

# **EMERGENCY OPERATIONS PLAN**



**City of  
Cherry Hills Village**

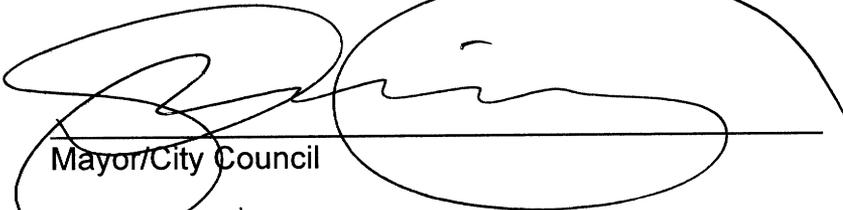
CHERRY HILLS VILLAGE  
Emergency Operations Plan

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**Letter of Promulgation**

This Emergency Operations Plan is hereby approved and ordered published and distributed.

All department heads and personnel shall accept the responsibilities assigned and conduct the organizational planning necessary to implement the plan.



Mayor/City Council

May 3rd 2013  
Dated

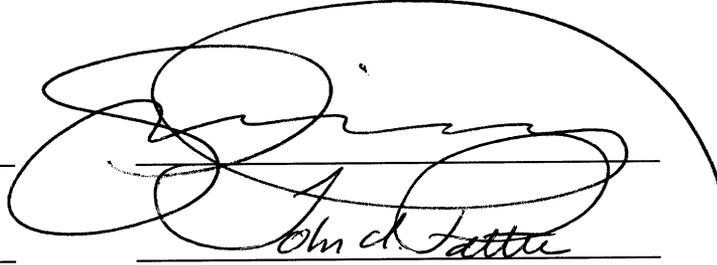
CHERRY HILLS VILLAGE  
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**Review and Concurrence**

The following departments have been assigned responsibilities in the plan have reviewed and concurred with its content.

Mayor/City Council



City Manager

Community Development



Public Works



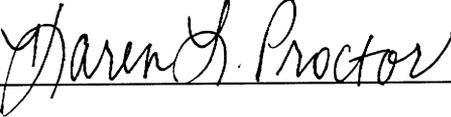
Police Department



City Clerk



Finance Director



**Distribution Plan**

CHERRY HILLS VILLAGE  
Emergency Operations 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.

OFFICIAL	NUMBER
Mayor	<u>1</u>
City Manager	<u>2</u>
City Clerk	<u>3</u>
Community Development	<u>4</u>
Finance Director	<u>5</u>
Police Chief	<u>6</u>
Public Works Director	<u>7</u>
Arapahoe County Office of Emergency Management	<u>8</u>
Colorado Office of Emergency Management	<u>9</u>
	<u>10</u>
	<u>11</u>
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## **EXECUTIVE SUMMARY**

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*“Local government that has the responsibility to provide for the safety of its citizens and community”*

The purpose of the Cherry Hills Village Emergency Operations Plan (EOP) is to provide direction on the roles, responsibilities and actions of each department and outside agency during a major disaster or emergency. The plan provides a framework that describes who does what and when.

The process of drafting the plan involved review of Arapahoe County’s Emergency Operations Plan, the State of Colorado’s Emergency Operation’s Plan, and consultation with various outside agencies that are identified as having a role in the plan. City departments have reviewed and have had the opportunity to provide input to ensure the plan reflects accurately what each department can provide during an emergency.

A hazard analysis was conducted to determine the most likely hazards to occur in the City. This analysis involved reviewing DRCOG’s regional Hazard Mitigation Plan, for which Cherry Hills and Arapahoe County is included. The Urban Drainage and Flood Control District’s flood plain data was also reviewed, as was emergency planning documents recently published by CML.

***The plan is organized into three sections:***

The Base plan includes the following categories: Introduction, Legal Authorities, Concept of Operations, Assignment of Responsibilities, Continuity of Government, and Hazard Analysis

The next section includes information on the functional annexes including: Mass Care, Resource Support, Evacuation, Communications/warning, Health & Medical, Debris Management, Public Works, Mass Care, and Emergency Public Information.

The last section contains the hazard specific annexes including: Flood, Winter storm, Tornado, Hazardous Materials, Disruption of Utilities, and Mass Casualty.

