



# Town of Green Mountain Falls

## Regular Fire Mitigation Advisory Committee Meeting Agenda

October 25, 2021, at 6:30 p.m; **ZOOM MEETING ONLY**

Join the Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/86034140143?pwd=ckxiOUFiQUlrOUV2ZG9lQ25QVWV0QT09>

Meeting ID: 860 3414 0143      Passcode: 563445

To make a **public comment** please **pre-register** by 4pm on the day of the meeting via email: [planner@gmfco.us](mailto:planner@gmfco.us)

### REGULAR MEETING:

TIME*		ITEM	DESIRED OUTCOME
6:30	1.	CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE	
6:30	2.	ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA	<b>FMC Action Desired</b>
6:30	3.	PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER	Information Only
6:30	4.	CONSENT AGENDA a. Minutes from 9/27/2021	<b>FMC Action Desired</b>
6:35	5.	OLD BUSINESS a. New Town Website pages for FMAC b. CUSP Grant Update – Fuels Mitigation c. Update – FMAC volunteer work d. Update – Citizen notification of matching funds	<b>FMC Action Desired</b>
7:05	6.	NEW BUSINESS a.	<b>FMC Action Desired</b>
7:35	7.	REPORTS a. Notification and Evacuation b. Fuels Mitigation c. Grants d. Education	Information Only
8:00	8.	CORRESPONDENCE a. Pikes Peak Regional Wildfire Mitigation Coordination Working Group b. Town Emergency Operations Plan, 2016	Information Only
8:00	9.	ADJOURN	Information Only

\*Please note: Times are approximate.

\*\*The Town shall provide reasonable accommodation for those with disabilities on a case by case basis. Please send accommodation requests to [clerk@gmfco.us](mailto:clerk@gmfco.us) by 4pm on the date of the meeting.



## MEETING MINUTES

### Fire Mitigation Advisory Committee September 27, 2021 6:30 p.m. Zoom ONLY Meeting

Committee Members Present: David Douglas, Fred Thrash, Dan Battin, Rich Bowman

Committee Members Absent:

GMF Staff: Nate Scott (Town Planner, FMAC Secretary)

Agenda Item	Motion/Discussion	M/S	DD	FT	DB	RB	
1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE	Meeting called to order at 6:34 pm						
2. ADDITIONS, DELETIONS, & CORRECTIONS TO THE AGENDA	No changes to agenda.						
3. PUBLIC COMMENT	No public comment.						
4. APPROVAL OF MINUTES- August 30, 2021	Moved to approve, motion passed unanimously.	DB/RB	A	A	A	A	
5. OLD BUSINESS							
a. Revisions to Evacuation Plan	<p>Review of action items from last meeting. N. Scott reported changes to Evac Plans: improved zone explanations, added text to describe basic use of plans, improved grammar and punctuation, removed Fire Station from Temporary Refuge Zone (TRZ) text, and added El Paso Ave East.</p> <p>Chair Douglas did get approval from Jesse Stroope about using Joyland's lot as a TRZ. Member Murphy mentioned that El Paso County also uses Twitter extensively in emergency operation situations.</p>						

**MEETING MINUTES**

**Fire Mitigation Advisory Committee  
September 27, 2021  
6:30 p.m. Zoom ONLY Meeting**

	<p>Member Battin mentioned talking to Chief Murphy about getting all residents signed up for the El Paso County reverse 911 service.</p> <p>Discussion about who is responsible for telling what people to do in the TRZs. Member Battin verified that once a fire grows outside of local GMF Fire capacity, there will be an incident commander from the County who will address specific needs during the operation (“in the moment”).</p> <p>Member Bowman referenced the Town’s emergency plan as to what defines the individual responsibilities and expectations in the event of any incident, not just fire.</p> <p>Committee agreed that we should add the recommendation about reverse 911 notifications to the evacuation plan.</p> <p>Motion to approve the evacuation plan subject to the addition of sign-up steps for El Paso County e911.</p> <p>Motion passed unanimously.</p>	DB/RB	A	A	A	A	
b. CUSP Grant – Fuels Mitigation	<p>Committee reviewed Adrian Knight’s (AK) recommended mitigation areas. He advised that they are still waiting on contractor determination to begin the work.</p> <p>Member Battin asked if the El Paso County crew could work on areas as they have time (free of charge for training purposes). Adrian will need to double check with the office</p>						

## MEETING MINUTES

### Fire Mitigation Advisory Committee

September 27, 2021

6:30 p.m. Zoom ONLY Meeting

	<p>and will email a mitigation prescription to Member Battin if the plan is ok to proceed with.</p> <p>Timeline of work, AK: comes down to contractor timeline – must wait for availability of hand crews. Most likely not this year. Discussion changed to whether volunteers could be used for town ROW work. Need to clarify this with Town Manager.</p> <p>No formal committee action taken. Action item for committee members: all explore volunteer options for mitigation work in Town ROW. Member Battin to explore options with his team for doing volunteer work outside of the CUSP scope.</p>						
c. New FMAC Facebook page for public education and communication	<p>N. Scott reported that Town Manager’s position is that because the FMAC is an official Town committee, all communication needs to be vetted, managed, and published by Town staff. Staff can add pages to the Town website under the existing FMAC heading to organize information. Staff can also publish certain information on Facebook. Others can then disseminate the information via private Facebook pages. Other ideas were suggested, such as posting information at the GMF and Cascade post offices. Chair Douglas requested a formal statement from Town Manager regarding how to publish official Town info from FMAC.</p> <p>No formal committee action taken.</p>						
d. Tree mortality report from CSFS	<p>This report is specific to the Iona ROW project area. Chair Douglas wanted to make sure committee members have seen it. It provides a good summary of the mistletoe and beetle</p>						



## MEETING MINUTES

### Fire Mitigation Advisory Committee September 27, 2021 6:30 p.m. Zoom ONLY Meeting

	situation and what can and should be done with the downed trees.						
	No formal committee action taken.						
6. NEW BUSINESS							
a. Citizen notification of matching funds	The issue is how to notify the Town's residents about how to get involved with the CUSP grant program to mitigate private property. The process should be detailed and available on the Town's website and FB page so that other users can promote the content. Funding is available through 2024.  N. Scott volunteered to write up a summary of the process.						
7. REPORTS							
a. Notification and Evacuation	No report.						
b. Fuels Mitigation	No report.						
c. Grants	No report.						
d. Education	No report.						
8. CORRESPONDENCE							
a. Review document with links to Fire Mitigation education resources	Review of document N. Scott created which contains some links from Colorado State Forest Service, as well as other links, which can be included on new FMAC website pages.						
9. ADJOURN	Meeting adjourned at 8:38 PM.						

10/12/21 Q/A between Nate Scott and Town Manager Sprang

- **There was discussion about volunteers doing fire mitigation work. We know that the volunteer forms need to be completed, but what is the limit of work that can be done by them? Would chain sawing on public ROW be OK? There was mention of several potential volunteers in town who would be willing to cut dead trees on Town ROW in order to speed up the mitigation process and make progress on Town property.**
  - o My initial answer is no. Are they qualified sawyers? They cannot use town equipment to cut trees down its not covered by our insurance unless they are employees of the Town. They could provide us with a map of the general area of the trees, tag the trees, and I can consult with Public Works prior to any work being completed. Are they planning to consult with CUSP or a qualified arborist regarding tagging the trees in the ROW that need to come down? We have a qualified sawyer on staff (one of his many qualifications) and this may be a great fall project.

Good afternoon,

Paul Rochette, Military Planning Program Manager, and I, are initiating the first meeting for what we are tentatively calling the “Pikes Peak Regional Wildfire Mitigation Coordination Working Group”. The name is up for discussion. PPACG has been tasked by the DoD to inventory current activities, plans, and implementation of mitigation and wildfire risk related to all five of our military installations in collaboration with local agencies. PPACG was awarded a two-year grant (2021-2023) from the DoD Office of Local Defense Communities Cooperation to accomplish this task as one of five total tasks for this region. This effort initially started at PPACG in 2015 with a grant to produce the Colorado Springs Regional Joint Land Use Study (<https://www.ppacg.org/jlus-study-report/>). The JLUS process identified over 100 strategies and actions, a select few of which were determined to have the highest priorities relative to protecting the mission of each installation. The current grant is the second of two Implementation Grants from the DoD. We finalized the first Implementation Grant earlier this year and now are on to the second Implementation Grant.

While the grant specifically references the Civilian/Military interface and call out the needs of the installations as our grant focus, wildfire is truly a regional issue, and we want to take this opportunity to make our efforts of value to the entire membership of PPACG. We are aware that there are numerous entities to be involved however we are starting with a small number of key entities and will expand as time goes on. Paul and I have provided additional details for you below. We hope this helps define why we are doing this work, what we hope to accomplish, and the need for your involvement.

## **Introduction**

Pikes Peak Area Council of Governments (PPACG) Military Planning Program (MPP) focuses on land use planning to help communities and military installations work together to support military missions while maintaining the quality of life for the communities we serve. Until March 2021, this program was named the "Joint Land Use Study (JLUS) Program. A Joint Land Use Study (JLUS) is a cooperative planning effort conducted as a joint venture between an active military installation, surrounding jurisdictions, state and federal agencies, and other affected stakeholders to address compatibility around military installations.

