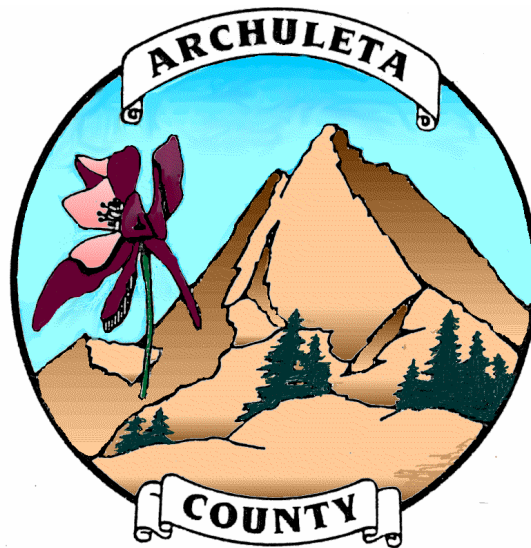


Archuleta County

Emergency Operations Plan



Base Plan



2018

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 The Sheriff
 The Fire Chief
 The Pagosa Mountain Regional Hospital and Upper San
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 The County Road and Bridge Departments
 The County Administration
 The County Coroner
 The County Assessor
 San Juan Basin Health Department
 School District Superintendent
 The American Red Cross
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RESOLUTION

RESOLUTION 2018-____
A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ARCHULETA COUNTY, COLORADO ADOPTING THE ARCHULETA COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS, pursuant to C.R.S. §§ 30-11-101(1)(d), 30-11-103, and 30-11-107(1)(a), the Board of County Commissioners of Archuleta County, Colorado (“BoCC”) has the legislative authority to manage the business and concerns of the County to ensure the welfare and interest of the County and its inhabitants; and

WHEREAS, the BoCC recognizes the threat natural emergencies pose to the citizens of the County and that undertaking emergency mitigations and response actions will reduce the potential for harm to citizens and property in the county; and

WHEREAS, the Archuleta County Office of Emergency Management has prepared the EOP and recommends that the EOP serve as the foundational blueprint for an emergency management program; and

WHEREAS, the Archuleta County Office of Emergency Management is the County agency responsible for coordinating and/or implementing the All Hazards Emergency Operations Plans, and is created and designed to conduct authorized functions pursuant to the Colorado Disaster Emergency Act of 2014, of Article 24-33.5-704, et. seq., of Title 24 C.R.S.; and

WHEREAS, the BoCC find that the EOP is necessary for protecting the public health, safety and welfare of the citizens of Archuleta County; and

WHEREAS, all previous Archuleta County Emergency Operations Plans are superseded by this document.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Archuleta County hereby adopts the Emergency Operations Plan attached hereto as Exhibit A, and incorporated into this Resolution by this reference.

APPROVED AND ADOPTED this ____ day of _____, 2018 in Pagosa Springs, Archuleta County, Colorado.

ATTEST:

THE BOARD OF COUNTY COMMISSIONERS OF ARCHULETA COUNTY, COLORADO

By: _____

By: _____

June Madrid, County Clerk

Steve Wadley, Chairman

RECORD OF CHANGES

All changes are to be annotated on the master copy of the AC-EOP. Should the change be significant in nature, update shall be made to with the applicable plan holders. If not, changes will be reviewed and incorporated into AC-EOP at a scheduled update.

Date Posted	Change	Page/paragraph/subject header	Recommending agency/individual
10/17/2018	Update existing information to reflect new Hazard Mitigation Plan	Mitigation Planning Section	ACSO OEM – Mike Le Roux
10/17/2018	Update existing information to include reference to Resolution 2017-42	Policies Section	ACSO OEM – Mike Le Roux
10/17/2018	Date to 2018	Plan Development & Maintenance	ACSO OEM – Mike Le Roux
10/17/2018	Added reference to adopted Plans, Policies, and Ordinances	Plan Development & Maintenance	ACSO OEM – Mike Le Roux
10/18/2018	Bold highlight to headings	Appendix A & B	ACSO OEM – Mike Le Roux
10/31/2018	Update ESF descriptions	Emergency Support Function Summary	ACSO OEM – Mike Le Roux

FORWARD

The Archuleta County Emergency Operations Plan (AC-EOP) outlines how our county public safety agencies and organizations will implement life and property saving action when a major disaster or emergency challenges our ability and our resources to respond effectively. Priorities during an event are to save lives; protect public health and property, and restore the community. The EOP describes policies, planning assumptions, concept of operations, response and recovery actions. Responsibilities of each Archuleta County and Town of Pagosa Springs departments and agencies are identified to guide operations in preparation for and following a major disaster or emergency.

The EOP has been established and has been revised to include implementation of the National Incident Management System (NIMS). This system has proven to be an effective framework for coordinating delivery of emergency services to the people of Archuleta County. The EOP does not supersede individual agency Plans of Standard Operating Procedures (SOP's), nor does it interfere with the best practices of emergency response agencies in Archuleta County.

The EOP establishes thresholds for emergency response using resources available within our County. Once those thresholds have been crossed and/or exceeded, State and Federal assistance will be requested based on the needs of the incident.

The EOP is a living document. It will continue to evolve based on lessons learned from actual experiences in disasters and ongoing department and agency planning, training, and exercise activities. It will serve as a basis improving coordination and strengthening relationships among all emergency partners to include federal, state and local governments, voluntary disaster relief organizations, and the private sector. The goal for creating these enhanced partnerships between agencies is to reduce loss of life and human suffering and decrease costly damages to property.

INTRODUCTION

The Archuleta County Emergency Operations Plan, hereafter referred to as the AC-EOP has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG 101), the National Response Framework (NRF) and the National Incident Management System (NIMS). It strives to meet the requirements of other State and Federal guidelines for local emergency management plans and programs. The AC-EOP establishes the structure for a coordinated response to various types of natural, technological, manmade emergencies and disasters, and terrorist attacks.

The AC-EOP is written from the perspective that all emergencies and disasters begin and end at the Local Government level.

The AC-EOP provides a basis for the coordinated planning and management of types of emergencies and disaster events most likely to occur in Archuleta County and those emergencies and disaster events of "countywide interest". All Elected Offices and County Departments tasked in this plan are responsible for developing and maintaining the standard operating procedures and training necessary for implementing the assigned duties and functions of the AC-EOP.

Elected Offices and individual County Departmental plans or annexes are to be attachments of this document as they are developed. The AC-EOP is not intended to replace Office or Department standard operating procedures (SOP), or to interfere in the execution of any statutory authority of Constitutional Offices under the Colorado Revised Statutes.

The AC-EOP will maintain its value by requiring all emergency planning directed by outside agencies and departments by coordinating with the Director of Emergency Operations.

The AC-EOP is intended to be used when a situation requires that multiple Offices or Departments are involved in coordination and integration with outside agencies and entities, an emergency or disaster declaration, or when an incident escalates beyond the capabilities of Archuleta County and it is necessary to seek State and/or Federal Assistance.

The BOCC recognizes that emergencies and disasters may be positively influenced by the pre-established authority delegated to the Director of Emergency Operations to act immediately under the concepts and authorizations of the AC-EOP. The BOCC authorizes the Director of Emergency Operations to act in the pre-disaster declaration time frame until such official declaration can be made by the Board of County Commissioners or the County Manager if the BOCC has delegated this authority. The emergency authority of the Director of Emergency

Operations consists of ordering and mobilizing resources, requesting mutual-aid, and spending to respond to an emergency or disaster. The Director of Emergency Operations will as soon as practical make full notification to the County Manager and BOCC of such actions taken during the pre-disaster declaration period.

The AC-EOP does not address emergency planning and management of Municipalities or Special Districts. These political subdivisions are responsible for the development and maintaining of their emergency operations plans (EOP) and annex documents, standard operating procedures and training necessary for implementing assigned duties and functions of their individual EOP. It is the responsibility of the Archuleta County Office of Emergency Management (OEM) through the Director of Emergency Operations, to coordinate and integrate planning of the AC-EOP with Town Governments and Special Districts, and other Non-Governmental Entities and Agencies.

The Director of Emergency Operations is responsible for annual updates and revisions to this document. The Director of Emergency Operations will develop training and exercise programs to familiarize County Offices, Departments, personnel, emergency response agencies, other governments and special districts, volunteer organizations, and appropriate non-governmental organizations with the provisions of the AC-EOP. The Director of Emergency Operations is responsible for supporting the incident command and other systems utilized in the dissemination of emergency planning and response information to the citizens of Archuleta County.

PURPOSE

The purpose of the AC-EOP is to:

- A. Identify the roles, responsibilities and actions required of county departments and other agencies in preparing for and responding to major emergencies and disasters;
- B. Establish the governing plan for all emergency plans within Archuleta County Government
- C. Establish the framework for all plans developed and used by Offices and Departments, Town Governments and Special Districts
- D. Ensure a coordinated response by local, state and Tribal agencies by the use of the NIMS in managing emergencies or disasters; to save lives, prevent injuries, protect property and the environment, and to return the affected area to a state of normalcy as quickly as possible;

- E. Provide a framework for coordinating, integrating, and administering the emergency operations plans and related programs of local, state, and Tribal.
- F. Provide for the integration and coordination of volunteer agencies and private organizations involved in emergency response and relief efforts.

SCOPE

The Archuleta County Emergency Operations Plan is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of local support as well as coordination with state and Tribal agencies. The Archuleta County Emergency Operations Plan is important in the mission of reducing the vulnerability to all natural and manmade hazards; minimizing the damage, and assisting in the recovery from any type of incident that occurs.

The AC-EOP recognizes and respects the legal jurisdictional boundaries of Municipal governments as well as service plan boundaries of Special Districts. AC-EOP does not specifically address the emergency planning process or actions necessary and/or required by other Municipal governments or Tribal agencies.

Base Plan: Describes the structure and processes comprising a countywide approach to incident management designed to integrate the efforts and resources of local government, private-sector, and non-governmental organizations. The Base Plan includes planning assumptions, roles and responsibilities, policies, initial actions, and plan maintenance instructions.

Emergency Support Function (ESF) Annexes: Details the missions, policies, structures, and responsibilities of local agencies for coordinating resource and programmatic support to local agencies or other jurisdictions and entities during incidents

The AC-EOP does not specifically address recovery task force concepts, long-term recovery, reconstruction and redevelopment which would likely be associated with any major disaster. The AC-EOP will strive to provide a structure throughout the phases of response which may include as examples: full incident stabilization, property protection, emergency protective actions, short term housing, debris removal, donations management, and volunteer coordination. The long-term recovery and recovery task force concepts will be developed in a separate planning document.

SITUATION OVERVIEW

Relative Probability of Impact

Archuleta County is situated in the high mountain environment of a water shed basin. The geography and extensive wild land-urban interface of Archuleta County creates susceptibility to the impacts from Wildfire, Winter Storms, and Flooding as a result of Dam Failure

Archuleta County is a combination resort and ranching community with a high ratio of second home owners to full-time residents. Archuleta County experiences high volume surge populations during winter and summer months.

Geography

The Archuleta County Response Area, encompasses the entirety of Archuleta County, the Southern Ute Indian tribal lands, and the southern portions of Hinsdale and Mineral Counties. The northern border of the Response Area, which crosses through Hinsdale and Mineral Counties, is roughly coterminous with the Continental Divide.

The Response Area's northern border deviates briefly from the Continental Divide in the southeastern part of Mineral County. The Archuleta County Response Area is located in southwest Colorado near the headwaters of the San Juan River. The terrain in the Response Area ranges from the San Juan Mountains in the northern half of the Response Area to mesas and valleys in the southern part of Archuleta County. The Response Area is bordered by La Plata County to the west, the southern portions of Hinsdale and Mineral County to the north, Rio Archuleta County to the northeast, Conejos County to the east, and the state of New Mexico to the south. Archuleta County encompasses 1,364 square miles and includes the incorporated municipality of Pagosa Springs. Roughly 50% of the land in Archuleta County is owned and managed by the U.S. Forest Service (USFS) Bureau of Land Management (BLM). 15% belongs to the Southern Ute Indian Tribe, and the remaining 35% is privately owned. The portion of Hinsdale County covered by the Response area is 295.7 square miles. The Mineral County portion covers 222 square miles.

The USFS owns the large majority of the land in these parts of the Response Area. Land stewardship in the Archuleta County Response Area is depicted in Figure 2.2. The Archuleta County Response Area has four distinct seasons and averages 300 days of sunshine per year. In Archuleta County, the warmest month is July with an average high of 83 degrees and an average low of 45 degrees. The coolest month is January with an average high of 30 degrees and an average low of 4 degrees. Average annual precipitation is 17.35 inches per year, and average annual snowfall is 67.4 inches per year. Vegetation in the area consists of ponderosa pine and mixed coniferous forests. Most of the land in the County lies at an elevation of about 7,000 feet, but elevation overall varies from roughly 5,900 feet to over 13,300 feet at the

highest point in the County. Temperatures in the Mineral County portion of the Response Area tend to be much cooler due to the higher elevation. At Wolf Creek Pass in Mineral County, the average high temperature is in July at 65.8 degrees with an average low of 4.4 degrees in January. The elevation at Wolf Creek Pass is estimated at 10,857 feet. The average total annual precipitation at the Pass is 45.39 inches, and the average total annual snowfall is 435.6 inches according to the Western Regional Climate Center (WRCC). The climate in southern Hinsdale County is generally cooler than that of Archuleta County and warmer than the climate in Mineral County. The average high temperature at the Palisade Lakes Archuleta County Final Draft 2.2 Multi-Hazard Mitigation Plan June 2012 WRCC station is 78.3 degrees, occurring in July. January is typically the coolest month, with an average minimum temperature of 1.4 degrees. Southern Hinsdale County gets more precipitation per year than Archuleta County; the average total annual precipitation is estimated to be 21.99 inches with an average total annual snowfall estimate of 128.7 inches.