# INTRODUCTION

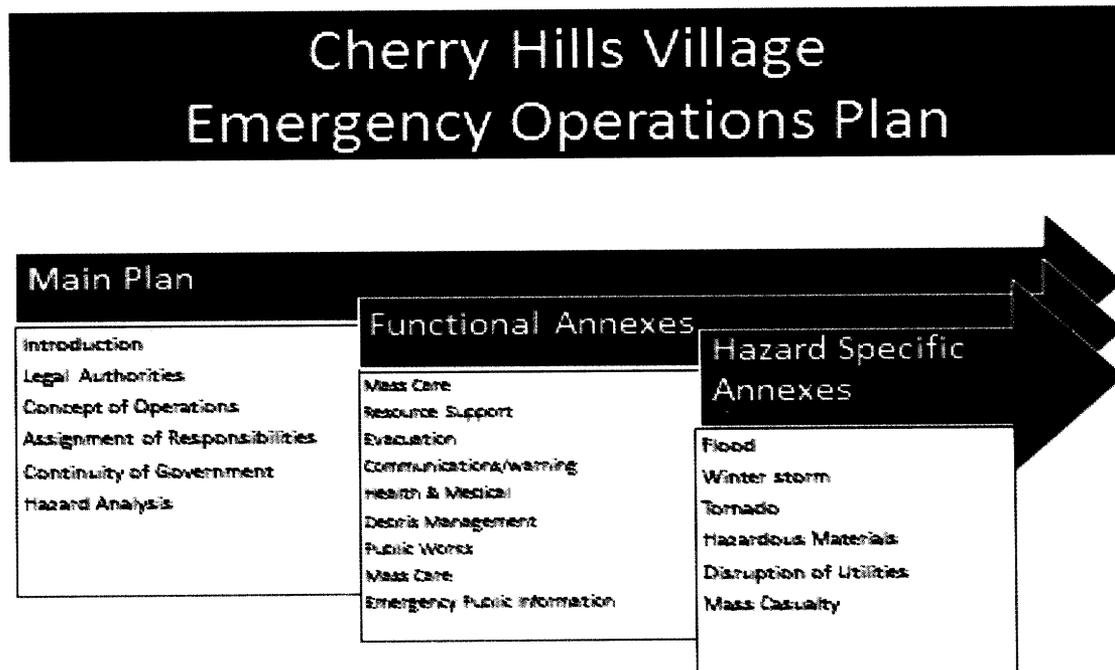
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The purpose of the Cherry Hills Village Emergency Operations Plan is to provide general guidelines and principles for planning, managing and coordinating the response and recovery activities of Cherry Hills Village before, during and after a major disaster or emergency. It identifies the roles and responsibilities of city departments, outside agencies, and volunteer organizations that will be responding to an incident in the Village.

This Emergency Operations Plan (EOP) was prepared under the Comprehensive Emergency Management Concept developed by the Federal Emergency Management Agency (FEMA) to integrate the response of all available resources and increase the level of emergency preparedness in Cherry Hills Village.

The Plan should be reviewed annually and updated as necessary. Maintaining and updating the plan is the responsibility of the Police Department. Attachments to the EOP may be developed as needed and incorporated into the plan without the need for amendment by resolution of City Council. Any changes, additions or deletions to the substantive content of this EOP must be done by an amendment to the EOP and approved by the City Council.

The Plan is divided into three sections as depicted in the following graphic.



## ***Legal Authorities***

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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. Specific legal references include:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§5121-5207)
- Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992."

## ***Scope***

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This plan was created using an all-hazard approach and is meant to provide a seamless alignment with Arapahoe County and the State of Colorado's operations by following the premise identified in the National Response Framework, which provides the structure for the management of an incident.

## ***Hazard Analysis Overview***

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In 2010, Cherry Hills Village as well as Arapahoe County, participated in the development of the Denver Regional Council of Government's (DRCOG) Hazard Mitigation Plan by conducting a local hazard analysis. The following natural hazards were identified as being those most likely to occur in Cherry Hills Village.

### **Natural Hazards**

Natural hazards in which Cherry Hills Village is most vulnerable include:

- Severe Winter Storm
- Flood
- Tornado
- Drought

## **Technological (Man-Made Hazards)**

Technological hazards are those that occur as a result of either an accident or a deliberate act. The technological hazards common to Colorado include:

- Mass Casualty Incidents
- Hazardous Materials Releases
- Terrorism
- Utility Disruption

### ***Planning Assumptions***

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With respect to any emergency or disaster, standard assumptions can be made:

- City officials will implement procedures necessary for the public safety and protection of property. This includes provisions to ensure continuity of government.
- Citizens expect their local government 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 appropriate personnel are properly trained and familiar with this plan and any applicable department standard operating procedures (SOP).
- City personnel without emergency responsibilities may be asked to work in a support role during a disaster.
- The Incident Command System (ICS) will be used as the incident management system for all levels to response.
- The City's priorities will be to save lives and protect the health and safety of the public and responders.
- County, State and Federal Assistance as well as volunteer and private organizations will be available to supplement the City's resources as needed.

## ***Continuity of Government***

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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 maintain or restore its ability to carry out essential functions.

There are two important factors for assuring continuity of government at the local level: First, well defined lines of succession for key officials and authorities; and second, the preservation of records and critical facilities are essential to the effective functioning of government and for the protection of citizens.

### **Provision of Essential Services**

Mission Essential Services are defined as being life-saving or critical to the immediate operation of the City. These services need to be maintained or restored immediately should they be struck by a disaster and rendered unusable. In the event that a City facility is rendered unusable, a back-up facility should be pre-identified that will allow for essential services to be provided.

### **Preservation of Essential Records**

Protection of essential records is vital if the City is to resume functioning after a major catastrophe.

The selection of the records to be preserved rests with the official rendering the service 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.