## **Wildfire Mitigation Coordination – Grant Task 5**

The five military installations in our region all have wildfire related concerns that the JLUS brought forward. The Study found that wildfire mitigation was a top resiliency issue due to the forested mountain environment and the adjacent neighborhoods of Broadmoor Bluffs. Three of the installations border the following: Wildland Urban Interface (WUI) neighborhoods, USFS lands, or Cheyenne Mountain State Park. The installations need PPACG’s assistance to organize collaboration with non-military stakeholders to address fire mitigation outside of the installation boundary on federal, state, and private lands in alignment with the scope of this grant.

Task 5 will involve two distinct sub-tasks:

- The first sub-task is to address fire concerns and threats to the Peterson-Schriever Garrison, particularly Cheyenne Mtn SFS (CMSFS). They will need assistance in collaboration with the planning departments for the region, the City of Colorado Springs, El Paso County, the City of Fountain, and Pueblo West.
- The second sub-task is to assess what fire professionals at the US Air Force Academy, Fort Carson, and the Peterson-Schriever Garrison still need from civilian partners to coordinate on preventing land use development that increases fire risk to installations and connect civilian and military professionals to start this discussion.

As part of these sub-tasks, we need to obtain all existing maps and other information from all the stakeholders to create a repository. Ideally, the inventory would be electronic of what is located where, what it covers, date of publication, agencies and geographies included, available maps, etc. The Working Group will decide the best location/agencies to house these references in. Then we need to list all activities, plans and implementation efforts at Military installations. Starting with understanding what has been and is currently being done is a necessary first step. In addition, we need to obtain all existing Neighborhood education and informational materials, plans; and then understand existing and planned efforts at communication with neighbors. We then need to identify what additional materials are needed and specific outreach efforts that are needed.

**To be clear, we do not want to recreate everything, our goal is to just identify and help fill gaps. The effort in creating this Working Group is primarily an opportunity to increase collaboration and communication between and among the military and civilian communities.**

Additional sub-tasks can be assessed by the working group. This might include identifying possible funding sources for mitigation planning and 'boots-on-the-ground' work.

### **Wildfire Mitigation Working Group End Goals**

What will a successful end point to this Task look like? Discuss and refine ultimate objective and goals of the Wildfire Mitigation Working Group, and what end results will be most useful to the civilian/military community?

We'll send out a Doodle Poll to determine the best date and time for this initial meeting. We will try to accommodate a hybrid meeting format using Zoom. More information on that will come in the invitation once the poll is complete.

Please contact with Paul ([prochette@ppacg.org](mailto:prochette@ppacg.org)) or myself ([awerner@ppacg.org](mailto:awerner@ppacg.org)) with questions.

Thank you in advance for considering being part of this important effort.

## Wildfire Mitigation Working Group

### Thursday, Oct 21 Hybrid Meeting Invitation

Location: 3755 Mark Dabbling Blvd.

Time: 8:00 am – 12:00 pm

Entrance through the south doors

Hybrid meeting – in-person and via Microsoft teams

Microsoft Office Link: <https://teams.microsoft.com/l/team/19%3aeJEoCKERBHa7NGRpFHQUwMTk-reMlvxbYN6TwMfIDQ1%40thread.tacv2/conversations?groupId=e703a205-a440-4ef6-96d0-7ba357fde46e&tenantId=d62c89a1-3b96-49f6-acc4-bffe4f836296>

I would like to start by thanking everyone that was able to attend the September 20 Wildfire Mitigation Working Group Discussion and kickoff. Your presence got us off to a good start.

This was just the initial meeting to formulate the overall structure of the working groups. For those of you who were not at the meeting, or unable to attend on the 20<sup>th</sup>, we can provide the minutes and have the Zoom recording for anyone who wishes to watch it. Please let us know if you're interested and we'll provide it.

As we move from this overview and strategy meeting to the more focused subgroups, we are expanding the list of participants to include more fire districts, departments and wildfire agencies that have some interaction with a military installation.

This effort is being funded by the Office of Local Community Cooperation, a Department of Defense agency charged with improving and enhancing military installation resiliency through developing working relationships with the host civilian communities. There are two specific elements to this grant: 1) address fire concerns and threats to the Peterson-Schriever Garrison, particularly Cheyenne Mountain; and 2) assess what fire professionals at all of the Pikes Peak area military installations still need from civilian partners to coordinate on preventing land use development that increases fire risk to installations and connect civilian and military professionals in this discussion.

We are taking a broad approach to these two tasks by recognizing the risks to the military installations from wildfires, even at greater distances than the 2 miles normally considered as areas of concern to military installations, are best addressed from a front range WUI perspective. We have taken an expansive view that identifying wildfire risks, improving coordination between and among civilian and military fire professionals, assisting with identifying potential wildfire mitigation funding sources, helping identify and make available existing wildfire information and addressing evacuation planning all fall within the purview of these two tasks.

You are **invited to a series of 4 one-hour meetings Thursday Oct 21 from 8:00am to noon**. The first subgroup will be the wildfire risk identification team from 8:00 am to 9:00, the second will be the wildfire funding identification team from 9 to 10, the third is the wildfire information team from 10 to

11, and the fourth will be the wildfire evacuation team from 11 to 12. The public communication and oversight teams can meet later in the process.

If possible, I would like to have a map showing areas that need mitigation efforts. If you have shape files, would you please send them to me this week so that I can create a WUI map with all the needed mitigation areas shown. If you do not have such a map, perhaps you can simply draw on a paper map, scan it and send it to me. If you wish this information to be held confidentially, please let me know so we can honor those requests.

It would also be very helpful if you can provide me with a list of any MOU's you have with other wildfire agencies, whether for mitigation or for fire suppression. I hope to be able to use this to start a conversation on how we can help facilitate future cross-border mitigation efforts.

A preliminary list of actions and tasks for the subgroup meetings is given below. Consider what are we missing in this initial approach, how much and which pieces of this information can you provide, who else we should be involving in this effort, and suggest as to the best way forward.

### **Proposed Subgroups**

#### **1 – Wildfire Risk Identification, Documentation and Mapping**

The task of this sub-group will be to help PPACG staff develop wildfire information that can be used to quantify wildfire risk parameters and to help serve future mitigation planning efforts. Information to be gathered may include:

- Wildland Urban Interface zones
- Risk ratings by area, both likelihood of a fire and intensity
- Areas of housing, commercial activity, infrastructure, natural attractions, and other key areas
- Adequacy of potential evacuation routes
- Extreme topography and hillside overlay zones
- Planned mitigation efforts that have funding identified
- Map significant vulnerabilities on and off installations
- Evaluation of the potential economic damages of a wildfire by area
- And other geodata as is available and useful

#### **2 – Wildfire Mitigation Funding**

- PPACG proposes to develop an online guide on the types of wildfire mitigation funding that is or could become available, and to document the types of information that may be required to apply, matching fund requirements, dollar amounts available, anticipated availability dates, and other types of information that would help wildfire agencies respond to grant opportunities in an efficient and timely manner. The wildfire mitigation sub-group's primary task will be to assist PPACG staff in the development of this guide. A first cut of this guide will be presented at the sub group meeting, but will likely include information of what agency may have funds, permissible uses, min and max award levels, matching requirements, important dates, project justification requirements, acres to be treated, public communication required and other supporting information that allows a fire agency to plan ahead and be ready to apply when the grants open.

#### **3 – Collection of Existing Wildfire Mitigation Information**

Our task is to collect in one searchable directory available online existing and relevant wildfire information that can be of use to wildfire agencies, local governments, the general public and others. To be determined by the sub-group, this information may include items such as:

- Maps of all Fire Protection Districts and Fire Departments
- Map overlays of wildfire hazard, areas already mitigated and areas to be mitigated
- Location of wildfire assets
- Information on existing interagency agreements and informal arrangements for assistance
- Existing evacuation plans
- Current and planned dollars available for mitigation
- Existing efforts towards public communication
- Past reports such as the Waldo Canyon After Action Report, the Colorado Springs Community Wildfire Protection Plan, the WUI Fire Evacuation Plan, and others reports as suggested by team members
- Collection of data on the number of people living in each WUI zone, as well as identification of key economic, defense and tourism assets.
- Identification of the number of military personnel living in each WUI zone, both on the installation and off.
- And other information provided by sub team members

#### 4 – Evacuation Planning

- Risk ratings by area, both likelihood of a fire and intensity
- Areas of housing, commercial activity, infrastructure, natural attractions, and other key areas
- Existence, dates and adequacy of evacuation plans
- Coordination assistance with the extension of the CS wildfire plan to the PPOEM
- PPACG staff will assist with coordination of multi-jurisdictional public meetings

#### 5 – Public Communication

Much has already been done by various wildfire agencies to develop a robust public communication program. The role of this sub-group will be to coordinate on future communication efforts, and how PPACG can assist in this effort.

- Current public communication and education efforts
- Identification of gaps
- Discussion of adoption of wildfire information phone apps.
- Interagency coordination
- Discussion of future public communication efforts

#### 6 – Wildfire Subgroup Oversight/Coordination/Administration

- Monitor progress of subgroups and assist with identifying inconsistencies, barriers, additional opportunities, and additional resources.
- Provide coordination and oversight between all other subgroups

The subgroups will meet approximately once a month; or more often as necessary. Working groups may evolve into other areas of interest that come forward as part of the process.



# Wildfire Mitigation Team Sub-Group Kickoff Meeting

## Introductory Comments

This effort is funded by the Office of Local Defense Communities Cooperation to address civilian-military interface issues by improving and enhancing military installation resiliency through developing working relationships with the host civilian communities. The program is commonly known as the JLUS program, but officially is the Compatible Use Study.

