Town of Erie
Local Emergency Operations Plan

Revision Date: November 9, 2010

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I. PLAN PROMULGATION

1. Letter of Promulgation

The Town of Erie has developed this Local Emergency Operations Plan (LEOP) in order to enhance its emergency response capability. This plan, when supported with appropriate training exercises, used properly, and updated annually can assist Town of Erie officials in protecting the lives and property of the citizens of the Town of Erie. This plan will become official when adopted by a Resolution of the Town of Erie Board of Trustees.

John Hall

Date

Town of Erie Chief of Police/Emergency Management Director

This plan is a "living document" and will be continuously updated as conditions change. Minor changes 10 update facts, as approved by the Town of Erie Emergency Preparedness Coordinator, will be accepted without re-promulgation.

RESOLUTION NO. 10-131

A RESOLUTION ADOPTING THE TOWN OF ERIE LOCAL EMERGENCY OPERATIONS PLAN; AND SETTING FORTH DETAILS IN RELATION THERETO.

WHEREAS, the Town of Erie is a Colorado Municipal Corporation; and

WHEREAS, Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992" sets forth the requirements for municipalities to provide a disaster and emergency system which includes an Emergency Operation Plan; and

WHEREAS, The Town Board acknowledges the need to ensure a coordinated response by local, county, state and federal governments in managing emergencies or disasters; to save lives, prevent injuries, protect property, and to protect the environment as well as to identify roles, responsibilities and actions required of staff and elected officials for the preservation of health and welfare of the residents of the Town of Erie; and

WHEREAS, The Local Emergency Operation Plan (LEOP) provides a framework of policies, objectives and approaches for coordinating, integrating, and administering the emergency operations plans and related programs of the Town of Erie, county, state and federal governments; and

WHEREAS, the Town's LOEP provides for the integration and coordination of agencies and organizations involved in emergency response and relief efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO, AS FOLLOWS:

Section 1. The "Town of Erie Local Emergency Operations Plan", dated November 9, 2010 is hereby adopted.

Section 2. Elected Officials and staff are hereby directed to implement the necessary procedures included therein.

Section 3. That adoption of the Town of Erie Local Emergency Operations Plan is found to be in the best interest of the Town of Erie, and necessary for the preservation of the public health and safety.

ADOPTED AND APPROVED THIS 9th DAY OF NOVEMBER 2010, BY THE BOARD OF TRUSTEES OF THE TOWN OF ERIE, COLORADO.

TOWN OF ERIE, a Colorado municipal corporation

By: _____
Joseph A. Wilson, Mayor

ATTEST:

By: _____
Nancy J. Parker, CMC, Town Clerk

TOWN OF ERIE CORPORATE SEAL COLORADO

2. Distribution List

This LEOP will be distributed to all members of the Town of Erie Board of Trustees, Department Heads, Mountain View Fire Protection District, St. Vrain Valley School District, Boulder Valley School District, participating county agencies, selected state government agencies, selected state and county organizations, American Red Cross and other volunteer organizations, private organizations and other interested individuals.

Name	Agency	Date
Mayor Wilson	Town of Erie	11/9/2010
Mayor Pro Tem Hauger	Town of Erie	11/9/2010
Trustee Carnival	Town of Erie	11/9/2010
Trustee Grassi	Town of Erie	11/9/2010
Trustee Gruber	Town of Erie	11/9/2010
Trustee Ogg	Town of Erie	11/9/2010
Trustee Towner	Town of Erie	11/9/2010
Mike Acimovic	Town Administration	11/9/2010
Fred Diehl	Town Administration	11/9/2010
John Hall	Erie Police Department	11/9/2010
Lee Mathis	Erie Police Department	11/9/2010
Gary Behlen	Public Works	11/9/2010
R. Martin Ostholthoff	Community Development	11/9/2010
Jill Wait	Parks and Recreation	11/9/2010
Nancy Parker	Town Clerk	11/9/2010
Mike Chard	Boulder OEM	11/18/2010
Roy Rudisill	Weld County OEM	11/18/2010
Mark Lawley	MVFPD	11/18/2010
Kevin Kuretich	CDOEM	11/18/2010
Bob Wold	CDOEM	11/18/2010
Lynn Wolfe	SVVSD	11/18/2010
Jim Rettew	Red Cross – Mile High	11/18/2010
Briggs Gamblin	BVSD	11/18/2010
Jody Lambert	Public Works	11/18/2010
Russell Pennington	Public Works	11/18/2010
Jason Hurd	Vector Air – FBO Manager	11/18/2010

3. Records of Revisions

Contents of Change	Date Entered	Initials

II. NOTIFICATION

1. Emergency Notification/EOC Activation Call List

Emergency Notification / Emergency Operations Center Activation Call List	
Emergency Management Director	
Chief of Police Calls:	**Emergency Preparedness Coordinator**
	Assistant to the Town Administrator
	MVFPD Fire Chief
	Boulder OEM

Emergency Preparedness Coordinator	
Assistant to the Town Administrator Calls:	**Town Administrator**
	Director of Public Works
	CISD Manager
	Finance Director
	Town Clerk/Risk Coordinator

Town Administrator	
Town Administrator Calls:	Mayor
	Board of Trustees
	Town Attorney

Director of Public Works	
Director of Public Works Calls:	Deputy Director of DPW
	Operations & Maintenance Supervisor
	ESF Staff
	Director of Parks & Recreation

Director of Parks & Recreation	
Director of Parks & Recreation Calls:	Parks Superintendent
	Recreation Manager
	ESF Staff
	Community Development Director

Finance Director	
Finance Director Calls:	HR Director
	ESF Staff

Community Development Director	
Community Development Director Calls:	ESF Staff

MVFPD Fire Chief	
MVFPD Fire Chief Calls:	**Emergency Management Director**
	Boulder OEM
	Emergency Preparedness Coordinator

2. Emergency Contacts - Town of Erie Departments

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3. Emergency Contacts - Town of Erie Board of Trustees

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4. Emergency Contacts – COUNTY

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5. Emergency Contacts – STATE

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III. BASIC PLAN

1. Intent

The **Town of Erie Local Emergency Operations Plan** provides general guidelines and principles for managing and coordinating the Town's overall mitigation, preparedness, response and recovery activities before, during, and after major emergencies and disasters that affect the Town of Erie. The plan's guidelines are consistent with the standards and principles of the National Incident Management System (NIMS), endorsed by the Department of Homeland Security and adopted by the Town of Erie Board of Trustees by Resolution 07-108 dated August 28, 2007.

Major emergencies and disaster incidents are unique events that present communities with challenges that cannot be adequately addressed within the routine operations of a local government. Since disasters differ in important ways, it is impossible to plan for every contingency. Therefore, the intent of this all-hazards plan is to provide Town of Erie officials with a comprehensive plan to coordinate management of incidents in order to minimize their impact on people, property, and public services, thereby restoring normal community conditions as quickly as possible.

A vital component of this plan is individual and family emergency preparedness. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. Individuals could get help in hours, or it may take days. Basic services, such as electricity, gas, water, sewage treatment and telephones, may be cut off for days, even a week or longer. Families may have to evacuate at a moment's notice. In an effort to promote individual and family emergency preparedness, the Town will advise its citizens to prepare an Emergency Kit with essential food, water, and supplies for at least three days (72 hours).

The primary agency responsibilities are found in the Emergency Support Function (ESF) section of this LEOP. These ESFs are function specific guidelines for the coordination of the delivery of specific services. The operational details and associated implementing procedures are included in the Operational Annexes of this LEOP. These ESFs and Annexes are written and updated by the respective Town of Erie Departments or emergency support agencies.

2. Mission

I. To coordinate all emergency management activities to protect the people, property, economy and the environment of the Town of Erie.

II. This plan is applicable to all natural, technological, and man-made disasters.

III. The plan provides the following:
   a. A basis for incorporating all individuals and organizations with disaster responsibilities into the emergency program.
   b. Continuity of government.
   c. A comprehensive framework for local disaster mitigation, preparedness, response and recovery operations.

IV. This plan follows the State of Colorado's Emergency Operations Plan guidelines.

V. This plan shares general emergency management planning concepts with neighboring jurisdictions, including Boulder and Weld County, but it stands alone.

3. Purpose

This plan describes the emergency management plan for the Town of Erie to cope with hazards which threaten it. It describes the concept of operations for response to disaster emergencies, and delineates the role and responsibilities of Town departments, agencies or organizations expected to contribute to the protection of people and property.

4. Scope

This Plan considers the emergencies and disasters likely to occur in the Town of Erie, and provides:

I. A comprehensive general framework for effective use of government, private sector and volunteer resources.

II. An outline of local, county, and state government responsibilities in relation to the federal disaster assistance programs as amended and other applicable laws.