### **Lines of Succession**

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the elected leadership of each jurisdiction. The following line of succession, by department is currently recognized by the City:

#### **Elected Officials**

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

### City Administration

1. City Manager
2. Deputy City Manager
3. Director of Finance and Administration

### Legal

1. City Attorney
2. City Prosecutor

### Police Department

1. Police Chief
2. Police Commander
3. Police Sergeant

### Public Works Department

1. Public Works Director
2. Parks and Trails Administrator

## ***Concept of Operations***

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Municipalities are responsible for emergency operations within their jurisdiction. If a disaster occurs within the City, immediate response will be required. Having personnel who are familiar with the plans and procedures will help to make the response more successful.

**Principle of Local Government Control:** Direction and control prior to, during, and after an emergency or disaster rests with the elected leadership of the jurisdiction impacted by the given emergency or disaster. This authority continues throughout the stages of emergency operations or until conditions warrant a change in such authority.

This Emergency Operations Plan (EOP) is based on the concept that emergency response functions will generally parallel the normal operations of city 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.

**Mutual Aid:** Mutual aid agreements are an essential component in response activities and can significantly increase the availability of critical resources, as no single jurisdiction will have all the personnel or equipment necessary to cope with a major disaster.

There will be instances when successful response depends on the involvement of multiple jurisdictions, levels of government and the use of outside agencies. When the response exceeds the capabilities of the City, resources will be requested through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical, or public works).

Once those resources and all available mutual aid resources are exhausted, the City of Cherry Hills Village through Arapahoe County may request aid from the state.

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

NIMS is a predetermined flexible command structure, incorporating the concepts of the Incident Command System (ICS) and will be used as the incident management system of all response activities during emergency situations that go beyond a routine, single-agency response.

### **Incident Support – Emergency Operations Center**

If it is determined that additional support of the incident will be needed, an Emergency Operations Center (EOC) may be set up to help carry out additional functions and provide a functional area for policy and decision-makers to operate.

- The principle functions of the EOC are to:
  - Locate, acquire and track resources.
  - Monitor potential threats.
  - Support on-scene response operations.
  - Maintain situational awareness by receiving, compiling, and disseminating information on the emergency.
  - Coordinate among local, state and federal agencies, if required.
  - Develop and disseminate warnings and emergency public information.
  - Coordinate damage assessment 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

Each department operating within the EOC is responsible for the record keeping of expenses for their department. These records are important for reimbursement purposes from the state or federal government.

## ***Organization and Assignment of Responsibilities***

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The following is an overview of the responsibilities of those departments having a potential role during an emergency.

### **Mayor/City Council**

- Approve authorization of expenditures during major emergencies or disasters.

### **City Manager**

- Determine the need for a disaster declaration.
- Request State assistance if it appears that the resources and the ability of the City are inadequate to cope with the emergency.
- Implement the Emergency Operations Plan as the situation requires.
- Establish a policy for expenditures and allocations of funds.
- Ensure that a plan is in place so that all vital records are identified and protected.

### **Police Chief (*acting in the role of Emergency Manager*)**

- Monitor implementation of the Emergency Operations Plan.
- Keep the City Manager and other key officials informed of the emergency situation.
- Establish the Emergency Operations Center (EOC) 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 disaster operations until normal government operations can be resumed.
- Evaluate the disaster emergency in terms of the need for a disaster declaration and advise the City Manager.
- Prepare the Emergency Operations Plan for the City and conduct training exercises as necessary to maintain and improve the response capabilities of the city.

- Maintain private and local government resource lists.
- Represent the city as directed on matters relating to emergency management.
- Keep Arapahoe County and the State Office of Emergency Management informed of the disaster situation.

### **Police Department**

- Evacuate people who are or may be threatened by an imminent disaster.
- Control traffic access to the scene of a disaster.
- 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.
- Receive and relay national warning service emergency messages.

### **South Metro Fire Rescue**

- Provide pre-hospital emergency medical capabilities.
- Assist in search and rescue operations.
- Provide decontamination and neutralization of any hazardous material spills.
- Establish automatic and mutual aid agreements with local fire jurisdictions and EMS agencies.

### **Public Works**

- 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.
- Provide snow removal during severe winter storm conditions.
- Provide resources and technical support to public safety operations.
- Assist in damage assessments of bridges and roadways.
- Provide emergency shutdown of water and sewer services and have provisions in place to provide potable water for essential city relief activities.
- Coordinate with appropriate districts for the repairs of water and sewer systems.

- Coordinate the decontamination of the water systems as necessary.

### **Administration/Finance**

- Provide administrative and logistical support to City Council, Boards and Commissions, City Manager, and all departments within the City.
- Develop a methodology for purchasing supplies, services, and equipment under emergency conditions.
- Assist in the preparation of damage assessment reports as it relates to public buildings.
- Identify alternate facilities for use by the city to carry on essential operations.

### **City Attorney**

- Prepare emergency disaster declarations and emergency ordinances.
- Provide interpretation of federal and state regulations that relate to disasters.

### **Community Development**

- Consider mitigation measures during the development application process.
- Participate in damage assessment activities to include assisting in recommending which buildings or structures are retained or demolished.
- Participate in the preparation of a long-term recovery plan post disaster.

### **Specific Outside Agencies**

In addition to city departments, specific outside agencies provide emergency functions to local jurisdictions. The list includes, but is not limited to:

### **Tri-County Health**

- Issue precautionary health warnings as necessary.
- Provide advice on health matters.
- Provide environmental surveillance.
- Monitor the disposal of hazardous and radiological materials.
- Coordinate any quarantine, isolation and community containment measures.