**Wildfire mitigation is one of four specific activities under the grant.**

There are two specific elements to this grant: 1) address fire concerns and threats to the Peterson-Schriever Garrison, particularly Cheyenne Mountain; and 2) assess what fire professionals at all of the Pikes Peak area military installations still need from civilian partners to coordinate on preventing land use development that increases fire risk to installations and connect civilian and military professionals in this discussion. Other elements, outside of wildfire mitigation, include Peterson North Entrance, Schriever Energy Resilience Study and USAFA Stormwater issues.

# Wildfire Mitigation Team Sub-Group Kickoff Meeting

## Objective

To support collaboration and cooperation between civilian and military wildfire mitigation efforts through joint meetings to support planning efforts for wildfire risk identification, identification of potential funding sources, identification of existing wildfire related information, plans and maps, and assisting with the collection and inventorying of evacuation plans in the region.

## Leadership

This effort is designed to be led by you, the wildfire professionals. PPACG staff is to serve as organizers, conveners, researchers, and administrative staff and collaborators between the military and civilian coordination needs. Our job is to respond to what you see as the priorities in terms of collaboration and coordination.

# Wildfire Mitigation Team

## Sub-Group Kickoff Meeting

Thursday, Oct 21 Steps

Sub-groups 1-4 will have their initial formation meetings this coming Thurs, Oct 21 in one hour per sub-group sessions held sequentially.

In the sub-group meetings, discuss the suggested action items, add/delete or modify as needed, discuss how to move forward through emails and additional meetings, and appoint a key representative to each group.

PPACG staff will be in each meeting to answer questions, facilitate discussions, record ideas, communicate with on-line attendees, respond to requests and suggestions, modify the tasks and objectives in real time if possible, and generally serve as needed. We will also provide donuts, fruit and drinks!

# Wildfire Mitigation Team Sub-Group Kickoff Meeting

## Suggested Points of Discussion

### Wildfire Risk Identification, Group 1

Collect existing maps on the WUI – areas of risk, areas already mitigated, areas of concern, potential projects, especially cross boundary projects involving military installations and non-military land, priorities, agencies involved, existing and needed MOUs, barriers to mitigation, key collaborations and entities to be involved.

Preparation of interactive maps and identification of initial specific high priority projects that make sense to fund and attack. Prepare a map of projects, ranked on a variety of considerations.

Discuss what constitutes an acceptable level of mitigation before we feel we are adequately prepared for a major wildfire.

We are currently gathering shape files from as many agencies as possible on WUI areas, areas of concern, areas already mitigated and other useful map -based information.

# Wildfire Mitigation Team

## Sub-Group Kickoff Meeting

### Suggested Points of Discussion

#### Wildfire Funding, Group 2

Develop a directory of potential civilian and military wildfire mitigation funding sources, to include amounts, important dates, allowable uses, matching requirements, eligible applicants, and other key information for applicants.

Add to the funding directory as more sources found, then making the directory available to all regional entities.

Estimate total funds needed to attain some acceptable level of mitigation.

Develop an overall estimate of annual funds available without additional grant funding, and identify size of mitigation funding gap.

Develop a plan for coordinated grant and other funding efforts.

Discussion of developing a market for mitigation effort produced materials.

# Wildfire Mitigation Team Sub-Group Kickoff Meeting

## Suggested Points of Discussion

### Wildfire Information Gathering, Group 3

It is assumed that a significant amount of wildfire information has been developed, collected or identified by many on the wildfire mitigation team, then explore the value of and most useful form of cataloging that information in a manner that is most useful.

Collect links, titles and locations to relevant and useful information to generate a regional information data base, make the catalog available on-line.

Discuss how a wildfire information catalog can be useful for gap identification, grant applications, and other uses as suggested by participants.

Could include agency cooperative agreements, MOUs, links to federal or other wildfire materials and other contents as identified.

Are any FEMA Fire Hazard Mitigation Plans developed?

# Wildfire Mitigation Team

## Sub-Group Kickoff Meeting

### Suggested Points of Discussion

#### Wildfire Evacuation Planning, Group 4

While it is not the intent for PPACG to develop wildfire evacuation plans nor to implement them, it may be useful for PPACG to serve as a forum and repository of existing plans as they are developed or revised. Having evacuation plans in one location could serve to help identify gaps, cooperative opportunities, and a resource to those entities developing evacuation plans for the first time.

A regional repository could also serve as a guide for future grant applications to obtain evacuation planning funding, obtain federal or state assistance in planning, and a forum for collaboration between all emergency services during a wildfire event.

# Wildfire Mitigation Team

## Sub-Group Kickoff Meeting

### Future Points of Discussion

#### Wildfire Public Communication, Group 5

Later in the process, we will create an additional sub-group: Public Communication. This effort will examine how PPACG can assist in the communication efforts of the wildfire community to specific neighborhoods and neighborhood groups most impacted in the military-civilian interface.

#### Wildfire Oversight, Group 6

Significant overlap is expected between the sub-groups. An oversight group is needed to assure consistency and completeness between the subgroups, and to assure the effort does meet the overall expectations of the OLDCC grant.



# Emergency Operations Plan



**Town of Green Mountain Falls,  
10615 Green Mountain Falls Road  
Green Mountain Falls, CO. 80819**

**March 12, 2016**

## **FORWARD**

The Purpose of this Plan is to provide a guide for emergency planning, operations, and recovery. The Plan is intended to guide key officials and emergency personnel to carry out their responsibilities for the protection of life, protection of property, and incident stabilization under a wide range of emergency conditions. It emphasizes the coordination which must exist within and between services and levels of government, private and volunteer organizations, and the many individuals with emergency responsibilities.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little value if it is not reduced to written form. Personnel with intimate knowledge or unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of the individuals and can be used to inform persons who become replacements. Upon termination of office or position by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his successor.

### **Review and Concurrence**

The following department's assigned responsibilities in the Plan have reviewed and concur.

Mayor/Town Board	
Planning Commission	
Public Works Department	
Police Department	
Town Clerk/Administration Department	
Green Mountain Falls/Chipita Park Fire Protection District	
El Paso County Office of Emergency Management	

## **Distribution Plan**

The initial distribution of this Plan was made to the following listed officials for information and utilization during a disaster emergency. Additional copies are available upon request to the Police Chief. Each copy is numbered for accountability and updating.

LOCATION	OFFICIAL NUMBER
Mayor	1
Board of Trustees	6
Town Clerk	3
Planning Commission	5
Police Chief	3
Public Works Director	2
Green Mountain Falls/Chipita Park	
Fire Protection District	8
El Paso County Office of Emergency Management	9
Colorado Office of Emergency Management	10

## Revisions

### Policy

The Chief of Police shall update the Emergency Operations Plan whenever necessary, and shall formally review the Plan on an annual basis. All such revisions shall be so noted in the Record of Revisions.

### RECORD OF REVISIONS

Revision Number	Date Entered	Entered by	Section Revised



## **1. INTRODUCTION**

### **1.1. Purpose**

The purpose of the Green Mountain Falls Emergency Operations Plan is to provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of The Town of Green Mountain Falls government before, during and after major emergency and disaster events. It delineates the roles and responsibilities of Town departments, outside agencies, and volunteer organizations expected to contribute to the protection of people and property. This Emergency Operations Plan was prepared under the Comprehensive Emergency Management Concept developed by the Federal Emergency Management Agency (FEMA) to integrate the response of all available emergency management resources and increase the level of emergency preparedness in Green Mountain Falls. The Plan should be reviewed annually and updated as necessary. Maintaining and updating this Plan is the responsibility of the Chief of Police.

## **2. BASIC PLAN**

Attachments to this Emergency Operations Plan may be developed as needed. Such attachments shall be called Annexes and shall be incorporated into this Emergency Operations Plan by reference, without the need for amendment of this Emergency Operations Plan by resolution of Town Board. Such Annexes will further outline the various response and recovery activities outlined in this Emergency Operations Plan. Any changes, additions or deletions to the substantive content of this Emergency Operations Plan must be done by an amendment to the Emergency Operations Plan and approved by the Town Board.

### **2.1. Legal Authorities**

The development of this Plan meets the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other State and Federal guidelines for local emergency management plans and programs. The contents of this Plan are intended to provide a basis for the coordinated planning and management of the types of emergencies and disaster events most likely to occur in Green Mountain Falls. It will also provide the basic framework for the management of unforeseen events.

Specific legal references include:

- Title VI of PL 93-288, as amended, entitled "The Robert T. Stafford Disaster Relief and Emergency Assistance Act"
- Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992."
- Disaster Mitigation Act of 2000

### **2.2. Situations**

The Disaster Mitigation Act of 2000 provided for new approaches and support for comprehensive hazard mitigation planning. One of the requirements of this Act was the development of a State Mitigation Plan as a condition of federal disaster assistance. It

also established a new requirement for local government planning efforts. The following are identified hazards to the Town of Green Mountain Falls:

**Natural Hazards**

- Flash Flood
- Wild Fire
- Severe Winter Storm
- Flood
- Tornado

**Technological/Human-Caused**

- Hazardous Materials Releases
- Terrorism
- Civil Disturbances
- Major Power Outage

**2.3. Assumptions**

With respect to natural or technological/man-caused emergencies, standard assumptions can be made regarding the incident:

- The Town will continue to be subject to the other hazards noted above. Warning time available to implement this Plan will vary from little to no warning, to days or weeks, depending on the type of hazard.
- Town officials, both elected and appointed will carry out all responsibilities regarding public safety and protection of property. This includes all phases of comprehensive emergency management and provisions to ensure continuity of government.
- Citizens expect governments to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.
- Departments with emergency responsibilities will ensure that all personnel concerned are properly trained and familiar with this Plan and all department standard operating procedures (SOPs) so that they are capable of implementing them in a timely and effective manner.
- With the possibility of terrorism and weapons of mass destruction (WMD) any Technological or Human-Caused hazard must be approached as if it could be an act of terrorism.
- The Incident Command System (ICS) will be used as the management system in all incidents.
- State and Federal Assistance as well as volunteer and private organizations will be available to supplement the Town's resources as needed.