5. Authorities

Federal

I. Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (Volume VI Public Law 93-288 as amended by Public Law 100-707)

II. National Response Framework

III. Homeland Security Act and Information Sharing Act of 2002

IV. Homeland Security Presidential Directive 5, Management of Domestic Incidents

V. Homeland Security Presidential Directive 8, National Preparedness

VI. National Incident Management System (NIMS)

VII. Standards of Good Practice: National Fire Protection Agency 1600, Disaster/Emergency Management and Business Continuity Programs and the Emergency Management Standard by the Emergency Management Accreditation Program (EMAP)

State

VIII. Colorado Disaster Emergency Act of 1992 (24-32-2107, et. seq., C.R.S. 1992), Colorado Revised Statutes, 1988 as amended)

IX. Colorado State Emergency Operations Plan

Local/County

X. Joint Agreement Establishing Office of Emergency Management between the County of Boulder, Colorado and the City of Boulder, Colorado, 1993. (Agreement revised February, 2005.)

XI. Town of Erie Resolution 07-108 (August 28, 2007), a resolution adopting the National Incident Management System (NIMS).

6. Special Definitions

Erie Emergency Operations Center (EEOC) – Erie Emergency Operations Center means the facility used to coordinate response among Town departments and agencies, staffed by Town of Erie department representatives and government officials. The decision to activate the EEOC is made by the Town of Erie Emergency Management Director (Chief of Police), the Mountain View

Fire Protection District Chief or the Town Administrator. Most incidents that occur in the Town of Erie are handled by field incident command and there is no need for the EEOC to be activated. There are other incidents where an EOC activation is appropriate, even though there is no incident command system in the field. Significant events will likely require both field incident command and EEOC and/or BEOC activation. The Town Hall boardroom serves as the Primary Location for the EEOC. The Erie Community Center "Party Room" serves as the Secondary Location for the EEOC.

Boulder Emergency Operations Center (BEOC) – The BEOC is the physical location where the incident management functions of Multi-Agency Coordination and Area Command are conducted. Significant events in the Town of Erie will likely require a request for BEOC activation. In the event of an incident such as severe weather which effects most if not all parts of the county, overall incident management may be conducted from the BEOC. The BEOC is also the designated coordination point for the state and federal counterparts. The BEOC is co-located with the Boulder County E-911 center and is designed for continuous operations. The decision to activate the BEOC is made by the Boulder County Sheriff, Boulder County Commissioner(s), Boulder Police Chief, Boulder Fire Chief, the Boulder City Manager, or the Boulder Director of the Office of Emergency Management. Any activation of the BEOC will be supported by the necessary emergency support functions (ESF) required to respond to the incident. Some of the ESFs not initially activated may be added later, as the nature and scope of the incident is better understood.

Major disaster - As defined by the Robert T. Stafford Disaster Relief and Emergency Assistance Act a "Major disaster means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Disaster - As defined by Colorado Revised Statutes 24-32-2103 disaster means "the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action, or a

condition of riot, insurrection, or invasion existing in the state or in any country, city, town, or district in the state."

Emergency - The Robert T. Stafford Disaster Relief and Emergency Assistance Act defines an emergency as "any other occasion or instance for which the President determines that Federal assistance is needed to supplement local, State and tribal efforts to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States."

Planned Event - A planned event is one in which the basic structure is understood well in advance, allowing for pre-planning of resources and a response framework. Examples may include political rallies, demonstrations, sporting events and significant community activities. Such processes may involve efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources.

Preparedness - Preparedness includes the range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources. In the context of the National Response Framework, preparedness is operationally focused on actions taken in response to a threat or incident.

Prevention - Prevention involves actions taken to avoid an incident or to intervene in order to stop an incident from occurring. For the purposes of the Plan, this includes applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing; and law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending perpetrators.

Response - Response activities address the short-term, direct effects of an incident. These activities include immediate actions to preserve life, property and the environment; to meet basic human needs; and to maintain the social, economic and political structure of the affected community. Response also includes the execution of emergency operations plans and incident

mitigation activities designed to limit loss of life, personal injury, property damage and other unfavorable outcomes.

Recovery - Recovery involves actions and implementation of programs necessary to help individuals, communities and the environment directly impacted by an incident to return to normal where feasible. These actions assist victims and their families, restore institutions to regain economic stability and confidence, rebuild or replace destroyed property, address environmental contamination, and reconstitute government operations and services. Recovery actions often extend long after the incident itself. Recovery programs may include hazard mitigation components designed to avoid damage from future incidents.

Mitigation - Mitigation activities are designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. The National Response Framework distinguishes between hazard mitigation and incident mitigation. Hazard mitigation includes any cost-effective measure which will reduce the potential for damage to a facility from a disaster event. Measures may include wildfire mitigation, zoning and building codes, floodplain property acquisitions, home elevations or relocations and analysis of hazard-related data. Incident mitigation involves actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

7. Situation

The Town of Erie is located in eastern Boulder County and southwest Weld County. The entire Town is covered by the Boulder County Multi-Hazard Mitigation Plan, including the Weld County portion. The following excerpt is from Annex B of the Boulder County Multi-Hazard Mitigation Plan:

"The most significant hazards for Erie are floods, expansive soils, and severe winter storm. Refer to Section 4.3 Vulnerability Assessment for detailed vulnerability to the flood hazard. Other hazards that could impact Erie include dam failure, drought, hailstorm, earthquake, extreme heat, lightning, subsidence, tornado, windstorm, West Nile Virus and Pandemic Flu. Due to its location on the plains in eastern Boulder County the Town has a slightly higher risk from tornados than other communities in this plan."

I. Geography

a. Situated in the north-central part of Colorado, northwest of Denver, the incorporated area of the Town of Erie encompasses approximately 18 square miles. The Town is located in Boulder and Weld Counties. Erie's Planning Area spans 48 square miles, extending from the north side of State Highway 52 south to State Highway 7, and between US 287 on the west and Interstate 25 to the east.

b. Erie's transportation infrastructure consists of approximately 132 miles of streets, RTD and Boulder County funded bus routes and Erie Municipal Airport (4,700 ft. runway). No commercial flights operate from Erie Municipal Airport. The Regional Transportation District (RTD) owns the railroad line which passes through Erie. The railroad line is not currently in operation. Plans for a Regional Commuter Rail System may begin operations as early as 2015. There are also plans for a multi-modal regional transportation station in Erie at I-25.

II. Demographics

a. Erie's estimated population as of August 2010 is 18,500.

b. The median age for Erie residents is 32.5.

c. There are approximately 6,500 households in Erie.

d. Estimated population for Erie in 2020 is 33,670 with 12,025 households.

III. Climatology

a. Erie's climate is a series of extremes. In winter, temperatures can plunge to minus 30°F and hover below 0°F for days on end. These cold spells are often followed by periods of unseasonably warm weather. Temperatures often climb into the 60s in January and February.

b. Winter also brings snowstorms that regularly dump a foot or more of snow. Some of the most powerful winds recorded in the continental United States have occurred in Boulder County in December and January; gusts of more than 120 mph are not uncommon.

c. In summer, temperatures can be in the upper 90s for days. These hot temperatures are moderated by low humidity that can drop into the single digits at times. The semiarid climate that produces an average of 18.17 inches of moisture annually means that most days have at least some sunshine.

d. Average Temperatures: January, High 46.8°F; July, High 83.2°F; annual average, 59.8°F

IV. Hazard Analysis Summary

This plan is written in a generic, "all-hazards" style which not only covers natural hazards such as floods and winter storms, but man-made and technological hazards as well. In-depth information on these and other hazards is found in the Boulder County Multi-Hazard Mitigation Plan.

a. Natural Hazards Common to Erie

Flooding* - Local flooding, usually caused by heavy stationary thunderstorms, most often occurs in the spring, summer and possibly even in early fall months. Damage potential is greatest within 20 — 30 vertical feet of an existing streambed. Areas in and below land burned by wildfire have an increased risk of flooding.

The Coal Creek West Line Overflow begins south of Erie, where floodwaters from Coal Creek overtop the UPRR, and flow northerly, independent of Coal Creek, through the fully developed area of Erie before returning to Coal Creek north of the town.

The main sources of flooding on Coal Creek are heavy thunderstorms in spring and summer. Flooding can become especially severe when these thunderstorms follow either rapid snowmelt or prolonged rainy weather.

*See Figure 4.31 and 4.35 in the Boulder County Hazard Mitigation Plan

Severe weather - Severe weather produces such events as extreme heat, high winds, snow, ice, heavy rainfall, tornadoes, flooding or a combination thereof. Strong

winds, microbursts and downdrafts can create localized damage. Boulder and Weld County have experienced several large severe weather incidents.