- Determine food and water safety and arrange for the removal of any contaminated products.
- Provide immunization and mass prophylaxis
- Provide information on disinfecting public and private water supply.
- Send representative to City EOC as needed.

### **School Districts**

- Provide for the safety and protection of pupils and school personnel.
- Coordinate with the City and the American Red Cross for feeding, sheltering, and transportation of displaced persons caused by a disaster.
- Assist the City with identification and selection of school facilities best suited for sheltering and feeding displaced persons caused by a disaster.
- Send representative to City EOC as needed.

### **American Red Cross (ARC)**

- Designate and provide shelter to disaster victims.
- Provide food and services for these shelters.
- Provide referrals to nursing homes for special needs' victims.
- Provide crisis counseling to disaster victims and response workers.
- Provide first-aid stations, nurses, etc. to disaster victims.
- Send representative to City EOC as needed.

### **Salvation Army**

- Assist the American Red Cross with crisis counseling for victims.
- Provide food to disaster relief workers.
- Provide clothing to disaster victims.
- Send representative to City EOC as needed.

### **Amateur Radio Emergency Service**

- Set up emergency communications at the request of the EOC.
- Provide communications to emergency workers.
- Assist with damage assessment upon request.

### **County Coroner**

- Develop a plan to handle mass fatalities in the event of a major disaster.

- Establish a temporary morgue should existing facilities become overwhelmed.
- Perform all functions relating to identification, registration, and disposition of fatalities.

### **Utility Companies**

- Coordinate with the city to expedite restoration of gas and electric disruptions caused by a disaster or emergency.
- Coordinate with the city to expedite restoration of telephone and other communications disruptions caused by disaster or emergency.
- Provide emergency cell phone capabilities upon request.

## **EMERGENCY SUPPORT FUNCTIONS**

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The Emergency Support Function (ESF) annexes describe the functions that are most likely to be needed by the City during an incident or planned event. Not all ESFs will be activated during any given incident. Each incident will be evaluated and the ESFs most useful to the response effort will be activated and deployed in response to the incident. Each ESF will be assigned a Primary Agency for ESF administrative and operational duties and each ESF will be associated with support agencies having either jurisdictional or operational interest in the implementation of the Emergency Operations Plan.

Function	Support Agencies	Scope
Evacuation	Police Department Cherry Creek Public Schools RTD	<ul style="list-style-type: none"> <li>• Resource transport</li> <li>• Evacuation</li> </ul>
Communications/ Warning	Arapahoe County Dispatch Colo. Div. Emerg. Mgmt. Private Comms Agencies ARES	<ul style="list-style-type: none"> <li>• Emergency Communications</li> <li>• Public Warning</li> </ul>
Public Works & Engineering	Public Works Utilities Companies Community Development	<ul style="list-style-type: none"> <li>• Infrastructure assessment</li> <li>• Snow removal</li> <li>• Water and sewer</li> <li>• Debris removal</li> </ul>
Mass Care, (Housing & Human Services)	American Red Cross Salvation Army Tri-County Health Dept. of Human Services	<ul style="list-style-type: none"> <li>• Sheltering</li> <li>• Mass Feeding</li> <li>• Evacuation</li> </ul>
Resource Support	All Departments	<ul style="list-style-type: none"> <li>• Resource Management</li> <li>• Purchasing</li> </ul>
Health & Medical	South Metro Fire Rescue Tri-County Health Depart. Arapahoe County Coroner CDPHE	<ul style="list-style-type: none"> <li>• Emergency Medical Services</li> </ul>
Public Information	Police Department	<ul style="list-style-type: none"> <li>• Emergency information</li> <li>• Rumor control</li> <li>• Media relations</li> </ul>
Debris Management	Public Works	<ul style="list-style-type: none"> <li>• Removal, collection and disposal of disaster debris</li> </ul>
Disaster Reporting process	Administration	<ul style="list-style-type: none"> <li>• Disaster declarations</li> <li>• Damage assessment</li> </ul>

## ***EMERGENCY SUPPORT FUNCTION***

### ***Communication and Warning***

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**Primary Agency:**                    **Arapahoe County Dispatch**

#### **PURPOSE**

To maintain communications during disasters and provide the resources necessary to warn the public of a pending or occurring emergency or disaster.

#### **Planning Assumptions**

- Communication systems are critical to life-saving operations. In the event that these systems are damaged, alternate systems such as the Arapahoe County Amateur Radio Emergency Services will be available to assist.
- If warning time is available the public will be alerted and provided with recommended protective actions that may help to lessen the impact of the emergency situations.

#### **CONCEPT OF OPERATIONS**

It is essential for the City of Cherry Hills Village to have reliable communications, warning capabilities, and coordination with other organizations.

- If activated, the Emergency Operations Center may provide centralized communications to field units and other organizations responsible for response and recovery efforts. Additional communication resources may be requested from the State of Colorado or through the Arapahoe County Office of Emergency Management.
- Mobile communications vans may be available from South Metro Fire Rescue or Arapahoe County as necessary for interoperable communications.
- Arapahoe County Dispatch will be the recipient of emergency information to be disseminated to the public.
- 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) provides severe weather advisories, warnings and watches.
  - Spotters network.
  - Reports to 9-1-1 from citizens.