**2.4. Continuity of Government**

**Purpose**

To provide a means of ensuring the continuity and preservation of the Green Mountain Falls government during a major emergency or disaster. Disasters can interrupt, paralyze, or destroy the ability of local government to carry out their functions. Therefore, it is important that each level of government have the capability to preserve,



maintain, and reconstitute its ability to carry out essential functions. The State of Colorado identifies two important factors for assuring continuity of government at the local level: first, well defined and understood lines of succession for key officials and authorities; second, preservation of records and critical facilities which are essential to the effective functioning of government and for the protection of rights and interests of the citizens.

### **Provision of Essential Services**

Identify those services that are determined to be life-saving/preserving and those critical to the immediate operation of the Town. Such services need to be maintained or restored immediately should they be struck by a disaster and rendered unusable. Identify functions that can be suspended during emergencies and which functions can be performed through telework and/or alternate scheduling. In the event that a Town facility is rendered unusable, a back-up facility should be designated that will allow for essential services to be provided.

### **Preservation of Essential Records**

Protection of essential records is vital if Town government and society are to resume functioning after a major catastrophe or emergency. The selection of the records to be preserved rests with the official rendering the service involved or with the custodians of the records. These decisions should be made in concert with the organization's overall plan for determination of value, protection and disposal of records. The vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible location, preferably off site.

### **Line of Succession**

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the duly elected leadership of each jurisdiction. It is recommended that each department "cross train" employees to support mission essential functions within their respective department and across departmental boundaries. The following line of succession, by department, will be observed, based on the availability of the senior ranking public official:

#### Elected Officials

1. Mayor
2. Mayor Pro-Tem
3. Senior Board Member

#### Town Administration

1. Public Works Director
2. Town Clerk

#### Green Mountain Falls/Chipita Park Fire Protection District

1. Fire Chief
2. Assistant Fire Chief
3. Captain



## Police Department

1. Police Chief
2. Police Sergeant

### **2.5. Concept of Operations**

If a disaster occurs within the Town of Green Mountain Falls with little or no warning, immediate response by the Town will be required. Only personnel trained in the prearranged plans and procedures will be prepared to make the coordinated efforts necessary to meet a threat of life and/or property. When response to a disaster exceeds the capabilities of Green Mountain Falls, emergency response agencies may request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical, or public works). All local governments and special districts within El Paso County are responsible for coordinating with one another and for providing mutual aid within their capabilities and according to established written agreements. When all local resources and mutual aid resources are exhausted, the Town of Green Mountain Falls, through El Paso County, may request aid from the state. The Emergency Operations Plan is based on the concept that emergency response functions will generally parallel the normal operations of all town departments. 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.

### **National Incident Management System (NIMS)**

NIMS is a predetermined flexible command structure, incorporating the concepts of Incident Command System (ICS) for safely directing all emergency response activities at the scene of an emergency during life-threatening situations that go beyond a routine, single-agency response.

### **Incident Response**

Upon notification of an actual or impending emergency, the Incident Commander will activate all or part of this Emergency Operations Plan. Emergencies will be managed in the field under the Plan assignments as set forth herein. The Incident Command Post may be activated to carry out the functions that are needed (e.g. damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information support, etc.) The Incident Command Post should be located in the Green Mountain Falls Town Hall unless another location is designated.

### **El Paso County Emergency Operations Center**

The **Emergency Operations Center** provides a central location from which government at any level can provide interagency **coordination** and executive **decision making** in support incident response.

The Emergency Operations Center does not command or control the on-scene response. The Emergency Operations Center carries out the **coordination** function through:

- Information collection and evaluation.
- Priority setting.
- Resource management.

### **Management and Functional Facilities**

#### Incident Management

Each hazard, whether natural or technological will be assigned an Incident Commander. It will be this Incident Commander's responsibility to provide the overall incident management. The Incident Commander will ensure that messages, information and data are kept current and that written communications are processed in a timely manner. Each department operating within the Incident Command Post is responsible for the record keeping of expenses for their department, plus a running log with dates and times of events that occurred to that department during the event.

#### Functional Facilities

The Incident Command Post will provide a functional area for policy and decision-making officials to operate. It also provides communication capabilities, resources for logging data, and a conference area. Access to the Incident Command Post is restricted to Incident Management Personnel. The Incident Command will control and coordinate all response forces. Incident Command will establish and maintain communication with the policy and decision-making officials and the response forces.

### **2.6. Organization and Assignment of Responsibilities**

Most of the Town departments have emergency functions in addition to their normal operations. Each department is responsible for developing and maintaining its own emergency management procedures and operating guides.

#### **Mayor/Town Board**

- Proclaim the existence and then the termination of the emergency.
- Request State assistance if it appears that the resources and the ability of the Town are insufficient to manage the incident.
- Convene the Board, if reasonable to do so.
- Perform other duties as required by law.
- In the absence of the Mayor, the Mayor Pro-Tem assumes the duties and responsibilities of the Mayor as prescribed by Town Charter.
- Enact ordinances that authorize the Board of Trustees to initiate and implement all or part of the plan prior to, during, and after an emergency or disaster to protect the lives and property of the citizens of the Town.
- Approve authorization of expenditures during major emergencies or disasters.

#### **Incident Commander**



- Act as coordinating staff advisor to the Mayor and Board of Trustees during all levels of response to disaster emergencies.
- Monitor implementation of the Emergency Operations Plan.
- Keep the key officials informed of the emergency situation.
- Establish the Incident Command Post and be responsible for its operation.
- Compile, coordinate and present a request to the state and federal government for disaster relief assistance.
- Function as overall coordinator of Incident operations until normal government operations can be resumed or until relieved.
- Evaluate the incident in terms of complexity and the need for Delegation of Authority and advise the Mayor and Board of Trustees
- Evaluate the incident in terms of the need for a Disaster Declaration and advise the Mayor and Board of Trustees
- Evacuate people who are or may be threatened by an imminent disaster.
- Control traffic access to the scene of a disaster.
- Plan and coordinate response to hostage situations, as well as civil disturbances.

#### **Chief of Police**

- Prepare the Emergency Operations Plan for the Town of Green Mountain Falls and conduct training exercises as necessary to maintain and improve the response capabilities of all elements of the town.
- Develop private and local government resource lists. Negotiate written agreements for their effective utilization during emergencies and disasters as necessary.
- Coordinate disaster planning, operations, and training exercises with public utilities, welfare agencies and emergency preparedness and management directors of higher and adjacent political jurisdictions to enhance the integrated emergency management system.
- Represent the town as directed on matters relating to emergency management.
- Establish, maintain, and coordinate an emergency public warning and notification system.
- Keep the Colorado Division of Homeland Security and Emergency Management informed of a disaster situation.
- Conduct all regularly assigned functions relating to law enforcement in the Town of Green Mountain Falls.
- Develop and maintain the Emergency Operations Plan to deal with all hazards, natural or technological, identified as those that threaten the Town of Green Mountain Falls.
- Evacuate people who are or may be threatened by an imminent disaster.
- Control traffic access to the scene of a disaster.
- Plan and coordinate response to hostage situations, as well as civil disturbances.
- Establish mutual aid agreements with local law enforcement jurisdictions.
- Develop an intelligence gathering and analysis capability.
- Provide law enforcement assistance to shelter managers when requested.

- Establish a methodology to govern the admission of persons and vehicles into secured buildings and limited-access areas.

**Chief of Green Mountain Falls/Chipita Park Fire Protection District**

- Provide all regularly assigned departmental functions relating to fire prevention and control to minimize loss of life and property, as per their department policies, procedures and/or protocols.
- Respond to and direct operations in hazardous material incidents.
- Receive and relay National Warning Service messages to proper authorities.
- Direct and conduct all search and rescue operations.
- Provide decontamination and neutralization of any hazardous or radioactive material spills.
- Establish mutual aid agreements with local fire jurisdictions.

### **Public Works Director**

- Provide emergency traffic engineering and control measures to include signalization and barricading. Maintain emergency traffic routes in coordination with police and fire departments.
- Coordinate clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares.
- Establish damage assessment capabilities and procedures.
- Provide snow removal under all winter storm conditions.
- Provide resources and technical support to public safety operations.
- Provide mapping, ownership, and assessment of structural conditions of bridges and roadways.
- Conduct all regularly assigned functions relating to the provision and maintenance of water and sewer services for the Town
- Provide emergency shutdown of water and have provisions in place to provide potable water for essential Town relief activities.
- Coordinate the repairs of water system with Colorado Springs Utilities.
- Participate in damage assessment activities.
- Develop Emergency Operations Plan annexes as they affect flooding, and water shortages.
- Coordinate the decontamination of the water system with Colorado Springs Utilities as necessary.