Thunderstorms and Hail - Thunderstorms are a common weather occurrences in Erie. They occur most often during the summer months and are capable of producing lightening, heavy rain, strong winds, hail, flash flooding and tornadoes. Lightening associated with dry thunderstorms can also cause wildfires. Severe thunderstorms and hail have caused localized flooding, power outages and other related problems. The hail season runs from March through October.

Tornadoes - Tornadoes are a common threat to those who live along the Front Range and on the Eastern plains of Colorado. Tornadoes have occurred in nearly all counties within Colorado including Boulder County. The effect of damaging tornadoes is increasing as more people and businesses are locating in threatened areas. The tornado season is considered to be April through October. May and June are the greatest risk months.

Drought - Even in high moisture years, Colorado rainfall does not provide a consistent, dependable water supply throughout the year. Severe drought results in devastating economic consequences for agriculture, forestry, wildlife management, the environment and tourism. Recorded drought history includes severe droughts in 1894, 1930-1937, and 1976-1977 and 2002. Wildfire as a result of drought can affect the watershed for the County.

b. Other Hazards Common to Erie

Dam failure - Dam failure is a technological threat. There are 24 Class I (High Hazard) and 16 Class II (Moderate Hazard) dams in Boulder County – not including both Erie Lake Dam and Prince Reservoir in Erie. The failure of any of these dams has the potential of causing extensive property damage and possibly the loss of life. Many of these dams were constructed in the early 1900's making age a concern.

Hazardous materials - Hazardous materials used in industry, agriculture and homes pose a daily hazard to people and the environment. Citizens are vulnerable to the adverse effects of accidental leakage of hazardous materials or a deliberate act using these materials. BOEM and the Boulder County Local Emergency Planning Committee (LEPC) prepare and maintain the Hazardous Material Incidents Title III Emergency Response Plan (attached to ESF 10). This plan contains a framework for response arising at any facility required to report under EPA guidelines (storage of hazardous materials above thresholds and subject to planning requirements under Title III of the 1986 Superfund Amendments and Reauthorization Act). The steady growth in the use of chemicals has resulted in an increased need to transport these materials. Trucks transporting hazardous materials are restricted to designated routes. The Burlington Northern and Santa Fe rails also transport hazardous materials through Boulder County.

Terrorism – The citizens of Erie and Erie's public and private infrastructure are at risk for terrorism (domestic and international) and national security incidents. These incidents could take the form of threats and hoaxes, chemical, biological, radiological, nuclear, small-scale conventional weapons or explosives, large improvised explosives or cyber attacks.

c. Other Hazards Less Likely to Affect Erie

Wildfires – Wildfire is one hazard less likely to affect the Town of Erie. However, wildfires have always been a natural occurrence in Boulder and Weld County. Various land management practices, including fire suppression, over the last 100 years, has resulted in a forest with vegetation densities 10 to 100 times their natural state. Combine this with factors such as steep terrain, drought, high summertime temperatures, seasonal high winds, and an increased human presence in the form of development and recreational use, results in an environment prone to extreme wildfire behavior.

Landslide - Landslides may occur by themselves or in conjunction with another natural event such as wildfire, severe winter snowmelt or heavy rains.

Earthquake - Although the state-wide activity has been minimal and the risk is rated low to moderate, the potential of an earthquake exists. Colorado is rated in the United States Geological Survey National Earthquake Hazard Maps as having low to moderate earthquake risk. A significant earthquake in this area would have devastating affects on structures and the economy. Human life loss could be high depending on the day, time and intensity.

d. Consequences of Disasters

All-hazards disaster planning is based on the premise that all disasters present similar consequences. These consequences demand multi-agency/discipline response at all levels of government and the private sector. Dealing with these consequences is the goal of this LEOP. By establishing these baseline consequences, and the goals of dealing with them, we can determine the stakeholders and actions needed to address them. The following is a list of the primary consequences anticipated in any disaster. Specific hazards may present unique consequences that require more tailored response and recovery efforts.

Displaced People: Disasters often produce large numbers of displaced people who need a wide range of services (i.e. housing, food, clothing, financial assistance, child and special needs care, information, employment assistance, medical assistance, etc.) during both response and recovery.

Injured/Ill People: Rapid events, such as tornadoes, technical industrial accidents, crime or terrorist attack, generally do not allow people time to escape the event. The result can be a wide range of injuries or illnesses requiring significant coordination of fire, police, Hazardous Materials (Hazmat), EMS, medical and public health and environment agencies.

Fatalities: The deaths of citizens and responders are the greatest tragedy associated with disasters. The Coroner has statutory authority for determining the cause of death, identification, processing, and notification of kin. Several agencies may assist with the collection, storage, and final disposition of the dead. In the event of criminal or terrorist events, investigation and evidence preservation must also be considerations. The effective management of the fatalities is essential to the emotional and mental needs of

the families, the community well being, and the prevention of potential public health and environmental crises.

Damaged or Destroyed Property: These are among the most common results of all disasters. Property damage and destruction may be limited by pre- or post-disaster mitigation. Responsibilities for damaged property vary based on ownership (public property versus private property). The rapid assessment of property to determine the loss of critical infrastructure (public and private), homes, business, cultural, historic, and natural sites is critical to the disaster declaration process and the prioritization of recovery efforts. Debris management is a major component of this consequence of disaster.

Loss of Emergency/Essential Services: Loss of services is closely linked to the disaster's impact on critical infrastructure, business and government. The preservation and continuity of government. fire, police, EMS, emergency management, and public health and environment services are immediate priorities.

Loss of Critical Infrastructure: The preservation and restoration of power, communications, transportation, and other critical infrastructure, are essential to sustained response and recovery operations. The restoration of services requires close coordination of the public and private sectors.

Economic Damage: The loss of population, property and critical infrastructure can produce both immediate and long-term economic damage on our community. This impact must be accurately assessed and integrated into recovery planning and activities.

Financial Impact/Unplanned Expenses: Response, mitigation, and recovery from disasters can produce significant expenses that are not part of routine budget planning. Addressing these expenses is often a shared responsibility **IF** the event qualifies as a legally declared emergency/disaster at the local, state, and federal levels. Eligibility for mitigation project funds is also contingent on maintaining a current Natural Hazard Mitigation Plan. It is essential to have procedures and authorities in place that enable essential spending authority and effective documentation and accounting of these expenses.

Environmental Damage/Increase Health and Safety Hazards: Disasters can damage the environment both directly and indirectly. Fires, floods, storms, and technical/industrial disasters can impact broad geographic areas in a variety of ways. They may also have secondary impacts such as causing the release of sewage, hazardous materials, or other cascading events that can pollute the air, surface and sub-surface water, watersheds, the land, or kill/injure our plant and wildlife resources. Assessing this damage and implementing strategies for mitigation and recovery requires broad coordination of the private sector and all levels of government

Psychological Damage: Disasters produce a wide range of immediate and long-term mental trauma for both the general public and our response community. This impact must be recognized and addressed from the on-set of a disaster and often continued through an extended recovery period.

Companion Animal Issues: The collection, rescue, transportation, housing, care, feeding, tracking, and potential disposal of companion animals are often significant elements of disaster response. Effectively addressing these issues can be essential to ensuring the physical and mental well-being of their owners. This is a broadly shared responsibility.

Livestock and Wildlife Issue: Disasters can produce large numbers of endangered, injured and dead animals. Failure to protect these resources can have significant impacts on the environment, public health, and the economy. This is a broadly shared responsibility.

Debris: Large amounts of debris on public and private property are a common consequence of disasters. Debris may be organic or inorganic, often hampers response and recovery operations, and posses significant public health and safety concerns. Debris management and removal requires an effective combined effort of the public and private sectors as well as the general public and property owners.

8. Assumptions

The following assumptions have been considered in the development of this plan:

I. Erie will continue to be subject to the hazards noted above. Warning time available to implement this plan will vary from little or no warning to days or weeks, according to the type of hazard.

II. Local government officials will carry out to the best of their ability all responsibilities regarding public safety and protection of property. This includes attention to all phases of comprehensive emergency management and provisions to ensure continuity of an effective, constitutional and democratic form of government.

III. Departments and organizations with emergency responsibilities will ensure that all personnel concerned are properly trained, are familiar with existing plans and procedures and are capable of implementing them in a timely and effective manner.

IV. State and federal assistance, as well as volunteer and private organizations, will be available to supplement local government resources as needed to cope with a disaster emergency.

V. The National Incident Management System (NIMS), will be used as the incident management system for all levels of response.

VI. Municipal services and staff will be called upon to perform non-routine tasks in support of disaster response and recovery.

VII. The Town of Erie has limited staff and resources.

VIII. Mutual aid, county, state and Federal assistance are essential to large-scale response and recovery efforts.

IX. The Boulder County Emergency Operations Center (BEOC) will be activated for incidents that could overwhelm the Town's resources or for incidents impacting multiple communities including Erie.