- Warnings will be disseminated to the public via:
  - Activation of the Emergency Alert System
  - Electronic media
  - Public address system
  - Door-to-door
  - Reverse 9-1-1

## ***EMERGENCY SUPPORT FUNCTION***

### ***Public Works and Engineering***

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**Lead Agency:** Public Works Department

**Support Agencies:**

Utilities Companies  
Community Development-Building Code Division

**Purpose:** To provide guidance on public works and engineering-related support for incident management. Activities within the scope of this function include: providing technical advice and evaluation, engineering services, snow removal operations, management of debris removal, participation in pre-emergency activities, such as pre-positioning of equipment, assessment teams, and contractors; and deployment of other elements.

**Planning assumptions**

In an emergency, damage to public works, infrastructure, and engineered systems may be significant. Buildings or other structures may have to be reinforced or demolished. Utilities may be damaged or inoperable. Debris may make streets and other transportation elements impassable. Sufficient resources may not be available locally to meet emergency needs.

Access to areas impacted by an emergency may be dependent upon restoring and reestablishing transportation infrastructure and systems.

Construction equipment and materials and personnel with construction and engineering skills may be required.

Mutual Aid may be requested from neighboring jurisdictions.

**Responsibilities**

The Public Works Department will be the primary agency for snow and ice removal operations and for clearing transportation corridors of trees and other debris. In addition, the department will provide support personnel for damage assessment.

**Support Agencies:**

Utility companies will be responsible for the restoration of water systems and storm water drainage ways.

Community Development-Building Code Division- Responsible for assessing damage to buildings and making determination as to whether to demolish or rebuild infrastructure.

## **EMERGENCY SUPPORT FUNCTION**

### ***Health and Medical***

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**Lead Agency:**                      **Tri-County Health Department**

#### **Purpose**

To provide guidance and coordination of emergency medical, public health, mental health, and mortuary services during epidemics, disease outbreaks or other health related emergencies.

#### **Concept of Operations**

- Paramedics will assume the responsibility for the initial emergency medical operations.
- The Metropolitan Medical Response System (MMRS) may be activated to provide mutual aid and equipment.
- A catastrophic event could activate the National Disaster Medical System (NDMS)
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
- 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.
- Tri-County Health and the Colorado Department of Public Health and Environment will assist with coordination with hospitals, patient tracking, health surveillance, etc.
- Arapahoe County Coroner will manage the identification and disposition of fatalities.

## **EMERGENCY SUPPORT FUNCTION**

### ***Emergency Public Information***

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#### **Lead**

**Agency:**                    **Cherry Hills Village Police Department**

#### **Purpose**

To establish procedures for the 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 cooperation of the media will be relied upon as a means of disseminating emergency public information and/or instructions to the public.

#### **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 and instructions to the public for obtaining disaster relief and assistance.
- In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.
- A Joint Public Information Center (JPIC) may be established when there is a need to coordinate information from many agencies. The City's single point-of-contact will be designated as the JPIC Manager and will coordinate the release of information.

- Records shall be kept of actions performed and information that is released.

## **EMERGENCY SUPPORT FUNCTION**

### **Mass Care/Sheltering**

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#### **Lead**

**Agency/Agencies:**           **Cherry Hills Village Police Department**  
  **South Metro Fire Department**

#### **Supporting**

**Agency/Agencies:**           **American Red Cross**  
  **Salvation Army**  
  **Cherry Creek School District**

#### **Purpose**

This function includes three primary functions provided to disaster victims within the City:

- Mass Care involves the coordination of non-medical services including: temporary sheltering, mass feeding operations, disaster welfare information, distribution of bulk emergency relief items, and post-disaster recovery assistance.
- Housing involves the provision of assistance for short and long term housing needs of victims.
- Human Services includes providing victim related recovery efforts such as counseling, support for those with special needs, aid in processing of federal benefit claims, and mail services.

#### **Situation**

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

Not all disaster victims will require mass care services. Some victims will find shelter with friends and relatives or stay in a hotel. Other victims will remain in their damaged homes.

#### **Concept of Operations**

- The Police and Fire Departments will determine the threat, magnitude and need for mass care services.
- Private and volunteer organizations such as the Red Cross , Salvation Army, and Colorado Volunteers Active in Disaster (COVOAD), will provide immediate shelter, feeding, and emergency first aid relief to individuals and families.
- The Police Department will coordinate the evacuation process.

- RTD and/ or the school district will 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 Police Department will provide security to the shelters if needed.
- PetAid, a disaster response organization, will arrange for sheltering for pets.
- The City is responsible for sending a representative to each shelter. This representative will be in contact with the EOC—either by phone or radio—so occupants of the shelter may receive regular updates on the status of the emergency, and other information relative to the incident.

