Health and Human Services).
- Assist the Damage Assessment Teams in determining health related issues inside and outside the damaged area during rapid assessment and initial damage assessment (Public Health and Environment).

Debris Management

- Assist with potential hazardous material.
- Assist with potential environmental impacts of plan.

Disaster Social Services

- Lead DSSMT.
- Coordinate with state and local agencies.
- Determine eligibility and provide public assistance, emergency assistance, and/or diversion applications, as appropriate, per state and federal guidelines.
- Provide emergency workforce center services.

- Administration of the Individual and Family Grant Program in presidentially declared disasters within the City and County of Broomfield.

Fatality Management

- Assist PD and the Adams County Coroner's Office with the establishment of mass fatality management operations according to the North Central Regional Mass Fatality Plan.
- Monitor any potential disease outbreaks including those that may be the cause of the increased number of fatalities.
- In the event that the fatalities are disease or infection related, HHS will coordinate and maintain communications with PD and the Colorado Department of Public Health and Environment (CDPHE).
- If the fatality site is considered a biohazard site, HHS shall provide assistance in assessing any potential health effects.

Hazardous Material

- Provide technical assistance.
- Oversee cleanup operations.
- Initiate the required reporting.

Infrastructure Systems Recovery

- Assist with potential health issues.
- Assist with potential environmental impacts of the plan.

Mass Care: Distribution Site, Evacuation Point /Shelter Operations

- Establish and manage distribution points.
- Provide essential/necessary staff.
- Provide staff with basic food safety and an understanding of food operations.
- Provide medically trained personnel for non-urgent medical care.
- Advise on items appropriate for an emergency food cache with attention to basic nutrition for citizens with special and/or unique nutritional or medical needs.
- Consult with and assisting the VSU in the establishment of shelters for clients with special needs.
- Provide supervision and care to unaccompanied children until reunited, picked up, or other appropriate placement is located.

Medical Response

- Assist with the establishment of any required additional treatment facilities.
- Provide additional logistic support as needed.

Public Alert

- Determine the potential for imminent danger to the public.
- Provide a subject matter expert as deemed appropriate (e.g., pandemic).
- Provide clear, concise information to be disseminated to the public.

Public Health

- Incident management.

- Develop and implement health strategies and actions.
- Disseminate information to the public.
- Coordinate with health care partners.

Public Information

- Will serve as the lead for Public Health related incidents.
- Provide clear, concise information to be disseminated to the public.
- Provide a subject matter expert when not the lead agency.

Volunteer Management

- Provide planning support in public health incidents.
- Provide specialized logistical support as needed.

General or Non-Capability Specific

- Collaborate with the Police Department and American Red Cross to link available mental health crisis services.
- Advise City Management/City Council on all health and human services matters.

Director of Human Resources

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

- Facilitating medical care and compensation for injured City and County of Broomfield employees through Worker's Compensation plans.

Director of Information Technologies

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

Damage Assessment

- Assist the damage assessment function with spatial data analysis and mapping support.

Infrastructure Systems Recovery

- Provide technical expertise for infrastructure recovery plan development and implementation.
- Provide applications and trained specialists deemed necessary to meet essential requirements.
- Apply in-house and contract expertise to quickly and efficiently restore the community's information systems and services.

Public Information

- Provide technical expertise necessary to maintain the Information Call Center.

General or Non-Capability Specific

- Assure the protection of information and communication capabilities against cyber terrorism.
- Assure that telephone, radio, and data capabilities are available.
- Assure communications and information capabilities are maintained during an event.
- Protect confidential information of records produced by Courts and the Police Department.

Director of Public Library and Cultural Affairs

Pursuant to the Emergency Management Ordinance and this EOP, the Director of Public Library and Cultural Affairs will be responsible for:

General or Non-Capability Specific

- Support other non-capability specific responsibilities.
- Provide for the safety of any citizens who may be in the facilities that are managed by the Public Library and Cultural Affairs at the time of an emergency or disaster.
- Provide additional manpower to other departments to assist in emergency response or recovery efforts.

Director of Public Works

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

Broomfield Incident Management Team

- Activate BIMT as needed.
- Assign personnel to Command Cadre (based on incident type).
- Assign personnel to Command Staff positions.
- Assign personnel to Planning Section (based on incident type).
- Assign personnel to Logistics Section (based on incident type).
- Assign personnel to Public Works Branch Director.
- Assign personnel to Operational Support Section – Mass Care Branch.
- Assign personnel to other General Staff positions as needed.

Damage Assessment

- In conjunction with the Assessor, Community Development and BIMT Command Cadre, establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and local economy.
- Assess the damage to roads, bridges, traffic controls, and water and sewer systems for areas falling under their jurisdiction.
- Provide technical specialists that inspect buildings for structural, electrical, gas, plumbing, and mechanical damage following a disaster.
- Evaluate damage to Parks and Community Resources facilities.
- Evaluate damage to Broomfield owned and operated buildings, fleet, and equipment.
- Perform a safety assessment of public buildings and facilities and reporting damages back to the assessor.

Debris Management

- Develop and implement a debris management plan.
- Provide special City and County equipment, tools, and trained specialists deemed necessary to meet operational requirements.

- Notify contractors of operational priorities and the nature of the supplemental equipment required to meet operational requirements.
- Develop procedures for the disposal of hazardous household waste created by an emergency or disaster.

Evacuation

- Provide traffic flow operations.
- Establish and maintain traffic control lanes.

Fire Incident Response

- Assist PD with security of the scene.
- Provide water flow maps.
- Provide technical expertise to control water supplies.

Hazardous Materials - Response and Decontamination

- Assist with containment materials and barricades.
- Assist with containment to prevent material from entering storm water system.
- Assist with traffic control.

Infrastructure Systems Recovery

- Develop and implement an infrastructure recovery plan.
- Provide special City and County equipment, tools, and trained specialists deemed necessary to meet operational requirements.
- Notify contractors of operational priorities and the nature of the supplemental equipment required to meet operational requirements.
- Provide primary liaison with private utility providers.

Mass Care: Distribution Site, Evacuation Point and Shelter Operations

- Provide traffic flow operations (Streets).
- Establish and maintain traffic control lanes (Streets).
- Provide custodial support, whether public, private, or otherwise outside of City and County facilities (Facilities).
- Provide logistical support (Facilities).
- Provide maintenance operations within City and County of Broomfield facilities (Facilities).

Public Health

- Assist with traffic flow issues.
- Provide resources as needed.

Public Safety and Security

- Assist with traffic flow issues.
- Provide resources as needed.

Snow and Ice Control

- Provide rapid incident response.
- Assess the nature and potential scope of a winter storm.

- Provide special City and County equipment, tools, and trained specialists deemed necessary to meet operational requirements.
- Notify contractors of winter storm operational priorities and the nature of the supplemental equipment required to meet operational requirements.
- Maintain communications with all responding units during snow removal operations.

Technical Rescue

- Provide specialized equipment and resource assistance.
- Provide technical support when requested.

General or Non-Capability Specific

- Develop 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.
- Advise 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.
- Assist 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.
- Arrange with pledged intergovernmental support groups to render disaster support assistance within their capabilities.
- Secure appropriate buildings.

Director of Recreation Services

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

Broomfield Incident Management Team

- Assign personnel to Operational Support Section – Mass Care Branch.
- Assume Role of Branch Director for Mass Care Branch as needed.

Mass Care: Distribution Site, Evacuation Point, and Shelter Operations

- Provide personnel to assist with evacuation points and/or shelters.
- Provide facility supervisors to open shelters or other City and County of Broomfield recreation facilities when requested.

General or Non-Capability Specific

- Support other non-capability specific responsibilities.
- Provide for the safety of any citizens who may be in the facilities that are managed by Recreation Services at the time of an emergency or disaster.
- Provide additional manpower to other departments to assist in emergency response or recovery efforts.

North Metro Fire Rescue

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

Broomfield Incident Management Team

- Activate BIMT as needed.
- Assign personnel to Command Cadre.
- Assign personnel to Command Staff positions.
- Assign personnel to Planning Section.
- Assign personnel to Logistics Section as needed.
- Assign personnel to Fire Branch Director.
- Assign personnel to Operational Support Section.
- Assign personnel to Finance/Administration Section as needed.
- Assign personnel to other General Staff positions as needed.

Animal Management

- Assist with removal of animals in evacuation area.

Damage Assessment

- Provide initial information for the rapid assessment of damages that have occurred in a disaster or emergency.
- Assess costs of emergency protective measures.

Debris Management

- Assist with potential hazardous material.

Evacuation

- Assist with development of evacuation plan as needed.
- Assist with rescue and evacuation operations.

Explosive Device Response Operations

- Provide fire suppression operations.
- Provide on-scene emergency medical care.
- Provide search and rescue capabilities.
- Assist with evacuation.

Fatality Management

- Assist with removal and decontamination of bodies.

Fire Incident Response

- Provide incident response.
- Provide life safety and incident stabilization.
- Determine and investigate fire cause.

Hazardous Materials - Response and Decontamination

- Provide incident response.
- Identify and contain hazardous materials.
- Assist with cleanup planning and operations.

Infrastructure Systems Recovery

- Work in coordination with Public Works, develop fire contingency plans should water distribution system be impacted.

Medical Response and Support

- Provide incident response.
- Provide triage, pre-hospital treatment and transport.
- Provide or assist with patient decontamination.
- Track patients.

Public Alert

- Determine the potential for imminent danger to the public.
- Determine area(s) of the city that may be affected.
- Provide a subject matter expert as deemed appropriate (e.g., hazardous material spill).
- Provide clear, concise information to be disseminated to the public.

Public Health

- Triage, pre-hospital treatment and transport.
- Patient decontamination.
- Track patients.

Public Information

- Serve as the lead for all fire and hazardous material, medical and technical rescue incidents.
- Provide clear, concise information to be disseminated to the public.
- Provide a subject matter expert when not the lead agency.
- Provide assistance to other agencies/departments upon request.

Public Safety and Security

- Assist PD with security of the scene.

Technical Rescue

- Provide incident response.
- Provide life safety and incident stabilization.
- Provide special tools, equipment, and trained specialists.
- Provide technical information and direction to other responding parties.

General or Non-Capability Specific

- Establish a field and/or area command post, or supply personnel to an already established command post in an emergency or disaster situation.

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Appendix II - Promulgation Document

To Whom It May Concern:

The EOP establishes the City and County of Broomfield's response and recovery organization, assigns tasks, and provides for the coordination of response and recovery efforts. In the event of an emergency situation, this plan may be activated in order to effectively incorporate and coordinate Broomfield personnel and resources into an efficient organization capable of responding to and recovering from any emergency. In order to maintain the plan's effectiveness, it is necessary that each department realize that normal day-to-day procedures are usually not sufficient for effective disaster response and that this plan holds each department responsible for achieving the tasks assigned in the EOP, including the following:

- Developing Standard Operating Procedures and/or checklists necessary for protecting department personnel, equipment, and critical public records.
- Developing and maintaining knowledge and skills required to carry out assigned areas of responsibilities in the EOP.
- Preparing plans that assure continuity of government operations during emergency situations.
- Obtaining any third-party agreements needed to fulfill specific task responsibilities as defined in the EOP.
- Providing time for a departmental representative to participate in BEMAC meetings and complete tasks as assigned.
- Providing personnel during an emergency to assist in staffing critical tasks and operations.

The EOP has been reviewed and approved by all department heads and our City Council. The City and County Manager hereby supports this plan and reminds all staff to become familiar with the plan and their responsibilities therein.

The plan will be reviewed, exercised, and revised periodically in order to continually improve Broomfield's preparedness and response to emergency situations. If you have any questions or wish to discuss departmental planning efforts, please contact either your department head or the Emergency Management Unit of the Police Department. The full text of the EOP can also be found on the City and County website.

Thank you for your involvement in this worthwhile endeavor.