9. Limitations

Town of Erie government and other organizations will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, resources and systems may be overwhelmed. The responsibilities and tenets outlined in this LEOP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time. There is no guarantee implied by the EOP that a perfect response to emergency or disaster incidents will be practical or possible.

10. Concept of Operations

I. If a disaster emergency occurs within Erie, immediate response by the Town, emergency agencies and county government(s) concerned will be required. Trained personnel accomplishing prearranged plans and procedures will be prepared to make the coordinated effort necessary to meet a threat to life and/or property.

II. When response to a disaster emergency exceeds Town of Erie government capabilities, assistance may be requested from Boulder or Weld County. Since Boulder OEM and Weld OEM work closely together, and since routine and emergency communications for the Town of Erie are managed through the Boulder Regional Communications Center, the Boulder Emergency Operations Center (BEOC) will be activated for incidents that could overwhelm the Town's resources.

III. The Town of Erie Emergency Management Director (Chief of Police), the Mountain View Fire Protection District Chief, or the Erie Town Administrator, will make and coordinate requests for assistance with BOEM and or CDEM.

IV. This Local Emergency Operations Plan (LEOP) is based on the concept that emergency response functions will generally modify the normal daily operation of local government agencies. To the extent possible, the same personnel will be utilized in both cases. Those day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

V. The Town of Erie Local Emergency Operations Plan (EOP) may be activated fully or in part by the Town of Erie Emergency Management Director (Chief of Police), the Mountain View Fire Protection District Chief, or the Erie Town Administrator, as the situation requires.

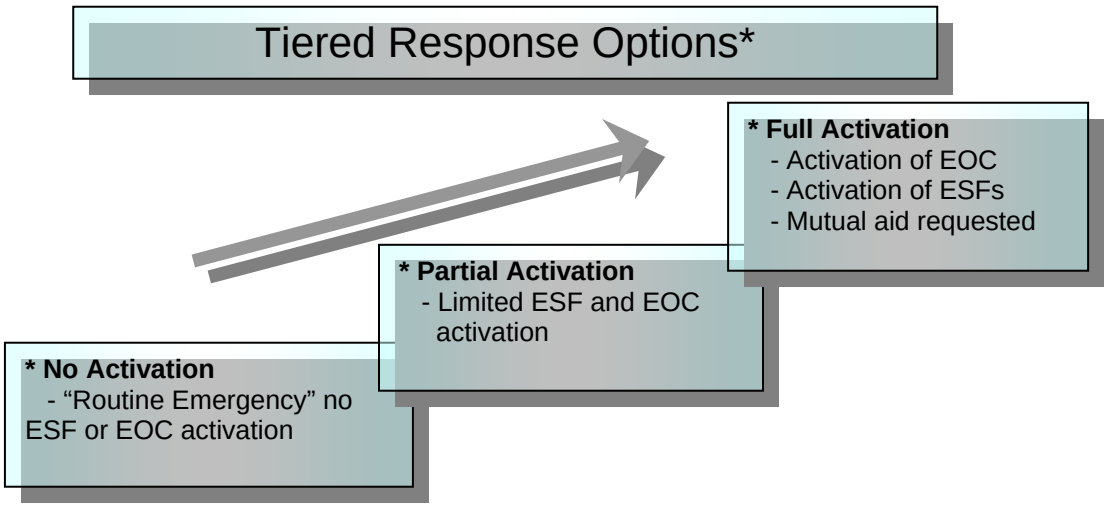
VI. Emergency Support Functions (ESFs) associated with all emergency operations are detailed in appropriate ESF plans following this Basic Plan. Threat specific responses to hazards which impact the Town of Erie are delineated in the annexes of this plan.

VII. Tasks, activities, or operations in any function area which lend themselves to a definite or standardized procedure are appropriately set forth in a Standard Operating Procedure (SOP). Where appropriate, an SOP can be supplemented by a checklist when sequence of actions is critical or actions must be verified.

VIII. An analysis of the major hazards facing the Town of Erie is provided in the Boulder County Multi-Hazard Mitigation Plan on file with the Boulder Office of Emergency Management.

11. Tiered Response Options

The level of response will be determined by the complexity of the event/incident. The Incident Commander will direct/coordinate the level of response based on the situation assessment and best available information.



12. Incident Management Concepts

The National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. Six major components make up this systems approach:

I. Command and Management;
II. Preparedness;
III. Resource Management;
IV. Communications and Information Management;
V. Supporting Technologies;
VI. Ongoing Management and Maintenance.

On-Scene Incident Management

The Incident Command System (ICS) forms the backbone of the Command and Management component of NIMS. ICS is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Type Definitions

NIMS/ICS establishes the following as an aid to categorize the size and magnitude of an incident. The Town will utilize these levels when describing an incident to responders and others within the NIMS/ICS including County/State and/or Federal officials. They are scaled such that a Type V is the least complex and a Type I is the most complex.

The relationships are illustrative of local "ownership" of the emergency. The diagrams below are based on the premise that unless the incident is a terrorist act, or is on state or federal land, that all assistance is in support of the local responders.

Type V – No Activation of EEOC

Relationships

Incident Commander
(Initial responders)

Characteristics

- *One or two single resources with up to six personnel are required to mitigate the incident.*
- *Command and general staff positions (other than the Incident Commander) are not activated.*
- *A written Incident Action Plan (IAP) is not required.*
- *The incident can be contained within the first operational period, often within a few hours after resources arrive on scene.*
- *Examples include a vehicle fire, an injured person, isolated power outage or a police traffic stop.*

Type IV – EEOC Activation May be Necessary

Relationships

Incident Commander
(Initial responders)

Additional Local
Responders

Characteristics

- *Command and general staff functions are activated only if needed.*
- *Several resources are required to mitigate the incident.*
- *The incident is usually limited to one operational period in the control phase.*
- *A written IAP is not required, but a documented operational briefing will be completed for all incoming resources.*
- *The agency administrator may have briefings and ensure the complexity analysis and delegations of authority are updated.*
- *The role of the agency administrator includes operational plans including objectives and priorities.*
- *Examples include a multi-vehicle accident, or a small grass fire.*

Type III – EEOC / BEOC Activation May be Necessary

Relationships

Incident Commander
(Initial responders)

Additional Local Responders
Possible EEOC Activation

Boulder EOC and
Local Mutual Aid

Characteristics

- *Capability requirements exceed initial response and multiple agencies become involved.*
- *The situation may be an incident of significance (community impact).*
- *Incident Command System positions will be added to match the complexity of the incident. Some or all of the command and general staff, division or group supervisors and unit leader positions may be activated.*
- *Incident response is managed by a Type III Incident Management Team or incident command organization through initial actions with a significant number of resources, an extended attack until containment or control is achieved, or as an expanding incident until the transition to a Type II Incident*
- *The BEOC may be activated.*
- *A JIC may be established.*
- *The incident may extend into multiple operational periods.*
- *Mutual aid or state assistance will be required.*
- *A written IAP is required for each operational period.*
- *Examples include a school hostage situation, large structure or grass fire, blizzard or widespread and extended utility outage.*

Type II – EEOC Activation Necessary - BEOC Activation Necessary

Relationships

Incident Commander
(Initial responders)

Additional Local Responders
EEOC Activation

Boulder EOC and
Local Mutual Aid

Colorado EOC and
State Agencies & Regional Mutual

Characteristics

- *This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods.*
- *This is an incident of significance and may be a declared emergency or disaster.*
- *This type of incident may require assistance from multi-jurisdictional, regional, state and/or national resources to effectively manage the operations, command and general staffing.*
- *Most or all of the command and general staff positions are filled.*
- *The BEOC will be activated.*
- *The State EOC may be activated.*
- *A Joint Information Center is established.*
- *A written IAP is required for each operational period.*
- *Many of the functional units are staffed.*
- *The Boulder OEM is responsible for the incident complexity analysis*
- *The EOC Policy Group has overall oversight of the incident, County management briefings and the written delegation of authority.*
- *Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).*
- *Examples include large wildfires, acts of terrorism, flooding where a significant number of citizens are affected or significant property damage has occurred.*

Type I – EEOC Activation Necessary - BEOC Activation Necessary

Relationships

Incident Commander
(Initial responders)

Additional Local Responders
EEOC Activation

Boulder EOC and
Local Mutual Aid

Colorado EOC and
State Agencies & Regional Mutual

DHS/FEMA and
Federal Agencies & National Mutual Aid

Characteristics

- *This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.*
- *The BEOC is fully activated.*
- *The State EOC is activated.*
- *A Joint Information Center is established.*
- *All command and general staff positions are activated.*
- *Branches are established.*
- *The Boulder OEM, working with field incident command, is responsible for the incident complexity analysis, overall oversight of the incident, county management briefings and the written delegation of authority.*
- *Use of resource advisors at the incident base is recommended.*
- *The incident has significant impact on the County. Additional staff for office administrative and support functions are required.*
- *Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.*
- *Examples include a major wildfire involving multiple structures, pandemic flu or widespread hostile actions.*

13. Multi-Agency Coordination (MACS)

A key component of NIMS/ICS is the Multi-Agency Coordination System (MACS). As the name implies, MACS provides the structure to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident related information, and coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

The Boulder Multi Agency Coordination System (MACS) is operated under an ICS style organizational structure utilizing emergency support functions (ESFs). When the BEOC is activated only those ESFs needed to address the incident will be requested to respond. Almost all activations of the BEOC will require the "Core" ESFs. They are identified as ESF 2, Communications; ESF 4, Fire; ESF 5, Emergency Management; ESF 13, Law Enforcement; and ESF 15, External Affairs.