Demographics

In 1970, manufacturing (primarily wood products) provided 30% of the county's total work income and generated \$7.4 million in earnings. Over the next 20 years manufacturing wages decreased, due primarily to the decline of the timber industry. The 1980s were a time of relative stability in terms of population and economy, reflecting the "flat" state and national economies. Since that time Archuleta County has been in transition from a traditional rural community to a more urban environment in which tourism is the number one industry. Primarily, people moving in for quality of life issues or "amenity migration" drove population growth in the 1990s, and 2nd home ownership became an economic driver.

The natural environment, and the amenities it provides, are behind much of the growth and have become the larger region's chief economic asset. From 1990 to 2000, the population of Archuleta County grew by 8.5% annually, and was ranked 5th of 64 Colorado counties (14th nationwide) for rate of growth. Since 2000, the estimated rate of growth has slowed down to about 2% annually, with most of the growth in the unincorporated areas of the county, which is an ongoing trend. The majority of the county's population is concentrated within the Town of Pagosa Springs and its surrounding subdivisions. The population in 2010 was 12,084.

Mitigation Planning

Hazard mitigation planning is the process through which hazards that threaten communities are identified, likely impacts of those hazards are determined, mitigation goals are set, and appropriate strategies to lessen impacts are determined, prioritized, and implemented. This plan documents Archuleta County's hazard mitigation planning process, identifies relevant hazards and risks, and identifies the strategy the County and participating jurisdictions will use to decrease vulnerability and increase resiliency and sustainability.

This plan underwent a comprehensive update in 2017 in fulfillment of the five year update requirement, and was approved by FEMA and adopted by Archuleta County, including the participating jurisdictions of the Town of Pagosa Springs, Pagosa Fire Protection District (PFPD), and the Pagosa Area Water and Sanitation District (PAWSD), in 2018.

The plan update demonstrated the community's commitment to reducing risks from hazards and serves as a tool to help decision makers direct mitigation activities and resources. This plan was also developed to make Archuleta County and participating jurisdictions eligible for certain federal disaster assistance, specifically, the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) program, as well as to make the County more disaster resistant. The planning area also includes southern Hinsdale County and southern Mineral County, which are within the County's Response Area. It is important to note that a portion of Archuleta County is Southern Ute Indian tribal lands; the Southern Ute Indian Tribe is a sovereign nation. On these lands, this plan is only a resource to support the tribe's planning and operations. In 2013, the Southern Ute Indian Tribe Hazard Mitigation Plan was adopted.

This plan was prepared as a multi-jurisdictional plan. The planning area encompasses all of Archuleta County, the incorporated Town of Pagosa Springs, special districts within Archuleta County, and the southern portions of Hinsdale County and Mineral County within the Archuleta County Emergency Management Response Area. This area also includes Southern Ute Tribal Lands. As such, the tribe has been an important partner in the planning process. All local units of government in the County were invited to participate in the planning process. The decision whether or not to participate in this process was a local decision, based on local community needs. Local governments have the options to not prepare a plan, to prepare a stand-alone plan for their jurisdiction, or to participate in a multi-jurisdiction or county-wide plan.

Hazard Analysis Summary

Archuleta County has experienced or is threatened by natural hazards such as wildfire, severe weather, flooding, avalanche and technological hazards such as dam failures and hazardous materials incidents.

Wildfires: The Pre-Disaster Mitigation Plan identifies wildfire as one of the five identified hazards most likely to affect the County. 70% of the land in Archuleta County is either federally or State managed land. A majority of this is in forested areas. The infestation of the Mountain Pine Beetle in the lodge pole pine forest has had devastating effects and a substantial portion of the trees in forest surrounding the populated and developed areas of the county are dead or dying. Archuleta County has experienced a mixed severity fire regime which resulted in infrequent but potentially catastrophic fire events. Wildfires of most concern are those in the Wildland Urban Interface which can quickly threaten people, property and infrastructure.

Severe weather: Severe weather common to Archuleta County most often produces such events as extreme wind, rain, and snow impacts. Strong microburst storms have most often impacted a localized area of the County as well as boating activities on the large reservoirs. The most complex storm impacts develop from winter snow events where the State highway system is closed and results in the need for sheltering operations. Winter storm events have not in recent history extended for multiple days although there are historical accounts of such storms. This could be a worst case for Archuleta County because of the potential for isolation and people being stranded in their homes for an extended period. Archuleta County depends upon regular 3-4 day restocking of commodities and consumables which are delivered on the Interstate and State highway systems from Denver.

Avalanche: Avalanche danger in Archuleta County is high and over the past ten years as the number of backcountry enthusiasts has increased so has the number of avalanche deaths. The consequences from an avalanche are mostly localized in the backcountry and inside of ski resorts. Avalanche control monitoring and mitigation along the highway system is conducted seasonally by the Colorado Department of Transportation.

Other Hazards

Dam failure is a technological threat which could potentially impact many areas of Archuleta County. The Archuleta County Flood Plan will seek to expand on the hazards and risks associated with dam failure.

Terrorism: Archuleta County is at low to moderate at risk for terrorism from domestic sources and at low risk for terrorism from international sources. The threat of domestic terrorism is divided into these categories: disputed land use policies of the Federal Government, the high visibility and profile resort and lodging properties, and the identified critical infrastructure. Hazard and vulnerability information regarding these categories is confidential and maintained by the Archuleta County Sheriff. The Sheriff's Office receives terrorism alert bulletins and provides incident information to the Colorado Information and Analysis Center (CIAC).

Dependence on other jurisdictions for critical resources

Archuleta County has a standing capability to respond to most initial and some extended emergency events. The resources of Archuleta County could quickly become depleted and we would need assistance from others. The following table identifies the primary capability within Archuleta County and our dependency upon outside assistance.

PLANNING ASSUMPTIONS

Government at all levels must continue to function under all threats, emergency and disaster conditions. Continuity of government/continuity of operations plans should be developed consistent with AC-EOP and in accordance with the State of Colorado Emergency Operation Plans and National level guidance.

Municipal government and Special Districts will perform under their scope of authority and responsibility and will make declarations of emergency and disaster to the Archuleta County Government and specifically the Archuleta County Director of Emergency Operations. All emergency and disaster declarations received by the County will be forwarded to the State of Division of Homeland Security and Emergency Management (DHSEM).

Archuleta County Government has no fiscal responsibility to any Municipal government or Special District after receipt of their emergency or disaster declaration.

Municipal governments, Special Districts, and Nongovernmental Organizations maintain and update their jurisdictional or response area emergency operations and continuity plans on an ongoing basis and especially during time of an emergency or disaster response. These entities are expected to coordinate their planning, response, and continuity efforts with the County Office of Emergency Management.

Incidents begin at the County and local government level and will remain the responsibility of the County and local government through the recovery phase. Generally, local jurisdictions should not plan on the arrival of significant State resources ordered for 12 to 24 hours after the incident. Federal resources may not arrive until 48-72 hours after the incident. Certain mutual-aid from State and Federal Agencies may be provided directly from local offices and may be available in a timelier manner and should be utilized by local incident commanders when practical.

Federal authorities may have certain jurisdictional responsibilities which will need to be integrated into the local management structure.

An emergency or disaster can occur at any time and any location. It may create a significant degree of human suffering and loss of life, property damage and economic hardship to individuals, government, the environment and the business community.

Collaborating and sharing information across multiple levels of government, the response community and the private sector is essential for the successful stabilization and common operating picture of any emergency or disaster.

The public expects government to keep them informed and to provide guidance and assistance upon detection of a threat and in the event of an actual emergency or disaster.

The premise of the National Response Framework, the State Emergency Operations Plan and the AC-EOP Emergency Operations Plan is that all levels of government share responsibility for working together in preventing, preparing for, responding to and recovering from the effects of an emergency or disaster event.

Identified County Offices and Department have clearly understood responsibilities and roles during an emergency or disaster event. Certain County Departments have coordination responsibility and authority and cannot necessarily staff an emergency or disaster function without additional staff assistance. Depending upon the magnitude and catastrophic nature of the emergency and disaster there is a potential that any and all County Offices and Departments could be mission tasked to respond and perform certain functions during an emergency or disaster event. The transition to emergency work would be under the direction of the Board of County Commissioners and management of the Managers Office.

The possibility of terrorism and use of weapons of mass destruction and biological agents create an additional complexity that should be considered when approaching any emergency and disaster event.

The National Incident Management System (NIMS) contains the nationally accepted and practiced Incident Command System (ICS) which will be used in Archuleta County for the management of any emergency or disaster event. In an incident of significance, emergency or disaster where the Archuleta County Emergency Operations Center (EOC) has been activated, the Incident Commander will communicate with the EOC through the Liaison Officer and or individual Emergency Support Function Representative.

The assumed priorities for incident management are:

Save lives and protect the health and safety of the public, responders, and recovery workers;

Protect and restore critical infrastructure;

When appropriate, conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution;

Protect property and mitigate damages and impacts to individuals, communities and the environment; and

Facilitate recovery for individuals, families, businesses, government and the environment.

Archuleta County has resources and expertise available to assist with incident related problems. The County will modify normal operations and redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property and assist in re-establishing essential services. Life-saving and life-protecting response activities have precedence over other emergency response activities, except when national security implications are determined to be a higher priority.

Private, faith based and volunteer organizations, i.e., American Red Cross, Salvation Army, Colorado Volunteer Organizations Active in Disasters, and others can provide immediate basic necessity and life-sustaining relief which is not normally available from government resources to individuals and families. Local and State governmental agencies will assist these organizations by providing information, guidance and coordination of the relief efforts.

The Chair of the Board of County Commissioners may declare a disaster or emergency as provided by the C.R.S. 24-33.5-709. The decision to make a declaration may be based upon emergency needs created by the incident, and/or damage assessment findings indicating the damages are of sufficient severity and magnitude to warrant assistance from the State. Ultimately the State may make a declaration under the Stafford Act to the President who may grant a major disaster or emergency declaration.

Many State government departments stand ready to assist local governments to respond and recover from disasters and emergencies. Each department of government has its own unique processes, procedures and routes of request. Certain offices and departments of Archuleta County Government have established legal authority to request assistance directly from each other and the State. The Director of Emergency Operations will act as the point of contact for all disaster and emergency declaration work with the Division of Homeland Security and Emergency Management (DHSEM). Those offices and departments with designated authority and lead agency status during a disaster will coordinate their activities and share information and assistance, request documentation with the Director of Emergency Operations and/or the EOC if activated.

Evacuation plans lend themselves to events that are predictable and have adequate warning time. All other events are impromptu and situation dependent requiring evacuation or shelter-in-place decisions based upon the hazard and the information available to the incident commander at the time. Evacuation orders should be phased, tiered based upon circumstances, consider special needs populations, trigger points for orders, designated routes and timelines. Many of the County's disasters and emergencies are non-predictable with no warning time. Therefore, the County must develop evacuation processes and policies that address primary and alternate routes, special needs populations and other needs. When the Sheriff issues an evacuation order the County will provide assets to support that evacuation.

The Sheriff may directly call upon any County department able to assist as well as resources under control of the Sheriff including the Search and Rescue Team, and any agency or entity under agreement with the Sheriff, as well as any mutual-aid agency requested by the Sheriff.

POLICIES

The Chair of the BOCC may make the declaration of a disaster or emergency condition that is or has occurred. A declaration of disaster or emergency can also be issued in the event of an identified and specific potential disaster or emergency so that preparedness activities, the pre-positioning of resources can occur, and warnings and orders can be issued.

The issuance of a disaster or emergency declaration may include any special authorities necessary. Upon the issuance of disaster or emergency declaration, the purchasing policies of the Archuleta County Government will be immediately suspended for 96 hours or until the declaration is further ratified or concluded.

The County Administrator and/or designee will serve as the County Coordinating Officer and will be the point of contact for the State Coordinating Officer and Federal Coordinating Officer in cases of disaster declarations.

The County Administrator or Sheriff may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions. A written determination of the basis for emergency and for the purchase or selection of the particular vendor or contractor shall be included with the purchase documentation (invoice, check request, etc.).

The County Director of Emergency Operations will act under the authority of the County Administrator, Sheriff, and Board of County Commissioners until such time that the appropriate disaster declaration can be drafted and issued; will be the point of contact with the Division of Homeland Security and Emergency Management (DHSEM); will serve as the coordinator of County Offices and Department in support of a disaster or emergency preparedness, response, and recovery; will serve as the primary coordinator of all emergency plans and preparedness activities; will serve as the Manager of the Emergency Operations Center; will be responsible for the maintenance and implementation of the emergency plans for Archuleta County.

In coordination with the Director of Emergency Operations direct assistance may be made available by any Elected Office and County Department with the approval of the Elected Official and/or Department Director.