Local Red Cross designated shelters include:

Cherry Hills Village Elementary 2400 E. Quincy Cherry Hills Village 720 747-2700	West Middle School 5151 S. Holly Greenwood Village, Co 720 554-5100
Englewood High School 3800 S. Logan Englewood, Co 303 806-2266	Mission Hills Church 5859 S. University Littleton, Co 303 794-3564

## **EMERGENCY SUPPORT FUNCTION**

### **Evacuation**

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**Lead Agency:**                      **Cherry Hills Village Police Department**

#### **Purpose**

To put a plan in place when a disaster makes it necessary to evacuate a portion of or the entire City.

#### **Assumptions**

- First responders will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.
- This 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.
- Most evacuees would 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.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Evacuation instructions should be based on known or assumed health risks associated with the hazard.

#### **Concept of Operations**

- The Police and Fire Departments will determine the threat, magnitude, intensity, time until onset, and expected duration of the emergency as well as the need for evacuation.
- The Police Department and Fire Department will coordinate the evacuation process to include:
  - Identifying the number of people requiring transportation to evacuate.
  - Designating an assembly point for evacuees without their own transportation for assembly
  - Arranging transportation for evacuees without their own vehicles.
  - Arranging shelters to house evacuees.

- Providing evacuation information to the local media to be disseminated.
- The Police Department will provide security for the evacuated area.
- Door-to-door notifications will be made to assure evacuation complete.
- A list of evacuees and their location will be maintained.
- An evacuation of the City will impact neighboring jurisdictions and evacuation routes will need to be coordinated.
- 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.
- If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for transportation, as a last resort, officials may recommend in-place sheltering.
- Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation.
- Access to controlled areas will be controlled by law enforcement. Law enforcement will 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 appropriate officials 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.)

## **EMERGENCY SUPPORT FUNCTION**

### **Resource Management**

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#### **Lead Department**

#### **Supporting**

**Agency/Agencies:** All Cherry Hills Village Departments  
Arapahoe County Office of Emergency Mgmt  
Colorado Office of Emergency Management

#### **Purpose**

To ensure efficient utilization of resources during an emergency or disaster while providing for the effective procurement and/or allocation of existing and requested resources.

#### **Situation**

City resources will be available during an emergency and should be used accordingly; however, as city resources become depleted, mutual aid resources, private vendors, and county, state and federal resources may be requested.

#### **Assumptions**

- Shortages in the City's 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 will be willing to assist the community. They should to be pre- identified by material or service they can provide.
- Mutual aid agreements with neighboring jurisdictions will be established and invoked as needed.
- Support is available through requests to state and federal agencies. Procedures should to be established for accessing this support.
- The State Resource Mobilization plan can be utilized to obtain additional resources upon the depletion of local and mutual aid resources.

#### **Concept of Operations**

- Each department in the City should pre-identify personnel and material resources they may need and how to access and procure those resources.

- Emergency procurement procedures should be established 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 (EOC) if it is operational.

## **EMERGENCY SUPPORT FUNCTION**

### ***Debris Management***

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**Lead Agency:**                      **Public Works Department**

#### **Purpose**

To plan for the removal, collection, and disposal of debris following a disaster. To mitigate against any potential threat to health, safety, and welfare of the impacted citizens.

#### **Situation**

Disasters can create a variety of debris that includes trees, building construction material, vehicles, personal property, and hazardous materials.

#### **Assumptions**

- The amount of debris resulting from a disaster could exceed the City's ability to dispose of it.
- If a State of Emergency is declared, State resources would be made available to assist in the removal and disposal of debris.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.

#### **Concept of Operations**

- The Public Works Department will designate temporary debris storage and reduction sites including location, and ingress and egress routes.
- The Public Works Department will coordinate the clearing of debris from roads for public safety purposes.
- The Colorado Department of Public Health and Environment will provide technical assistance on waste disposal requirements, to include information on asbestos and other hazardous material disposal.
- The public will be notified regarding proper disposal methods to include the disposal of spoiled food and building materials.

## **EMERGENCY SUPPORT FUNCTION**

### ***Hazardous Materials***

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**Lead Agency:** South Metro Fire Department  
Arapahoe/Douglas Hazmat

#### **Purpose**

To protect the citizens and employees of the City 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.

#### **Concept of Operations**

Incidents involving hazardous materials may occur during transportation, near the City. Hampden Ave. 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.

South Metro Fire Rescue will 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.

The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort.

- Police Department - Deny entry beyond the hazard zone except to those with appropriate PPE and respiratory protection.
- Metropolitan Medical Response System Mass Decontamination teams – South Metro FPD, West Metro FPD, Denver FD and Boulder FD all operate mass decontamination teams. Each team is prepared to handle up to 500 ambulatory patients per hour.

- Tri-County Health Department - Monitor the air and coordinate with the hospitals for medical epidemiology.
- Public Works - Provide barricades and routing of traffic. Monitor runoff into storm water system.

## ***Tornado***

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**Lead Agency:**                      **Cherry Hills Village Police Department  
South Metro Fire Rescue**

### **Purpose**

To provide guidance for protecting citizens and property in the event of a tornado.

### **Situation**

Tornadoes are one of nature's most violent and damaging hazards causing almost complete destruction of everything in its direct path.