Sincerely,

Charles Ozaki
City and County Manager

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Appendix III - Record of Acknowledgement

Formal Document Title (Document, Annex, etc.)	Date of Document	Name and Department of Individual Acknowledging Receipt of Document	Date Accepted
City and County of Broomfield Emergency Operations Plan (EOP)	June 2013	Charles Ozaki, City and County Manager	7/29/2013
EOP	June 2013	Thomas C. Deland, Chief of Police	6/28/2013
EOP	June 2013	William A. Tuthill, City and County Attorney	7/25/2013
EOP	June 2013	Jim Candelarie, Clerk and Recorder	7/08/2013
EOP	June 2013	John Storb, Director of Assessor Department	7/10/2013
EOP	June 2013	David Shinneman, Director of Community Development	7/26/2013
EOP	June 2013	Patricia J. Soderberg, Director of Finance	7/29/2013
EOP	June 2013	Debbie Oldenettel, Director of Health and Human Services	7/26/2013
EOP	June 2013	Suzanne H. Smith, Director of Human Resources	7/08/2013
EOP	June 2013	Kale Gilmore, Director of Information Technologies	7/31/2013
EOP	June 2013	Nancy Harrold, Director of Recreation Services	7/03/2013
EOP	June 2013	Roberta J. Depp, Director Public Library and Cultural Affairs	7/05/2013
EOP	June 2013	David Allen, Director of Public Works	7/16/2013
EOP	June 2013	Joseph A. Bruce, Fire Chief, North Metro Fire Rescue District	8/01/2013
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Appendix IV - Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
2013-1		All	Complete 2004 EOP Revision	Kent A. Davies
2013-2		Annex	Command and Management Annex eliminated	Kent A Davies

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Appendix V – Situation

Situation

This part of the plan provides a synopsis of the City and County of Broomfield’s at-risk population and the major hazards to which Broomfield may be vulnerable. The information encompasses the history, geography, geology, and demographics that comprise those that live, work, and play in this community. Potential hazards and threats have been identified for this area based on the local climate, weather patterns, transportation uses, critical infrastructure, and include both natural and man-made hazards.

Geography and Demographics

Geography

The City and County of Broomfield covers approximately 33.58 square miles and has a population of approximately 56,000. The city spans 33.58 square miles with 15 million square feet of commercial space and 20,022 residential units, and is situated within the north metro area between Denver and Boulder along U.S. 36/Boulder Turnpike to the north and west, the I-25 corridor to the east, and extends beyond State Highway 7 in the northeast. It shares jurisdictional boundaries with Boulder, Lafayette, Superior, Westminster, Thornton, and Erie. Bordering counties are Boulder, Weld, Adams, and Jefferson.

The Broomfield City and County building sits at an elevation of 5,344 feet. Although there are a few rolling hills along the western boundary, the land is relatively flat, with an approximate 100 foot elevation difference between the highest point and lowest point.

In addition to the major transportation routes mentioned above, Broomfield City and County borders on the Rocky Mountain Regional Airport. Other transportation corridors include US Highway 287 (north-south) and rail rights-of-way owned/operated by Burlington Northern/Santa Fe Railroad.

Capped petroleum (oil and gas) wells exist at various locations with strict distance guidelines for building and residing in these areas. The northeast quadrant of HWY 287 and Miramonte Boulevard was once home to a private landfill receiving municipal waste from 1958 to 1973. The City and County of Broomfield obtained this property in 1999 and implemented mitigation measures, and is today a designated open space with trails, native grass, and local wildlife.

Demographics

According to DRCOG, Broomfield's extent of urban development grew by 4.1 square miles between 2000 and 2006. This was a 27.3% increase. Broomfield's urban extent will grow by 7.8 square miles between 2006 and 2035. This is a 1.2% annual percent increase over that time period.

The following information was obtained through DRCOG and was compiled by the American Community Survey (ACS), Department of Local Affairs (DOLA), and the Quarterly Census of Employment and Wages (QCEW).

Demographics	
Current Population (2005-2009)	55,889
Estimated 2040 Population	86,043
Median age	35
• Under 18	27%
• 18 - 34	23%
• 35 - 59	39%
• 60+	10%
Average Annual Income	\$58,033
Estimated Median Income	\$76,240
Poverty Rate	5.7%
Home Ownership Rate	74.71%
Total Housing Units	20,140
1-unit, detached	13,658
1-unit, attached	1,000
2-4 units	240
5-9 units	868
10-19 units	1,324
20 or more units	1,817
Mobile homes	1,233
Language spoken at home	
• English Only	42,943
• Other than English	5,974
Total Households	18,863
• Family Households	12,736
• Non-family Households	6,127
• Married with children	5,132
• Married with no children	5,327
• Single parent	1,597
• Other	680
Pet population	
• Dogs, Cats, Birds	32,260 (Estimate American Veterinary Medical Association)
• Horses and other livestock	100

Workforce or Day Time Population

Day time population increases to approximately 56,000 due to commuting both in and out of the City and County of Broomfield. Broomfield is diversified with employment in manufacturing, services, retail and wholesale, trade, government, and construction. Broomfield has experienced an increase in high-tech and retail jobs through the attraction of many high-tech firms and the completion of the 2,200,000 square feet of retail construction in the vicinity of the Flatiron Crossing Mall. The majority of the employment in Broomfield is concentrated in the southwest part of the city, in and around the Interlocken Advanced Technology Center. Broomfield's top three

employers are Oracle Corporation with 3,387 employees, Level 3 Communications with 2,400 employees, and Staples with 1,000 employees.

Industry	
Business Services	3,956
Manufacturing	3,384
Professional and Personal Services	12,958
Public Administration	1,284
Retail	4,620
Utilities and Construction	1,352
Wholesale, Trade, Transportation and Warehousing	1,157
Other	566

School Districts and Private Schools (serving 100+ students)

Boulder Valley School District, Adams 12 Five Star School District, Archdiocese of Denver (Nativity K-8; Holy Family High School); Beautiful Savior Lutheran School.

School Enrollment	
Population 3 years and over enrolled in school	14,576
Nursery/Preschool	974
Kindergarten	904
Elementary School (grades 1-8)	6,145
High School (grades 9-12)	3,011
College or Graduate School	3,542

Educational Attainment	
Population 25 years and over	34,215
Less than 9th Grade	402
9th to 12th grade (no diploma)	1,159
High School Graduate (or equivalency)	7,147
Some college, no degree	7,683
Associate's degree	3,466
Bachelor's degree	9,569
Graduate or professional degree	4,779

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Appendix VI – Risk Assessment

Introduction

The risk assessment process provides the foundation for the remainder of the emergency management planning process. This process attempts to assess the potential impact or risks that the identified hazards/threats may present to the City and County of Broomfield.

Risk is defined as a function of threat, vulnerability, and impacts/consequences. Reduction of any of the three components of risk will reduce the potential damages, loss of life, or disruption of operations.

This Risk Assessment becomes the foundation for the Capability Assessment and the Emergency Operations Plan. The risk assessment is not an exact science, but helps a planning team decide what hazards or threats merit special attention, what actions must be planned for, and what capabilities/resources are likely to be needed. In order to set planning priorities, the planning team must consider the overall probability of and the potential impact the hazard or threat may have on the City and County of Broomfield.

In 2011, the Broomfield Emergency Management Advisory Committee (BEMAC) accomplished this assessment by relying on research and personal experience. Even though some identified hazards may pose a limited risk to the community, they will be included in the results.

For each identified hazard and threat a brief description, probability of occurrence and the potential consequences or impact is specified. Potential consequences encompass four general areas: Human, Social, Property, and Economic.

Although this information has been compiled in a professional, practical, and methodological way and is wide-ranging, there is potential that other hazards or threats may impact the City and County of Broomfield or that the outcomes of the incidents may differ from those given here.

Hazard/Threats	Description	Probability	Consequences
Aircraft Accidents	Two airports border the City and County of Broomfield. Combined there are approximately 160,000 flights per year. Take-off and in-bound flight patterns routinely fly over high density commercial properties and numerous multifamily dwelling units and housing developments. A crash outside the boundaries of the airports rarely occurs; however, the potential still exists. Location and time of day of an aircraft crash will influence outcomes from mass casualties to a small incident involving only the aircraft and its passenger(s).	Medium to High	Medium to High <i>Consequences will vary based on location and time of day.</i>

Hazard/Threats	Description	Probability	Consequences
Civil Disturbances	There is a potential for these types of events; however, they are unlikely to occur. The potential consequence would most likely be moderate inconvenience to citizens that may include temporary/brief cessation of routine day-to-day activities.	Low	Low
Critical Infrastructure Disruptions	A modern threat to our way of life is an interruption of any number of utilities that are used in our day-to-day lives. These resources include, but are not limited to; electrical, natural gas, and information technology sources. Consequences of interruption of any or all of these assets depend on type and length of interruption and can range from moderate inconvenience to significant health and financial impact.	Medium	Medium to High <i>Consequences will vary based on location and time and what is being disrupted.</i>
Dam Failure	Broomfield has three major dams or earthen levees that serve the county's residents and businesses. There are several smaller reservoirs and ponds, some privately owned as well as a few smaller bodies of water that are owned by the City and County of Broomfield. The possible outcome from a dam failure in Broomfield can range from localized street flooding with minor property damage to the need to evacuate populations to assure life safety.	Low	Low <i>Consequences will vary depending on which dam fails.</i>
Earthquakes	Seismologists predict that Colorado will again experience a magnitude 6.5 earthquake at some unknown point in the future. Earthquakes are a hazard that we should be aware of and be prepared to deal with even though the threat seems to be dormant at this time.	Low	Low
Explosive Devices	Threatened or real bombings can come from a wide variety of sources including, but not limited to terrorist groups, disgruntled former or existing employees, or customers. The threat or actual use of such a device may cause injury or death to individuals and affect the community. The wide-spread knowledge of the impact an explosive device may have on those in the immediate vicinity will impact the feeling	Low	Medium to High

Hazard/Threats	Description	Probability	Consequences
	of safety, security, and well-being after the situation is resolved.		
Fires	In the past few years, the City and County of Broomfield has averaged approximately 150 fires with over 80% of these occurring in structures. The most common consequence of a structure fire is property damage, but serious injury and death are always a potential.	Medium to High	Medium to High
Flooding	The City and County of Broomfield may be impacted by torrential rains, freezing temperatures, or rapid snow melt. This may have effects on recreational activities, worker safety, damage to building(s), vehicles and/or equipment, or cause a potential power outage and street closures.	Low	Low
Hazardous Material	Hazardous material incidents will occur on a regular basis. They will range in size and type from a small spill of routine household hazardous material to a worst case scenario involving a train or tanker accident with a large amount of liquid or gas being released. The end result can be a simple cleanup and proper disposal to a life-threatening emergency requiring rescue, evacuation, and/or shelter in place with serious injury and death.	Medium	Medium to High <i>Consequences will vary based on location and time of day and the materials involved.</i>
Heat Waves and Drought	Significant heat waves and drought occur sporadically and the impact can be minimized by mitigation strategies. Businesses and individuals may be affected by a heat wave or drought. The impact will depend on the type of business. Individuals with pre-existing medical conditions are more susceptible to illness or death caused by extended exposure to abnormal temperatures.	Low	Low
Land Subsidence	Overall, the likelihood of land subsidence in Broomfield is very low and of a landslide or debris flow is even smaller. The probable result would be localized property damage.	Low	Low
Public Health Incidents	Public health incidents are common and will continue to impact the City and County of Broomfield from time to time. The impacts of public health incidents can vary widely from a moderate	High	High

Hazard/Threats	Description	Probability	Consequences
	inconvenience including temporary cessation of routine day-to-day activities to a significant exposure of the general population to life-threatening injuries or infections. Citizens will require rapid medical response, professional medical care, and hospitalization. Some deaths from the specified hazard can be expected.		
Terrorism	The likelihood of a direct terrorist attack in the City and County of Broomfield is remote, but national events will still impact our daily lives. Terrorist activities heighten emotions and bring out citizen concern about safety/security.	Low	<p>Medium to High</p> <p><i>Consequences will vary based on location and type of terrorism.</i></p>
Thunderstorms (Lightning and Hail)	Each summer brings the chance of significant thunderstorms with the potential of causing property damage and the risk of injury or death to individuals who do not take appropriate precautions.	High	Low to Medium
Tornadoes	Tornadoes seldom occur west of I-25, if one should take place the most likely outcome would be localized moderate damage to personal and commercial property. Damage may include broken windows, damaged vehicles, damage to structures (e.g., roofing, siding, and access to property). There may be risk of injury or death to individuals who do not take appropriate precautions.	Low	<p>Low to Medium</p> <p><i>Consequences would increase if affected area included one of the mobile home parks.</i></p>
Violent Crime	Violent crimes include, but are not limited to assaults, shootings, workplace violence, and robberies. This includes school violence incidents. Despite the fact that Broomfield is a relatively safe community, the potential for acts of violent crime still exists and should be recognized. The affects go far beyond those directly involved, but reach deep into the community and can seriously impact the feeling of safety, security, and well-being. While violent crime is relatively infrequent, it only takes one occurrence to a family member or friend to change one's life and the feeling of safety forever.	Low to Medium	<p>Medium to High</p> <p><i>Consequences will vary based on type of crime and victims involved.</i></p>