In 2017, Archuleta County adopted Resolution No. 2017-42 for the Development of Standards and Policies for County Administration as they relate to the Declaration of an Emergency. Exhibit A of the Resolution is called Archuleta County Disaster & Emergency Declaration Policies.

No part of the AC-EOP Emergency Operations Plans will interfere with the authorities granted under the Colorado Revised Statutes to any Constitutional Office of the Archuleta County Government.

CONCEPT OF ORGANIZATION

It is the responsibility of Archuleta County Government to reasonably protect life, property and the environment from the effects of emergency or disaster events within the County. County Government has the primary responsibility for emergency management activities in the unincorporated areas of Archuleta County and in any disaster or emergency event that has countywide impact or area of concern. In emergency and disaster events or anticipated events the Director of Emergency Operations will coordinate with each of the jurisdictions impacted or potentially impacted by the event. During an event of countywide concern or impact, each local municipal government and Special District retains their autonomy and their emergency management responsibilities. By Statute, the Director of Emergency Operations has a responsibility to act on their behalf, with no fiscal responsibility.

The operation of the Archuleta County EOC is intended to function as the coordination location for the AC-EOP activities. The EOC can best perform this function when also serving as a multi-agency coordination center for all disaster and emergency events. In the case where a local government or Special District EOC has been activated, the efficiency and coordination of the event will be improved when the County EOC receives information from each independent EOC and can act as a clearinghouse for prioritization of incidents, needs, and resources.

General

The AC-EOP strives to exclusively coordinate any countywide multi-agency response when capabilities and resources of the initial responding agency may be exceeded. The Director of Emergency Operations will process mutual aid requests for assistance for county offices, departments and all outside agencies.

The Director of Emergency Operations will process mutual aid requests for assistance for other Local governments and Special Districts. The processing of these requests will in no way imply any financial obligation on behalf of Archuleta County Government for these resource orders. Local government and Special Districts will be made aware of the proper order process with the County. Certain authorities may exist at the local government and Special District level for direct requesting of mutual aid. The Director of Emergency Operations would encourage local

governments and Special Districts to utilize the concept of single point source to avoid duplication of orders and ineffective utilization of potentially scarce resources.

Refer to Resource Mobilization Annex. (forthcoming)

The AC-EOP is the primary and general plan intended for use in managing disasters and emergency events. AC-EOP recognizes that many emergencies of both short and long duration, complexity, and use of mutual aid resources will be mobilized and managed by the Office of the Sheriff without need for activation of this Plan or assistance of the Director of Emergency Operations.

AC-EOP details the coordinating structures and processes used during incidents in Archuleta County. Other supplemental agency plans provide details on authorities, response protocols and technical guidance for responding to and managing a broad spectrum of emergency situations such as hazardous materials, wildfires, and public health emergencies.

AC-EOP is designed to integrate quickly and efficiently with the State Emergency Operations Plan and the National Response Framework.

All emergency plans developed and used by offices and departments of Archuleta County Government should be designed to integrate quickly and efficiently with this Plan.

All emergency plans developed by local governments and Special Districts should be coordinated efforts with the Director of Emergency Operations and designed to integrate quickly and efficiently with emergency plans and practices of the County Plan and EOC.

AC-EOP can be partially or fully implemented, which is consistent with NIMS principles. This allows maximum flexibility to meet the unique emergency management requirements of any event.

A multi-jurisdictional approach will be required to manage most major incidents in Archuleta County effectively. An area command model should be considered when appropriate. Accordingly, emergency plans and exercises should incorporate procedures for integration of resources regardless of their ownership or origin from all municipal governments and Special Districts, State and Federal resources, Department of Defense resources, volunteer agencies, and the private sector.

Plan activation and the supporting actions taken by the County are specific to the disaster or emergency event. Activation of AC-EOP should not impede the use of the concepts and processes imbedded in AC-EOP.

CONCEPTS OF OPERATIONS

Management Concepts and Policies

Principle of Local Government Control: Archuleta County Government and the Office of the Sheriff maintain the authority for direction and control prior to, during and following an emergency, disaster or incident of significance. This authority will continue throughout all phases of emergency response and management or until conditions warrant a change in such authority.

Archuleta County Government has the planning assumption that all municipal governments and Special Districts will maintain their authority for direction and control during all phases of an emergency, disaster or incident of significance. During the time of a municipal government or Special District management of an emergency or disaster, there should be full coordination with the Director of Emergency Operations and EOC to avoid duplication of efforts, conflicting incident objectives, and increased efficiency in services to the public. The request for assistance and delegation of authority will be handled in a formal process, and upon conclusion of a delegation of authority the incident and all remaining phases of emergency management will be the responsibility of the municipal government or Special District.

Direction, Control and Coordination

Incident Level Management: A local incident management system that incorporates the functions, principles and components of the NIMS-ICS shall be adopted and utilized. All agencies/entities in Archuleta County will utilize the NIMS-ICS as the incident management system. The EOC will operate in an Emergency Support Function management model.

The Director of Emergency Operations will delineate the process for interface between the EOC and incident management structures. The EOC will coordinate with incident level management through the liaison officer or the emergency support function lead depending upon the size and complexity of the organization management structure needed by the incident.

Countywide Level Management: Archuleta County Government and Office of Sheriff are responsible for the overall coordination of emergency operations when the impacts exceed the jurisdictional boundaries of the municipal governments. The on-scene incident command from the response agency is responsible for the command and control of specific activities at the incident site. Multiple incident commands or unified command may be established as necessary to manage the incidents. The decision to implement other management structures such as Incident Complex or Area Command will be made by the EOC in consultation with the Sheriff, and responsible jurisdictions.

Archuleta County Government through the EOC is responsible for the coordination and control of all off-incident functions, such as shelters, alternative sites, establishment, utilization and acquisition of County owned facilities.

State level Incident Management/Support: In an emergency or disaster that overwhelms the resources and capability of a local jurisdiction, the Governor may exercise authority to use the capabilities and resources of the State government and/or that of other non-impacted political subdivisions. The management of the State's response is facilitated by Colorado Statutes and the State EOP. The Division of Homeland Security and Emergency Management (DHSEM) is responsible for implementing the State's response to an emergency or disaster. The State's principle emergency management function is not that of an initial responder, but that of coordinator for the acquisition, prioritization and distribution of State, Federal and private resources. Based upon the timely identification and verification of a local jurisdiction's emergency request, the Division of Homeland Security and Emergency Management (DHSEM) Director or the State Coordinating Officer will task the appropriate State Departments with providing requested resources. Certain State Departments may be authorized to provide direct assistance depending upon the request. The assigned State Department will coordinate directly with the requesting local agency(s). If the situation required Federal assistance, the State, via the Governor's Office will make the formal request to FEMA.

Operational Phases

Preparedness: Begins at the earliest time in that a potential, or actual, hazard threat is identified. During this phase, the Archuleta County Director of Emergency Operations and/or the department head responsible for the specific emergency/disasters will be monitoring the threat and making prearranged notifications on the current/potential situation. The Emergency Operations Center (EOC), may be partially, or totally, activated by jurisdiction leadership, or key personnel placed on standby for emergency/disaster utilization should the situation so dictate at a later time. Concurrently, resources lists at all levels should be reviewed and updated, as required.

Response: Begins with the emergency/disaster situation starts. It includes all of the actions by the Director of Emergency Operations and response elements in a coordinated effort to protect and minimize adverse impacts on life and property. It will include a damage assessment and a situational analysis report, and will normally include County emergency/disaster declaration(s); thereby authorizing the use of such powers as may be necessary in effectively responding to the situation.

Recovery: May begin during the response phase for selected activities, and extends until normal day-to-day operations are resumed. Damage assessment actions will continue to be undertaken to determine the extent of adverse impacts associated with the emergency/disaster, the type and amount of damage in various categories, and the short- and long-term actions

required. Short-term actions seek to restore critical services to the area to a normal or higher condition than prior to the emergency/disaster.

Mitigation: Should be an integral part of the preceding phases and be used prior during an emergency/disaster event or in the recovery phase after initial response has occurred. Many mitigation options are available to lessen the magnitude of emergency/disaster events.

National Incident Management System (NIMS) – A nationally recognized structure is the adopted method and organizational structure for managing emergency response and recovery operations both in the County and municipalities, as well as the State of Colorado. “Routine” emergency situations will be managed in the field under the NIMS structure. In larger incidents, the NIMS structure will be expanded and supported by the activation of the Archuleta County Emergency Operations Center (EOC), located at 777 Piedra Road (County Road 600), Pagosa Springs, Colorado 81147, or other designated locations. The EOC will be staffed to serve as the coordination point for supplemental resources and intergovernmental assistance. As an emergency situation escalates, the NIMS structure will remain in place. The NIMS is extended to include the broader Emergency Management network within the EOC. With EOC support, the NIMS structure will enable representatives to fulfill additional functions that may be needed (i.e., the functional annexes such as the volunteers, intergovernmental relations, etc.). Activation of the EOC is particularly important when resources are scarce or when multiple requests for similar resources are generated from the field. NIMS principles are nationally accepted for addressing all hazard types and for integrating multiple agencies, jurisdictions, and disciplines into a coordinated relief effort.

Information Collection and Dissemination

Coordination and consultation of intelligence information with local, state, and federal law enforcement agencies will be at the discretion of the Sheriff. The Sheriff may also share intelligence information with local governments and Special Districts as deemed necessary. During an emergency or disaster, a Sheriff’s Department representative will be assigned to support the incident and EOC as needed. The State of Colorado operates an intelligence fusion center in coordination with the Federal Bureau of Investigation

The EOC will disseminate information in written form by situation report, briefing notes, and incident action plan. The EOC will utilize the State of Colorado WebEOC web based system to provide situation, resource request, and damage assessment information to the County, Region, and State. Other documents used in the EOC may be produced by the County GIS Department and the Assessor. This information is primarily intended for other governments and not the general public.

Communications

The Archuleta County public safety agencies utilize a fully shared radio system with data availability through the cellular networks. Archuleta County is working towards a dual-band system with radio capability on both our local radio network and on the state DTR system.

EMERGENCY OPERATIONS CENTER ACTIVATION AND ORGANIZATION

Activation of Emergency Operations Center

The Director of Emergency Operations is notified of events upon request or by pre-established criteria. Additionally, a general protocol for notification is intended to be a 'catch-all' for less clearly defined events. The notification of the Director of Emergency Operations is the first step in activation of the EOC. Many events can be managed by the Director of Emergency Operations and do not require further activation. The EOC operates on a three scale activation process: the first level activation is notification of the Director of Emergency Operations described above; the second level is a limited activation with key support personnel and Emergency Support Function personnel; and third, a full activation of the EOC involving all necessary officials, departments and outside agencies represented. The full activation of the EOC can be used for both incident support and coordination as well as event briefings and action planning.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

All offices and departments with responsibilities identified in the AC-EOP are responsible for developing and maintaining internal operating procedures and continuity of operation plans for carrying out assigned primary and support functions.

Activities associated with an emergency/disaster situation, will be accomplished within the framework of the following two elements:

Multi Agency Committee (MAC): Provides overall policy management of the emergency/disaster and interface between government jurisdictions (incorporated areas, County, and the State) from a partially, or totally, activated EOC. The Policy Group are senior level officials, or their representatives, including as a minimum:

1. Board of County Commissioners (BOCC) – Will declare an emergency/disaster when necessary.

2. Director of Emergency Operations – Operates as an official representative of the County leadership for Emergency Management activities. May be assigned to be the Incident Commander.
3. Sheriff/Police Chief – Provide for public safety.
4. County Administrator
5. Fire Chief
6. County Attorney
7. Other – Personnel in an Emergency Support Staff role providing essential support functions and information/data gathering, direction and input to the leadership.

National Incident Management System (NIMS): This element includes a management system utilized in the field including agencies operating under the Incident Commander (s) (IC) at the incident command post(s)(ICP) for the emergency/disaster. It includes inter-agency activities associated with implementation of existing mutual aid agreements as well as activation of specific sections identified by the IC necessary to manage the incident. Section organizations (general staff) include: operations, plans, logistics, and finance chiefs. Command Staff includes incident commander, safety, liaison and information offices.

RESPONSIBILITIES

The Board of County Commissioners

The Board of County Commissioners, as Chief Executives and governing bodies within Archuleta County, will:

1. Direct and oversee the implementation of the provisions of this EOP. Provide for planning requirements with regard to succession, pre-delegation of authority, emergency action items, continuity of government, and EOC staff.
2. Ensure the early development of an initial situation status (including damage assessment, where applicable), and provide continuous updates of the status thereafter. Resolve policy decisions on matters not covered in the EOP, and within NIMS, foster the timely exchange of information with other intra- and inter- jurisdictions/agencies and with the State Emergency Management structure (StateDHSEM, or State EOC when operational).
3. Issue timely public proclamations, official orders (including matters such as evacuations, shelter movements, curfews, social restrictions and price controls), and emergency/disaster declarations, as appropriate to the situation, including emergency public/joint information centers.
4. Within NIMS, implement policy for emergency funding, control of expenditures, and allocation of resources for disaster/emergency purposes.

5. Be responsible for the coordination, commitment, and direction of Archuleta County government in support of emergency or disaster purposes.
6. Issue directives to County departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed.
7. Act as intergovernmental liaison, thereby initiating formal requests for outside assistance from other local jurisdictions.
8. Delegate authorities as necessary and reasonable to qualified individuals/teams to increase effectiveness/efficiency of response/recovery activities.