### **Town Attorney**

- Provide legal assistance to the Mayor, Town Board, and Town Staff
- Prepare emergency disaster declarations and emergency ordinances.
- Provide interpretation of federal and state regulations that relate to disasters.

### **Planning Commission**

- Conduct vulnerability studies during normal operations and during the recovery period following a disaster and making appropriate recommendations for measures to mitigate disaster vulnerability.
- Implement mitigation measures during the pre-disaster development application process.
- Implement environmental management as it relates to hazardous materials, hazardous waste, air, and water pollution.

### **Specific Outside Agencies**

In addition to Town departments, specific outside agencies provide emergency functions in addition to their normal operations and should be ordered through the El Paso County Emergency Operations Center. The list includes, but is not limited to:

- El Paso County Health Public Health
- American Red Cross (ARC)
- Salvation Army

- County Coroner
- Social Services



## **Annex I - Direction and Control**

**Lead Agency/Agencies:** Incident Management Team (Police and/or Fire Department)

**Supporting Agency/Agencies:**

### **Purpose**

Provide timely, effective, and efficient direction and control of resources in response to a natural or technological emergency or disaster.

### **Situation**

Our Incident Management Team must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic.

### **Assumptions**

Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

Green Mountain Falls resources will be used to respond to emergency situations and, if needed, requests for mutual aid assistance and supplemental assistance from neighboring jurisdictions, County, State, or Federal agencies will be made if the Town resources become limited or expended as a result of the emergency or disaster.

### **Concept of Operations**

NIMS-ICS will be used as the command structure for emergency situations. Each Incident will be assigned an Incident Commander – a specific individual that is responsible for overall management and coordination. The responsibilities of the Incident Command include but are not limited to:

- Activate the Emergency Operations Plan and declare the response level.
- Notify key officials to include Mayor and call in personnel as directed by event.

Each department is responsible for developing standard operating procedures (SOP) in response to all emergency situations. Each department is responsible for maintaining a current call-up list for employees. Each department is responsible to have properly-trained employees to manage their operations.

The Incident Command Post will be supported by the El Paso County Emergency Operations Center, staff and other emergency supporting agencies as needed. The Principle functions of the Emergency Operations Center are:

- Monitor potential threats.
- Support on-scene response operations.
- Receive, compile, and display data on the emergency situation and resource status not assigned to the incident.

- Coordinate among local, state and federal agencies, if required.
- Develop and disseminate warnings and emergency public information.
- Coordinate damage assessments activities and assess the health and safety of the public.
- Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State and County.

Policy Group – Co-located with the Incident Command Post at the Green Mountain Falls Town Hall is designed to:

Maintain existing leadership and response authority and responsibility (continuity of government). Provide leadership and response organization. Insure a leadership and response organization when an incident requires the potential for State and/or Federal assistance. Is established as the central point to which essential reports and information concerning the emergency or disaster will flow. The following personnel may comprise the Policy Group:

- Mayor
- Mayor Pro-Tem
- Board of Trustees
- Town Attorney
- Police Chief or designee
- Fire Chief or designee
- Director of Public Works or designee
- Town Clerk
- Any other person or organization that the Board of Trustees deems necessary.



## **Annex II - Warning**

**Lead Agency/Agencies:** Police Department

**Supporting Agency/Agencies:** El Paso County Police Dispatch

### **Purpose**

Provide the resources to warn the public in a timely manner of a pending or occurring emergency or disaster.

### **Assumptions**

Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

### **Concept of Operations**

Emergency Information can come from a variety of sources including:

- National and State Warning Systems messages over radio and the Colorado Crime Information Computer (CCIC)
- National Weather Service (NWS) issue flood as well as any severe weather advisories, provided by telephone and radio
- Incident resources assigned as spotters reporting information directly to the Incident Command Post
- Reports to 9-1-1 from citizens.
- Social Media

Warnings may be disseminated to the public via:

- Activation of the Emergency Notification System (ENS) *The El Paso-Teller County Emergency Notification System is used to alert individuals of emergency situations that are a threat to life or property, or situations that are deemed dangerous by public safety officials. This may include, but is certainly not limited to, man-made disasters, hazardous materials incidents, missing persons, crime, or neighborhood/business evacuation notifications.*
  - The decision to use the EPN system will be made in accordance with established procedures for the system.
  - El Paso County Dispatch will be the recipient of emergency information to be disseminated to the public via the Emergency Notification System (ENS)
- Electronic media
- Approved Social Media outlets
- Door-to-door

## **Annex III - Communications**

**Lead Agency/Agencies:** El Paso County Sheriff's Office, Dispatch Center

**Supporting Agency/Agencies:**

El Paso County Sheriff's Office  
Pikes Peak Regional Communications Network  
El Paso-Teller 911 Authority

### **Purpose**

To provide assurance that communications during major emergencies will be maintained. To identify alternative resources should Green Mountain Falls' radio communications capabilities be rendered inoperable.

### **Situation**

Communications systems are an integral part in the successful completion of any emergency or disaster type situation.

### **Assumptions**

Communications are necessary to the command and control of response and support forces. The type of communications systems that are utilized is directly related to the scope of the incident.

### **Concept of Operations**

It is recognized that some telecommunications elements of the emergency or disaster response will be established before the activation of this Plan. Therefore, a pre-set formal structure is not desirable. However, the following guidelines should be used:

- An Incident Communications Officer (COML) may be designated by the Incident Commander.
- In an inter-jurisdictional or multi-agency response, common radio channels between agencies may be utilized first for communications.
  - El Paso County Dispatch will have the responsibility to communicate pertinent information to all key officials.
  - El Paso County Dispatch may activate their emergency procedures.
  - Mobile communications may be set up as necessary for interoperable communications. Mobile communications may be requested from the El Paso County Sheriff's Office Dispatch Center or the Emergency Operations Center

## **Annex IV – Health and Medical**

**Lead Agency/Agencies:** Green Mountain Falls/Chipita Park Fire Protection District

**Supporting Agency/Agencies:**

AMR

El Paso County Coroner's Office

Colorado Department of Public Health & Environment

Ute Pass Health Services District

### **Purpose**

Outline the general responsibilities for providing proper care, treatment and transportation to victims of a mass casualty or mass fatality event.

### **Situation**

Virtually any type of natural or technological disaster carries the potential for significant numbers of dead and injured. A catastrophic event could activate the National Disaster Medical System (NDMS), causing an overflow of victims into or out of the Colorado Springs metropolitan area. The Disaster Mortuary Response Team (DMORT) could be activated as well.

### **Assumptions**

- Paramedics may assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.

### **Concept of Operations**

- Local response to a mass casualty-producing incident involves triage, transport, treatment, and logistics support.
- Preservation of life and safety of emergency workers and the public will take precedence over all activities addressed in this Annex.
- Personnel providing health and medical services will adhere to accepted standards of care and take appropriate protective measures.
- Emergency health and medical services programs will be administered by those agencies having day-to-day responsibility.
- Representatives at the Incident Command Post will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.
- In a mass fatality incident, the police department will be the lead investigating agency; until such time that the incident is handed over to another qualified investigating agency, if deemed necessary.
- The police department will be responsible for investigating violations of applicable laws and for securing the scene and evidence.



## **Annex V – Public Information**

**Lead Agency/Agencies:** Incident Command

**Supporting Agency/Agencies:** Green Mountain Falls/Chipita Park Volunteer Fire Department

### **Purpose:**

Establish responsibilities and procedures for preparation and dissemination of timely and accurate official information to the public during a major emergency or disaster.

### **Situation**

The need for the effective collection, monitoring, management, and dissemination of accurate, useful, and timely public information to the media and for the public during disasters and emergencies is vital to keeping the public and others informed.

### **Assumptions**

The public needs timely and accurate information for protection of life and property during response to, and recovery from a disaster or emergency situation. The Mayor has lead responsibility as the official spokesperson for Town actions.

### **Concept of Operations**

This annex will be activated whenever accurate and timely information is needed to inform the public during an emergency or disaster. In order to reduce confusion, control rumors, and promote public confidence in emergency response efforts, a single point-of-contact will be established for the direct release of disaster-related information to the public via the news media during a major event. Disaster-related information may include information during a disaster or emergency concerning the situation and instructions to the public for obtaining disaster relief and assistance. This single point-of-contact should be designated to the Incident Command (and Policy Group) to give media briefings and to approve coordinated news and public information releases.

A Joint Public Information Center may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions. When a Joint Public Information Center is established, the Town's single point-of-contact shall coordinate the release of Town information through the Incident Commander. Records shall be kept of actions performed and information that is released.

## **Annex VI – Sheltering / Mass Care**

**Lead Agency/Agencies:** Red Cross

**Supporting Agency/Agencies:**

El Paso County Office of Emergency Management  
Colorado Division of Emergency Management  
School District Transportation Services  
County Health (Health risks)

**Purpose**

Provide shelter and care to disaster victims within the Town.

**Situation**

An emergency or disaster may cause victims to be forced from their homes or businesses. Family members may become separated during an emergency or disaster, such as children in school and parents at work.

**Assumptions**

Not all disaster victims will require mass care services. Some victims will go to mass shelters, others will find shelter with friends and relatives; many victims will remain with or near their damaged homes. Private and volunteer organizations, i.e., ARC, Salvation Army, COVOAD, etc., will provide immediate shelter, feeding, and emergency first aid relief to individuals and families, not normally available from government resources.