Hazard/Threats	Description	Probability	Consequences
Wind	Wind in the City and County of Broomfield can vary throughout the year from a slight breeze to a recorded 81 mph that occurred in February of 1994. A high wind day may result in blowing dirt and debris; broken tree branches and fallen shallow-rooted trees; damage to roofs, awnings and patio coverings; blown over signs; downed power lines; broken and/or damaged windshields to vehicles and occasional injury to individuals out in the open. Cascading effects are power outages and cancelled or postponed outdoor activities.	High	Low to Medium
Winter Storms	The City and County of Broomfield has been impacted by frequent significant winter storms since the turn of the century. Dangerous storms that produce large accumulations of snow and high winds occur about every three or four years.	High	Medium

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Appendix VII - List of Acronyms

List of Acronyms	
AAR	After Action Report
ACS	American Community Survey
Animal Services	Animal Services Unit of the Broomfield Police Department
B.M.C.	Broomfield Municipal Code for the City and County of Broomfield
BEMAC	Broomfield Emergency Management Advisory Committee
BIMT	Broomfield Incident Management Team
BPSCC	Broomfield Public Safety Communications Center, Broomfield Police Department
BVSD	Boulder Valley School District
C.R.S.	Colorado Revised Statutes
CDPHE	Colorado Department of Public Health and Environment
CMO	City and County Manager's Office
COEM	Colorado Office of Emergency Management
COOP	Continuity of Operations Plan
CPAW	Colorado Parks and Wildlife
DOC	Department Operations Center
DOLA	Department of Local Affairs
DRCOG	Denver Regional Council of Governments
DSSMT	Disaster Social Services Management Team
DTRS	Digital Trunked Radio System
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMS	Emergency Medical Services
EMU	Emergency Management Unit
EOP	Emergency Operations Plan
EPN	Emergency Preparedness Network
FEMA	Federal Emergency Management Agency
FISH	Fellowship in Serving Humanity
HHS	Health and Human Services Department
HMM	Hazardous Materials Management Program of Boulder County
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IT	Information Technology Department
JIC	Joint Information Center
Library	Mamie Doud Eisenhower Public Library
NDRF	National Disaster Recovery Framework
NIMS	National Incident Management System
NMFR	North Metro Fire Rescue District
NRF	National Response Framework
NWS	National Weather Service
PD	Broomfield Police Department
PHE	Public Health and Environment - Health and Human Services Department

List of Acronyms	
PIO	Public Information Officer
PW	Public Works Department
PW-Streets	Public Works Department - Streets Division
PW-Water	Public Works Department - Water Division
QCEW	Quarterly Census of Employment and Wages
Rec Services	Recreation Services of Community Resources Department
SEOC	Colorado State Emergency Operations Center
SEOP	State of Colorado Emergency Operations Plan
U.S.C.	United States Code
VSU	Victim's Services Unit - Broomfield Police Department

Appendix VIII – Capabilities

Capabilities describe those general guidelines expected of primary and concurrent agencies responding to the incident/scene. The individual capability descriptions are not intended to give specific instruction to responders on how to fulfill their general requirements. The specific capabilities are:

Animal Management

Damage Assessment

Debris Management

Disaster Social Services and Donation Management

Evacuation

Explosive Device Response and Operations

Fatality Management

Fire Incident Response

Hazardous Materials Response and Decontamination

Infrastructure Systems Recovery

Mass Care: Distribution Site, Evacuation Point, and Shelter Operations

Medical Response and Support

Public Alert

Public Health

Public Information

Public Safety and Security

Snow and Ice Control

Technical Rescue

Volunteer Management

Animal Management - Capability

Outcome

The result of this capability being implemented is:

Injury and disease is prevented through the care and safekeeping of household pets and service animals. Care services, including sheltering and feeding, are rapidly provided for household pets and service animals within the affected area. Household pets and service animals are reunited with the affected population in a timely manner.

Definitions

The Animal Management Capability consists of general guidelines and areas of responsibilities for the evacuation and sheltering of household pets and service animals during a disaster.

- **Household pets** - Domesticated or domestic-bred animals whose physical, emotional, behavioral, and social needs can be readily met as companions in the home, or in close daily relationship with humans.
- **Service Animal** - A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Other animals, whether wild or domestic, do not qualify as service animals. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support, are not service animals. Individuals with mental disabilities who use service animals that are trained to perform a specific task are protected by the ADA. The rule permits the use of trained miniature horses as alternatives to dogs, subject to certain limitations. To allow flexibility in situations where using a horse would not be appropriate, the final rule does not include miniature horses in the definition of "service animal".

Responsible Agencies

Primary Agency: Broomfield Police Department (PD) – Animal Services Unit

Concurrent Agencies: Broomfield Health and Human Services - Public Health and Environment (PHE), North Metro Fire Rescue (NMFR), Colorado Animal Emergency Management, Colorado Veterinary Medical Reserve Corps, Colorado Parks and Wildlife, and Colorado Division of Brand Inspection.

Concept of Operations

1. Animal owners are encouraged to make independent shelter / housing arrangements when possible. Costs incurred are the animal owner's or caretaker's responsibility.
2. The PD is tasked with the coordination and handling of animals displaced due to evacuation. Upon notification, the PD will establish animal shelters using existing procedures and policy.
 - The Animal Services Unit of the Administration Division will be in charge of coordinating the safekeeping of household animals.
 - The Patrol Division will act on the behalf of Animal Services when needed.
3. PD will coordinate the handling and safekeeping of household pets and service animals.
4. Animal Shelters are designed to accommodate domestic animals only. Exotic animals are not allowed in the City and County of Broomfield and are the sole responsibility of the animal owner.
5. Coordination of the feeding and care of sheltered animals will be the responsibility of the Animal Services Unit. Food and supplies may be purchased by Emergency Management.

6. An animal may be evacuated in the absence of an owner if the animal is in imminent danger, is readily accessible (i.e., back yard), and can be removed safely by an officer or representative of the police or fire department.
7. Animals will be placed at the facility / location designated by Animal Services, following established impound procedures.
8. Livestock will be placed in pens or other locations established at a designated livestock shelter location.
9. PD will establish communication with PHE.
10. PHE will oversee necessary public health surveillance.
11. PD will liaison with state and regional resources to enhance the care and treatment of the animals impacted by the incident.
12. Wildlife matters will be referred to Colorado Parks and Wildlife (CPAW).

Agency Responsibilities

1. PD:
 - Designate a shelter for household pets and service animals, preferably close to the human shelter.
 - Designate a livestock shelter.
 - Transport household pets and service animals to shelter if owner is unable to.
 - Staff the shelters.
 - Coordinate the care and safekeeping of animals brought to the shelters.
 - Establish procedures for the proper handling of sick or dead animals, including coordination with PHE.
 - Establish procedures for release of animals to owners.
2. HHS-PHE:
 - Strategically monitor health status and conduct necessary public health surveillance.
3. NMFR:
 - Assist with removal of animals in evacuation area.
4. Colorado Animal Emergency Management Program (AEMP):
 - Coordinate with the Colorado Veterinary Medical Reserve Corps, which is an initiative of PetAid Colorado Disaster Services.
 - Maintain a roster of credentialed individuals who are available to supplement local animal emergency response when needs exceed local capabilities.
 - Support Community Animal Response Team (CART).
 - Coordinate the Care of Companion and Service Animals at the State Emergency Operations Center (SEOC).
5. Colorado Division of Brand Inspection:
 - Prevent and return strayed or stolen livestock and investigate reports of lost or stolen livestock.

Damage Assessment - Capability

Outcome

The result of this capability being implemented is:

An accurate estimate of the nature and extent of the damage and costs incurred caused by a disaster or emergency within the City and County of Broomfield is compiled. Damages include the loss sustained to business, residential, infrastructure and agricultural sectors, the economic effects of job loss, tax revenue disruptions, and the human impacts such as health and welfare.

Definitions

The damage assessment process consists of a series of activities designed to allow local government to develop a coordinated picture of the overall impact of the incident and to establish priorities for post-disaster recovery efforts. This information also provides a basis and substantiation for requesting state and federal assistance, as well as the degree and type of assistance needed. Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process.

Responsible Agencies

Primary Agency: Community Development and Assessor Department.

Concurrent Agencies: Broomfield Police Department (PD), Finance Department, Information Technology (IT), Public Works Department (PW), North Metro Fire Rescue (NMFR), American Red Cross, Health and Human Services (HHS), Colorado Office of Emergency Management (COEM), Federal Emergency Management Agency (FEMA), and local special districts, private utilities, and other quasi-governmental agencies.

Concept of Operations

1. The Incident Commander (IC) or Emergency Operations Center (EOC) Manager will decide if a damage assessment is applicable.
2. All phases of damage assessment operations will be done in concordance with the Damage Assessment Annex to the City and County of Broomfield's Emergency Operation Plan.
3. The lead agencies will be the Community Development Department and Broomfield County Assessor.
4. The Emergency Management Unit (EMU) will help coordinate communication between them and state and federal agencies involved in the damage assessment process.
5. If possible, Broomfield staff will maintain management responsibilities of all damage assessment field staff.
6. The lead agencies will coordinate identifying qualified personnel from the stakeholder agencies and provide damage assessment training on a regular basis to maintain knowledge and skills.
7. In the event that the EOC is operational, the Damage Assessment Team reports damage information to the EOC manager or designee.

Agency Responsibilities

1. Community Development:
 - Serve as Co-Damage Assessment Group Supervisor (assigned to the Planning Section of the BIMT) for residential, businesses, and public infrastructure throughout Broomfield.

- In conjunction with BIMT Command Cadre, establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and local economy.
 - Coordinate the county-wide home and business damage assessment process by gathering loss estimates from all reporting sources.
 - In conjunction with the Assessor Department, coordinate type of information that damage assessment teams will collect during field surveys.
 - Coordinate and escort state and federal damage survey officials on inspections of damaged areas.
 - Assist in developing damage assessment reports.
 - Develop data layers that help to capture damage assessment figures such as damage pattern recognition, costs incurred by neighborhoods or communities, loss estimates, etc.
2. Assessor Department:
- Serve as Co-Damage Assessment Group Supervisor (assigned to the Planning Section of the BIMT) for residential, business, and public infrastructure.
 - In conjunction with Community Development, oversee the compilation of all damage assessment reports.
 - In conjunction with the BIMT Command Cadre, establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and local economy.
 - Provide data to Community Development to help capture damage assessment figures.
3. PD:
- Provide initial information for the rapid assessment of damages that have occurred in a disaster or emergency.
 - Assess costs of emergency protective measures.
 - Coordinate with the Damage Assessment Coordinators and provide security for the Damage Assessment Teams in the damage areas.
 - As needed, provide support in human needs assessment.
4. Finance Department:
- Provide technical assistance for the collection and tracking of expenditures incurred from emergency response activities.
 - Assess economic effects, including projections/forecasts of current year and following year, and provide information to the EOC and to city management.
 - Conduct risk management activities including assessing insurance coverage and provide analysis to decision makers in the EOC and to city management.
5. IT:
- Assist the damage assessment function with spatial data analysis and mapping support.
6. PW (in conjunction with Community Development):
- In conjunction with the Assessor, Community Development and BIMT Staff, establish the priorities for damage assessment based on the needs of public safety, continuity of government services, and local economy.
 - Assess the damage to roads, bridges, and traffic controls for areas falling under their jurisdiction.
 - Provide technical specialists that inspect buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster.
 - Evaluate damage to Parks and Community Resources facilities.
 - Evaluate damage to Broomfield owned and operated buildings, fleet, and equipment.