The County Administrator

The County Administrator, will:

1. Act on behalf of the County BOCC, as delegated, and ensure the County BOCC is updated regularly with situational reports.
2. Ensure the early development of an initial situation status (including damage assessment, where applicable), and provide continuous updates of the status thereafter.
3. Ensure policies for emergency funding, control of expenditures and allocation of resources for disaster/emergency are followed and cost expenditures are tracked and documented.
4. Be responsible for the coordination, commitment, and direction of Archuleta County government in support of emergency or disaster relief efforts.
5. Issue directives to County departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed.
6. Act as intergovernmental liaison, thereby initiating formal requests for outside assistance from other local jurisdictions.

The Director of Emergency Operations

The Director of Emergency Operations will:

1. Act as a principal advisor to the Chief Executive (BOCC Chair), County Sheriff, and governing body prior to, during, and following potential or actual emergency/disaster situations. Recommend and coordinate the disaster declaration process with appropriate local, State, and Federal agencies.
2. Develop internal procedures for, and oversee the operation of the County EOC; arrange for staffing the EOC and for additional staff support during disaster/emergency, and maintain contact with other appropriate Emergency Management facilities (i.e. ICP's, town EOC's and State EOC), when activated. Support ICP's with resource tracking/ordering, cost tracking, and planning.
3. Keep the Chief Executive, County Sheriff, and governing body apprised of the overall readiness of the County to respond to the recognized hazard threats to life and property. Conduct, coordinate the County annual program for updates of, training in, and exercise of. Portions of the EOP.

4. Maintain an on-going dialogue with the Colorado DHSEM prior to, during and following a potential, or actual, emergency/disaster event, including disseminating situation and damage assessment reports.
5. Establish a liaison with, and coordinate County disaster planning and operations with area private industries, public utilities, welfare agencies, and adjacent jurisdiction Emergency Managers to ensure integrated emergency plans. Coordinate mutual aid agreements.
6. Maintain situational awareness before and during an emergency/disaster and brief the County BOCC, County Administrator, County Sheriff, and other governmental officials as necessary/required.

The Sheriff

The Sheriff will:

1. Establish and maintain law and order and provide for public safety within the County.
2. Establish and maintain County-wide warning, as appropriate, when notification is received of a potential, or actual, emergency/disaster situation.
3. Direct and conduct search and rescue activities within the County.
4. Coordinate communication and provision of communication staff support for field command post(s).
5. Establish and implement, when appropriate, traffic control plans (including evacuation routes) as required by each type of recognized hazard threat. Provide security for emergency centers (i.e., EOC, ICP, temporary morgues, emergency shelters), evacuated areas, areas accommodating evacuees and disaster-impacted areas.
6. Provide Incident Management for those hazard threats as identified in the hazard-specific annexes of this plan and where not specifically identified (but necessary and appropriate) to other unidentified hazard threats.
7. Function as Designated Emergency Response Authority (DERA) for hazardous materials incidents within unincorporated Archuleta County.
8. Provide representation at the County EOP if requested by County EOC Manager to fill Emergency Support Function 13 (ESF #13 Public Safety and Security).

The Fire Chief

The Respective Fire Chief will:

1. Conduct regularly assigned functions regarding fire protection and control activities within defined fire areas; perform assistance/support roles as outlined in established mutual aid agreements.
2. Assist in warning the public of impending danger, and as necessary evacuate potential danger areas and provide fire security in evacuated areas as needed.
3. Establish fire command posts and maintain continuous communications between all such command posts, the Incident Command Post and the EOC.
4. Conduct and assist in emergency medical response and rescue operations.

5. Coordinate ambulance service to areas where such medical assistance is required. Be prepared to receive and utilize additional resources from outside the County as the situation and support needs dictate, and from the IC and EOC.
6. Function as Designated Emergency Response Authority (DERA) for hazardous materials incidents within the designated fire district.
7. Provide representation at the County EOP if requested by County EOC Manager to fulfill Emergency Support Function 4 (ESF #4 Firefighting).
8. Develop and maintain Standard Operating Procedures (SOP's)

The Pagosa Mountain Regional Hospital and Upper San Juan Health Services (EMS)

The Pagosa Mountain Regional Hospital and Upper San Juan Health Services (EMS) will:

1. Provide ambulance service, as available, to areas where such medical assistance is required. Be prepared to receive and utilize additional resources from outside the County as the situation and support needs dictate, and from the IC and EOC.
2. Provide representation at the County EOP if requested by County EOC Director of Emergency Operations to support Emergency Support Function 8 (ESF#8 Public Health and Medical Services)
3. Develop and maintain Standard Operating Procedures (SOP's).

The County Road and Bridge Departments

The County Road and Bridge Departments will:

1. Conduct regularly assigned duties maintaining routes, facilities, and equipment in an operational mode.
2. Provide materials, equipment, and/or personnel for the emergency maintenance and/or restoration of basic services to the public. Restore damaged streets, bridges, and other related infrastructure. Coordinate with outside services; where appropriate.
3. Provide for transportation services in support of emergency response and recovery efforts (i.e., movement of County personnel, equipment and supplies to designated staging areas).
4. Conduct debris removal, clearance of public right-of-ways, and planning for street/route recovery operations, with priority assigned to critical emergency service lifeline.
5. Provide personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures.
6. Participate with representatives of other County departments on the Archuleta County damage assessment team and on Local/State damage survey field teams as needed.
7. Provide representation at the County EOP if requested by County EOC Director of Emergency Operations to fill Emergency Support Function1 (ESF#1, Transportation).
8. Develop and maintain standard operating procedures (SOP's).

The County Administration

The County Administration will:

1. Establish and maintain a hazard-related NIMS financial record-keeping system, including resource tracking and documentation of disaster-related costs and financial commitments. Provide a financial status report to MAC, County Administrator and Emergency Operations Center Manager on a regular basis, with the frequency to be determined by the Chairperson of BOCC.
2. Participate with other department representatives on the County damage assessment team and on local state damage survey field teams as needed.
3. Develop and maintain standard operating procedures(SOP's)

The County Coroner

The County Coroner will:

1. Establish and maintain a system for body recovery, identification, storage, and transport.
2. Establish and maintain system for notification of next of kin.
3. Establish and maintain a secure storage facility for collection and release of personal effects or property.
4. Establish necessary temporary morgue facility and a processing system for fatalities.
5. Maintain communication with County EOC and the Joint Information Center to ensure accurate counts and public information is coordinated.

The County Assessor

The County Assessor will:

1. Establish and maintain a system for receiving, recording, and utilizing the results of damage assessments conducted during an emergency/disaster situation. Contribute personnel, records, and other resources to support the damage assessment function; participate on the EOC damage assessment team.
2. Prepare the necessary administrative summaries of damage assessment data collected; participate in the analysis of impacts resulting from the reported losses; and document recovery actions.
3. Provide representation at the County EOP if requested by County EOC Manager to fill essential support function number 14 (ESF #14, Long Term Community Recovery).
4. Develop and maintain standard operating procedures (SOP's)

San Juan Basin Health Department

San Juan Basin Health Department will:

1. Advise the County Director of Emergency Operations and Board of County Commissioners on actions necessary, given the situation, and provide environmental health services and public health services which may include the following:
2. Identify residents with health problems requiring special equipment or extra assistance in the event of an evacuation.
3. Conduct mass vaccination/prophylaxis operations to include operating a Point of Dispensing (POD).
4. Provide public health and medical information.
5. Monitor air quality.
6. Vector control.
7. Conduct inspections as necessary to prevent the spread of illness/ diseases to include food preparation, septic systems, or other services as it pertains to public health.
8. Assist and coordinate with other agencies, local hospitals, assisted living centers and other care givers, and emergency medical services to ensure needs, notifications, and resources are met as a function of ESF 8
9. Provide representation at the County EOP if requested by County EOC Manager to lead Emergency Support Function 8 (ESF#8 Public Health and Medical Services)
10. Develop and maintain Standard Operating Procedures (SOP's)
11. Refer to attached sign-off sheet for more detailed information.

School District Superintendent

School District Superintendent will:

1. Provide for the safety of students and staff.
2. Provide school bus support for evacuation and other life-saving purposes, when so requested by the EOC.
3. Coordinate with designated shelter management personnel when use of the schools is directed for emergency care requirements (i.e., feeding and/or sheltering).
4. Provide liaison to the ICP and/or EOC to coordinate response with responders.
5. Develop and maintain Standard Operating Procedures (SOP's)

The American Red Cross

The American Red Cross will:

1. Coordinate activities with the County Emergency Manager/Emergency Operations Center.
2. Establish and manage emergency shelters and/or feeding facilities with the assistance of the Social Services Director; provide temporary and immediate housing for displaced disaster victims.
3. Assist incident victims with immediate emergency needs (i.e., food, water, shelter, clothing, personal articles, physical and mental health counseling, and referrals).
4. Provide food, beverages, and other assistance to emergency response personnel and emergency relief workers.

5. Assist with the management of donated goods, including cash, food, cleaning supplies, blankets, building materials, tools, work gloves, toiletries, and personal items, etc.
6. Provide representative to the EOC; provide Damage Assessment information upon request.
7. Develop Standard Operating Procedures (SOP's)

Upper San Juan Search and Rescue Team

Upper San Juan Search and Rescue Team will:

1. Act under the direction of the Sheriff or the Incident Management Team as appropriate. SAR may only be activated by the Sherriff or designee.
2. Provide and manage search and rescue operations for missing persons and personal locator beacons. This also includes some urban search and rescue operations, based on the nature of the incident.
3. Provide assistance to fire departments/EMS with first aid medical treatment and rescue.
4. Assist law enforcement with traffic control, crowd control, incident searches, evacuations and information distribution operations.
5. Assist Coroner's Office as requested.
6. Provide liaison to the ICP and/or EOC to coordinate response with responders.
7. Develop and maintain Standard Operating Procedures (SOP's)

Archuleta County Combined Dispatch

Archuleta County Combined Dispatch will:

1. Answer emergency calls and provide dispatch services for law enforcement, fire, emergency medical services within Archuleta, southern Hinsdale and western Mineral County.
2. During the initial phases of a large scale emergency/disaster support mutual aid and other requests for additional resources from outside the county as requested by the Incident Commander.
3. Increase staffing as required/available to support increased need to support Incident Command(s).
4. Support interoperable communications and as situation dictates assign radio channels as necessary.
5. Provide emergency notification and incident updates to emergency response officials and county EOC.
6. Activate alternate dispatch center facility as necessary (EOC).
7. Provide representation at the County EOP if requested by EOC Manager to lead Emergency Support Function 2 (ESF #2 Communications)

Other Emergency Services Agencies

Other Emergency Services Agencies:

1. The clergy will prepare such religious activities as suitable to displaced persons and others impacted by the disaster/emergency situation.
2. Public Utilities, in time of emergency or disaster, shall expedite restoration of public facilities and utilities, with priorities dictated by the current situation. Provide a liaison to the ICP/EOP as requested/required.
3. Amateur Radio Operators (ARES/RACES) will provide emergency communications support, as requested by the Emergency Manager.
4. Pagosa Springs Regional Medical Center will coordinate, with input from the EOC, all medical and public health disaster operations, including request for additional personnel, equipment and supplies. Also, identify special equipment or extra assistance in the event of an evacuation. Provide a liaison to the ICP/EOC as requested/required.

Information Technology

Information Technology:

1. Coordinate with the EOC on requests for services and provide a representative to the EOC, if required.
2. Provide information Technology (IT) services as needed and available.
3. Develop Standard Operating Procedures (SOP's).

County GIS

County GIS:

1. Utilizing the Archuleta County Assessor Office GIS capabilities, provide mapping services as required in the event of a disaster/emergency situation and throughout the recovery period.
2. Provide a representative to the ICP/EOC if requested.

County Transportation

County Transportation:

1. County Transportation will make available vehicles for the transport of victims and evacuees, including people with special needs during evacuations or other emergencies.
2. Provide liaison to the County EOC to support Emergency Support Function #1 (ESF#1Transportation) if requested.
3. Develop standard Operating Procedures (SOP's) as needed.

Victim Response Unit

The Victim Response Unit will:

1. Provide on scene crisis intervention.
2. Provide referral to the appropriate location.
 - a) EMS/Medical Providers

- b) Red Cross/Salvation Army Shelters or Assistance
 - c) Mental Health
 - d) Any other appropriate services.
3. Provide information to Victims as allowed.
4. Provide Criminal Justice Support.
5. Provide follow up as needed. Develop and maintain Standard Operating Procedures (SOP's).

EMERGENCY SUPPORT FUNCTIONS

When an emergency or disaster situation requires a coordinated response of capabilities there are Emergency Support Functions (ESF) that all, or in part will be needed to support the overall response and impacts from the event. The ESF's are grouped functionally into fifteen categories. County departments and offices have been assigned responsibilities for implementing these functions. Assignments are made based upon the departments or office programmatic or legal authorities and responsibilities. ESF Annexes contain detailed information associated with a specific function. The EOC during activation will strive to operate in an ESF structure. The EOC will understand how to crosswalk between the County ESF structure and functional elements of local governments who may be organized differently.