### **Concept of Operations**

- Citizens will 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.
- Evacuation of city facilities may be deemed necessary and may be called for by the City Manager or the Police Chief.
- ***Stage I – Tornado Watch / Warning***
  - The Arapahoe County Dispatch Center will notify key officials and field personnel of pending severe weather.
  - Tornado Warnings are disseminated through all available communication systems
- ***Stage II – Response***
  - Confirmation of a tornado touchdown, resulting in injuries and property damage.
  - The EOC may 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 will be initiated when the threat of an active tornado has dissipated.
- **Stage III – State of Emergency**
  - City Manager by request will declare a state of emergency.
  - State and federal agencies will be notified.
  - Restoration of vital city services will begin.
  - City Council will approve emergency contingency funding.
- Mutual aid may be needed immediately.
- Amateur radio and other communication systems may need to be brought in.
- Utilities may face major disruption and hazardous situations.
- Infrastructure, such as roads, highways, bridges, may be unusable.
- Telephone communications may be non-existent or overloaded.
- Buildings and structures may be damaged and uninhabitable.
- Activation of the Emergency Operations Center may be necessary.

### **Concept of Operations**

- Investigate and assess damage to buildings, structures and property within the city for the purpose of:
  - Identifying imminently hazardous conditions for immediate abatement.
  - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
  - Compile a statistical damage assessment report for distribution to city officials, county, state and federal government agencies, media, various organizations, and the general public.

## ***Flood***

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**Lead Agencies:**                    **Cherry Hills Village Police Department**  
   **Cherry Hills Village Public Works**

### **Purpose**

To ensure a plan is in place to respond to flooding in the City of Cherry Hills Village.

### **Assumptions**

- Many areas of the City lie within 100 year flood zones.
- The delivery of public flood warnings is dependent, to a large extent, upon the electronic news media (i.e., radio and television) with the National Weather Service (NWS) being primarily responsible for the initial release of the warning and its content.
- Local governments are also responsible for disseminating public warning information within their political boundaries.
- Flash floods on the front range can occur at any time.
- Street flooding from heavy rains or snowmelt may also occur.

### **Concept of Operations**

- Cherry Hills Village falls within the boundaries of the Urban Drainage and Flood Control District (UDFCD).
- UDFCD provides a Local Flood Warning Program in conjunction with NWS.
- Messages that the District can send out:
  - **MESSAGE 1** (Internal Alert)
  - This is an advisory message which is meant to inform key people that weather conditions are such that flood producing storms could develop sometime in the day. If the weather advisory requires priority handling by a communications dispatcher, the message will be preceded with the statement: "THIS IS A **RED FLAG** MESSAGE."
  - **MESSAGE 2** (Flash Flood Watch)

- This message indicates that a Flash Flood Watch has been issued by NWS and/or a private meteorological service employed by the District and they feel the risk is high that a life-threatening flood may occur later in the day. If it is felt that this watch requires priority handling by a communications dispatcher, it will be identified as a **RED FLAG** message.
- **MESSAGE 3** (Flash Flood Warning)
- This message indicates that a Flash Flood Warning has been issued by NWS and/or a private meteorological service employed by the District. This warning message requires priority handling by the communications dispatcher (i.e. **AUTOMATIC RED FLAG**).
- **MESSAGE 4** (All Clear)
- This message cancels the flood potential status. This message is issued by the private meteorological service after consultation with NWS and other entities involved with direct private meteorological service communications.

### **Concept of Operations**

- Depending upon flood threat conditions, the following activities may occur:
  - Police and Fire will maintain a continuous monitoring of all weather conditions.
  - Potential evacuation of suspected flood locations will be considered.
  - Police and Fire personnel will respond to the potential danger areas to warn individuals.
  - Evacuation routes may need to be established.
  - Determine need for diking (sandbags, earth, etc.)
  - Determine available resources from outside agencies.
  - Warn public through available means of public notification (See Warning Annex).
  - Evacuate public to other locations or staging areas.
  - Establish communications with Arapahoe County Office of Emergency Management.
  - Initiate fan-out or call-out lists.
  - Provide search and rescue operations as required.
  - Request appropriate agencies to assist in providing temporary housing, food and shelter.
  - Shelters and transportation will be provided for evacuees.

- City Manager will declare a State of Emergency as needed.
- Notification of state and federal agencies will be implemented.
- City Council will approve emergency contingency funding.

## ***Mass Casualty***

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**Lead Agency:**                      **Tri-County Health Department**

**Purpose:** To have a plan in place to handle a mass casualty event within Cherry Hills Village.

**Concept of Operations:**

- An initial assessment must be conducted rapidly to facilitate the planning and decision-making process.
- Mutual aid agreements should be activated and volunteer organizations notified for support.
- The Arapahoe County Coroner may be notified and may activate their mass fatality plan.
- Tri-County Health Department will be notified and will coordinate the medical surge process with hospitals and well as coordinating mental health needs, patient tracking, and deployment of medical surge caches. (*see attached Tri-County Health Dept. attachment for full description of capabilities*).
- The Regional Emergency Medical & Trauma Advisory Councils (RETAC) may be contacted for support. Support includes a 500-bed hospital surge cache.
- Colorado Department of Public Health and Environment may be contacted for additional support which may include the review of public health related Executive Orders.
- An incident of this nature will most likely require a disaster declaration be completed.