- Perform a safety assessment of public buildings and facilities and reporting damages back to the assessor.
7. NMFR:
 - Provide initial information for the rapid assessment of damages that have occurred in a disaster or emergency.
 - Assess costs of emergency protective measures.
 8. American Red Cross:
 - Notify City and County of Broomfield of American Red Cross involvement.
 - Provide a trained government liaison to the EOC to coordinate American Red Cross emergency response functions.
 9. HHS:
 - Human Services: As needed, provide support to American Red Cross and Victim Advocates in human needs assessment.
 - Public Health and Environment Division: Assist the Damage Assessment Teams in determining health related issues inside and outside the damaged area during rapid assessment and initial damage assessment.
 10. COEM:
 - Coordinate assistance from state government agencies in support of local governments when it has been determined by the Governor that an incident is beyond the response capabilities of the local jurisdiction (including mutual aid).
 - The execution of incident management activities at the state level is guided by the State Emergency Operations Plan (SEOP). The SEOP is intended to provide a seamless link between local, state, and federal operations in conformance with the National Response Plan (NRP). The SEOP is supported by the:
 - (1) Statewide Intergovernmental Agreement for Emergency Management.
 - (2) Colorado Resource Mobilization Plan.
 - (3) Emergency Management Assistance Compact (EMAC).
 - Direct state resources in support of local government during response operations will take place from the State Emergency Operations Center/Multi-Agency Coordination Center.
 11. FEMA:
 - When warranted, participate in a joint Preliminary Damage Assessment (PDA) to determine the magnitude and impact of an event's damage. A FEMA/State team will usually visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs.
 - If a federal disaster is declared and financial assistance offered, FEMA will open Disaster Field Offices (DFO) in or near the affected communities. The DFO will serve to coordinate with local jurisdictions in the determination of the types of assistance being offered.
 12. Local special districts, private utilities (communications, cable, gas, electric), and other quasi-governmental agencies will be responsible for:
 - Conducting damage assessment of their resources, in coordination with local, state, and federal personnel as appropriate.
 - Providing timely damage assessment information to the Damage Assessment Coordinator, especially as it relates to interruptions of critical service.

Debris Management - Capability

Outcome

The result of this capability being implemented is:

The coordinated removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Definitions

Debris removal is the clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles, and personal property.

Responsible Agencies

Primary Agency: Department of Public Works (PW).

Concurrent Agencies: Health and Human Services - Public Health and Environment (PHE), North Metro Fire Rescue (NMFR), Finance Department, Broomfield Police Department (PD), Community Development, Boulder County Hazardous Materials Management (HMM) Program, Private Contractors.

Concept of Operations

1. The Incident Commander (IC) or Emergency Operations Center (EOC) Manager or Director of Public Works or the City Manager will decide if debris management is needed.
2. The Department of Public Works (PW) is responsible for the debris removal function (i.e., clearance, collection, transporting, reduction, and disposal). This includes coordination of contractors and other support agencies. (Using private contractors instead of government workers in debris removal activities has a number of benefits.)
3. The debris removal process should be initiated as soon as practical and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. Priority to clear debris will be as follows:
 - The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. This includes removing debris from the public right-of-way.
 - The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities.
 - The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This includes debris on private property if threat to safety warrants removal.
4. Debris storage and reduction sites:
 - will be identified and evaluated by interagency site selection teams comprised of a multi-disciplinary staff.
 - Collection sites will be on public property, when feasible, to facilitate the implementation of the mission and mitigate against any potential liability requirements.
 - Activation of sites will be under the control of the Director of Public Works, and will be coordinated with other recovery efforts through the Emergency Operations Center.

5. To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. Debris removed will consist of two broad categories (clean wood debris and construction and demolition debris).
6. Hazardous/Nuisance Material
 - All potential hazardous/nuisance material will be handled in accordance with the Hazardous Material Annex of the City and County of Broomfield's Emergency Operations Plan.
 - Any material that is found to be classified as hazardous shall be reported immediately to NMFR.
 - At NMFR's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported.
 - In accordance with the existing contract, the Boulder County HMM Program will assist, as practicable, with the collection and disposal of Hazardous Wastes resulting from the disaster. Such assistance may include setting up temporary collection areas for Hazardous Wastes. The City and County of Broomfield will reimburse the HMM Program for all costs incurred for such assistance. This includes staff time, temporary labor, supplies, waste disposal, etc.
7. Debris Disposal and Reduction
 - PW will reduce and determine final disposition of debris.
8. Site Close-out Procedures
 - Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use.
 - Appropriate steps will be taken to protect the environment.
 - At close-out final testing of soil, water, and air quality. All remnant materials will be removed and appropriate remediation actions taken.

Agency Responsibilities

1. PW:
 - Debris management plan development and implementation.
 - Provision of special City and County equipment, tools, and trained specialists deemed necessary to meet operational requirements.
 - Notify contractors of operational priorities and the nature of the supplemental equipment required to meet operational requirements.
 - Develop procedures for the disposal of hazardous household waste created by an emergency or disaster.
2. NMFR:
 - Assist with potential hazardous material.
3. HHS:
 - Assist with potential hazardous material.
 - Assist with potential environmental impacts of plan.
4. PD:
 - Security and traffic management.
 - Liaison to coordinate other resources.
 - Logistical support as needed.

5. Finance:
 - Contract coordination.
6. Community Development:
 - Assist with safety concerns.
7. Boulder County HHM Program:
 - Assist with the collection and disposal of Hazardous Wastes.
8. Other contractors and support agencies:
 - Assist as requested.

Disaster Social Services and Donation Management – Capability

Outcome

The result of this capability being implemented is:

Coordinated and efficient processes for assisting victims of a disaster with human needs that are identified after emergency needs are met. This capability focuses on returning individuals and/or families to a functional, if not pre-disaster state. These needs may include, but are not limited to, basic human needs such as food, clothing, and housing/shelter. These efforts will focus on the most vulnerable sections of the population.

Definitions

The Disaster Social Services Capability focuses on returning individuals and/or families to a functional, if not pre-disaster state, by supporting the public through assistance with human needs. This assistance includes, but is not limited to, determining eligibility and providing financial and/or medical benefits to those eligible and making referrals to agencies which can provide for tangible needs such as food or clothing. While these services will be available to any resident in need, these efforts will focus on the most vulnerable segments of the population which include children, people with disabilities, the elderly, and low-income members of the community.

The Donation Management Capability establishes a system that will provide for a coordinated effort for requesting, receiving, and distributing both monetary and non-monetary donations. It will also include a methodology for the handling of donations not requested, but provided nevertheless.

- Short-term recovery refers to the days and weeks after the incident. This phase of recovery addresses the health and safety needs beyond rescue, the assessment of the scope of damage and needs, and the mobilization of the recovery organizations.
- Intermediate recovery refers to the weeks and months after the incident. This phase of recovery involves returning individuals and/or families to a functional, if not pre-disaster, state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.
- Long-term recovery refers to the months and years after the incident. This phase of recovery addresses complete redevelopment and revitalization of the impacted area and returning those who were impacted to a state of self-sufficiency.
- Broomfield Community Services Network (BCSN) – the BCSN is an established network, of non-profits, faith based organizations, schools and local government agencies. This network deals with day-to-day social service issues within the local community. It is not a formal organization, but rather a network that will be used to help meet the needs of those impacted by an emergency or disaster. This network is designated as the County Unmet Needs Committee.
- Tangible needs - these needs may include, but are not limited to, basic human needs such as food, clothing, and housing/shelter.
- Unmet needs - refers to individuals and/or family needs that were not met by insurance or governmental assistance. These needs are referred to the Unmet Needs Committee.
- Unfulfilled needs – refers to individual and/or family needs that were not met by insurance or governmental assistance and are not immediately taken care of by the Unmet Needs Committee.

Responsible Agencies

Primary Agency: Health and Human Services (HHS), Broomfield Police Department - Victim Services Unit (VSU)

Concurrent Agencies and Organizations: Emergency Management Unit (EMU), Broomfield Community Foundation, A Precious Child, Inc., BCSN member organizations and agencies, and American Red Cross.

Concept of Operations

Disaster Social Services

1. Intermediate Human Needs Assessment begins after short term needs have been met or are being met.
2. The Victims Services Unit will gather intermediate needs of those impacted by the emergency/disaster. This effort may be supported by the American Red Cross.
3. Intermediate Human Needs Assessment may be compiled in several ways based on the specifics of the emergency. These methods include, but are not limited to:
 - Gathering and recording information at a shelter or evacuation point.
 - A system that allows victims to request assistance by phone or computer based technology.
 - Coordinating with American Red Cross to designate and operate information centers for the registration of disaster victims.
 - Victims directly contacting faith-based or nonprofit organizations requesting assistance to recovery from the disaster.
4. The Intermediate Human Needs Assessment will be forwarded to the Disaster Social Services Management Team (DSSMT).
5. The DSSMT is led by HHS and supported by Broomfield Community Foundation, VSU, and EMU.
 - This team is tasked with strategy development and coordination, referrals and tracking of the disaster social services plan.
6. The DSSMT should inform all community members and organizations that desire to assist with meeting victim needs that a plan has been developed and how they can participate.
7. The DSSMT will determine the recommendation(s) to meet the identified needs of the disaster victims.
8. The recommendations may encompass:
 - Victims meeting the need on their own.
 - Insurance coverage.
 - Government programs.
 - American Red Cross.
 - Local resources – this would include the BCSN.
 - Regional resources.
9. In cases of unmet needs (i.e., those not met by insurance or governmental assistance), the BCSN will be contacted to attempt to fulfill the unmet needs.
10. All appropriate efforts will be made to assist with meeting the needs of disaster victims. However, in some circumstances no resolution will be available. In these cases, the DSSMT will inform the individual(s) that their needs cannot be fulfilled.

Donation Management

1. Management of monetary donations will be:
 - The preferred method.

- Handled by the Broomfield Community Foundation.
 - Distributed based on the Broomfield Community Foundation's procedures.
2. Management of non-monetary donations (solicited or not) will be:
 - Handled by A Precious Child, Inc.
 - Coordinated between the DSSMT and A Precious Child, Inc.

Agency Responsibilities

1. HHS:
 - Lead DSSMT
 - Coordinate with state and local agencies.
 - Determine eligibility and provide public assistance, emergency assistance, and/or diversion applications, as appropriate, per state and federal guidelines.
 - Provide emergency workforce center services.
 - Administer the Individual and Family Grant Program in presidentially declared disasters within the City and County of Broomfield.
2. VSU:
 - Compile Intermediate Human Needs Assessment.
 - Member of DSSMT.
3. Broomfield Community Foundation:
 - Member of DSSMT.
 - Collect and distribute monetary donations.
4. A Precious Child, Inc.
 - Take lead in organization of non-monetary donated items (solicited or non-solicited).
 - Provide tangible needs as requested.
 - Provide referral to the DSSMT.
5. EMU:
 - Assist with DSSMT.
 - Liaison to overall recovery planning committee.
 - Liaison with state and federal entities.
6. BCSN member organizations and agencies:
 - Provide tangible needs as requested.
 - Provide referral to DSSMT.
7. American Red Cross:
 - Assist with Human Needs Assessment.
 - Provide individual client services to those with disaster-related needs.
 - Provide client casework and recovery planning and assistance.

Evacuation – Capability

Outcome

The result of this capability being implemented is:

Evacuation strategy, protocols, and plans for medium to high-level (catastrophic) evacuation events in the City and County of Broomfield are developed and exercised so that upon reaching a decision to evacuate, life safety is enhanced through efficiently moving people and animals out of harm's way.

Definitions

Evacuation - The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Shelter-in-Place - Remaining in a location, usually indoors, while taking precautions to minimize exposure to a hazardous situation.

Voluntary Evacuation Order - Government officials strongly urge and recommend persons in designated evacuation areas relocate to safer locations for their own safety.

Mandatory Evacuation Order - Government officials order all persons in designated evacuation areas to safer locations for their safety. Persons who refuse to comply with a mandatory evacuation order will not be arrested nor forcibly removed from their homes; however, they may not receive rescue or other lifesaving assistance after the onset of an emergency.

Responsible Agencies

Primary Agency: Broomfield Police Department (PD) and North Metro Fire Rescue (NMFR).

Concurrent Agencies: Emergency Management Unit (EMU), Public Works – Streets, Broomfield Police Department (PD) - Animal Services Unit.