The Director of Emergency Operations is responsible for the coordination, development, validation, and maintenance of the Archuleta County ESF Annex, Incident Specific Annex, and other emergency and disaster planning documents as necessary. The Director of Emergency Operations is authorized to initiate, develop and implement all necessary Annex documents necessary to support the Emergency Operations Plan. The Director of Emergency Operations will review these documents with the Board of County Commissioners for formal approval and adoption.

The Director of Emergency Operations is responsible for coordinating the integration of a multi-agency response and working with other agencies who may act as the lead agency.

Departments, Offices and Director of Emergency Operations have been assigned positions described as lead, secondary lead and/or support roles in each of the ESF Annexes. The assignment of Director of Emergency Operations in many of the Annexes is reflective of the infrequent activation of the services and functions provided by the Department. The Director of Emergency Operations will evaluate the need and activate the appropriate Annex in coordination with the Department Manager. The responsibilities of each of these positions are:

Lead/Coordinator. The lead or coordinating Department or Office is responsible for planning, coordinating and tasking support department and offices in the development of policies, procedures, roles, and responsibilities and requirements of the ESF and its operational requirements. The lead agency provides recommendations for ESF development and

coordinates with the Director of Emergency Operations. The lead departments and offices are identified in this plan and in each ESF.

Secondary Lead/Coordinator. Certain ESF have a broad scope and either share responsibilities or do not own or control the necessary resources to perform the responsibility of the ESF. In such situations the department or office which would normally have primary responsibility for one or more of the major components will be designated as the Secondary Lead or Coordinator.

Supporting/Coordinating. Departments and Offices which have been assigned a supporting role for an ESF will cooperate with the lead department or office in carrying out the assigned missions and will cooperate in the development of Annexes, Incident Specific Annexes, plan maintenance, training and exercising of AC-EOP. Supporting departments and offices are identified in each of the ESF.

Departments and Offices not assigned to specific emergency support functions will serve as a reserve of material and personnel resources, which may be required to perform previously unassigned tasks as necessary. All Archuleta County Government employees may be assigned emergency or disaster work assignments. These assignments would at the direction of the Board of County Commissioners, or County Manager if delegated such authority.

All ESF in the AC-EOP will be assigned to a primary department or office. It is however understood that certain ESF may be entirely performed by volunteer and private organizations which provide disaster response or relief assistance, i.e., the American Red Cross operating a shelter.

City-State-Federal Emergency Support Function Relationships

The National Response Framework, the Colorado State EOP, and the AC-EOP each describe a respective level of governments approach to emergency response operations. All levels of government provide certain support; therefore certain similarities and overlapping functions exist. The AC-EOP recognizes the legal authority of each autonomous level of government and the limitations and boundaries imposed on government under the law.

EMERGENCY SUPPORT FUNCTION SUMMARY

The AC-EOP provides details about emergency functions in each of the ESF Annexes. The following is a summary of the ESF Annex assignments and responsibilities to Archuleta County Government Departments and Elected Offices. The AC-EOP fully recognizes that many support and coordination agencies and entities are vital to the responsibilities assigned to the ESF. Individually written ESF Annex and Incident Specific Annex documents will detail the supporting

and coordinating agencies and entities involved in the ESF work. Any combination of the ESF may be activated during a disaster or emergency.

ESF 1: Transportation

ESF Coordinator:

Public Works, Archuleta County Mountain Express Transport
Originating outside the County of Archuleta – Archuleta County Transportation

Mission:

ESF 1 provides transportation support during an incident by coordinating requests for transportation of both people and goods. (Details regarding transportation infrastructure support are found in ESF 3.)

Concept of Operations:

Activation of the Archuleta Emergency Operations Center (EOC) may be required during an incident. The EOC may be partially or fully staffed depending on the nature and magnitude of the incident. Emergency response activities are conducted with overall coordination by Archuleta OEM or the EOC.

All departmental operations centers will coordinate activity, maintain communication with, and support the Archuleta OEM and Archuleta EOC (if activated). The Archuleta OEM and/or EOC will coordinate with all operations centers during incidents of significance. The ESF 1 desk defers to the Community Services Section Chief for direction and guidance of allocating transportation resources (see EOC organization chart).

Functions:

1. Identify threats to systems and resources.
2. Maintain sufficiency ratings and other data such as built plans for primary bridges and critical transportation infrastructure.
3. Identify and maintain a network of available local, county, and state resources to aid in safe and timely movement of the public and emergency service resources.
4. Participate in training sessions and exercises.
5. Evaluate departmental Emergency Operations Plans (EOP).
6. Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during incident operations.
7. Ensure that on-call contracts with contractors include provisions for emergency services.
8. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of the Archuleta EOP during periods of activation.
9. Update and maintain ESF 1 contact list and chain of command hierarchy list for internal and external agencies. List to include: chain of command hierarchy with descending

- responsibility listed by organization, position name/ classification, current staff person name and contact information (email, work and mobile phone numbers)
10. Designate personnel authorized to enter affected area and provide this information to the Archuleta OEM.
 11. Provide a representative to the EOC, as requested.
 12. Confirm and report the level, severity, and extent of involvement.
 13. Coordinate with ESF 3 (Public Works and Engineering) concerning the integrity of the transportation infrastructure.
 14. Provide and coordinate public information through the Archuleta OEM or the EOC and Joint Information Center (if activated) in support of ESF 15 - External Affairs.
 15. Facilitate discussion of roadway conditions/status and deployment of transportation resources amongst road maintenance agencies (Archuleta County Public Works, Colorado Highway Patrol, CDOT) and transportation service providers (Mountain Express Transport and the local school district).
 16. Coordinate with law enforcement personnel for maintaining security of facilities and supplies (ESF 13 - Public Safety and Security).
 17. Coordinate and organize long-term plans for the safe movement of the public and emergency service resources.
 18. Provide documentation on injuries and/or deaths of persons resulting from the incident.

Organization and Responsibilities:

Regardless of the management framework utilized and the individual tasks assigned, the following activities are the basic, underlying responsibilities assigned to ensure preparedness and an effective response. Each participating agency with responsibilities identified in the EOP is tasked to accomplish, to the best of their ability, the assigned responsibilities.

1. Develop internal procedures and standard operating procedures for carrying out assigned primary and support functions
2. Coordinate activities and maintain communication with the Archuleta OEM or the EOC (if activated) during all emergency operations.
3. Provide an agency representative to the EOC, as requested.
4. Provide information and coordinate any public announcement, statement, or press release through the EOC, ESF 15 – External Affairs, and Joint Information Center, if activated.
5. Provide program assistance and expertise as appropriate and in coordination with other agencies.
6. Activate agency continuity of operations and recovery plans, as needed.
7. Establish emergency supplies including food, water, blankets, electrical generators, communications, etc. to provide continued operations and shelter employees as necessary.
8. Coordinate physical presence of Logistics Section Chief at ESF 1 desk when situation dictates; ensure adequate space and resource availability for Logistics Section Chief.
9. Provide all requested information prior to, during, and following any incident to the Archuleta OEM or the BEOC, if activated.

Actions:

Upon notification of a major incident affecting the unincorporated areas of Archuleta County, ESF 1 Coordinator will convene applicable members of this ESF group to assess the situation and determine what actions are or may be required to support on-scene operations and the Emergency Operations Center, such as any evacuation/mass care activities.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the Town.

ESF 2: Communication and Warning**ESF Coordinator:**

Archuleta County Combined Dispatch
Incident Management Group

Mission:

The scope of the ESF-2 Annex includes all aspects of communications required in support of the Archuleta Emergency Operations Center and all city/county agencies in response to an incident. Communications supported include telephone (911 and non-emergency, landline and wireless), voice and data radio communications, computer LAN and internet communications, and public warning systems.

Concept of Operations:

A municipality and/or the county may declare a state of emergency, requiring the activation of the EOC, and specific ESFs, to include ESF-2 (Communications). Early in an event, it is likely that some form of communications framework has already been established by the responding agencies by the time the EOC is activated. Dispatchers in the involved agency's communications center will have firsthand knowledge of the incident, specifically a Command Name, Incident Commander, ICP Location, and other details (i.e. the geographical area involved, magnitude of the event, number of resources committed, etc.).

Close interaction with dispatch is likely, and depending on requirements and staffing, a tactical dispatcher may be assigned a specific radio channel to maintain a radio watch, as well as handle other duties, such as digital paging, and other specific communications needs. Additional responsibilities of dispatch include operating the Public Warning Systems, including sounding the outdoor warning sirens, and performing a "reverse 911" broadcast when necessary.

An Incident Commander may request that the Communication Van, and/or the PSPD or ACSO Mobile Command Post be deployed. The controlling agency's communications center will assign a tactical dispatcher to deploy the appropriate vehicle to the scene.

Telephone call centers can be established to handle a large volume of incident related (non-emergency) telephone calls. The Expanded Dispatch Control Center (EDCC) is an enhanced call center where the call-takers also load information from the public into WebEOC in order to capture significant events and enhance the Common Operating Picture. ESF 2 will provide assistance in setting up the EDCC and coordination once it is operational.

In a large-scale event requiring local or State mutual aid, ESF-2 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets (i.e. Communications Van, radio cache, etc.).

For certain specific technical requirements, technical assistance may be provided by appropriate personnel from a supporting agency with the specific skills and resources (i.e. Information Technology (IT) personnel, Telecom, etc.).

If additional non-emergency communications support is required, BCARES volunteers can provide communications in the form of live ATV video, 2-way FM radio, packet radio (data), and HF radio modes capable of intrastate and interstate communications.

Functions:

1. ESF-2 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Office of Emergency Management, which functions as the official disaster preparedness, protection, response, recovery, and mitigation organization in Archuleta County.
2. The ESF-2 component of the EOC operates under the Logistics Section; the ESF-2 lead reports directly to the Logistics Section Chief.
3. The ESF-2 component within the BEOC is a coordinating entity and has no independent authority. Communications representatives in ESF-13 should have sufficient knowledge, skills, and authority to:
 - 3.1. Make routine decisions regarding resource allocation.
 - 3.2. Have direct contact with their own department's command staff.
 - 3.3. Understand and convey their department's availability of resources.
 - 3.4. Work in a multi-jurisdictional environment where collaboration and cooperation are imperative.
4. The lead agency in ESF-2 will normally be the communications agency that has primary responsibility for communications for the site of the event or disaster.
5. The lead agency representative will ensure that:

- 5.1. ESF-2 is responsive to the Logistics Section Chief, the BEOC Manager, and the Incident Commander / Unified Command.
6. During emergency activations, decisions made regarding communications appropriate for response are made at the EOC by the ESF-2 coordinator.
7. Standard ICS organizational structure will be used for all communications, requests, and actions.
8. Communications field personnel operating during an incident (with the exception of tactical dispatchers) will coordinate with the ESF-2 lead at the EOC.
9. ESF-2 will assist ESF-5 and ESF-15 to provide coordination and control of any activated telephone call centers or EDCC.
10. ESF-2 will provide coordination and control of BCARES and any other volunteer communications group.
11. During an event where the EOC is open and ESF-2 is activated, each support organization assisting ESF-2 will retain administrative control over its own resources and personnel, but will coordinate with ESF-2. Operational control may be delegated to a Management Support Unit, a Multi-Agency Coordination Team, or a local entity.

Organization and Responsibilities:

1. During an activation of the EOC, support agency staff will be integrated with the Communications Staff (ESF-2) to provide support that will allow for an appropriate, coordinated and timely response.
2. Early during an activation of the EOC, ESF-2 will ensure that the neighboring PSAPS are aware that the EOC is open for a specific event.
3. Municipal level organizations will coordinate with the ESF-2 representatives in the EOC for coordination and implementation of communications support. The impacted municipality will have a representative in the EOC that can coordinate with his or her own departmental and municipal officials as well as field incident command.
4. ESF-2 will track the overall status and health of the county's communications infrastructure during a disaster, including telecommunications infrastructure, public safety communications networks, city/county data networks, and other related communications.
5. ESF-2 will coordinate, if necessary, the provision of temporary communications capability to the city/county.
6. ESF-2 will be the lead coordinator of assisting agency communications resources.
7. ESF-2 will be the lead coordinator of BCARES or other volunteer communications groups.

Actions:

Coordinate operations at the ESF-2 level in the Emergency Operations Center and/or other locations as required. Determine immediate communications needs and position personnel and obtain additional resources from assisting agencies, or the State, if necessary.

Position communications resources when it is apparent that they will be required, and relocate communications resources when it is likely that they will be impacted by the emergency situation.

Plan Development and Maintenance:

The ESF-2 Annex, and related appendices containing resource lists, points of contact, operations plans, SOPs, and other emergency related information should be reviewed semi-annually by the ESF-2 coordinators to ensure that the information is correct.

ESF 3: Public Works and Engineering – Road and Bridge and Engineering Departments

ESF Coordinator:

Town of Pagosa Springs Public Works, Development and Support Services
Archuleta County Transportation

Mission:

The purpose of ESF 3 – Public Works and Engineering is to coordinate and communicate with those who can provide street, bridge, water utility infrastructure, storm water infrastructure, water/sewage system and building safety, restoration of the water supply and sewage system, protection and emergency repair, as well as movement restrictions, restoration and recovery.

Concept of Operations:

Activation of the Archuleta Emergency Operations Center (EOC) may be required during an incident. The EOC may be partially staffed or fully staffed depending on the nature and magnitude of the incident. Emergency response activities are conducted with overall coordination by the Archuleta Office of Emergency Management (OEM) or the EOC. An Incident Command System in compliance with the National Incident Management System (NIMS) will be established. This system will be utilized to coordinate on-scene incident response activity.