The BOEM serves as the principal point for initiating and coordinating local departments' assignments, and for facilitating the activities of private and volunteer organizations in the delivery of emergency assistance to affected areas. The BEOC provides governmental officials with a centralized location to analyze critical incident information, facilitate the decision making process and direct and control the response activities.

The BEOC is organized to provide all of the following ICS components: Management, Operations, Planning, Logistics and Finance. The organizational structure of the BEOC is based on NIMS principles and is flexible and easily expandable. The BEOC organization provides for communication between the Town of Erie, County, State and other agencies.

The Town of Erie participates in the Boulder Multi Agency Coordination System (MACS). In the event the Town of Erie Emergency Operations Center is activated, the Town will notify and coordinate with the BEOM.

BEOM Levels of Readiness (Mode Alerts)

Modes are issued to provide cooperators information regarding the levels of readiness and response needed to address the situation. The following describes the levels of Mode Alerts that are relative to all hazards:

Mode 1 starts at the earliest time the threat of a disaster is indicated. During this mode, the BOEM notifies the BOEM Board of Directors and any other town (including the Town of Erie) city, county or University of Colorado officials deemed appropriate. During a threat of a disaster, Mode 1 is generally issued when both the BOEM and the technical specialists concur that the threat of a disaster exists. BOEM coordinates with the Boulder County Communications Center to issue messages to members of the MAC pager group and All-Hazards pager group regarding the threat and the possibility of an BEOC activation and specifies the ESFs that may be requested to respond. A Mode 1 alert may typically only involve the BOEM staff and the technical specialists. A full BEOC activation may not be needed to monitor the threat.

Mode 2 will be issued when a disaster that endangers property or lives is believed possible. Warnings, evacuations and sheltering operations may be considered and ordered during Mode 2. This will also be an activation of the BEOC and will include the BOEM staff, members of other town (including the Town of Erie), city and county departments, and may include representatives from external entities such as the American Red Cross. ESF 5 will make the initial determination of which ESFs are required to address the situation and relay this information through the Boulder County Communications Center, Boulder Police and Fire Communications Center, or by direct communications with individuals. Individuals responding to BEOC will assume their assigned ESF roles.

Mode 3 will be issued when it is known the disaster is imminent and lives and property will likely be endangered or lost. The BEOC will be fully engaged and most, if not all, of the ESFs will be activated to address the situation. A local state of emergency will normally be declared and may accompany a disaster declaration by the Governor. Emergency responses will continue to focus on reducing human and animal suffering and protection of property.

Mode 4 will be confirmation that a disaster is occurring. Disaster intelligence, impact assessment, medical assistance, sheltering operations, traffic control, damage assessments, safety reviews and public health danger evaluations will be conducted. The BEOC will remain operational with most, if not all, ESFs operational.

14. Emergency Operations Roles and Responsibilities

All participating agencies, departments and enterprises with responsibilities identified in this LEOP are responsible for developing internal operating procedures and continuity of operations plans for carrying out assigned primary and support functions.

Town of Erie Emergency Management Director (Chief of Police)

- Make recommendations on matters pertaining to an incident of significance, major emergency or disaster, or the threat thereof, and ongoing incident response and recovery activities;
- Support implementation of the ICS and NIMS for operations in the field and EEOC and/or BEOC;
- Coordinate efforts related to emergencies, disasters and incidents of significance;
- Activate and operate the EEOC as needed;
- Determine the need for evacuation and relocation and establish sites in coordination with other agencies;
- Provide recommendations to the Policy Group relating to emergency or disaster declarations, travel restrictions, curfews;
- Coordinate disaster recovery functions.
- Coordinate mutual aid assistance;
- During BEOC activation, serve on and with the BOEM Board of Directors who make up the Policy Group who, during an emergency have the authority to direct resources as necessary.

Town of Erie Emergency Preparedness Coordinator (Asst. to the Town Administrator)

- Develop mutual aid assistance agreements;
- Prepare emergency or disaster declarations for issuance by the Mayor as necessary;
- Maintain the Erie LEOP;
- Schedule and conduct local training programs and exercises;
- Maintain liaison with Town, County, State and Federal agencies;

Town of Erie Town Administrator

- Activate EEOC.
- Authorize and approve emergency, post emergency or disaster recovery operations.
- During BEOC activation, serve on and with the BOEM Board of Directors who make up the Policy Group who, during an emergency have the authority to direct resources as necessary.

Principle Executive Officer - Town of Erie Mayor

- Formally declare an emergency or disaster for the purpose of obtaining State and/or Federal assistance;

Community Development Director

- Develop and coordinate a damage assessment system;

Town Attorney

- Function as principal legal advisor to the Town Administrator and Board of Trustees;
- Assist with preparation of recommended resolutions, proclamations and other legal documents for board action to implement directives, and to provide authority in the Town for timely emergency response.

Finance Director

- Establish and coordinate a record keeping system which will reflect all disaster related expenditures and costs.

Town of Erie Department Directors

- Ensure NIMS compliance within Town departments;
- Prepare plans and organize assigned departments to meet natural and manmade disasters which might occur in the Town, and ensure continuity of governmental operations during an incident;

- Identify functions to be performed during an incident and assign responsibility for performing those functions. Designated staff may be assigned to represent department on the Boulder County Multi-Agency Coordination (MAC) group;
- Provide representatives to the EEOC or BEOC to coordinate emergency response functions with those of other agencies represented therein;
- Ensure that the EOC is informed during an incident by reporting events and activities to the EOC in a timely fashion;
- Maintain complete and accurate records of all incident costs and expenditures to include personnel qualification, time, overtime, vehicle mileage, goods, machine hours and emergency disbursements;
- Ensure that complete and current resource lists and on-call personnel lists are provided to the EEOC/BEOC on a timely basis to assist in providing resources and personnel for large-scale incidents.

Primary and Supporting Agencies

Primary and Supporting agencies are responsible for providing resources and other support during an incident. Operations conducted during an incident will be coordinated through the EOC. A department designated as a primary agency in an Emergency Support Annex (ESF) has "ownership" of that function. Lead and supporting agencies are expected to:

- Establish emergency operation plans and activate the plans, as needed.
- Operate using the Incident Command System established in NIMS .
- Participate in mitigation and preparedness activities.
- During periods when an EOC is activated, the primary agency of an emergency support function is responsible for designating coordinators to the EOC. This person may be from their department or from a supporting agency.
- Coordinate activities and maintain communication with the EOC, if activated, during all emergency operations.
- Provide information and coordinate any public announcement, statement or press release through the EOC and Joint Information Center, if activated.

- Provide program assistance and expertise as appropriate and in coordination with other agencies.
- Establish emergency operations supplies including food, water, blankets, electrical generators, communications, etc. to provide continued operations and shelter for employees as necessary.
- Provide all requested information prior to, during and following any incident to the EOC.
- Keep their respective ESF Annexes current.

Non-Governmental Organizations

Several non-governmental organizations that provide assistance to meet essential needs during an incident exist within the region. Some organizations with existing memorandums of understanding, memorandums of agreement or mutual aid agreements with the Boulder/Weld County have been assigned supporting roles to specific emergency support functions.

County Government – Boulder/Weld Offices of Emergency Management

- Manage, organize and coordinate emergency and non-emergency operations of the EOC in the event of a disaster or emergency;
- Prepare and maintain the countywide EOP;
- Coordinate disasters, emergencies and incidents of significance;
- Assist Town of Erie government, public and private sector organizations in the development and maintenance of EOPs, procedures and checklists;
- Serve as intergovernmental liaison and initiate formal requests for outside assistance from other jurisdictions;
- Mitigate, to the degree practical, man-made and natural hazards;
- Provide public education related to citizen preparedness;
- Plan for catastrophic planning and response, such as mass evacuation planning.

State Government

The Colorado Division of Emergency Management (CDOEM) is responsible within their statutory (CRS 24-32 2105), to provide assistance and support to local jurisdictions when local resources are unable to cope with an incident of significance. These agencies are responsible for implementing assigned Colorado State Emergency Functions when the State EOP is implemented. The operations role, responsibilities and intra-organizational relationships of State departments are described in detail in the assigned State Emergency Function Annexes.