**Concept of Operations**

- The Incident Commander will determine the threat, magnitude and need for mass care services.
- The Incident Commander will coordinate the evacuation process.
- The Emergency Operations Center will contact the American Red Cross who maintains formal written agreements with local schools for the use of school facilities for mass care in a disaster event.
- PPRTA and/ or school district may supply buses for transportation if needed.
- The American Red Cross will provide for the immediate needs of sheltered residents for lodging, food, clothing, and personal items.
- The incident may provide security for the evacuated area.
- Door-to-door notifications may be made to assure that the evacuation is complete.
- The Police Department may provide security to the shelters if needed.
- A disaster welfare network may be set up by the American Red Cross.
- Sheltering arrangements may be made for pets.
- A list of evacuees and their location will be maintained.

Contact will be made with El Paso County Emergency Operations Center, if necessary, to assist with additional sheltering, and resource allocation.

Local designated shelters include:

Shelter Type	Location	Contact Person

**FOR ANIMALS:**

HSPPR

Penrose event Center

Colorado State Animal Response Team 303 539-7633



## **Annex VII – Evacuation**

**Lead Agency/Agencies:** Green Mountain Falls Police Department

**Supporting Agency/Agencies:**

Green Mountain Falls/Chipita Park Fire Protection District  
El Paso County Office of Emergency Management  
Colorado Division of Emergency Management  
School District Transportation Services

### **Purpose**

Put a plan in place when a disaster makes it necessary to evacuate all or a portion of Town.

### **Situation**

An emergency or disaster may cause victims to be forced from their homes and/or businesses depending on factors as such threat, time of occurrence, area demographics, building construction, and existing weather conditions.

There are two types of evacuations that may be utilized:

#### General

- A general evacuation involves the relocation of a large portion of the public from a risk area. The Incident Command Post will be activated.

#### Limited

- A limited evacuation involves the relocation of a smaller portion of the public from a risk area. The Incident Command Post may be activated.

### **Assumptions**

- First responders (fire, police, EMS) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.
- The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Some residents may refuse to evacuate after being advised to do so.  
**Responders will not force people to evacuate.** If time permits, responders should record vital identifying information about those who chose not to evacuate.
- Most evacuees may try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.
- Residents may try to re-enter a risk area before safe to do so. Responders should have a plan to address this activity before it occurs.
- Spontaneous evacuation will occur when there is sufficient warning of the threat.
- Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.

- Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the Incident Command, with support arranged through the Emergency Operations Center as necessary.
- Evacuation instructions should be based on known or assumed risks associated with the hazard.

### **Concept of Operations**

- The Incident Command will determine the threat, magnitude, intensity, time until onset, and expected duration of the emergency as well as the need for evacuation.
- Establish the Incident Command Post. Activate the Emergency Operations Center, if necessary.
- The Police Department and Fire Department will coordinate the evacuation process until such time as the Incident Command Post is operational, to include:
  - Identifying the number of people requiring transportation.
  - Designating an assembly point for evacuees without their own transportation for assembly.
  - Arranging shelters to house evacuees.
  - Providing evacuation information to the local media to be disseminated.
- The Police Department may provide security for the evacuated area.
- Door-to-door notifications may be made to assure that the evacuation is complete.
- A list of evacuees and their location should be maintained.
- Contact should be made with El Paso County Emergency Operations Center, if necessary, to assist with evacuation, additional sheltering, and resource allocation.
- An evacuation of the Town of Green Mountain Falls will impact neighboring jurisdictions and evacuation routes may need to be coordinated.
- The Police Chief will designate general evacuation routes.
- Provisions, to the extent possible, will be made for providing the elderly and special needs population with transportation methods, medical assistance, and other related support during emergency situations.
- Circumstances may warrant a "Shelter-in-place" order.
- Access to controlled areas may be controlled by law enforcement. Law enforcement may patrol all evacuated areas unless officers are at risk.
- Re-entry into the evacuation area will only be allowed after it is determined by the Incident Command that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)



## **Annex VIII – Resource Management**

**Lead Agency/Agencies:** Incident Management Team

**Supporting Agency/Agencies:**

All Green Mountain Falls Departments  
El Paso County Office of Emergency Management  
Colorado Division of Emergency Management

### **Purpose**

Provide a plan for effective procurement and use of human and material resources in the case of any type of emergency or disaster within the Town of Green Mountain Falls.

### **Situation**

Town resources will be available during an emergency and should be used accordingly; however, as town resources become depleted, mutual aid resources, as well as state and federal resources may be requested.

### **Assumptions**

- Shortages in Green Mountain Falls response resources may occur in any emergency or disaster. Procedures should be maintained to identify where and how to replenish them.
- Private contractors and volunteer agencies may be willing to assist the community during an emergency or disaster. They should be identified by the material or service they can provide.
- Mutual aid agreements with neighboring jurisdictions should be established and invoked as needed.
- Support is available through requests to the El Paso County Emergency Operations Center.

### **Concept of Operations**

- Pre-emergency planning requires that each department assigned a responsibility in the basic plan will identify personnel and material resources they may require and how to access or procure those resources.
- Emergency procurement procedures will be followed and records maintained of all expenditures for goods, services and personnel.
- If additional resources are required, requests should be made through the Emergency Operations Center.
- All purchases and requests for additional resources require the approval of the Incident Commander and should be coordinated through the Emergency Operations Center.

## **Annex IX – Damage Assessment**

**Lead Agency/Agencies:** Pikes Peak Regional Building Department

**Supporting Agency/Agencies:**

Green Mountain Falls Public Works Department  
Green Mountain Falls Planning Commission  
Green Mountain Falls/Chipita Park Fire Protection District  
El Paso County Office of Emergency Management  
Colorado Division of Emergency Management

**Purpose**

Provide timely and comprehensive information on the scope and impacts of a disaster and when necessary meet disaster declaration needs consistent with state and federal criteria.

**Situation**

An emergency or disaster requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss, and directs attention to the mobilization of resources necessary to cope with the situation. State and Federal disaster assistance may be required during an emergency or disaster. If such assistance is necessary, it must be based upon an accurate aggregate damage/loss estimate.

**Concept of Operations**

- The Pikes Peak Regional Building Department will begin an Initial Damage Assessment to collect record and report data. Information will serve as the basis for evaluating the need for disaster declaration at town, state, and federal levels should such action become necessary.
- Information and documentation compiled will be consolidated into a Preliminary Damage Assessment report forwarded to the Emergency Operations Center who will report such damage to key personnel and the State Office of Emergency Management.
- A Disaster Declaration may be declared by the Mayor in order to fully mobilize resources or to enact temporary restrictions, such as curfews and price controls. Such declaration will be given prompt and general publication and will be filed with the Town Clerk and County Clerk and two copies will be forwarded to the State Office of Emergency Management (OEM). A local declaration is a precondition for State emergency assistance in most cases.

## **Annex X – Vital Records**

**Lead Agency/Agencies:** Green Mountain Falls Town Clerk

**Supporting Agency/Agencies:** All Green Mountain Falls Departments

### **Purpose**

Ensure that vital records are maintained by all departments.

### **Situation**

In any emergency or disaster, the continuity of government and the reestablishment of government after a situation are vital to the public. Vital records maintained by government are an essential aspect of continuity and reestablishment of operations.

### **Assumptions**

- Government maintains various records that can include:
  - Vital Statistics
  - License registers
  - Election records
  - Budget records
  - Charters
  - Official Minutes
  - Criminal and Court Records
  - Incorporation Records
  - Contracts
  - Statutes and Ordinances
  - Boundary Determinations
  - Inventory of Property and Equipment
- Government records must be producible when requested by an official agency or the public.

### **Concept of Operations**

- Each department is responsible for maintaining vital records related to their respective operations.
- Each department is responsible for identifying vital records necessary for continuity of government and for the re-establishment of government before, during, and after an emergency or disaster.
- Vital records should be stored in at least two (2) separate locations, with one being off site.
- Procedures for obtaining off-site records should be established and updated as necessary.



## **Annex XI – Administrative Services**

**Lead Agency/Agencies:** Green Mountain Falls Administrative Department

**Supporting Agency/Agencies:** All Green Mountain Falls Departments

### **Purpose**

Support emergency operations with administrative resources needed for timely assessment of the financial impact of a disaster; to effect procurement of goods, services and manpower; follow a logical system for allocation and expenditure of funds; and keep detailed records of disaster-related expenditures.

### **Situation**

In any emergency or disaster, administrative services along with emergency first responders are a vital component of the overall effective management of a situation.

### **Assumptions**

Initial assessment of the financial magnitude of disaster response and recovery and the extent of insurance coverage will determine the need to request state and federal financial assistance.

### **Concept of Operations**

- Administration Department will maintain records of disaster-related expenditures to support reimbursement from insurers, state and federal agencies.
- Town Clerk will function as principal advisor to the Board of Trustees on all fiscal matters.
- Planning Commission will develop a damage assessment record keeping system to meet post-disaster needs.

## **Annex XII – Debris Management**

**Lead Agency/Agencies:** Green Mountain Falls Public Works Department

**Supporting Agency/Agencies:** All Green Mountain Falls Departments

### **Purpose**

Plan the coordination of the removal, collection, and disposal of debris following a disaster. Mitigate against any potential threat to health, safety, and welfare of the impacted citizens.

### **Definitions**

Phase I – consists of the clearance of the debris that hinders immediate life saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.