Activities within the scope of this function include conducting pre-and post-incident assessments of public works and infrastructure; providing technical assistance to include engineering expertise, construction management, and contracting; providing emergency repair of damaged infrastructure and critical facilities.

Support of recovery programs, including performing damage assessment and coordinating the restoration and recovery of the transportation infrastructure; Coordinating and supporting prevention, preparedness and mitigation among transportation infrastructure stakeholders at the local and State levels.

All departmental operations centers will coordinate activity, maintain communication with, and support the Archuleta EOC, if activated. The EOC, if activated, will coordinate with all operations centers during incidents of significance.

Functions:

1. Review and update emergency operational procedures.
2. Maintain utilities and public works maps as appropriate.
3. Maintain sufficiency ratings and other data such as built plans for primary bridges and critical transportation and storm water infrastructure.
4. Organize and train damage survey teams.
5. Ensure that barrier, roadblock materials, light sets, mobile signs and other necessary equipment is available.
6. Keep debris removal equipment in good repair.
7. Participate in emergency preparedness planning and exercises.
8. Provide Link from the EOC ESF position to the ESF field elements.
9. Information gathering
10. Establish resource support needs
11. Create a Communications Plan contact list for the EOC ESF position
12. Establish EOC ESF position objectives for the operational period and advise for the next one
13. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
14. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
15. Complete all task assignments
16. Always maintain a clear structure and lines of authority
17. Know your role and function
18. Establish and maintain boundaries

Organization and Responsibilities:

All agencies with responsibilities identified in this Annex are responsible for developing internal procedures and standard operating procedures for carrying out the following assigned primary and support functions:

1. Identify, train and assign personnel to maintain contact with and prepare to execute missions in support of the Archuleta EOP during periods of activation.
2. Coordinate activities and maintain communication with the EOC, if activated, during all emergency operations, and provide an agency representative to the EOC, as requested.
3. Provide information and coordinate any public announcement, statement, or press release through the Archuleta OEM or the EOC and Joint Information Center, if activated.
4. Provide program assistance and expertise as appropriate and in coordination with other agencies.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 4: Firefighting – Sheriff’s Office and Office of Emergency Management

ESF Coordinator:

Office of Emergency Management
Pagosa Springs Fire Protection District
Los Pinos Fire Protection District
San Juan National Forest
Bureau of Indian Affairs (BIA)

Mission:

ESF 4 is the responsibility of Special District Fire Agencies in Archuleta County. The United States Forest Service and other Federal Inter-Agency Partners are responsible for all fire management for wildland fire occurring on land owned by the United States Government. The County is served by one fire protection district that has suppression and rescue responsibilities within their service boundaries, acting in full accordance with the Annual Operating Plan (AOP). The Sheriff has responsibility for the management and coordination of firefighting activities necessary for prairie and wildfires occurring on unincorporated lands within the county and are not within a Special Fire District service area, or under an MOU with a Special Fire District. The Sheriff may also accept responsibility and management of firefighting activities for prairie and wildfires once they are beyond the management capabilities of the Special Fire District responsible for suppression. The Special District Fire Department is responsible for all private property fire suppression within their district boundaries.

Concept of Operations:

ESF 4 is organized consistent with the State EOC and the requirements of the National Response Framework, (NRF), National Incident Management System (NIMS) and the Incident Command System (ICS). In a large event requiring local and state mutual aid assistance, ESF 4 will coordinate with support agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets. County resources are typed within a resource list that is maintained by the Archuleta Emergency Operations Center (AEOC).

Functions:

1. Identify threats to system and resources.
2. Develop the plans, procedures, and organizational structure needed to ensure continuation and coordination of communication during an incident.

3. Identify and secure equipment required to maintain system reliability and continuation of operations during an incident.
4. Identify alternate agencies to assist in firefighting, emergency medical services, or hazardous materials incidents.
5. Identify and maintain a network of available local, county, and state resources to aid in firefighting, emergency medical services, or hazardous materials incidents.
6. Participate in training sessions and exercises.
7. Establish intergovernmental agreements (mutual or automatic aid) with other fire departments and fire districts in order to provide mutually beneficial fire protection, emergency medical services, and hazardous materials response services.
8. Select and contact appropriate personnel.

Organization and Responsibilities:

As identified in the EOP, ESF 4 is considered a Core ESF and as such will be automatically included in any EOC activation. Other Core ESFs include: ESF 2 - Communications, ESF 5 - Emergency Management, ESF 13 - Law Enforcement, and ESF 15 - External Affairs.

During an activation of the EOC, ESF 17 – Communications Centers will send out a page to staff the ESF 4 function. Response to the page will be from designated command staff that has an understanding of the ESF 4 responsibilities. ESF 4 will analyze the needs of the incident and begin to determine what kind and type of resources will be needed. ESF 4 will coordinate with the EOC Logistics Section to access the State Resource Ordering and Coordination System.

The Archuleta EOC is organized to serve both Archuleta County and the Town of Pagosa Springs. ESF 4 will be part of the overall direction of the EOC Manager. The ESF 4 Coordinator will direct and control the needs of the incident based on the field IC. In some cases there may be no field component. Under the direction of the EOC Manager, ESF 4 will support the goals and strategies of the incident.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 5: Emergency Management – Office of Emergency Management

ESF Coordinator:

Office of Emergency Management

Mission:

ESF 5 serves as the support ESF for all participating County Departments and Elected Offices and all participating agencies and entities across the spectrum of domestic incident management from mitigation to response and recovery. ESF 5 facilitates information flow in the

pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response. During the post incident response phase,

ESF 5 transitions and is responsible for support and planning functions. Activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. Other activities include alert and notification; deployment and staffing of designated emergency response teams; incident action planning; coordination of operations support, logistics; direction and control; information management; facilitation of requests for State and Federal assistance; resource acquisition and management (including allocation and tracking); worker safety and health; facilities management, financial management; and other support as required. ESF 5 will organize and coordinate debris management and the collection of damage assessment information and estimates. ESF-5 will coordinate the establishment of a recovery task force and will remain active as long as necessary to transition from the response phase to a long-term recovery phase.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 6: Mass Care and Sheltering – Social Services Department

ESF Coordinator:

Archuleta County Community Services
Archuleta County Housing and Human Services
Town of Pagosa Housing
Town of Pagosa Human Services

Mission:

Emergency Support Function (ESF) 6 – Mass Care is responsible for coordinating and providing emergency sheltering, feeding, and disaster welfare information to impacted residents. Services are provided through coordination between Archuleta County, the Town of Pagosa Springs, and local partners.

Concept of Operations:

Mass Care within the unincorporated areas of Archuleta County and within the limits of the Town of Pagosa is a responsibility that is shared among the primary and support agencies and the Archuleta Office of Emergency Management (OEM). The lead agency in the Emergency Operations Center (EOC) for Mass Care is:

- Archuleta County Community Services and Housing & Human Services – during incidents that impact both unincorporated Archuleta County and the Town of Pagosa Springs. Coordination with Town of will be accomplished through direct contact with the Town of Pagosa Springs Housing and Town of Pagosa Springs Human Services in a Department Operations Center (DOC).
- Town of Pagosa Springs Housing and Town of Pagosa Springs Human Services – during incidents that primarily impact the Town of Pagosa Springs.

The initial response is focused on addressing the immediate and basic mass care needs of those impacted. Coordination will be accomplished through pre-established procedures that are compliant with National Incident Management System (NIMS) standards – Mass care operations will continue until those displaced by the incident obtain other interim housing or return to their homes and sufficient disaster welfare information has been provided that operations can continue on an individual needs basis.

Functions:

Mass Care including the overall coordination of shelter, feeding, disaster welfare information, distribution of emergency relief items, housing, and other human services activities to support the unmet needs of disaster victims.

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Organization and Responsibilities:

Following the activation of ESF 6 by Archuleta OEM, the primary and support agencies will convene and evaluate the situation and respond per established procedures and agreements. Following the activation of ESF 6 by Archuleta OEM, the on call ESF 6 representative will report to the EOC. Other primary and support agencies will respond per established procedures and agreements. Primary and support agencies will be available on an as-needed basis for the

duration of the emergency response and recovery. ESF 6 will provide a representative to the EOC (when activated) and may be asked to provide representation to Incident Command.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the Town of Pagosa Springs.

ESF 7: Resource Management – Office of Emergency Management

ESF Coordinator:

Office of Emergency Management

Mission:

ESF 7 provides resource support to the incident and affected populations. Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, contracting services, transportation services (in coordination with ESF 1 – Transportation), security services and personnel required to support immediate response activities. ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any is completed.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 8: Public Health and Medical Services – San Juan Basin Health, and Office of the Coroner

ESF Coordinator:

San Juan Basin Public Health (SJBPH)

Mission:

Emergency Support Function (ESF) 8, Public Health and Medical Services, coordinates local response to public health needs, including medical, behavioral, fatality management and environmental health issues for all-hazards incidents, and anticipates recovery support needs.

Concept of Operations:

If an incident requires the opening of the Emergency Operations Center (EOC) and if SJBPH staffing is needed, the Archuleta Office of Emergency Management (OEM) will alert SJBPH through the county's emergency pager system and/or the Everbridge non-emergency notification system.

Depending on the complexity of the incident, the SJBPH Departmental Operations Center (DOC) may be activated in addition to ESF 8 representation in the EOC.

SJBPH notifies and requests all support organizations to participate in coordination activities; ESF 8 works especially closely with ESF 6 to provide for health and medical needs of sheltered evacuees. As appropriate, supporting agencies and organizations are requested to provide liaisons to the Public Health command location. Personnel representing an ESF 8 organization are expected to have knowledge of the resources and capabilities of their respective organization, and have access to the appropriate authority for committing such resources during the activation.

Archuleta OEM may request ESF 8 support agencies to provide a liaison to the EOC if SJBPH personnel are not available.

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering.
3. Establish resource support needs.
4. Create a Communications Plan contact list for the EOC ESF position.
5. Establish EOC ESF position objectives for the operational period and advise for the next one.
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes.
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position.
8. Complete all task assignments.
9. Always maintain a clear structure and lines of authority.
10. Know your role and function.
11. Establish and maintain boundaries.
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Organization and Responsibilities:

When activated by Archuleta OEM, ESF 8 is coordinated by SJBPH through the EOC. During the initial activation, SJBPH convenes a conference call with the appropriate organizations and public health and medical representatives from local governments, to discuss the situation and determine the appropriate response actions.

1. Public Health alerts and requests for supporting organizations to provide a representative to the EOC or DOC, or to provide a representative who is immediately available via telecommunications (e.g., telephone, conference calls) to provide support.
2. Public health and medical subject-matter experts from SJBPH and ESF 8 organizations are consulted, as needed.
3. SJBPH coordinates ESF 8 field response activities according to internal policies and procedures.
4. ESF 8 maintains representatives to rapidly deploy to the affected areas, emergency operations center, or other designated location.
5. ESF 8 includes representative(s) on-site or available by telephone or radio at the Archuleta County EOC on a 24-hour basis for the duration of the incident
6. ESF 8 is responsible for activating Archuleta County's Mass Fatality Plan, as needed

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 9: Urban Search and Rescue – Sheriff's Office and Office of Emergency Management

ESF Coordinator:

Archuleta County Sheriff's Office – Emergency Services

Mission:

ESF 9 defines procedures for the use of Town and County personnel, equipment, services and facilities to aid in searching, rescuing and recovering persons affected by an incident. ESF 9 also includes a variety of technically different types of rescue such as collapsed structures, trapped climbers and confined spaces.

Concept of Operations:

Activation of the Emergency Operations Center (EOC) may be required during a search and rescue incident. A core EOC activation will include ESFs 2, 3, 4, 5, 13 and 15.

All agency, Town departments, and County departments will coordinate activity, maintain communication with and support the event, the Office of Emergency Management (OEM) and the Emergency Operations Center (EOC) if activated. An Incident Command System in compliance with the NIMS will be established. This system will be utilized to support and coordinate on-scene incident response activity. The activation of ESF 9 will not make operational decisions for the event. The ESF 9 staff will record, inform and support the incident in the field.

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Create a Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 10: Hazardous Materials – Sheriff’s Office and Office of Emergency Management

ESF Coordinator:

San Juan Basin Public Health

Mission:

ESF 10 provides for a coordinated response to actual or potential hazardous materials incidents. ESF 10 includes the appropriate response and recovery actions to prepare for, prevent, minimize or mitigate a threat to public health, welfare or the environment caused by actual or potential hazardous materials incidents. Hazardous materials addressed under the EOP include chemical, biological and radiological substances, whether accidentally or intentionally released. These include certain chemical, biological and radiological substances considered to be weapons of mass destruction.

Concept of Operations:

According to the Archuleta Emergency Operations Plan, activation of ESF 10 will occur through the Archuleta County communications paging system. Communication with the on-scene Incident Command will be by means of an appropriate communication channel, including

existing phone lines into the EOC, e-mail, and both VHF and DTRS radio systems. ESF 10 will coordinate resource allocation through the EOC.