Federal Government

The Federal government has responsibilities to respond to national emergencies and to provide assistance to states when an emergency or disaster exceeds their resource capability. The Department of Homeland Security has the overall responsibility for the coordination of Federal emergency/disaster relief programs and supporting local and State government capabilities with resources. The roles and responsibilities of Federal resource providers are outlined in the National Response Framework.

15. Phases of Emergency Management

Mitigation

Mitigation involves actions to interdict, disrupt, pre-empt or avert a potential incident. This includes homeland security intelligence and law enforcement efforts to prevent terrorist attacks. Mitigation includes actions to:

- Conduct investigations to determine the full nature and source of the threat and to implement countermeasures such as inspections, surveillance, security and infrastructure protection;
- Conduct tactical operations to interdict, preempt or disrupt illegal activity; and to apprehend and prosecute the perpetrators;
- Conduct public health surveillance and testing processes, immunizations and isolation or quarantine for biological and agricultural threats;
- Conduct code enforcement, inspections and behavior modification to reduce risk.
- Analyze threats created by natural hazards and develop action plans to reduce the threat to citizens and property.

Preparedness

Under the NIMS, preparedness encompasses:

- Development of plans and procedures, training and exercising;
- Pre-deployment of response resources;
- Pre-establishment of incident command posts, mobilization centers, staging areas and other facilities;
- Evacuation and protective sheltering;
- Implementation of structural and non-structural mitigation measures;
- Use of remote sensing technology and risk assessment, predictive and plume modeling tools;
- Private sector implementation of business and continuity of operations plans;
- Provision of mitigation activities which are a critical foundation across the incident management spectrum from prevention through response and recovery. Examples of key mitigation activities include the following:
    I. Ongoing public education and outreach activities designed to modify behavior to reduce loss of life and destruction of property;
    II. Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property and impact on the environment;
    III. Code enforcement through such activities as zoning regulation, land management and building and fire code inspection;
    IV. Flood insurance and the buy-out of properties subjected to frequent flooding.

Response

Response includes activities to address the immediate and short-term actions to preserve life, property, environment and the social, economic and political structure of the community. Response activities include:

- Search and rescue;

- Emergency shelter, housing, food and water;
- Emergency medical and mortuary services;
- Public health and safety;
- Decontamination following a chemical, biological or radiological incident;
- Removal of threats to the environment;
- Emergency restoration of critical services (electric and gas services, water, sewer, telephone);
- Transportation, logistics and other emergency services;
- Private sector provision of needed goods and services through contracts or donations;
- Crime scene security, investigation, evidence collection;
- Damage assessment;
- Evacuation of threatened or devastated areas.

Recovery

Recovery involves actions and implementation of programs needed to help individuals and communities return to normal. Recovery programs are designed to assist victims and their families, restore institutions to sustain economic growth and confidence, rebuild destroyed property and reconstitute government operations and services. Recovery actions often extend long after the incident itself. Recovery programs include mitigation components designed to avoid damage from future incidents. Typical recovery actions may include:

- Repair and replacement of damaged public facilities (roads, bridges, municipal buildings, schools, hospitals, qualified non-profits);
- Debris cleanup and removal;
- Temporary housing and other assistance for disaster victims;
- Low-interest loans to help individuals and businesses with long-term rebuilding and mitigation measures;
- Restoration of public services (electric and gas services, water, sewer, telephone);

- Crisis counseling and mental health;
- Disaster unemployment;
- Planning and programs for long-term economic stabilization, community recovery and mitigation.

Priorities

The following operational priorities are listed in order of importance. The operational demand that is highest on the list shall prevail whenever demands for emergency assistance/requests for resources (personnel or equipment) conflict.

- Save lives
- Treat the injured
- Warn the public to avoid further casualties
- Shelter persons-in-place from the effects of the incident
- Evacuate people from the effects of the incident
- Shelter and care for those evacuated
- Save animals — livestock and domestic pets
- Protect Property
- Save property from harm/destruction
- Take action to prevent further harm/loss
- Provide security for property, especially in evacuated areas
- Protect the Environment
- Confine hazardous chemical releases to the smallest possible area
- Prevent runoff from entering streams, ponds, lakes, rivers or sewers
- Contain the chemical release
- Stabilize the Economy
- Ensure access to businesses (such as debris clearance and road repair
- Restore essential services/utilities
- Take action to prevent price gouging in the sale of essential goods, services and contracts
- Establish temporary housing and transportation for employees
- Restore the Community
- Ensure sable utility/transportation infrastructure

- Ensure access to workforce (available for work, proximity to housing, grocery stores pharmacies and other businesses)
- Ensure adequate support institutions operational (like schools, day cares, houses of worship, parks, medical care) to support workforce and families
- Restore beautification programs and promote the welfare of the community

EMERGENCY SUPPORT FUNCTIONS

EMERGENCY SUPPORT FUNCTIONS (ESF) OVERVIEW

When an emergency or disaster situation occurs, there are certain common types of assistance that are likely to be required. These common types of assistance have been grouped functionally into areas termed Emergency Support Functions (ESF).

Town of Erie departments and organizations have been assigned responsibilities for developing, implementing and maintaining these functions. Assignments are made based on the department's programmatic, or regulatory authorities and responsibilities. Emergency Support Function Annexes contain detailed information associated with a specific ESF. In the event a local emergency requires BEOC activation, Town of Erie ESFs will work directly with corresponding County, State, and Federal ESFs.

Departments and agencies are assigned to lead or supporting roles as related to the Emergency Support Functions and the development of the corresponding annexes. The responsibilities of each of these positions are:

1. Lead – Responsible for planning, coordinating and tasking support departments and agencies in the development of policies, procedures, roles, and responsibilities and requirements of the ESF and its operational requirements. Develops and maintains the ESF Annex to this plan.

2. Supporting – those assigned a supporting role for a given ESF will cooperate with the lead department in carrying out the assigned missions and will cooperate in Emergency Support Function development, training and exercising.

Departments not assigned to specific Emergency Support Functions will serve as a reserve of material and personnel resources, which may be required to perform previously unassigned tasks or supplement other response agencies.

Town of Erie Emergency Support Functions (ESF) Matrix			
		Lead Agency	**Support Agency**
ESF 1A	Transportation	DPW	Police, Parks, Airport
ESF 1B	Evacuations	Police	MVFPD, BOEM,WOEM
ESF 2A	Communications	CISD	Police, GIS
ESF 2B	Warning	BOEM	Police
ESF 3	Public Works & Engineering	DPW	Community Development
ESF 4	Fire Fighting	MVFPD	Police
ESF 5	Emergency Management	Administration	Police, Town Clerk
ESF 6	Mass Care, Shelter, Human Services	Administration	Police, Recreation
ESF 7	Resource Management	Finance	DPW, Town Clerk
ESF 8	Public Health, Medical & Mortuary	Bldr./Weld	Police
ESF 9	Search & Rescue	MVFPD	Police
ESF 10	Hazardous Materials	BOEM, WOEM	Community Development, DPW, Police
ESF 11	Animal Care and Control	BOEM, WOEM	Police, DPW, Administration
ESF 12	Energy & Utilities	DPW: Administration, Water, Wastewater	Xcel Energy, United Power, Qwest, Oil & Gas Industry
ESF 13	Public Safety	Police	MVFPD
ESF 14	Recovery & Restoration	Administration	Finance, Town Departments
ESF 15	Public Information	Administration	Town Departments

Agency Key:

BCCC = Boulder County Communications center
BOEM = Boulder Office of Emergency Management
CISD = Communication & Information Services Division
DPW = Town of Erie Department of Public Works
MVFPD = Mountain View Fire Protection District
WCCC = Weld County Communications Center
WOEM = Weld County Office of Emergency Management

ESF 1A: TRANSPORTATION	
Town of Erie Lead:	**Department of Public Works**
Town of Erie Support:	**Police Department**
	Parks Division
	Erie Municipal Airport
ANNEX C – SHELTER PLANS	**ANNEX E – ERIE DAM PLAN**
ANNEX D – SEVERE WEATHER	**ANNEX H – ERIE STREETS MAP**
ANNEX F – ERIE AIRPORT PLAN	

I. Purpose: The purpose of this Emergency Support Function (ESF) is to provide organization, mobilization and coordination of transportation services and resources during and after an emergency or disaster in Erie.

II. Scope: The provision of transportation support involves roads, bridges, transit, rail, and Erie Municipal Airport. Activities within the scope include:

1. Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster.

2. Facilitating damage assessments to establish priorities and determine needs of available transportation resources.

3. Coordinating restoration and temporary repair of critical transportation facilities and systems including roads, bridges, airport, transit, and rail during the recovery phase from an emergency or disaster.