Phase II – consists of the removal and disposal of debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

### **Situation**

Disasters precipitate a variety of debris that includes, but is not limited to, trees, sand, gravel, building construction material, vehicles, personal property, and hazardous materials.

### **Assumptions**

- The amount of debris resulting from a disaster could exceed the Town of Green Mountain Falls' ability to remove and/or dispose of it.
- If a State of Emergency is declared, State resources may be available to assist in the removal and disposal of debris.
- Private contractors may play a significant role in the debris removal, collection, reduction, and disposal.
- The Public Works Department will pre-designate temporary debris storage and reduction sites including exact location, size, and ingress and egress routes.

### **Concept of Operations**

The Public Works Department will determine the extent of damage and resulting debris will be categorized for Phase I or Phase II removal.

## **Annex XIII – Civil Disturbance**

**Lead Agency/Agencies:** Green Mountain Falls Police Department

**Supporting Agency/Agencies:** Area Law Enforcement Agencies

### **Purpose**

Facilitate the Town's response to the threat of, or actual event of, civil disorder.

### **Situation**

Emergency situations such as civil disturbances, looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc. may cause need for specialized law enforcement activities, including outside assistance. Citizens may gather to vocally promote or demonstrate their individual rights or group interests. These demonstrations, although normally peaceful, have the potential of turning violent, and causing injury to persons, and damage to property. It is therefore prudent that the Green Mountain Falls Police Department monitor large gatherings within the Town for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it occur with little or no warning.

### **Assumptions**

- Civil disorders can cause alteration or disruption of daily operations.
- Town employees may be in danger in normal field operations.
- Public utilities may be disrupted.
- Public information will be a vital function.
- Law enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation.
- During an emergency situation, the Green Mountain Falls Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.

### **Concept of Operations**

- Emergency law enforcement operations will be an expansion of normal functions and responsibilities.
- Law Enforcement may be required to gather intelligence, within applicable laws, against groups that form with a potential for civil disturbance or violent activities.
- Pre-planning and using mutual aid can reasonably assure the law enforcement officials that adequate support is available to counter a civil disturbance and maintain or restore order.
- Once the Town issues a "State of Emergency" proclamation, the Town has the additional authority to effectively address the situation through its applicable departments.
- The Incident Command Post may be activated for a threat or actual event.
- Mutual aid resources may be called in.



- The Colorado Office of Emergency Management should be notified.

#### **Annex XIV – Hazardous Materials**

**Lead Agency/Agencies:** Green Mountain Falls/ Chipita Park Fire Protection District

**Supporting Agency/Agencies:**

Green Mountain Falls Police Department  
Area Fire Agencies  
El Paso County Hazmat Team  
Colorado State Patrol

#### **Purpose**

Protect the citizens and employees of the Town of Green Mountain Falls from the immediate and long-term effects of exposure to hazardous materials, and to identify the actions and responsible agencies for handling a hazardous materials incident.

#### **Situation**

There are thousands of chemicals in daily use that can cause an emergency affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life. Many of these chemicals and flammable gasses are transported via air, rail and motor transport. The U.S. Department of Transportation requires adequate warning markings on the carrier vehicle; however, there are numerous exceptions. Identification of the precise nature of the chemicals involved in a particular incident is a major problem, and care should be taken to note location, hazardous properties, characteristics, and potential hazardous reactions with each other.

#### **Assumptions**

- Incidents involving hazardous materials may occur during transportation, near the Town. U.S. Highway 24 is a designated route for transporting hazardous materials.
- Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident.
- Experience has shown that when dealing with hazardous materials accidents that procedures normally utilized in emergencies may not be effective, i.e., applying water to fires and normal evacuation procedures because of the short amount of time. For these reasons special knowledge through training must be acquired to effectively manage the operations.

#### **Concept of Operations**

- Green Mountain Falls/ Chipita Park Fire Protection District will assume Incident Command and coordinate all response activities associated with a hazardous materials incident in accordance with established SOP's.

- Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.
- Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.
- To the extent possible, operations should be:
  - Upwind
  - Uphill
  - Upstream
- The size of the spill, characteristics of the material and potential threat determine the structure of the emergency response effort.



## **Annex XVI – Terrorism / Weapons of Mass Destruction**

**Lead Agency/Agencies:** Green Mountain Falls Police Department

**Supporting Agency/Agencies:**

Green Mountain Falls/Chipita Park Fire Protection District  
All Green Mountain Falls Departments  
Area Law Enforcement

### **Purpose**

Facilitate the Town's response to threats or actual terrorism events as they relate to weapons of mass destruction (WMD).

### **Situation**

Since the events of September 11, 2001, any area of the United States may be subject to acts of terrorism and/or weapons of mass destruction. These acts do not adhere to geographic or political boundaries, thus making the Town Green Mountain Falls susceptible to the effects of such acts whether they occur within our boundaries or outside of our boundaries.

### **Assumptions**

- An attack may not be immediately recognizable as a terrorism event.
- There may be multiple events.
- First responders will be placed at higher risk of becoming casualties.
- Mass casualties/fatalities may occur. National support teams may be called in to assist.
- Event may quickly overwhelm local resources.

### **Concept of Operations**

- The Incident Command Post may be activated for a credible threat.
- The Incident Command Post will be activated for or an actual event.
- All available methods should be utilized to verify and disseminate information and warnings.
- Mutual aid resources may be called up.
- The Colorado Office of Emergency Management will be notified.
- Emergency response stages may be:

#### **Stage I - threat**

- Notify the Board of Trustees and other key officials of the threat or possibility of an actual event.
- Activate emergency team members.
- Activate town and other communication networks; coordinate and monitor media; brief employees.
- Involve community leaders in planning activities.
- Notify and secure town facilities.

#### Stage II – imminent or confirmed event

- Complete actions stated at Stage I
- Activate and staff Incident Command Post.
- Notify and utilize support agencies as necessary.
- Recall town employees from the field as needed for employee safety and briefing.
- Maintain security of all town facilities and equipment.
- Define and secure affected area if possible. Allow only individuals with proper identification and need into the secure area.
- Activate and utilize volunteer organizations as needed.
- Provide information network for family members.

#### Stage III – State of Emergency

- Complete actions stated at Stage II
- Mayor may declare a State of Emergency.
- Request additional resources as needed from Emergency Operations Center.
- Order and enforce a curfew as needed.

#### Stage IV – Recovery

- Restore vital Town services and provide temporary care measures for victims.
- Request state and federal grants as necessary.
- Begin long-term restoration of the community and provide a good public information program.
- Provide Critical Incident Stress Management (CISM) for employees.

## **Annex XVII – Tornado**

**Lead Agency/Agencies:** Green Mountain Falls/ Chipita Park Fire Protection District

**Supporting Agency/Agencies:**

All Green Mountain Falls Departments  
El Paso County Office of Emergency Management  
Area Law Enforcement and Fire Agencies

**Purpose**

Ensure a plan is in place in the event of a tornado.

**Situation**

If a tornado reaches the ground, its high winds and sudden drop in air pressure as it passes cause almost complete destruction of everything in its path.

**Assumptions**

- Citizens may be advised of potential severe weather conditions through a variety of means, including: National Oceanic & Atmospheric Administration (NOAA) radio, standard radio announcements, TV announcements, local sirens, etc.
- The National Weather Service (NWS) will provide tornado and severe weather warnings. Warning time will vary.

**Concept of Operations**

- The National Weather Service will advise the area of potential severe thunderstorm and tornado activity.
- Evacuation of town facilities may be deemed necessary and may be called for by the Board of Trustees, the responsible Department Head for the facility, or the senior supervisor on duty.

**Stage I – Tornado Watch / Warning**

- The El Paso County Dispatch Center will notify the Fire and Police Departments of pending severe weather.
- The El Paso County Dispatch Center will notify the Fire and Police Departments when a Tornado Watch or higher is issued.
- Tornado Warnings are disseminated through all available communication systems

**Stage II – Response**

- Confirmation of a tornado touchdown, resulting in injuries and/or property damage.
- The Incident Command Post will be activated and staffed as necessary by key individuals.

- All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
- Damage assessment team will be activated as needed.
- All news releases will be coordinated through the Public Information Officer.
- "All Clear" messages should be initiated when the threat of an active tornado has dissipated.

#### Stage III – State of Emergency

- Mayor may declare a State of Emergency.
- State and federal agencies will be notified.

#### Stage IV - Recovery

- Short and long-term disaster recovery will begin.
- Mayor or Board of Trustees may request a State or Federal Disaster Declaration.



## **Annex XVIII – Flash Flood/Flood**

**Lead Agency/Agencies:** Green Mountain Falls/Chipita Park Fire Protection District

**Supporting Agency/Agencies:**

All Green Mountain Falls Departments

Area Law Enforcement and Fire Agencies

El Paso County Office of Emergency Management

**Purpose:**

To ensure a plan is in place to respond to severe weather in the Town of Green Mountain Falls

Provides Severe Weather Warning Program in conjunction with NWS.

**National Weather Service (NWS) Products:**

Advisory: This is an NWS message which is meant to inform that severe weather conditions could develop sometime in the day.

Watch: This is an NWS message which is meant to inform the risk is high that a life threatening weather may occur later in the day. I

Warning: This is an NWS message which is meant to inform that severe weather conditions are currently occurring and life safety measures should be taken immediately

NWS products are issued with an expected expiration. The NWS may also cancel a product if it is no longer warranted

**Assumptions**

The delivery of weather products is dependent, to a large extent, upon the electronic news media (i.e., radio and television) in conjunction with the NWS

Local governments are also responsible for disseminating local public warning information within their political boundaries

**Concept of Operations -**

Depending upon threat conditions, this annex may be conducted in four stages.