The initial phase of a hazardous material emergency will follow the standard operating protocols of each of the first response agencies. In brief, a standard hazardous material response initiates with an emergency notification through the 911 answering system. These requests are transferred by county and city dispatch to the appropriate fire department and law enforcement agency for response. If the event requires a more specialized hazardous material response, a second call-out is made. It is during this second call-out that the Fire Department Hazardous Material Response Team (HazMat Team) and Archuleta County Public Health, Environmental Emergency Response Team (EERT) are dispatched. The Pagosa Fire Protection District have a HazMat Team with geographical responsibilities within the county.

If the hazardous material event requires more hazardous material resources, ESF 10 will be assembled (should the EOC be activated).

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Create a Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 11: Agriculture and Natural Resources – Assigned to the CSU Extension Service, and the Department of Natural Resources

ESF Coordinator:

CSU Extension

Mission:

The purpose of this annex is to describe those organizations, responsibilities and resources available to assist the Town of Pagosa Springs and Archuleta County in responding to incidents of significance that threaten the food and water supply, or natural resources. ESF 11 provides for the coordination and response to all large animal matters. ESF 11 will coordinate with ESF 6 during the establishment of a shelter during an emergency.

ESF 11 provides for the identification and coordination of response when natural resources, public owned lands, and historic or cultural resources are involved or impacted by an emergency or disaster.

Concept of Operations:

Activation of the EOC may be required during an incident. The EOC may be partially staffed or fully staffed depending on the nature and magnitude of the incident. Emergency response activities are conducted with overall coordination by the Archuleta OEM or the EOC.

All departmental operations centers will coordinate activity, maintain communication with, and support the Archuleta OEM and Archuleta EOC (if activated). The Archuleta OEM and/or EOC will coordinate with all operations centers during incidents of significance.

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Create a Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 12: Energy / Utilities

ESF Coordinator:

La Plata Electric Association
Black Hills Energy
Century Link
Archuleta County Public Works

Mission:

The purpose of ESF 12 is to provide for the coordination and response of Electric and Gas Utilities within Archuleta County, transmission and distribution, personnel and resources during an incident of significance caused by natural, manmade or terrorist acts. The primary and supporting Utilities listed above are responsible for providing electric and gas services to businesses and residents of Archuleta County.

Concept of Operations:

A natural or manmade incident of significance may affect energy resources for the County. If this occurs, it will be necessary to assess damages to the County's energy resources and distribution systems, and to mitigate the impact of shortages or outages within affected areas. This includes developing plans and procedures to implement conservation measures in response to energy brownouts/blackouts. Power and gas resources are critical to saving lives and protecting health, safety, and property, as well as enabling other emergency support functions to respond more effectively. Efforts to restore the County's energy systems following a major incident, shortage, or outage are essential to disaster recovery.

Activation of the Archuleta Emergency Operations Center (EOC) may be required during an incident. Emergency response activities are conducted with overall coordination by the Archuleta County OEM or the EOC Coordinator, if activated.

All agency, Utility and enterprise operations centers will coordinate activity, maintain communication with and support the Archuleta County OEM and EOC, if activated. Archuleta County OEM and/or EOC, if activated, will have authority over all operations centers during incidents of significance.

An Incident Command System in compliance with the National Incident Management System (NIMS) will be established. This system will be utilized to coordinate on-scene incident response activity.

Archuleta County Utilities have mutual aid agreements with similar utility companies at the local, state, regional and national levels. In addition, state and national emergency plans can be

activated to bring provide additional assistance should they be needed. The individual utility companies maintain these agreements.

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Create a Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 13: Public Safety and Security – Sheriff’s Office

ESF Coordinator:

Archuleta County Sheriff’s Office (ACSO)
Pagosa Springs Police Department (PSPD)

Mission:

This annex provides for law enforcement and public safety services in an emergency, disaster, or planned event. Services under this Emergency Support Function 13 (ESF 13) include the identification, mobilization, and coordination of available Archuleta County and municipal law enforcement manpower, expertise, and equipment to minimize the adverse impact of an emergency or disaster. ESF 13 will provide support to and coordination for incident commanders conducting field operations.

Concept of Operations:

A municipality and/or the county may declare a state of emergency and the impacted law enforcement agency and the primary ESF 13 agencies (ACSO and PSPD) are responsible for implementing ESF 13 functions. Under these conditions, a representative of the impacted municipality, as well as ESF 13 Coordinators from the ACSO and PSPD, will be available to the EOC to respond to requests for support. These individuals will staff the ESF 13 workstation, identify which ESF 13 support agencies are required, and take the steps to assure that support agencies are activated or on alert as appropriate.

In a situation where a disaster threatens (i.e. blizzard, flash flood) the appropriate ESF 13 law enforcement departments will "lean forward" when time allows to make certain the proper human and material law enforcement resources are available and ready to respond to the incident. Significant planned events, where a EOC activation is required, will almost always necessitate that ESF 13 be activated to assist in the coordination of security issues. The law enforcement entity with primary jurisdiction over the site will be the lead and be responsible for coordination with other ESF 13 cooperators.

During the aftermath of a major/catastrophic emergency, law enforcement responders will assess the situation to identify resources, personnel, and types of assistance required for recovery operations.

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Create a Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Organization and Responsibilities:

Regardless of the management framework utilized and the individual tasks assigned, the following activities are the basic, underlying responsibilities assigned to ensure preparedness

and an effective response. Each participating agency with responsibilities identified in the EOP is tasked to accomplish, to the best of their ability, the assigned responsibilities.

1. Develop internal procedures and standard operating procedures for carrying out assigned primary and support functions
2. Coordinate activities and maintain communication with the Archuleta OEM or the EOC (if activated) during all emergency operations.
3. Provide an agency representative to the EOC, as requested.
4. Provide information and coordinate any public announcement, statement, or press release through the EOC, ESF 15 – External Affairs, and Joint Information Center, if activated.
5. Provide program assistance and expertise as appropriate and in coordination with other agencies.
6. Activate agency continuity of operations and recovery plans, as needed.
7. Establish emergency supplies including food, water, blankets, electrical generators, communications, etc. to provide continued operations and shelter employees as necessary.
8. Provide all requested information prior to, during, and following any incident to the Archuleta OEM or the EOC, if activated.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 14: Community Recovery, Mitigation, and Economic Stabilization – Managers Office and Office of Emergency Management

ESF Coordinator:

Office of Emergency Management
Archuleta County Board of County Commissioners
Archuleta County Administrator

Mission:

ESF 14 provides the framework for the Archuleta County Government to coordinate with other municipal governments and special district boards as part of the multi-agency and multi-jurisdictional response to an incident affecting part or all of Archuleta County. Based upon the assessment of incident impacts, support may vary depending on the magnitude and type of incident and the potential for long term and severity of consequences.

ESF 14 will be activated in the short term for large scale or catastrophic incidents that require State and Federal assistance. ESF 14 will not be activated for long term recovery as the model for comprehensive recovery planning is best accomplished in a collaborative work process and not in the ESF model. The needs of housing, businesses and employment, economic

redevelopment, development code involvement, master planning, community infrastructure, and social and human services are best addressed in a comprehensive recovery plan.

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Create a Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ESF 15: External Affairs – Managers Office and Office of Emergency Management

ESF Coordinator:

Archuleta County Board of County Commissioners (BOCC)

Town of Pagosa Springs – City Manager’s Office

Town of Pagosa Springs Public Safety Departments

Archuleta County Sheriff’s Office

Mission:

ESF 15 coordinates actions necessary to provide the required external affairs support to local incident management elements. The purpose of this annex is to describe the guidance and procedures to rapidly mobilize assets from the Town of Pagosa Springs and/or Archuleta County to prepare and deliver coordinated and sustained messages to the public in support of the response and recovery during incidents of significance. These procedures will be used to ensure the public has the required information to prepare and react to an emergency incident.

- Public information: provide information and direction to the public through multiple communication means, including news media.
- Media information and relations: provide up-to-date information to the news media and to ensure that media participation aids, rather than hinders, emergency response and long-term mitigation during a disaster.
- Intergovernmental relations: facilitate communication among municipal, county and state entities, both in coordinating efforts by governmental agencies in the affected areas as well as engaging mutual aid and support from non-affected governmental agencies.

Concept of Operations:

Activation of the Archuleta Emergency Operations Center (EOC) may be required during an incident. The EOC may be partially staffed or fully staffed depending on the nature and magnitude of the incident. Emergency response activities are conducted with overall coordination by the Archuleta Office of Emergency Management (OEM) or the EOC. An Incident Command System in compliance with the National Incident Management System (NIMS) will be established. This system will be utilized to coordinate on-scene incident response activity. During an incident, City, County, State and Federal authorities share responsibility for communicating information regarding the incident to the public. These actions are a critical component of incident management and must be fully integrated with all other operational actions to ensure the dissemination of incident information to the public and the delivery of information pertaining to safety and security of those impacted.

Functions:

1. Provide Link from the EOC ESF position to the ESF field elements.
2. Information gathering
3. Establish resource support needs
4. Create a Communications Plan contact list for the EOC ESF position
5. Establish EOC ESF position objectives for the operational period and advise for the next one
6. Oversee and operate EOC ESF information, resource requests, and communication systems whether electronic or hard copy processes
7. Finish all EOC Forms, Situation Reports, and demobilization processes required to operate the EOC ESF Position
8. Complete all task assignments
9. Always maintain a clear structure and lines of authority
10. Know your role and function
11. Establish and maintain boundaries
12. Knowledge - Describes the PIECE OF CAKE acronym for ESF staff and how it applies to EOC operations.

Organization and Responsibilities:

Following the activation of ESF 15 in the EOC, the primary and support agencies will convene and evaluate the situation and respond per established procedures and agreements. Primary and support agencies will be available on an as-needed basis for the duration of the emergency response and recovery. ESF 15 will provide a representative to the EOC (when activated) and may be asked to provide representation to Incident Command. ESF 15 will also coordinate with any public information components of any Incident Management Teams (IMT).

Plan Development and Maintenance:

Maintenance of this annex is the responsibility of the ESF lead and supporting agencies. This annex should be reviewed and updated on an annual basis and should include support for any long-term planning and development initiatives undertaken by the County or the City.

ADMINISTRATION, FINANCE, LOGISTICS AND MUTUAL AID

Administration

During an emergency or disaster Archuleta County Government shall determine what normal administrative procedures and/or non-essential functions shall be suspended, relaxed or made optional in order to prevent unnecessary impediment of emergency operations or in the interest of public safety.

Such actions for Archuleta County Government will be carefully considered in consultation with the Attorneys Office for matters involving constitutional Elected Offices and statutory requirements.

Archuleta County Government’s departure from the usual methods of doing business will be stated in the declaration for an emergency or disaster.

Board of County Commissioners is authorized to make modifications to the Archuleta County Personnel Rules such as to change the employment status of employees from exempt to non-exempt so that fair compensation will be received by employees during times of declared emergencies and disasters.

Board of County Commissioners considers all employees emergency disaster workers under a declared emergency or disaster. The County Manager acting as the Human Resource Manager will work in coordination with the Incident Commander may reassign employees as needed.

Board of County Commissioners will forward all emergency or disaster declarations to the Division of Homeland Security and Emergency Management (DHSEM). Board of County Commissioners may authorize the Director of Emergency Operations to give a verbal declaration

of emergency or disaster to the Division of Emergency Management, and will send a written declaration as soon as practical.

Board of County Commissioners decision to issue an emergency or disaster declaration will be reviewed by the Policy Advisory Group, Director of Emergency Operations, and Sheriff. This process will be followed for requesting other declarations such as a Fire Management Assistance Grant from FEMA for wildfire. The Sheriff is authorized to request assistance from the Emergency Fire Fund (EFF) without consultation or review by the Policy Advisory Group. In the event of a request for an EFF declaration the County Manager will be notified as soon as practical.

Board of County Commissioners in its decision to declare an emergency or disaster recognizes and will act with countywide interest. Archuleta County as outlined in the AC-EOP will support the emergency needs of municipal governments and special districts as much as practical. Archuleta County cannot proceed on behalf of any municipal government or special district or other eligible applicant during the Public Assistance process with FEMA.

Finance

A major emergency or disaster may require the expenditure of large sums of County funds. Financial operations may be carried out under compressed schedules and demands which will require expeditious actions that still meet fiscal management and accountability principles and legal requirements.

Financial payment for emergency operations shall be handled by the Finance Department. Individual department and office budgets may be reduced to pay for resources ordered during an emergency. If the demand for emergency funds exceeds available funds, the Finance Department will coordinate with the Managers Office, Attorneys Office, Office of Treasurer and the Board of County Commissioners to make emergency funds available.

Resources ordered through the Director of Emergency Operations and/or Emergency Operations Center will be tracked and accounted for in terms of the ordering agency or entity. Archuleta County Government will be financially responsible for only those resources ordered to fulfill the statutory services of Archuleta County Government, to provide for emergency protective actions, to provide for debris removal, and in the interest of the safety of the public. The documentation of these resource orders will be provided to the Finance Department.

Resource orders placed through the Director of Emergency Operations and/or Emergency Operations Center and on behalf of a municipal government or special district will be the financial responsibility of the requesting agency or entity. This practice will be followed unless other written agreement is reached with Archuleta County Government.

County Departments and Elected Offices designated as a lead agency in the Emergency Support Functions in the AC-EOP are responsible for coordinating with the Director of Emergency Operations their operational plan for the functional and financial support for their emergency support operations. Each department and office is responsible for coordinating in advance with the Director of Emergency Operations and Finance Department with their plan for expending emergency funds, maintaining appropriate supporting documentation or ordering, assignments, logistics, and demobilization.