4. Manage access to critical lifeline routes and communicate status to the EOC.

5. Assist other first responders (fire, police, emergency medical services) with barricades and contributing other traffic related supplies and expertise.

6. Assist with maintaining traffic flow and enforcing transportation usage priorities.

7. Provide, as needed, airport facilities and space for a disaster staging area.

ESF 1B: EVACUATIONS	
Town of Erie Lead:	**Police Department**
Town of Erie Support:	**Administration - Emergency Preparedness**
Supporting Agencies:	**MVFPD**
	SVVSD
	BOEM and WOEM
	Boulder/Weld County Sheriff's Office
ANNEX C – SHELTER PLANS	**ANNEX E – ERIE DAM PLAN**
ANNEX D – SEVERE WEATHER	**ANNEX H – ERIE STREETS MAP**
ANNEX F – ERIE AIRPORT PLAN	

I. Purpose: Provide for an organized and coordinated evacuation of a particular population of the Town of Erie following a natural, technological, or man-made disaster.

II. Scope: The activities within the scope include:

1. Plan evacuation routes from identified hazards
2. Maintain list of area shelters
3. Evaluate the need for an evacuation in coordination with Town departments and agencies
4. Systematic notification of residents in effected area to assure notification
5. Provide traffic control for evacuating population
6. Provide security for evacuated area
7. Release of Emergency Public Information notifying the public, media and evacuees of evacuation routes and shelter locations
8. Notify Red Cross and BOEM to open shelters including Special Needs Shelters.

ESF 2A: COMMUNICATIONS	
Town of Erie Lead:	**Communication & Information Services Division (CISD)**
Town of Erie Support:	**Police Department**
	GIS
Supporting Agencies:	**BCCC and WCCC**
ANNEX B –COMMUNICATION	**ANNEX K – VENDOR LIST**
ANNEX I – IT NETWORK MAPS	

I. Purpose: Provide communications and IT support to response and recovery efforts of first responders and town agencies.

II. Scope: Support of radio, telephone, GIS, and computer network. The activities within the scope include:

1. Upon arrival at the EOC, the Lead Agency will secure, make operable and maintain such communications equipment, and supplies as are necessary.

   a) CISD will assess any damage to existing network, Internet connectivity, server and computer equipment.

   b) CISD will check external communications. (i.e. Phone system, Internet connectivity, external email and connectivity to other Town facilities)

   c) CISD will setup additional communication and computer equipment.

2. Activate backup or alternate communications systems, as necessary.

3. Assist the Boulder County Communications Center and/or the Weld County Communications Center as required with communications outside planned frequencies.

4. Make additional department frequencies and communications facilities available to the greatest degree practical

ESF 2B: WARNING	
Joint Lead Agencies:	**BCCC and WCCC**
	BOEM and WOEM
Supporting Agencies:	**MVFPD**
TOWN OF ERIE SUPPORT	**Police Department**
ANNEX D – SEVERE WEATHER	**ANNEX C – SHELTER PLANS**

I. Purpose: In a rapid onset disaster such as a tornado or major hazardous materials incident, warning alerts to appropriate response agencies and the public is imperative.

III. Scope: The Boulder and Weld County Communications Centers operate 24-hours a day, seven days per week. These facilities can receive notifications of actual imminent emergency situations from a variety of sources. The BCCC operates Emergency Outdoor Warning Notification Sirens servicing the Town of Erie. The activities within the scope of the Lead Agency include:

1. Maintain primary responsibility for emergency warnings

2. Activate public warning systems

The activities within the scope of the Supporting Agencies include:

1. If appropriate, augment the EOC's effort to warn the public through alternative communication channels

2. Alert employees assigned to emergency response duties to the emergency situation.

3. As appropriate to the situation:
    a) Suspend or curtail normal business operations
    b) Recall essential off-duty personnel
    c) Send non-critical employees home
    d) Evacuate the organization's facilities

ESF 3: PUBLIC WORKS AND ENGINEERING	
Town of Erie Lead:	**Department of Public Works**
Town of Erie Support:	**Community Development Department**
ANNEX D – SEVERE WEATHER	**ANNEX E – ERIE DAM PLAN**
ANNEX F – ERIE AIRPORT PLAN	**ANNEX H – ERIE STREETS MAP**
ANNEX Q – SUBSIDENCE, RECLAMATION & MINING SAFETY	

I. Purpose: To provide for coordination of public works, engineering services, building division and code enforcement and structural engineers to protect maintain and restore roads, structures, and lifelines.

II. Scope: Activities within the scope of this function include:

1. Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services;

2. Providing emergency repair of damaged infrastructure and critical facilities; and other recovery programs, including coordinating the restoration and recovery of the transportation infrastructure;

3. The inspection of public works infrastructure for structural condition and safety.

4. Demolition of unsafe structures.

5. Coordinate removal of debris and wreckage as necessary to facilitate open transportation routes and detours for the first response community.

6. Temporary repair of essential facilities.

7. Damage assessment.

8. Transportation system restoration and maintenance.

ESF 4: FIRE FIGHTING	
Lead Agency:	**MVFPD**
Town of Erie Support:	**Police Department**
ANNEX N – MVFPD FIREFIGHTING	

I. Purpose: To provide an organized framework using the Incident Command System that will effectively utilize and coordinate available fire fighting and emergency medical services apparatus and personnel when the size and nature of the emergency, disaster, or catastrophic events exceeds local capabilities.

II. Scope: ESF 4 manages and coordinates firefighting activities, including fire protection, mitigation, detection and suppression of fires within Town of Erie. It outlines provisions for personnel, equipment and supplies in support of agencies involved in firefighting operations. Activities within the scope of this function include:

1. Addresses the specifics of urban firefighting

2. Provides for and assists in the coordination and utilization of interagency fire fighting resources to combat large scale fire emergencies within the Town of Erie.

ESF 5: EMERGENCY MANAGEMENT	
Joint Lead Agencies:	**BOEM and WOEM**
Town of Erie Joint Lead Agencies:	**Administration/Police Department**
Town of Erie Support:	**Finance**
	Town Clerk
ANNEX A – EMERGENCY DECLARATION	**ANNEX O – EOC DOCUMENTS**

I. Purpose: Serves as the support ESF for all departments and enterprises across the spectrum of domestic incident management from mitigation to response and recovery. ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response.

II. Scope: During the post incident response phase, ESF 5 transitions and is responsible for support and planning functions. ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. Activities include:

1. Alert and notification;
2. Deployment and staffing of designated emergency response teams;
3. Incident action planning;
4. Coordination of operations, logistics and material;
5. Direction and control;
6. Information management;
7. Facilitation of requests for County, State and Federal assistance;
8. Resource acquisition and management (to include allocation and tracking);
9. Worker safety and health;
10. Facilities management;
11. Financial management;
12. Other support as required.

ESF 6: MASS CARE, SHELTERING AND HUMAN SERVICES	
Lead Agency:	**American Red Cross**
Support Agencies:	**Boulder/Weld Human Services**
	BOEM and WOEM
	Public Health and Environment
	Salvation Army
	Mental Health Organizations
	Boulder/Weld County Humane Society
Erie Supporting Agencies	**Emergency Preparedness Coordinator, Police, Recreation Division (ECC Staff)**
ANNEX C – SHELTER PLANS	**ANNEX H – ERIE STREETS MAP**

I. Purpose To promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual emergencies or disasters. This includes economic assistance and other services for individuals impacted by the incident.

II. Scope: The American Red Cross has the responsibility by federal mandate to provide mass care, which includes shelter and feeding. Mass care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

1. Development of interim short-term shelter resources

2. Activation of the Town's shelter(s) and mass care facilities

3. Initiation of shelter plan and/or BOEM Special Needs Operations Plan

4. Provide security at mass care facilities as needed

5. Provide traffic control during evacuee movement to mass care facilities

6. Open and staff animal shelters as required

ESF 7: RESOURCE MANAGMENT	
Town of Erie Lead:	**Finance Department**
Town Support:	**Department of Public Works**
	Town Clerk
ANNEX M – FINANCE & HUMAN RESOURCES POLICIES	**ANNEX K – VENDOR LIST**
ANNEX L – SAFETY MANUAL	

I. Purpose: To provide resource support to the incident and affected populations.

II. Scope: Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, contracting services, transportation services (in coordination with ESF 1A), security services and personnel required to support immediate response activities. Specific activities include but are not limited to the following:

1. Availability of up-to-date resource lists by department

2. Maintenance of accurate emergency logs and expenditure records to ensure maximum reimbursement of eligible emergency costs incurred

3. Coordination with the EOC and Town Administrator regarding needs and priorities for meeting them

4. Monitoring of potential resource shortages in the Town and advising the Emergency Management Director, EOC on the need for action

5. Identification of facilities/sites that may be used to store needed resources and Donations

6. Determination of the need for and direct activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources.

7. Oversight of the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation

ESF 8: PUBLIC HEALTH, MEDICAL AND MORTUARY	
Joint Lead Agencies:	**Boulder/Weld Departments of Public Health and Environment**
Supporting Agencies:	**Boulder/Weld Coroner's Office**

I. Purpose: To provide emergency medical, public health, mental health, definitive hospital care, recovery and mortuary services during and after an emergency, disaster or catastrophic event.