Concept of Operations

1. Evacuations are ordered for compelling reasons, in the face of danger, where the personal safety of citizens is at greater risk should they remain in the area.
2. The decision to evacuate will be contingent on numerous factors, including the extent of the threat, the risk of an expansion of the threat, and the danger to life and health.
3. Evacuation of populations pose some inherent safety concerns associated with the rapid movement of large numbers of people (especially vulnerable populations) away from their resources, support facilities, and familiar surroundings. Moving them to areas that may lack the level and quality of support and resources needed, could be life-threatening. For this reason, evacuation of a large number of people should be chosen only after consideration of other options. Shelter-in-place is encouraged whenever possible. Shelter-in-place operations also provide the advantage of reducing congestion on major roadways and reducing the strain on mass transportation systems. However, sheltering can only be maintained as long as personal and emergency supplies last.
4. Situations that may require an evacuation order include, but are not limited to:
 - Hazardous material incident
 - Fire
 - Violent situation involving barricaded threats
 - Actual or potential of mass casualties
 - Other situations deemed appropriate

5. In the City and County of Broomfield, an evacuation order can be given by the following persons:
 - The on-scene Incident Commander
 - The Chief of Police or his designee
 - North Metro Fire Rescue Chief Officers
 - The Broomfield City and County Manager
6. In small-scale evacuations, such as those occurring during local fires, at crimes scenes, or due to a localized hazardous materials spill, this plan assumes that such events will be managed by local first responders in the field Incident Command Post (ICP), typically without an activation of the County EOC. However, Emergency Management personnel can be requested to assist the evacuation organization and with cascading events.
7. The City and County Managers Office should be notified of evacuation in a timely manner.
8. Notification of the evacuation will be done in accordance with the Public Alert Capability.
9. People with Disabilities and Other Access and Functional Needs – All evacuation plans will include contingency plans for individuals with disabilities and other access and functional needs. These include the visually, hearing, and mobility impaired; single working parents; non-English speaking persons; people without transportation; people with needs and medical conditions; and people with intellectual disabilities and dementia.
10. Legal Considerations - Evacuation orders may be given as either voluntary or mandatory. If mandatory evacuation is ordered, law enforcement will not use force to remove persons who choose to remain in the affected area. Pursuant to the laws of the State of Colorado, law enforcement officials have the legal authority to order and enforce disaster evacuations. There are times when a forcible evacuation may be necessary, and times when it will not be appropriate. Officer discretion, based on the incident and time frame, should be used.
11. The decision to go door-to-door for evacuation notification will be made by the IC and will be based on the risk vs. benefit of such actions.
12. An Evacuation Point may be designated. Evacuation points will manage in accordance to the Mass Care Capability and the Evacuation Point / Shelter annex to the City and County EOP.
13. Once an evacuation order is given, it is critical that the public information system provide clear instruction through all available alert systems and mechanisms.
14. Updates should include a time schedule for potential return to the evacuated area.
15. Security of the Evacuated Area will be done in accordance with the Public Safety and Security Capability.

Agency Responsibilities

1. PD:
 - Develop evacuation plan.
 - Order and enforce disaster evacuations.
 - Manage and coordinate the evacuation order.
 - Assist with conducting notification of evacuation as directed.
 - Provide security of evacuated area.
 - Assist with coordinating and directing evacuees to designated evacuation routes/ shelters and evacuation points.
 - Coordinate the rescue, care, and safekeeping of animals.
 - Determine location(s) of distribution, evacuation, and shelter points.

2. NMFR:
 - Assist with development of evacuation plan as needed.
 - Assist with rescue and evacuation operations.
3. PW:
 - Provide traffic flow operations.
 - Establish and maintain traffic control lanes.

Explosive Device Response Operations – Capability

Outcome

The result of this capability being implemented is:

A systematic approach to coordinate police, fire, and area bomb squads to provide assessment of the situation, and a clear Incident Action Plan that covers the following areas:

- Clearly defined agency roles and responsibilities.
- Explosive and/or hazardous devices are rendered safe to ensure public safety.
- Safeguard the officers on the scene (including the bomb technician).
- Collect and preserve evidence.
- Protect and preserve public and private property.

Definitions

Explosive Device Response Operations is the capability to coordinate, direct, and conduct explosive device response after initial alert and notification.

- Explosive Device - device that bursts with sudden violence from internal energy.
- Improvised Explosive Device (IED) - an explosive device that is improvised.

Responsible Agencies

Primary Agency: Broomfield Police Department (PD)

Concurrent Agencies: City and County of Broomfield Public Safety Communications Center (BPSCC), North Metro Fire Rescue (NMFRR), Adams County Bomb Unit, Jefferson County Explosive Ordnance Disposal Team.

Concept of Operations

1. Upon receiving notice of an incident involving the threat of an explosive device, BPSCC will dispatch PD.
2. Upon notification, PD will respond with applicable personnel to the scene of the incident and will establish security of the scene and command and manage the incident in accordance with PD standard operating procedures.
3. PD will conduct preliminary searches for explosive devices and if a credible threat is identified mutual aid will be requested for disposal.
4. Requests for mutual aid and Explosive Ordnance Disposal (EOD) Technicians shall be sent through BPSCC.
5. EOD Technicians will be provided by either the Adams County Bomb Unit or the Jefferson County Explosive Ordnance Disposal Team.
6. EOD Technicians will provide expert field advice to the incident commander to determine strategies to safely disarm, dismantle, or destroy and dispose of the explosive device, and ensure the safety of victims and responders.
7. PD will assist with security of the scene.
8. Evacuation of persons within the blast area, if necessary, will be done in accordance with the Evacuation Capability.
9. PD will make a reasonable attempt to collect and preserve evidence and property.
10. PD will thoroughly investigate any criminal violations associated with explosive devices.

Agency Responsibilities

1. PD:
 - Initial response
 - Provide security of the scene
 - Request mutual aid
 - Assist with evacuations
 - Collect and preserve evidence
 - Investigate criminal violations
2. BPSCC:
 - Dispatch of resources
 - Logistical support
 - Communications
3. NMFR:
 - Provide fire suppression operations
 - Provide on-scene emergency medical care
 - Provide search and rescue capabilities
 - Assist with evacuation
4. Adams County Bomb Unit:
 - Incident response
 - Provide EOD Technicians
 - Safe handling, disarming, dismantling, and/or destruction of device(s)
 - Provide expert field advice to Incident Commander
5. Jefferson County Explosive Ordnance Disposal Team:
 - Incident response
 - Provide EOD Technicians
 - Safe handling, disarming, dismantling, and/or destruction of device(s)
 - Provide expert field advice to Incident Commander

Fatality Management – Capability

Outcome

The result of this capability being implemented is:

Fatality investigations activities are conducted in a coordinated manner with clearly defined responsibilities for key agencies, and key personnel have protocol guiding interactions. All activities are completed in accordance with established plans and procedures.

Definitions

Fatality Management encompasses the capability to evaluate a fatal incident, secure the scene, and ensure that the deceased's body/bodies and the contents in the immediate vicinity are not moved without authorization of the Coroner or Coroner's representative. It includes: scene documentation, collection and recovery of the dead and items of evidence; transportation, storage, documentation, and recovery of forensic and physical evidence; determination of the nature of death; identification of the fatalities; and certification of the cause and manner of death.

A Mass Fatality Disaster is an event that results in a number of fatalities which overwhelms the normal capacity of the coroner's office. A disaster may include, but is not limited to, a major motor vehicle accident, natural disaster, act of terrorism, or industrial accident.

Responsible Agencies

Primary Agency: Broomfield Police Department (PD) and Adams County Coroner

Concurrent Agencies: Health and Human Services (HHS), Adams County District Attorney, and North Metro Fire Rescue (NMFR).

Concept of Operations

1. Upon receiving notice of an incident involving mass fatalities, PD will evaluate the scene for safety and establish a secure perimeter surrounding the incident scene to preserve incident evidence, including the placement and condition of remains and personal effects to the extent possible and to prevent any unauthorized persons from entering, viewing, or tampering with the scene. Per Colorado Revised Statute, the deceased body/bodies and the contents in the immediate vicinity shall not be moved without authorization of the Coroner or Coroner representative.
2. PD shall notify the Office of the Coroner for Adams and Broomfield Counties (the Coroner) of the death(s) as soon as possible. Notification shall include the number of known fatalities and the known conditions of the deceased individuals.
3. Upon arrival, the Coroner's representative will be briefed and merged into the established incident command structure. Should the Chief Coroner designate the event a Mass Fatality Disaster, as defined in the target capability definitions, the Chief Coroner shall activate and follow the North Central Region Mass Fatality Incident Response Plan.
4. PD and the Coroner representatives will further evaluate the scene for potential safety hazards to personnel prior to scene entry. North Metro Fire Rescue (NMRF) will assist with the recovery of hazardous bodies and decontamination as needed.
5. The Coroner, authorized by the Intergovernmental Agreement between Adams County and the City and County of Broomfield, will assume fatality management activities, governed by Colorado Revised Statute and as defined in the target capability definitions. The Coroner's primary responsibilities are:

- Scene response and scene investigation.
 - Pronouncement of death.
 - Collection, security, and preservation of the deceased's property.
 - Collection, security, transportation, and preservation of evidence, in conjunction with the investigating law enforcement agency.
 - Security, transportation, and storage of human remains.
 - Identification of the deceased.
 - Notification of the death to the deceased individual's next-of-kin.
 - Post-mortem examination and/or forensic autopsy, as authorized by the Chief Coroner and/or District Attorney.
 - Return of the deceased individual's personal effects and final remains to the decedent's next-of-kin.
 - Determination of the cause and manner of death.
 - Documentation and certification of the death.
 - If applicable, involvement in court proceedings in criminal prosecution and civil litigation.
 - Public information releases as requested and authorized.
6. The Coroner's duties shall be carried out in compliance with internal policies and procedures, standards of practice, and all applicable state and federal laws.

Agency Responsibilities

1. PD:
 - Initial investigation of scene
 - Contact Adams County Coroner
 - Coordinate with the Adams County Coroner or other responding coroners to ensure preservation of evidence in accordance with department standard operating procedures.
 - Gather forensic evidence if necessary.
 - Conduct scene survey and documentation of incident.
2. Adams County Coroner:
 - Coordinate and work harmoniously with PD in fatality scene response, fatality scene security, fatality scene investigations, and public information release.
 - Provide qualified responders/investigators trained in Medicolegal Death Investigation and the associated forensic standards of practice.
 - Conduct primary responsibilities as listed above.
3. HHS:
 - Assist PD and the Adams County Coroner's Office with establishing mass fatality management operations according to HHS standard operating procedures and the North Central Regional Mass Fatality Plan.
 - Monitor any potential disease outbreaks including those that may be the cause of the increased number of fatalities.
 - In the event that the fatalities are disease or infection related, HHS will coordinate and maintain communications with PD and the Colorado Department of Public Health and Environment (CDPHE).
 - If the fatality site is considered a biohazard site, provide assistance in assessing potential health effects.

4. Adams County District Attorney:
 - Act as advisor on the legal consequences of evidence gathering.
 - Acts as a monitor to insure the consistency of investigations.
5. NMFR:
 - Assist with removal and decontamination of bodies.

Fire Incident Response – Capability

Outcome

The result of this capability being implemented is:

Life safety and fire suppression activities are conducted safely and fire hazards are contained, controlled, extinguished, and investigated, and the incident is managed in accordance with established plans and procedures.

Definitions

Fire Incident Response is the capability that provides coordination and implementation of rescue and fire suppression operations.

Responsible Agencies

Primary Agency: North Metro Fire Rescue (NMFR)

Concurrent Agencies: City and County of Broomfield Public Safety Communications Center (BPSCC), Broomfield Police Department (PD), Public Works Department - Streets Division (Streets) and Public Works Department - Water Division (Water), Emergency Management Unit (EMU), and Community Development Department.

Concept of Operations

1. Upon receiving notice of a fire incident requiring the response of NMFR, BPSCC will dispatch NMFR.
2. Upon notification, NMFR will respond with applicable fire suppression and medical resources to the scene of the incident and will establish command and manage the incident in accordance with NMFR standard operating procedures.
3. NMFR will conduct rescue, fire suppression, and containment operations in accordance with NMFR standard operating procedures.
4. Requests from NMFR for additional resources will be sent through BPSCC.
5. NMFR shall request other department or agency response as necessary.
6. NMFR will investigate the cause of the fire. If the fire is deemed suspicious, PD will work in conjunction with NMFR during the investigation.