## ***Utility Disruption***

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### **Lead Agency:**

**Purpose:** to facilitate a coordinated response manage and recover from prolonged shortages of utilities.

**Situation:** Generally, utility outages result from failures in the distribution system as opposed to shortages of supply. Distribution components are most susceptible to failure during extreme hot and cold temperatures as well as during violent weather conditions. Utility disruption can involve electricity, gas, telecommunications, or water/waste water facilities.

**Electricity:** Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electrical utilities restore power lines to a safe condition.

**Water/wastewater:** Disruption of water may require notification to the public regarding any restriction on water usage, boiling requirements, acquiring of bottled water; etc. Local firefighting activities may also be impacted by the disruption of water service.

Utility companies may not be able to restore service to critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or materials are not readily available. It is therefore essential that a plan exists that enables government to continue functioning.

In large-scale disasters, utility companies may have to compete with individuals, businesses, industry, government, and other utility companies for manpower, equipment, and supplies, creating an even .

### **CONCEPT OF OPERATIONS**

It is essential that an initial estimate of the duration of a major utility outage be obtained as soon as possible. This will allow plans to be made regarding the anticipated impact and any actions needed to protect public health and safety.

In large-scale emergency situations that produce catastrophic damage, utilities are typically faced with a massive repair and rebuilding effort that often involves bringing in other utilities and contractors pursuant to mutual aid agreements.

Determine the extent of the outage and identify critical infrastructure that should receive priority in resumption of services.

Craft public information messages to provide updates on the current situation, conservation measures, and response/recovery activities that are being taken.

Notify property owners regarding the safety and re-entry following the rendering of electrical lines and gas distribution lines.

Consider activating and staffing the Emergency Operations Center.

American Red Cross/Salvation Army will provide shelters and provisions for stranded people in accordance with internal procedures.

Public Works will provide barricades, debris removal and road repair as needed.

## **Winter Storm**

**Lead Agency:** Cherry Hills Village Public Works

### **Purpose**

To ensure essential city 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 City Manager 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 City 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.

### **Concept of Operations**

- Depending upon the winter storm threat conditions, any of the following actions may occur.
  - The City Manager may declare a citywide emergency. This proclamation gives the City Manager the power to enact any order necessary to preserve public peace, health, and safety.
  - The Arapahoe County or State Office of Emergency Management may be notified if extra assistance is anticipated.
- Snow Routes

The following streets are priority streets in regard to snow removal:  
Quincy Ave, Clarkson St., Franklin St. from Quincy to Belleview,

Layton Ave. from Quincy to Belleview, Colorado Blvd., Mansfield Ave from Colorado Blvd to Dahlia St. Oxford Ave. from Dahlia St. East, Dahlia St. from Mansfield to Quincy, Holly Street from Belleview to Quincy, and Happy Canyon Road. These streets provide access for emergency vehicles to all locations of the City during a snowstorm. The Colorado Department of Transportation maintains Hampden Avenue, University Blvd. and Belleview Avenue

## ***Emergency / Disaster Reporting Process***

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### **Lead**

**Agency:** Cherry Hills Village Administration

### **Purpose**

To ensure proper reporting of expenditures and other actions taken to ensure maximum reimbursement for losses and expenses incurred in the recovery process.

### **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 disaster or emergency will come with associated costs and expenditures.
- Additional funding will be needed and/or reimbursement necessary for costs associated with a disaster or emergency.
- Current budget amounts as well as any reserve funds may need to be expended on the disaster or emergency.

### **Concept of Operations**

- All departments, organizations, and agencies involved in a disaster or emergency occurring within Cherry Hills Village will need to keep accurate records of expenditures, losses, and other actions taken.
- These records will be forwarded to the City Administration for tracking of overall expenditures and losses.

Upon confirmation of a Disaster or Emergency Event:

- Activate local warning systems
- Implement Emergency Operations Plan (EOP)
- Mobilize local emergency response resources
- Activate Emergency Operations Center (EOC)
- Contact Arapahoe County Office of Emergency Management
- Contact Colorado Division of Emergency Management at the 24-hour emergency telephone number (303) 279-8855

- Lead time is critical when contacting CDEM. Early warning will give the Duty Officer time to place response resources in stand-by and alert the Federal Government as necessary.
- Initial Situation Assessment (*sample form attached*)
  - Initial decisions to mobilize and activate resources will be made on this report.
  - Assess the situation accurately and provide ongoing information flow from the field to local EOCs.
  - Provide Situation Reports to the Colorado Office of Emergency Management (COEM)
  - COEM will advise appropriate departments of 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 should include:
  - Reporting Location
  - Type of Disaster/Emergency
  - Area Affected
  - Number of Persons Killed, Injured, or Endangered
  - 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 disaster-related expenditure.
  - Some examples are:
    - Records of Overtime Compensation to Employees
    - Receipts - Purchase Orders
    - Contracts for emergency repairs
    - Equipment Logs (including Work Site)
    - Receipts for Rented or Leased Equipment
    - Issue Slips for Supplies Used
- Local Declaration of Disaster Emergency (*sample declaration attached*)
- Situation Reports (*sample report attached*)