II. Scope: ESF 8 provides supplemental assistance to local governments in identifying and meeting the public health and medical needs of victims of an incident. This support is categorized in the following core functional areas: assessment of public health/medical needs (including behavioral health); public health surveillance; medical care personnel; and medical equipment and supplies.

ESF 8 provides crisis counseling and mental health services to individuals and groups impacted by the incident. Mental health professionals will be mobilized to offer home and community-based services. Substance abuse counselors may be mobilized to provide a source of education and outreach regarding unhealthy coping mechanisms that may include alcohol or drug use as a response to stress. Crisis counseling is a time-limited program designed to assist victims and survivors of a disaster in returning to their pre-disaster level of functioning.

ESF 9: SEARCH AND RESCUE	
Lead Agency:	**MVFPD**
Supporting Agencies:	**Boulder/Weld County Sheriff's Office**
Town of Erie Support:	**Police Department**
ANNEX R – MVFPD FIREFIGHTING	**ANNEX H – ERIE STREETS MAP**

I. Purpose: To define procedures for the use of personnel, equipment, services and facilities to aid in searching, rescuing and recovering persons affected by an incident.

III. Scope: Includes a variety of technically different types of rescue such as collapsed structures, trapped climbers and confined spaces to name a few.

ESF 10: HAZARDOUS MATERIALS	
Lead Agency:	**MFVPD**
Supporting Agencies:	**Boulder/Weld County Public Health and Environment**
	Boulder/Weld County Haz Mat Response Teams
Town of Erie Support:	**Police Department**
	Community Development Department
	Department of Public Works
ANNEX J – OIL & GAS INFORMATION AND MAPS	

I. Purpose: To provide for a coordinated response to actual or potential hazardous materials incidents.

II. Scope: ESF 10 includes the appropriate response and recovery actions to prepare for, prevent, minimize or mitigate a threat to public health, welfare or the environment caused by actual or potential hazardous materials incidents. ESF 10 describes lead coordination roles including division and specification of responsibilities among various agencies, regional, and onsite response organizations, personnel and resources that may be used to support response actions, including the following:

1. Maintain a list of any known hazardous materials facilities/operations within Erie to include address and emergency contact.

2. Request County Hazardous Materials Response Team.

3. Maintain a perimeter control of hazardous substances.

4. Coordinate the evacuation of residents in danger of exposure to hazardous substances. (See ESF 1B)

5. Coordinate incident command with the Hazardous Materials Response Team

6. Provide security within the evacuation area.

ESF 11: ANIMAL CARE AND CONTROL	
Lead Agency:	**Colorado Department of Agriculture**
Supporting Agencies:	**Boulder/Weld Sheriff's Office – Animal Control**
	Weld County Animal Response Team **Boulder Emergency Squad** **Colorado Animal Response Team**
Town of Erie Support:	**Police Department – Animal Control**
	Department of Public Works
Annex G – COMMUNITY ANIMAL RESPONSE TEAMS	

I. Purpose: Provide for the evacuation, transportation, decontamination, care, shelter, treatment, and/or disposal of companion animals, livestock and wildlife impacted by disasters.

II. Scope: The Colorado Department of Agriculture is the primary State agency in the event of an animal health emergency.

The Lead Agency will:

1. Coordinate with appropriate agencies and organizations to ensure operational readiness.

2. Develop and maintain standard operating procedures (SOP) for surveillance and response to include, but not limited to, poultry, cattle, swine, dairy, sheep, goats, equine, and companion animal industries as well as wildlife and exotic animals.

Supporting Agencies will:

1. In the event of the introduction of a foreign animal disease, supporting agencies will work closely with Boulder and Weld County Animal Control departments and Public Health and Environment to ensure an integrated response and appropriate protective measures.

ESF 12: ENERGY AND UTILITIES	
Town of Erie Lead:	**Department of Public Works – Admin.**
Town of Erie Support:	**Department of Public Works – Water Treatment**
	Department of Public Works – Water Reclamation
Supporting Agencies:	**Xcel Energy**
	United Power
ANNEX P – POWER OUTAGE SOP	

I. Purpose To provide for the effective restoration of electric power, natural gas, water, and telephone service to the Town of Erie during and after an emergency, disaster or catastrophic event.

II. Scope: The restoration of utilities and commercial activities is primarily the responsibility of the private sector. Utilities providing services in Erie will make every effort to restore service, and continue normal and emergency customer services during an emergency, disaster or catastrophic event. Activities of the Lead Agencies include;

1. In the event of disruption of services, utilities shall use radio, media and other means of informing the public of the status of restoration and the public needs to obtain alternate services.

2. When services are disrupted to the extent that restoration is not possible for an extended period of time, the utility will provide the Town and/or EOC with locations of reduced or no service, and provide an estimated time of restoration, if possible.

Supporting Agencies will:

1. OEM will provide utilities with the physical locations of essential Town buildings and facilities – including shelters and mass care facilities.

2. Coordination and prioritization of requests from the Town for restoration of services to essential buildings and facilities will be accomplished at the Emergency Operations Center.

3. Ensure activation of back up generators for Town facilities and shelters

ESF 13: PUBLIC SAFETY	
Town of Erie Lead:	**Police Department**
Supporting Agencies:	**Boulder/Weld Sheriff's Office**
ESF 1B	**ESF 9**

I. Purpose To provide a mechanism for coordinating non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual incidents of significance.

II. Scope: The Lead Agency may be called upon to perform a wide range of functions during a large scale emergency, including but not limited to:

1. Incident command of law enforcement-oriented emergencies, disasters and catastrophic events

2. Maintaining law and order

3. Traffic control

4. Provide control and limited access to the disaster area

5. Property protection

6. Evacuation

7. Search and rescue

8. Liaison with other first-response agencies

ESF 14: RECOVERY AND RESTORATION	
Town of Erie Lead:	**Administration**
Town of Erie Support:	**Finance Department**
	Town Departments
Supporting Agencies:	**BOEM and WOEM**
ANNEX A – EMERGENCY DECLARATION	**ANNEX O – EOC DOCUMENTS**

I. Purpose: To provide a framework to collect, report, and evaluate information related to the emergency situation to facilitate the recovery from long-term consequences of a catastrophic event. This includes the identification of needs and the various resources available to meet these needs.

II. Scope: The EOC will coordinate all requests for assistance from the State and Federal government if local resources are not adequate and the following criteria has been met:

1. A declaration of emergency or disaster has been promulgated by the Town

2. Local resources are being used to the fullest extent possible

3. The situation is or will soon be beyond the capability of the Town

The Lead Agency will:

1. Process the Local Disaster/Emergency Declaration that is the Proclamation of Emergency when a disaster occurs requiring action beyond normal capabilities to protect life and property

2. Notify and/or forward Local Disaster/Emergency Declaration document to Colorado Office of Emergency Management as soon as it is completed

3. Collect, evaluate and forward timely damage assessment reports to Office of Emergency Management

ESF 15: PUBLIC INFORMATION	
Town of Erie Lead:	**Administration – Information Coordinator**
Town of Erie Support:	**Finance Department**
	Town Departments
ANNEX B – COMMUNICATIONS	**ANNEX D- SEVERE WEATHER**
ANNEX C – SHELTER PLANS	

I. Purpose: The purpose of this Emergency Support Function is to establish responsibilities and procedures for the preparation and dissemination of accurate, up-to-date official information to internal and external partners as well as the general public during an imminent county emergency or disaster, or a severe international crisis.

II. Scope: Activities of the Lead Agency shall include:

1. Assure timely dissemination of essential information that will increase survivability and reduce loss of property, before, during and after a disaster.

2. Supply the media with accurate and timely news information from a central source so that rumors are minimized and disruption of the emergency response is avoided.

3. Develop and maintain appropriate Checklist and or shared operations procedures to carry out the emergency public information functions during disaster operations.

4. Coordinate with department heads and emergency service agencies to familiarize them with the public information system and their role in it.

5. Provide advice to the Board of Trustees, Town Administrator and Police Chief, as well as act as their agent to carry out the release of information.

6. Release to the media only information authorized by the Police Chief or the Town Administrator. The only exception is when delay would materially increase the hazard to life or property.

7. Withhold all information of questionable accuracy pending verification, unless to do so would unnecessarily endanger life and property.

8. Maintain records of all information released to the media.