Agency Responsibilities

1. NMFR:
 - Incident response
 - Life safety and incident stabilization
 - Fire cause determination and investigation
2. BPSCC:
 - Dispatch resources
 - Logistical support
 - Communication
3. PD:
 - Security of the scene
 - Fire investigation
4. Public Works - Streets:
 - Assist PD with security of the scene

5. Public Works – Water:
 - Provide water flow maps
 - Provide technical expertise to control water supplies
6. EMU:
 - Liaison
 - Planning function support
 - Logistical support as needed
7. Community Development:
 - Provide post-incident assessment of building safety

Hazardous Materials Response and Decontamination – Capability

Outcome

The result of this capability being implemented is:

A hazardous materials release is rapidly identified and mitigated; victims are rescued, decontaminated, and treated; the impact of the release is contained; and responders and at-risk populations are effectively protected.

Definitions

Hazardous Materials (Hazmat) Response and Decontamination Target Capability refers to the capability to assess and manage the consequences of a hazardous materials release.

- **Hazardous Materials** – substances presenting significant reactivity, imminent danger, fire, or health risks; materials that are of unknown nature and may present such risks; or any substance, material, waste, or mixture designated by federal or state code as a hazardous material, waste, or substance.
- **Nuisance Materials** – materials that do not present a high fire or health risk, reactivity, or imminent danger.
- **Cleanup Plan** – informal or formal plan to correct the release of hazardous substances which includes action steps necessary to prevent future releases.
- **Reporting** – verbal or written communications that include information on the generator, physical location, substance released, response and cleanup measures, and an estimate of damages to agencies that have a regulatory or legal stake.

Responsible Agencies

Primary Agency: North Metro Fire Rescue (NMFR)

Concurrent Agencies: Health and Human Services (HHS), City and County of Broomfield Public Safety Communications Center (BPSCC), Broomfield Police Department (PD), Public Works Department - Streets Division (Streets), Public Works Department – Water Division (Water), Emergency Management Unit (EMU), Community Development Department, Finance Department, Adams/Jefferson County Hazmat Authority, and private contractors.

Concept of Operations

1. Upon receiving notice of a suspected Hazmat incident, BPSCC will dispatch NMFR, which is the Designated Emergency Response Authority (DERA) within the City and County of Broomfield.
2. Upon notification, NMFR will respond with applicable equipment and resources to the scene of the incident, establish command, and manage the incident in accordance with NMFR standard operating procedures.
3. The City and County of Broomfield Emergency Operations Plan Hazmat Annex Plan (Hazmat Annex) will be followed during the response to all Hazmat/nuisance material incidents.
4. NMFR retains command upon arrival and until such time as they identify and/or classify and/or contain the substance(s).
5. If possible, NMFR classifies the substance and/or categorizes it as a hazardous or nuisance material and contains the substance if necessary.

6. NMFR will request other department or agency response as necessary.
 - In the event that a hazardous or nuisance material incident involves a structure, a response may be required by the Broomfield Community Development Department.
 - In the event that a hazardous or nuisance material incident involves a storm drainage system, a response may be required by Broomfield Public Works Storm Water Management.

Note: All suspect materials are considered hazardous materials until NMFR responds to the scene and determines the nature of the material.
7. For Hazardous Materials (as determined by NMFR):
 - NMFR maintains command and control of operations.
 - NMFR works in conjunction with HHS, as necessary, to advise citizens of any potential risk to their health and/or the environment.
 - NMFR makes safety recommendations for cleanup and provides fire suppression and technical assistance.
8. For Nuisance Materials (as determined by NMFR):
 - HHS assumes command and control of operations.
 - NMFR remains on scene, as necessary, for assistance with containment and safety measures.
9. The task of cleanup rests with the responsible party and any of its contractors. HHS may hold the responsible party accountable, track progress of cleanup, and assist with cleanup plan development. NMFR, Storm Water Management, and/or the Community Development Department may also assist in this planning.
10. HHS may call upon an outside technical resource as required to assist in developing a cleanup plan and correcting any regulatory or worker safety issues. Those resources include, but are not limited to:
 - Colorado Department of Public Health and Environment (CDPHE)
 - Environmental Protection Agency (EPA)
 - Occupational Safety and Health Administration (OSHA)
11. Regardless of whether the incident involves nuisance or hazardous materials, cost recovery is conducted in accordance with the Hazmat Annex.
12. Regulations require that all hazardous materials events be reported to the applicable regulatory agencies for follow-up inspections, investigations, cost recovery, and the provision of additional resources. Responsibility for making reports rests with the generator or responsible party.

Agency Responsibilities

1. NMFR:
 - Incident response.
 - Hazard identification and containment.
 - Assist with cleanup planning and operations.
2. HHS:
 - Provide technical assistance.
 - Oversee cleanup operation.
 - Initiate the required reporting.
3. BPSCC:
 - Responsible for dispatch of NMFR resources.

- Provide logistical support and facilitate requests for additional resources.
 - Provide communication services.
4. PD:
 - Provide perimeter control, traffic control, and assist with evacuation.
 - Investigate and prosecute any/all responsible parties if necessary.
 5. Public Works - Streets:
 - Assist with containment materials and barricades.
 - Assist with traffic control.
 6. Public Works - Water:
 - Assist with containment to prevent material from entering storm water system.
 7. EMU:
 - Liaison.
 - Planning function support.
 - Logistical support as needed.
 8. Community Development Department:
 - Provide post-incident assessment of building safety.
 9. Finance Department:
 - Assist with cost recovery process.
 10. Adams/Jefferson County Hazardous Response Authority:
 - Provide specialized resources.

Infrastructure Systems Recovery – Capability

Outcome

The result of this capability being implemented is:

The efficient repair/restoration of the community's infrastructure system and services after a major event, including essential utility services such as drinking water, electrical services, transportation, wastewater, and information and communication services.

Definitions

Infrastructure Systems Recovery includes providing vital public engineering services to efficiently restore the infrastructure systems and services to support a viable, sustainable community, and improves resilience to and protection from future hazards. This capability promotes an approach to disaster recovery coordination, support, planning, and implementation for infrastructure systems that serve the community. This includes a broad definition of essential services that are taken for granted by the general population, and private and public enterprises.

- City and County Services – Public access to potable water, food, sanitation, housing, transportation, and communications connectivity to loved-ones, community, and services.
- Private Utilities – Companies that provide utilities such as electricity, natural gas, telephone, cable and internet to Broomfield (See chart in agency responsibility section for specifics).

Responsible Agencies

Primary Agency: City and County Managers' Office (CMO), Public Works Department (PW), and Information Technology (IT).

Concurrent Agencies: Community Development, Emergency Management Unit (EMU), North Metro Fire Rescue (NMFR), Health and Human Services (HHS), Broomfield Police Department (PD), Finance, and Private Utility Companies.

Concept of Operations

1. The City and County of Broomfield integrates all community capabilities, including private infrastructure owners and operators, to enhance recovery from disaster. The capability focuses on plans and procedures whereby these infrastructure systems are fully recovered in a timely and efficient manner to minimize the impact of service disruptions. Likewise, the private sector critical infrastructure is provided the incentive and the means to support a unified community recovery effort.
2. CMO - Performs the duties of the Local Disaster Recovery Coordinator. These duties include but are not limited to: planning, preparedness, education, training, and outreach efforts to enhance capabilities for recovery.
3. Subsequent to a major event or disaster, the CMO will direct other departments and agencies to undertake a broad assessment of the impact of the event on city and commercially provided services and infrastructure. This could be part of the overall damage assessment.
4. Based on the responses and evaluations received, the City and County Manager will respond by prioritizing repairs, temporary fixes, and alternative sources of services.
5. PW develops guidance and standard procedures for rapid activation of recovery and support capabilities to support community recovery and works with partners to identify critical facilities and ensure considerations are made to reduce risk both pre- and post-disaster.
6. PW staff works with private utilities owners to coordinate and monitor recovery efforts.

7. PW provides a forum for interagency coordination, information sharing, and exchange of effective recovery practices.
8. IT takes the lead in assessing needs for application of data and network services/applications and provides technical expertise on these systems.
9. EMU acts as liaison and coordinator of recovery efforts with state and federal officials.
10. City and County Attorney's Office identifies relevant statutory and/or regulatory programs, potential capabilities, and/or limiting factors pertaining to recovery support for infrastructure systems.

Agency Responsibilities

1. CMO:
 - Oversee all recovery efforts.
 - Support the recovery of infrastructure systems.
 - Prioritize infrastructure recovery projects.
 - Set schedules and sequenced time structures for infrastructure recovery projects.
 - Work with recovery partners, both governmental and nongovernmental, in the execution of the community's infrastructure systems recovery action plan.
2. PW:
 - Infrastructure recovery plan development and implementation.
 - Provision of special City and County equipment, tools, and trained specialists deemed necessary to meet operational requirements.
 - Notify contractors of operational priorities and the nature of the supplemental equipment required to meet operational requirements.
 - Primary liaison with private utility providers.
3. IT:
 - Provide technical expertise for infrastructure recovery plan development and implementation.
 - Provide applications and trained specialists deemed necessary to meet essential requirements.
 - Apply in-house and contract expertise to quickly and efficiently restore the community's information systems and services.
4. Community Development:
 - Assist with infrastructure damage assessment as part of lead agency for damage assessment capability.
 - Assist CMO and PW with the prioritization of infrastructure recovery projects.
 - Assist with safety concerns.
5. EMU:
 - Liaison.
 - Logistical support as needed.
6. NMFR:
 - Work in coordination with PW to develop fire contingency plans should water distribution system be impacted.
7. HHS:
 - Assist with potential public health issues.
 - Assist with potential environmental impacts of plan.

8. PD:

- Security and traffic management.

9. Finance:

- Contract coordination.

10. Private Utilities Companies:

- Work in coordination with City and County officials to develop and implement utility recovery plan.

The following is a list of current private utilities companies:

Name	Utility Provided	Area Provided
Xcel Energy	Natural Gas Electricity	Entire City South of 144 th Ave
United Power	Electricity	North of 144 th Ave
Comcast	Cable, Internet and Telephone	Entire City
Century Link	Telephone	Entire City

Mass Care: Distribution Site, Evacuation Point, and Shelter Operations - Capability

Outcome

The result of this capability being implemented is:

During or following a disaster (natural or man-made), the City and County of Broomfield will provide for the basic human needs of an at-risk population including food, shelter, clothing, first aid, and safety. These needs can be met either by using a distribution site, evacuation point, and/or shelter.

Definitions

The capability to provide immediate shelter, feeding centers, basic first aid, distribution of bulk items, and related services to persons affected by an emergency.

- **Distribution Site** - a stationary location or facility that provides short-term, critical supplies such as food, water, etc. where citizens can drive or walk through the distribution point to receive needed items.
- **Evacuation Point** - a specified location or facility that provides, short-term, basic needs for those displaced or stranded due to the emergency. This location does not include dormitory functions.
- **Shelter** - a specified location or facility established to provide for the intermediate needs of those displaced or stranded due to the emergency. This location does include dormitory functions, food services, non-urgent medical care, and emergency relief items.
- **Shelter Specialists** - Broomfield employees with training in shelter operations.
- **Disability and Other Access and Functional Needs** – include, but are not limited to, individuals who are visually, hearing, or mobility impaired; non-English speaking; have special dietary needs; people with medical conditions; and those with intellectual disabilities including dementia.

Responsible Agencies

Primary Agencies: Broomfield Police Department (PD) - Victim Services Unit, Health and Human Services (HHS).

Concurrent Agencies: Emergency Management Unit (EMU), Recreation Services, Public Works Department – Facilities Division and Street Operations Division, American Red Cross (ARC), FISH, Inc. of Broomfield (FISH), and Broomfield Police Department (PD) - Animal Services Unit.