**Stage I:**

Notification of all departments and key individuals.

Police and Fire will maintain a continuous monitoring of all weather conditions.

The Emergency Management Coordinator will coordinate with other departments and decide if and when a Stage II activation is required.

Potential evacuation of vulnerable locations should be considered.

Personnel should respond to the potential danger areas to warn individuals as appropriate.

EOC may be activated.

Incident Command Post may be established.

Evacuation routes may need to be established.

Determine need for emergency mitigation (sandbags, earth, etc.)

Determine available resources from outside agencies.

#### **Stage II:**

Warn public through available means of public notification (See Warning Annex).

Evacuate public to other locations or shelters.

Establish communications with El Paso County Office of Emergency Management.

Provide search and rescue operations as required.

Relocate essential Town services, if in the danger zone.

Request appropriate agencies to assist in providing temporary housing, food and shelter.

The County EOC will be activated and staffed as necessary.

Designated individuals may be dispatched to potential hazard areas to monitor and report findings

Shelters and transportation will be provided for evacuees as needed.

Damage assessment team will be activated if needed.

#### **Stage III**

The Mayor will declare a State of Emergency as needed.

Notification of State and Federal agencies will be implemented.

Restoration of vital Town services and longterm recovery will begin.

Board of Trustees will approve emergency spending authority

#### **Stage IV**

The Incident Commander will act as overall coordinator of the recovery event and coordinate disaster relief assistance with State and Federal agencies.

Short and long term disaster recovery will begin.

The Mayor may request a State or Federal Disaster Declaration.



## **Annex XXI – Severe Winter Storm**

**Lead Agency/Agencies:** Green Mountain Falls Public Works

**Supporting Agency/Agencies:**

All Green Mountain Falls Departments  
El Paso County Office of Emergency Management

**Purpose**

Ensure essential town services are maintained during severe winter weather.

**Definitions**

Winter Storm Watch – issued when severe winter weather is possible, including cold air, strong winds, and accumulations of snowfall.

Winter Storm Warning – issued when snowfall is expected to exceed six inches in a 12-hour period or eight inches in 24 hours.

Blizzard Warning – issued when severe winter weather with sustained winds of at least 35 mph is expected, along with considerable snowfall.

Winter Storm Emergency – vital community services have been severely impacted. The Mayor has declared a State of Emergency.

**Assumptions**

- All areas of Colorado are vulnerable to major winter storms.
- Longtime residents of the area are usually well equipped to handle routine and even severe winter weather.
- Large-scale loss of life or property does not normally occur as a result of a winter storm, however, any persons caught out in the storm and stranded motorists are in extreme danger.
- Loss of utilities in the Town can create a critical situation in a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
- Medical assistance may become critical.

**Concept of Operations**

Depending upon the winter storm threat conditions, this annex may be conducted in three stages

Stage I

- Notification of emergency management staff, police, fire, and other key officials.
- Activation of the Incident Command Post if needed

Stage II

- Support agencies will be contacted and placed on standby.
- Departments will operate according to their procedures.

### Stage III

- The Mayor may declare a State of Emergency. This proclamation gives the Board of Trustees the power to enact any order necessary to preserve public peace, health, and safety.
- The State office of Emergency Management will be notified.

Refer to Public Works Snow Removal Plan

## **Annex XXII – Emergency / Disaster Reporting Process**

**Lead Agency/Agencies:** Green Mountain Falls Administration

**Supporting Agency/Agencies:** All Green Mountain Falls Departments

### **Purpose**

Ensure proper reporting of expenditures and other actions taken to ensure maximum reimbursement for losses and expenses incurred in the recovery process. Ensure an accurate account of emergency actions taken is effectively memorialized.

### **Situation**

Prompt and accurate reporting is a must in order to ensure that local governments recover the maximum financial reimbursement for authorized disaster emergency related expenses and losses. It is almost impossible to document claims after the work has been done and a period of time has passed.

### **Assumptions**

- Any Incident will come with associated costs and expenditures.
- Additional funding may be needed and/or reimbursement necessary for costs associated with an Incident.
- Current budget amounts as well as any reserve funds may need to be expended on the Incident.
- Lessons learned can be gathered from reviewing documentation of past incidents.

### **Concept of Operations**

All departments, organizations, and agencies involved in an Incident will need to keep accurate records of expenditures, losses, and other actions taken. Cost related records will be forwarded to the Town Clerk for tracking of overall expenditures and losses. Action related records will be forwarded to the Incident Commander and included in the final Incident Documentation

#### Initial Report Includes information about

- Reporting Disaster Emergency Information
- Confirmation of a Disaster or Emergency Event:
- Activation of local warning systems
- Implementation of Emergency Operations Plan
- Mobilization of resources
- Activation of Incident Command Post
- Notification to El Paso County Office of Emergency Management
- Contact Colorado Division of Emergency Management

#### Initial Situation Assessment

- Initial decisions to mobilize and activate resources will be made on this report.



- Assessment of the situation and provide ongoing information flow from the field to the Incident Command Post and from the Incident Command Post to Emergency Operations Center.
- Provide Situation Reports to Emergency Operations Center and to CDEM/SEOC
- CDEM will advise appropriate departments of the State Government, and request the governor, and Federal Agencies to provide the necessary support.
- Update Situation Reports as new information is secured.

#### Initial Damage Report

- Reporting Location
- Type of Disaster/Emergency
- Area Affected
- Number of Persons Killed, Injured, Endangered, or Missing
- Damage to Essential Facilities
- Damage To Public Property
- Damage To Private Property
- Types of Assistance Needed

#### Recordkeeping

The basic rule is to maintain proof of any Incident-related expenditure. Some examples are:

- Records of Overtime Compensation to Employees
- Receipts - Purchase Orders
- Contracts Let For Emergency Repairs
- Equipment Logs (including Work Site)
- Receipts for Rented or Leased Equipment
- Issue Slips for Supplies Used
- Local Declaration of Disaster Emergency

#### 24-32-2109 CRS – Local Disaster Emergencies

A local disaster may be declared only by the chief executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publication and shall be filed promptly with the county clerk and recorder, town clerk, or other authorized record keeping agency and with the office.

The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans. The declaration should be made when it is determined that the needed response to a disaster or emergency event is at or beyond the normal capability of local

government agencies. Two copies should be sent to CDEM, one of which will be forwarded to the governor.

#### Situation Reports

During any disaster or emergency operation, daily reports of threat, damage, response and needs are necessary for efficient coordination of outside resource requirements.

Situation reports should contain:

- Nature of Disaster/Emergency/Threat and Current Magnitude
- Deaths and Injuries (Total to Date)
- Damage / Potential Damage
- Utilities
- Public Property
- Private Property
- Resources Committed and Reserves
- Local Resources
- Outside Resources
- Volunteer Activities – Search and Rescue, etc.
- Local Government Actions
- Activation of Emergency Operation Plan
- Manning of Incident Command Post
- Evacuation
- Other Information
- Additional Assistance Needed
- Date and Time Sent

## **Annex XXIV – Volunteer Management**

**Lead Agency/Agencies:** Green Mountain Falls Police Department

**Supporting Agency/Agencies:**

American Red Cross

El Paso County Office of Emergency Management

### **Purpose**

Develop a plan to track and assign spontaneous, citizen volunteers during a disaster.

### **Situation**

History has proved through the many disasters and emergencies that have occurred in this country, the public wants to help in any way that they can. Many citizens respond to disaster or emergency scenes, unsolicited, and offer their assistance. This can pose an additional dilemma for emergency services.

### **Assumptions**

- Citizens who want to help respond to disaster areas without direction.
- Liability becomes an issue.

### **Concept of Operations**

- Unsolicited emergency service personnel, non-emergency personnel, vehicles, equipment and citizen volunteers will be staged away from the scene in locations, depending on the scope of the incident and the volunteer response.
- Organized and trained groups of volunteers will be put into service first on a priority basis. Volunteer Coordinators will provide first responders with a source of additional volunteers with specific abilities by screening volunteers to determine skills and experience.



## **Annex XXV – Community Threat Assessment**

**Lead Agency/Agencies:** Green Mountain Falls Police Development

**Supporting Agency/Agencies:**

All other Town Departments

El Paso County Office of Emergency Management

### **Purpose**

To conduct a community threat assessment and identify critical facilities within the Town which may be subject to attack/disruption.

### **Situation**

The Town has identified facilities which are sensitive and in some instances critical infrastructure, e.g., Town Hall, and Fire Station. A list of these facilities is attached to this annex.

### **Assumptions**

- Incidents occurring within and/or near these facilities may require specialized responses by emergency personnel.
- During an emergency situation, the Green Mountain Falls Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased security and protection required by the circumstances.
- Public utilities may be disrupted.
- Public information will be a vital function.
- The department reviews and updates its Facility Listings on a periodic basis.

### **Concept of Operations**

- The initial response should be coordinated with the Fire Department.
- The Incident Command Post may be activated for a credible threat or actual event.
- Mutual aid resources may be called up.
- The Emergency Operations Center and the Colorado Office of Emergency Management should be notified.

### **Green Mountain Falls Facilities**

Schools

Churches

Facility Address	Type	Average # of Occupants