Concept of Operations

1. The City and County of Broomfield will make reasonable efforts to establish and staff a distribution site, evacuation point, and/or shelter to respond to the immediate needs of those displaced or stranded due to the emergency.
2. The Incident Commander (IC) or Emergency Operations Center (EOC) Manager will decide if a distribution site, evacuation point, and/or shelter is needed.
 - If a distribution point is needed, HHS will be in charge of operations in accordance with the HHS Point of Distribution (POD) plan.
 - If an evacuation point or shelter is required, PD Victim Services will be in charge of operations in accordance with the Mass Care Annex.

- If both an evacuation site and a shelter are required, a Mass Care Coordinator will be appointed by the IC or the EOC Manager.
3. A distribution site will:
 - Provide for basic human needs such as food, water, personal care supplies, basic first aid items, and other sustaining items and/or measures.
 - Maintain records of all activities from beginning to end of the event.
 4. In addition to all services provided by a distribution point, an evacuation point will:
 - Provide for the immediate general health and safety of persons reporting to the evacuation point.
 - Assist with basic medical needs for non-urgent injuries. If advance care is needed, staff will request North Metro Fire Rescue to respond and assist.
 - Coordinate the location and distribution of medications to those at risk or those that may cause risk to others.
 - Register those arriving by recording essential information.
 - Provide for the care and shelter of pets.
 5. A distribution site and/or evacuation point is not a prerequisite for a shelter. Based on the situation a shelter may be established in lieu of or simultaneously with a distribution and/or evacuation point.
 6. In addition to all services proved by an evacuation point, a shelter will:
 - Provide expanded food operations.
 - Provide dormitory functions.
 7. The City and County of Broomfield will open a shelter only if it is more cost effective than other options (i.e., hotel vouchers), as determined by onsite authorities using available information.
 8. The City and County of Broomfield will use Shelter Specialists to staff evacuation points and shelters.
 9. The City and County of Broomfield shall maintain a reasonable cache of emergency supplies including food, water, toiletries, and blankets sufficient to care for a reasonable number of displaced or stranded people.
 10. City and County of Broomfield facilities and properties are the preferred locations for distribution sites, evacuation points, and/or shelters. If it becomes necessary to use a privately owned facility or public facility in an outside jurisdiction for a distribution site, evacuation point, and/or shelter:
 - An agreement with the facility coordinator/operator will be established if no pre-established agreement exists.
 - City and County of Broomfield agencies will provide resources to fulfill distribution site, evacuation point, and/or sheltering services.
 11. The City and County of Broomfield will notify and seek assistance from supporting agencies and volunteer organizations such as FISH or the American Red Cross.
 - FISH - A non-commercial, non-profit organization that seeks to provide disaster services to the residents of the City and County of Broomfield.
 - The American Red Cross - A federally chartered disaster relief organization that supports the City and County of Broomfield with the understanding that in a localized incident the agency will work within the established incident management organization to manage the evacuation point or shelter or to support local operations.

12. If American Red Cross personnel are made available, the designated City and County of Broomfield Evacuation Point or Shelter Manager, EOC Manager, and American Red Cross Manager will determine roles and positions of each organization based on previous agreements and/or situational needs.
 - In regional incidents, the American Red Cross may work independently while coordinating services for multiple jurisdictions.
 - Should the American Red Cross take responsibility for operations of the evacuation point or shelter, it will designate an American Red Cross official as the Shelter Manager to operate sheltering activities.
13. All shelters and distribution points will strive to meet the needs of individuals with disabilities and other access and functional needs.

Agency Responsibilities

1. PD - Victims Services Unit:
 - Coordinate evacuation points and/or shelters.
 - Establish and manage evacuation points or shelters.
 - Provide staff.
 - Coordinate with the EMU and FISH to provide appropriate resources.
2. HHS:
 - Establish and manage distribution points.
 - Provide staff.
 - Provide staff with basic food safety and an understanding of food operations.
 - Provide medically trained personnel for non-urgent medical care.
 - Advise on items appropriate for an emergency food cache with attention to basic nutrition for citizens with special and/or unique nutritional or medical needs.
 - Consult with and assist the Victim Services Unit in the establishment of shelters for clients with special needs.
 - Provide supervision and care to children until reunited, picked up, or other appropriate placement is located.
3. EMU:
 - Coordinate with HHS for the establishment and operation of a distribution point.
 - Determine location(s) of distribution, evacuation, and shelter points.
4. Community Resources - Recreation Services:
 - Provide personnel to assist with evacuation points and/or shelters.
 - Provide facility supervisors to open shelters or other City and County of Broomfield recreation facilities when requested.
5. Public Works - Facilities:
 - Provide custodial support, whether public, private, or otherwise outside of City and County facilities.
 - Provide logistical support.
 - Provide maintenance operations within City and County of Broomfield facilities.
6. Public Works – Streets:
 - Provide traffic flow operations.
 - Establish and maintain traffic control lanes.

7. American Red Cross:

- Provide staffing support.
- Logistical support as needed.

8. FISH:

- Maintain a food and clothing cache.
- Rotate perishable foods at regular intervals.
- Package food items for immediate and intermediate lengths of care.
- Include packages for those with special dietary needs.
- Acquire dry and clean clothing for the stranded or displaced.
- Deliver food and clothing to distribution sites, evacuation points, and/or shelters.

9. PD – Animal Services Unit:

- Coordinate for the care and safekeeping of animals.

Medical Response and Support – Capability

Outcome

The result of this capability being implemented is that:

Emergency Medical Services (EMS) are effectively and appropriately dispatched to provide pre-hospital triage, treatment, transport, and tracking of patients appropriate to the incident. EMS equipment and supplies will be readily available, managed, and distributed.

Definitions

- **Emergency Triage and Pre-Hospital Treatment** - the capability to appropriately dispatch EMS resources, to provide pre-hospital triage and treatment of patients within appropriate EMS protocols, and to provide transport as well as medical care en-route to an appropriate receiving facility.
- **Medical Surge** - the capability to rapidly expand the capacity of the existing healthcare system (i.e., long-term care facilities, community health agencies, acute care facilities, alternate care facilities, and public health departments) to provide triage and subsequent medical care.
- **Medical Supplies Management and Distribution** - the capability to procure and maintain pharmaceuticals and medical materials prior to an incident and to transport, distribute, and track these materials during an incident.

Responsible Agencies

Primary Agency: North Metro Fire Rescue (NMFR).

Concurrent Agencies: City and County of Broomfield Public Safety Communications Center (BPSCC), Health and Human Services (HHS), Broomfield Police Department (PD), and Emergency Management Unit (EMU).

Concept of Operations

1. Upon receiving notice of a medical emergency requiring the response of NMFR, BPSCC will dispatch NMFR.
2. Upon notification, NMFR will respond with applicable medical resources to the scene of the incident, establish command, and manage the incident in accordance with NMFR standard operating procedures.
3. Request resources through BPSCC.
4. NMFR will provide for the triage, treatment, and transport of patients in accordance with NMFR standard operating procedures and Denver Metro EMS protocols.
5. Utilizing the Regional Emergency Medical and Trauma Advisory Council Destination Plan, patients will be transported to appropriate medical facilities.
6. In the event of a mass casualty incident NMFR (with the assistance of HHS when called upon) will coordinate regional care through the regional hospital care system.
7. BPSCC will implement incident response communications within the EMSYSTEM.
8. NMFR and/or HHS will secure, manage, distribute, and restock critical medical supplies in a timely manner in accordance with NMFR and/or HHS standard operating procedures.
9. A sufficient supply of critical medical supplies should be maintained to withstand an emergency medical surge.

Agency Responsibilities

1. NMFR:
 - Incident response.
 - Triage, pre-hospital treatment and transport.
 - Patient decontamination.
 - Track patients.
2. BPSCC:
 - Initial dispatch of resources.
 - Logistical support.
 - Communication.
3. HHS:
 - Assist with the establishment of any required additional treatment facilities.
 - Logistic support as needed.
4. EMU:
 - Liaison.
 - Planning function support.
 - Logistical support as needed.
5. PD:
 - Security of the scene.

Public Alert – Capability

Outcome

The result of this capability being implemented is:

Prompt concise alerts regarding threats to health, safety, and property are sent to relevant residents, workers, and visitors of the City and County of Broomfield in an efficient manner.

Definitions

- **Public Alert** - Any text, voice, video, or other information provided by an authorized official to give direction to the public and/or private sector about an ongoing emergency situation that requires immediate action to protect life, health and property. An alert is typically issued when there is a confirmed threat posing an immediate danger to the public.

Responsible Agencies

Primary Agency: Broomfield Police Department - Public Safety Communications Center (BPSCC).

Concurrent Agencies: Broomfield Police Department (PD), North Metro Fire Rescue District (NMFR), Emergency Management Unit (EMU), City and County Managers' Office (CMO), and Health and Human Services (HHS).

Concept of Operations

1. The residents and visitors to the City and County of Broomfield have an expectation that local authorities will provide a means to alert the public in the event of an imminent threat to the community.
2. An alert should be issued whenever there is an imminent threat to life or health of which an individual or community may be at risk. However, by their nature alerts can never be guaranteed to be timely, effective, or accurate.
3. The lead agency or Incident Commander will identify an imminent threat to the community. The lead agency or Incident Commander will base decisions on the Public Alert Annex to the Emergency Operation Plan including:
 - Deciding to activate an alert.
 - Determining which notification method(s) will be used to activate the alert.
 - Developing or approving the content of the alert message.
 - Determining the size of the contact area, either by specified radius around a certain point or by establishing a boundary by streets.
4. The requesting authority initiates activation of the alert by contacting the BPSCC.
5. BPSCC staff will follow applicable directives and standard operating procedures to activate an alert.
6. Alerts related to weather are issued through the National Weather Service not the City and County of Broomfield.

Agency Responsibilities

1. BPSCC:
 - Launch alerts as directed by the Incident Commander.
2. PD:
 - Determine the potential for imminent danger to the public.

- Provide clear concise information to be disseminated to the public.
 - Determine area(s) of the city that may be affected.
3. NMFR:
- Determine the potential for imminent danger to the public.
 - Determine area(s) of the city that may be affected.
 - Provide a subject matter expert as deemed appropriate (e.g., hazardous material spill).
 - Provide clear concise information to be disseminated to the public.
4. EMU:
- Assist with the determination of appropriate actions to be taken based on the situation.
 - Coordinate information from appropriate agencies.
 - Assist with scripting of warning/alert.
5. CMO:
- Assist with the determination of appropriate actions to be taken based on the situation.
6. HHS:
- Determine the potential for imminent danger to the public.
 - Provide a subject matter expert as deemed appropriate (e.g., pandemic).
 - Provide clear concise information to be disseminated to the public.

Public Health - Capability

Outcome

The result of this capability being implemented is:

Disease and injury are prevented through the identification of associated environmental hazards, including exposure to infectious diseases that are secondary to the primary event as well as secondary transmission modes. The at-risk population receives the appropriate countermeasures, including treatment or protection such as prophylaxis, isolation, and/or quarantine in a timely manner. In addition, the rebuilding of the public health infrastructure, removal of environmental hazards, and appropriate decontamination of the environment follows to enable the safe re-entry and re-occupancy of the impacted area. Continued monitoring occurs throughout the recovery process to identify hazards and reduce exposure.

Definitions

The Public Health capability seeks to protect the public from environmental hazards and manage the health effects of an environmental health emergency on the public. The capability minimizes human exposures to environmental public health hazards (e.g., contaminated food, air, water, solid waste/debris, hazardous waste, vegetation, sediments, and vectors).

- **Isolation** - the separation of persons who have a specific infectious illness from those who are healthy and the restriction of their movement to stop the spread of that illness.
- **Quarantine** - the separation and restriction of movement of persons who, while not yet ill, have been exposed to an infectious agent and therefore may become infectious.

Responsible Agencies

Primary Agency: Health and Human Services - Public Health and Environment (PHE).

Concurrent Agencies: Broomfield Police Department (PD), Emergency Management Unit (EMU), North Metro Fire Rescue (NMFR), and Public Works Department - Streets Division (Streets).

Concept of Operations

1. Upon notification/call out, PHE will establish command or become a supporting branch of the existing incident command structure.
2. PHE will establish communication with the Colorado Department of Public Health and Environment (CDPHE).
3. PHE will strategically monitor health status and conduct necessary public health surveillance.
4. Develop strategies and actions for controlling disease and environmental impacts. These strategies may include, but are not limited to: mass prophylaxis, isolation and/or quarantine, environmental cleanup.
5. Implement these strategies and actions in accordance with PHE plans, policies, and procedures.
6. PHE will designate a Public Health Information Officer. This position will be assigned to the Joint Information Center (JIC) if established or serve as the incidents lead Public Information Officer if PHE is the incident command designee.
7. PHE will activate the Local Health Alert Network (HAN) for strategic dissemination of information to public and community partners.
8. PHE shall request other department or agency response as necessary.

Agency Responsibilities

1. HHS - PHE:

- Incident management.
- Development and implementation of health strategies and actions.
- Public Health information disseminated to the public.
- Coordination with health care partners.

PD:

- Security of the scene.
- Assist with animal disease as requested.

2. EMU:

- Liaison.
- Planning function support.
- Logistical support as needed.

3. NMFR:

- Triage, pre-hospital treatment and transport.
- Patient decontamination.
- Track patients.

4. Public Works – Streets:

- Assist with traffic flow issues.
- Provide resources as needed.

Public Information – Capability

Outcome

The result of this capability being implemented is:

Coordinated, consistent, reliable information regarding significant events is provided to the residents, workers, and visitors of the City and County of Broomfield. Updates, ongoing information, and situational awareness should be provided to the public as information is received.

Definitions

The Public Information Capability encompasses the release of information through multi-media sources to provide information pertaining to a significant event.

- Significant event - A crisis situation that includes criminal activity, transportation accident, fire, or any natural or manmade disaster that impacts the community or parts of the community.
- Public Information Taskforce - The Public Information Taskforce is a multi-discipline that is comprised of representatives from all applicable department/agencies.
- Multi-media – All available media sources that includes press releases, social media (i.e., Facebook, twitter, B in the Loop), email, City and County website, Channel 8, informational fliers or pamphlets.

Responsible Agencies

Primary Agency: Determined by type of incident – primary agency for the incident will be either the Broomfield Police Department (PD), North Metro Fire Rescue District (NMFR), Health and/or Human Services (HHS).

Concurrent Agencies: The City and County Managers' Office (CMO), Emergency Management Unit (EMU), Information Technology (IT).

Concept of Operations

1. All Public Information releases will be done in accordance with the Emergency Public Information Annex to the City and County of Broomfield Emergency Operation Plan. The concepts identified in the annex are for major incidents. Minor incidents will be handled in accordance to lead department guidelines.
2. In the event of a disaster or crisis that affects the City and County of Broomfield, a Public Information Team may be assembled.
3. The Public Information Team may also be activated when a multi-jurisdictional disaster or emergency has occurred in the City and County of Broomfield.
4. The Incident Commander, City and County Manager, Chief of Police, Fire Chief, or their designees, may activate the Public Information Team.
5. The Public Information Team will designate a public access location for dissemination of information. This site will be called the Joint Information Center (JIC).
6. The lead agency PIO will work with the subject matter expert(s) to compile and disseminate ongoing information to the media. A combined agency press release should be used when appropriate.
7. Information will be disseminated through all available media sources (press releases, social media (i.e., Facebook, twitter, B in the Loop), website, etc.
8. Ongoing information should be provided to the public to advise them of a current situation. This should be used when there is no imminent danger to persons or property, but is designed to provide status updates to the public.

9. The Public Information Team establishes and manages the Emergency Information Call Center.

Agency Responsibilities

1. PD:
 - Serve as the lead in all criminal activity, traffic accidents/road closures or natural disasters, as outlined in the Public Information and Media Directive.
 - Provide clear, concise information to be disseminated to the public.
 - Provide a subject matter expert when not the lead agency.
 - Provide assistance to other agencies/departments upon request.
2. NMFR:
 - Serve as the lead for all fire and hazardous material, medical and technical rescue incidents.
 - Provide clear concise information to be disseminated to the public.
 - Provide a subject matter expert when not the lead agency.
 - Provide assistance to other agencies/departments upon request.
3. CMO:
 - Serve as the lead for incidents that affect large geographic areas and multiple departments and/or services of the city and county.
 - Provide clear, concise information to be disseminated to the public.
 - Update the City and County website, including social networking sites, as appropriate.
 - Provide information via B in the Loop and social media to ALL subscribers.
4. HHS:
 - Will serve as the lead for Public Health related incidents.
 - Provide clear, concise information to be disseminated to the public.
 - Provide a subject matter expert when not the lead agency.
5. IT:
 - Provide technical expertise necessary to maintain the Information Call Center.

Public Safety and Security – Capability

Outcome

The result of this capability being implemented is:

The incident scene is secured and access is controlled. An applicable security system will be implemented that allows controlled access and accountability in the incident scene. Criminal violations are thoroughly investigated.

Definitions

Public Safety and Security is the capability to reduce the impact and consequences of an incident or major event by: securing the affected area, including crime/incident scene preservation issues as appropriate, safely diverting the public from hazards, providing security support to other response operations and properties, and sustaining operations from response through recovery.

Responsible Agencies

Primary Agency: Broomfield Police Department (PD).

Concurrent Agencies: Public Works Department – Streets Division (Streets), City and County of Broomfield Public Safety Communications Center (BPSCC), North Metro Fire Rescue (NMFR).

Concept of Operations

1. Upon receiving notice of an incident requiring scene security and/or traffic management, BPSCC will dispatch PD.
2. Upon notification, PD will respond with applicable security and/or traffic management resources to the scene of the incident and will secure the scene in accordance following PD procedures and directives.
PD will work in cooperation with existing incident command structure. If PD is first to arrive, they will establish command.
3. Requests from PD for additional resources will be sent through BPSCC.
4. PD shall request other department or agency response if necessary.
5. PW Street operation will provide equipment and personnel as requested to help with scene security and traffic management.

Agency Responsibilities

1. PD:
 - Incident response.
 - Provide security of the scene.
 - Provide traffic management.
2. Public Works – Streets:
 - Assist PD with security of the scene and traffic management.
 - Logistical support.
3. BPSCC:
 - Dispatch resources.
 - Logistical support.
 - Communication.
4. NMFR:
 - Assist PD with security of the scene.

Snow and Ice Control – Capability

Outcome

The result of this capability being implemented is:

The safe and expedient movement of traffic, pedestrians, and cyclists during inclement winter.

Definitions

Snow and ice control is the systematic clearing of streets and sidewalks in accordance with City and County plans.

Responsible Agencies

Primary Agency: Department of Public Works (PW).

Concurrent Agencies: Private Contractors, Emergency Management Unit (EMU).

Concept of Operations

1. All Snow and Ice Control operations are conducted in accordance with the most current Snow and Ice Control plan.
2. Snow and Ice Control operations commence at the discretion of Public Works staff.
3. The City and County's Snow and Ice Control equipment is assigned to specific routes.
4. If the a storm grows in magnitude, PW official(s) will confer with Emergency Management personnel in consideration of implementing the Snow Storm Annex to the Emergency Operations Plan.

Agency Responsibilities

1. PW:
 - Provide rapid Incident response.
 - Assess the nature and potential scope of the winter storm.
 - Provision of special City and County equipment, tools, and trained specialists deemed necessary to meet operational requirements.
 - Notify contractors of winter storm operational priorities and the nature of the supplemental equipment required to meet operational requirements.
 - Maintain communications with all responding units during snow and ice control operations.
2. Private Contractors:
 - Provide snow and ice control operations as directed by PW staff.
3. EMU:
 - Liaison to coordinate other resources.
 - Logistical and planning support as needed.

Technical Rescue – Capability

Outcome

The result of this capability being implemented is:

A specialized rescue situation is quickly recognized and appropriate equipment and trained personnel are assembled to locate and rescue the greatest number of victims while maintaining rescuer safety.

Definitions

Technical rescue includes rope rescue, water rescue, confined space rescue, trench rescue, and building collapse rescue.

Responsible Agencies

Primary Agency: North Metro Fire Rescue (NMFR).

Concurrent Agencies: City and County of Broomfield Public Safety Communications Center (BPSCC), Broomfield Police Department (PD), Emergency Management Unit (EMU), Public Works Department (PW), Community Development Department, and North Area Technical Rescue Team.

Concept of Operations

1. Upon receiving notice of an incident requiring technical rescue response, BPSCC will dispatch NMFR.
2. Upon notification, NMFR will respond with applicable resources to the scene of the incident and manage the incident in accordance with NMFR standard operating procedures.
3. Requests from NMFR for additional resources will be sent through BPSCC.
4. NMFR shall request other department or agency response as necessary.
5. PD will secure sites, control the public, and provide security.

Agency Responsibilities

1. NMFR:
 - Incident response.
 - Life safety and incident stabilization.
 - Provision of special tools, equipment, and trained specialists.
 - Provision of technical information and direction to other responding parties.
2. BPSCC:
 - Dispatch of resources.
 - Logistical support.
 - Communication.
3. PD:
 - Security of the scene.
 - Crime scene investigation, if required.
4. EMU:
 - Liaison to coordinate other resources.
 - Planning function support.
 - Logistical support as needed.

5. PW:
 - Provide specialized equipment/resource assistance.
 - Provide technical support when requested.
6. Community Development:
 - Technical support.
 - Damage assessment.
7. North Area Technical Rescue Team:
 - Equipment / resource assistance.
 - Technical support.

Volunteer Management - Capability

Outcome

The result of this capability being implemented is:

The provision of effective and efficient coordination of disaster volunteer services to establish a single volunteer support system for use during and after a disaster.

Definitions

The Volunteer Management Capability establishes a volunteer support system to coordinate and organize a system to categorize and establish guidelines for the management and coordination of a variety of volunteers.

- Broomfield FISH (FISH) - a Colorado non-profit Corporation that seeks to provide assistance to the residents of the City and County of Broomfield.
- Affiliated Volunteers - Individuals that have a current affiliation with FISH or its partner organizations.
- Spontaneous volunteers - individuals not attached to affiliated organizations who wish to assist with disaster response.
- Professional Volunteer Organizations or Individuals - Volunteer organizations or individuals that have a specialized skill set or mission (i.e., nurses, doctors, amateur radio organizations, American Red Cross) that usually require certifications, licenses, and/or organizational background checks.

Responsible Agencies

Primary Agency: Emergency Management Unit (EMU).

Concurrent Agencies: Broomfield FISH (FISH).

Concept of Operations:

1. In the event of a disaster or emergency that affects the City and County of Broomfield, a volunteer support system will be assembled as requested by the Incident Commander (IC) or the Emergency Manager or designee.
2. In the event the IC or the Emergency Manager deems nonprofessional volunteers assistance necessary, FISH will be contacted either by the Emergency Manager directly, or by the Broomfield Public Safety Communications Center. The request for assistance will describe the need or skill set required and be specific enough for the FISH representative to make a well-informed decision on the type and amount of resources necessary to fulfill the request.
3. Upon request, FISH will send a representative to the Emergency Operation Center (EOC) to act as the volunteer coordinator.
4. FISH will provide affiliated nonprofessional volunteers.
5. FISH will vet and organize spontaneous volunteers.
6. Broomfield departments and agencies with emergency response missions will establish agreements with appropriate professional volunteer organizations.
7. Each department or agency is responsible for acquiring, coordinating, and managing professional volunteers according to their responsibilities under the Emergency Operations Plan (EOP), and the perceived need for volunteer assistance in fulfilling such responsibilities.

8. Any pre-disaster agreements, contracts, etc. should be forwarded to the Emergency Management Unit along with the emergency activation procedure to be included on a master resource list.

Agency Responsibilities:

1. EMU:
 - Initiate volunteer response.
 - Liaison to coordinate other governmental agencies and resources.
 - Planning support.
 - Logistical support.
2. FISH:
 - Provide affiliated nonprofessional volunteers.
 - Vet and organize non-affiliated/spontaneous volunteers.
 - Send a representative to the (EOC) to act as the volunteer coordinator.
 - Develop and maintain internal call-out procedure/list.

Annexes

Annexes are intended to provide specific instructions for responses when the requirement is not addressed by the primary or concurrent agency's standard operating procedures/guidelines or when multiple agencies are equally involved.

Functional Annexes

Damage Assessment

Emergency Public Information

Evacuation Point and Shelter

Volunteer Management and Support

Hazard Specific Annexes

Hazardous Materials

Winter Storm Incident