Archuleta County Government and all Elected Offices are responsible for documenting all emergency or disaster related expenditures using accounting practices and procedures established by the Finance Department. All expenditures and procurement transactions will be made in accordance with accepted practices of the Federal Emergency Management Agency (FEMA). Each County Department and Elected Office must exercise proper oversight throughout the course of the incident to maintain logs, records, receipts, invoices, purchase orders, rental agreements and all other applicable documentation. Proper documentation is necessary to support claims, purchases, reimbursements and disbursements. Recordkeeping is necessary to facilitate closeouts and support post recovery audits.

PLAN DEVELOPMENT & MAINTENANCE

The 2018 AC-EOP supersedes all other versions of this plan and is effective immediately for planning, training and exercising.

The following Complete and Adopted Annex plans and Incident Specific Annex plans to support the AC-EOP have been developed at the time of adoption of the 2018 AC-EOP.

- Extended Power Outage Emergency Mitigation & Response Plan
- Winter Storm Emergency Mitigation & Response Plan
- Emergency Operations Center Management Plan
- Emergency Alert and Notification Plan
- Disaster & Emergency Declaration Policy Document
- Amended and Restated Fire Burn Ordinance 18-2017

The adoption of the Base AC-EOP provides a foundation for the additional Annex documents to be added.

Archuleta County Government and Elected Offices are aware of the importance of coordination, direction and control by appropriate County Departments and Elected Offices. During the term of transition of the County emergency plans, the Director of Emergency Operations will continue to identify gaps in our planning and facilitate appropriate measures to bridge the gap.

The Office of Emergency Management will continue to work on the development and adoption of these Annex documents. The Office of Emergency Management is responsible for the upkeep and maintenance of the AC-EOP and all related Annex documents. The review schedule for the AC-EOP and Annex documents will be on the fourth year anniversary of their adoption.

The Office of Emergency Management will review and revise procedures following the critique of actual or simulated emergency or disaster operations. Updates to non-significant aspects of AC-EOP may be made by the Director of Emergency Operations and notice provided to plan holders. Significant changes or revisions will be reviewed by Director of Emergency Operations and Attorneys Office for the process for formal revisions.

Emergency Operations Plan Implementation

Plan implementation will be conducted by the Office of Emergency Management and Director of Emergency Operations. The Director of Emergency Operations will coordinate and assist each Department Director with the writing of their ESF Annex. The Director of Emergency Operations will establish training and orientation meetings with County Departments and Elected Offices. The Director of Emergency Operations will conduct tests and exercises pertaining to the activation of the AC-EOP.

Training

The Office of Emergency Management will conduct training and orientation on the AC-EOP annually or as required.

The Office of Emergency Management will coordinate, train, and exercise with the staff of the Emergency Operations Center.

AUTHORITIES AND REFERENCES

Federal

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

National Response Framework

Homeland Security Act and Information Sharing Act of 2002

Homeland Security Presidential Directive 5, Management of Domestic Incidents

Homeland Security Presidential Directive 8, National Preparedness

Standards of Good Practice: National Fire Protective Agency 1600, Disaster/Emergency Management and Business Continuity Programs

State

Colorado Disaster Emergency Act of 1992 (Title 24, Article 32, Part 21, Colorado Revised Statutes, 1988 as amended)

Colorado State Emergency Operations Plan

Archuleta County Government

Board of County Commissioners

CRS: 1-4-205 County Commissioners

CRS: 30-11-101 Powers of counties

CRS: 30-11-103 Commissioners to exercise powers of county

CRS: 30-11-107 Powers of the Board

CRS: 30-11-124 Fire planning authority

CRS: 25-1-506 County or District Public Health Agency

CRS: 24-32-2109 Local disaster emergencies

CRS: 24-32-2107 Local and interjurisdictional disaster agencies and services

Office of Assessor

CRS: 30-10-801 Office of Assessor

Office of Clerk and Recorder

CRS: 1-1-110 Powers of County Clerk and Recorder and Deputy

CRS: 30-10-401 Office of Clerk and Recorder

Office of Coroner

CRS: 30-10-601 Office of Coroner Authority

Office of Sheriff

CRS: 30-10-511 Sheriff Custodian of jail

CRS: 30-10-512 Sheriff to act as fire warden

CRS: 30-10-513 Duties of Sheriff in coordination of fire suppression efforts for prairie or wildland fire – expenses

CRS: 30-10-515 Sheriff to execute writs – attend court

CRS: 30-10-516 Sheriff to preserve peace – command aid

CRS: 32-1-1002 Fire protection districts – additional powers and duties

CRS: 29-22-102 Hazardous substance incidents – response authorities – designation

Office of Treasurer

CRS: 30-10-701 Office of Treasurer

Office of Surveyor

CRS: 30-10-901 Office of Surveyor

County Departments

County Manager

Emergency Management

Public Health

CRS 25-1-506 County or District Public Health Agency

References

Emergency Management, C. D. (2008). *State Emergency Operations Plan*.

Emergency Management, G. C. (2012). *Grand County Emergency Operations Plan*.

APPENDICES

Appendix A: Special Definitions

The following terms are used throughout this document and have the following special meanings:

Catastrophic incident. A catastrophic incident is any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national moral and or constitutional functions of government. A catastrophic event could result in sustained impacts over a prolonged period of time; almost immediately exceeds resources normally available to local, State, tribal and private sector authorities; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are incidents of national significance.

Disaster. As defined by Colorado Revised Statutes 24-32-2103 disaster means, “the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action, or a condition of riot, insurrection, or invasion existing in the state or in any county, city, town, or district in the state.” For Archuleta County, a disaster will be an event or incident or anticipated event or incident that involves severe damage or large loss of life and requires a response and recovery which is beyond the capability of local resources in protecting lives and property. The determination of a major disaster will be made by the Director of Emergency Operations and the Executive Leadership of the Archuleta County Government.

Emergency. The Robert T. Stafford Disaster Relief and Emergency assistance Act defines an emergency as “any other occasion or instance for which the President determines that Federal assistance is needed to supplement local, State and tribal efforts to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.” For Archuleta County, an emergency will be an event or incident or anticipated event or incident that requires a response or mitigating action to supplement local resources in protecting lives and property. The jurisdictional entity and incident commander are responsible for handling emergencies and recognizing when local and mutual aid resources will not be sufficient to manage the emergency. The Director of Emergency Operations and Sheriff

has authority to request and order additional necessary resources, request and order mutual aid, and request assistance from the State and Federal agencies.

Federal departments and agencies. These executive departments are enumerated in 5 United States Code 101, together with the Department of Homeland Security; independent establishments as defined by 5 United States Code Section 104(1); government corporations as defined by 5 United States Code Section 103(1); and the United States Postal Service.

Incident of Significance. This type of incident is an actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of County Offices and Departments, possibly to include mutual aid and private sector entities in order to save lives and minimize damage. The situation may require coordination with other municipal local governments and Special Districts. The incident may require assistance from State and Federal resources. The Director of Emergency Operations will determine when an incident of significance has occurred or is likely to occur and will take an active role in incident coordination and management. An incident of significance may not require activation of the EOC.

Local government. The elected officials of each political subdivision (counties and municipalities) have responsibility for reducing the vulnerability of people and property to the effects of emergencies and disasters. They should ensure that local government agencies are capable of efficient and responsive mobilization of resources in order to protect lives, minimize property loss and expedite recovery efforts during an emergency or disaster. They should ensure that an emergency management office serves the jurisdiction. The local Emergency Operations Plan should be prepared based upon hazards and risk analysis.

Major disaster. As defined by the Robert T. Stafford Disaster Relief and Emergency assistance Act a "Major disaster means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of State, Local Governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby." For Archuleta County, a major disaster will be any catastrophic incident that requires a response and recovery which is beyond the capability of local resources in protecting lives and property, which destroys or damages significant critical infrastructure and or private property. The determination of a major disaster will be made by the Director of Emergency Operations and the Executive Leadership of the Archuleta County Government.

Mitigation. Mitigation activities are designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation

measures may be implemented prior to, during or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. The National Response Framework distinguishes between hazard mitigation and incident mitigation. Hazard mitigation includes any cost-effective measure which will reduce the potential for damage to a facility from a disaster event. Measures may include wildfire mitigation, zoning and building codes, floodplain property acquisitions, home elevations or relocations and analysis of hazard-related data. Incident mitigation involves actions taken during an incident designed to minimize impacts or contain the damages to property or the environment. The Archuleta County OEM is responsible for maintaining the Archuleta County Multi-Hazards Mitigation Plan and Municipal Governments and Special Districts are responsible for maintaining their individual plan annex documents.

Non-governmental organization. These organizations include entities that associate based on the interests of their members, individuals or institutions that are not created by a government, but may work cooperatively with government.

Private sector. This section includes organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Plan. The term “the Plan” as used herein refers to the Archuleta County Emergency Operations Plan (AC-EOP).

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

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

Recovery. Recovery involves actions and implementation of programs necessary to help individuals, communities and the environment directly impacted by an incident to return to normal where feasible. These actions assist victims and their families, restore institutions to

regain economic stability and confidence, rebuild, replace, or re-develop destroyed property, determine future land use and development, address environmental contamination, and reconstitute government operations and services. Recovery actions often extend long after the incident has been stabilized. Recovery programs rely upon the successful establishment of a broad based recovery committee.

Response. Response activities address the short-term, direct effects of an incident. These activities include immediate actions to protect life, stabilize the situation, and protect property and the environment; meet basic human needs; and maintain the social, economic and political structure of the affected community. Response also includes the execution of emergency operation plans and incident management activities designed to limit loss of life, personal injury, property damage and other unfavorable outcomes.

State. For the purpose of this Plan, when “the State” is referenced, it refers to the State of Colorado. Federal definition: The federal definition includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands and any possession of the United States.

Appendix B: Phases of Emergency Management

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

Collect, analyze and apply intelligence and other information on all threats and hazards;

Ongoing public education and outreach activities designed to inform about hazards and risks, educate about personal preparedness and responsibilities to reduce loss of life and destruction of property;

Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property and impact on the environment;

Code enforcement and activities such as zoning regulation, land management and building and fire code inspections;

Flood insurance and buy-out of properties subjected to frequent flooding;

Conduct investigations to determine the full nature and source of the threat and to implement countermeasures such as inspections, surveillance, security and infrastructure protection;

Conduct tactical operations to interdict, preempt or disrupt illegal activity; and to apprehend and prosecute the perpetrators;

Conduct public health surveillance and testing processes, immunizations and isolation and or quarantine for biological and agricultural and other public health threats;

Deter, detect, deny access or entry, defeat and take decisive action to eliminate threats; and

Preparedness. Preparedness involves actions of planning and readiness and may include these actions:

Development of plans and procedures, training and exercising;

Pre-deployment of response resources;

Pre-establishment of incident command posts, mobilization centers, staging areas and other facilities;

Evacuation and protective sheltering;

Implementation of structural and non-structural mitigation efforts;

Use of remote sensing technology and risk assessment, predictive and plume modeling tools;

Private sector implementation of business and continuity of operations plans.

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

Life Saving;

Incident Stabilization;

Property Preservation and Protection;

Search and Rescue;

Emergency shelter, housing, and basic human needs (food and water);

Emergency medical and mortuary services;

Public health and safety;

Decontamination following a chemical, biological, radiological or other incident involving contamination;

Removal of threats to the public and environment;

Emergency restoration of critical services (electric and gas services, water, sanitation, and telephone service);

Transportation, logistics and other emergency support and services;

Private sector provisions of needed goods and services through contacts or donations;

Crime scene security, investigation, evidence collection; and

Preliminary damage assessment.

Recovery. Recovery involves actions and implementation of programs needed to help government, individuals and communities return to normal. Recovery programs are designed to assist victims and families, restore institutions to sustain constitutional government, economic viability and confidence, rebuild destroyed infrastructure, personal property, and reconstitute government and business operations and services. Recovery actions often extend long after the incident itself is declared over. Recovery programs include mitigation components designed to avoid damage and destruction from future incidents. Recovery actions may include:

Establishment of a Recovery Task Force;

Repair and replacement of damaged public facilities (roads, bridges, government facilities, schools, hospitals, and other qualified facilities or infrastructure);

Special assistance to Special Needs Populations;

Debris cleanup and removal;

Temporary housing and other assistance for disaster victims, pets, and livestock;

Temporary assistance to business community to establish supply or distribution of necessary services, supplies, and commodities;

Assistance to help individuals and businesses with long-term rebuilding and mitigation measures;

Restoration of public services (electric and gas services, water, sanitation, and telephone service);

Crisis counseling and mental health;

Disaster unemployment assistance; and

Planning and re-development for long-term community sustainability, recovery and mitigation, and economic stabilization and viability.

Appendix C: Plan Priorities

The following operational priorities are listed for guidance and it is understood that each situation will dictate the order of importance. The operational demand that is highest on the list shall prevail whenever demands for emergency assistance/requests for resources (personnel or equipment) come into short supply or conflict. The stabilization of the incident is an overarching priority and should be a measurable result at some point in the incident by taking action on the following operational priorities.

Save human lives;

Treat the injured;

Warn the public to avoid further casualties;

Shelter persons-in-place from the effects of the incident;

Evacuate people from the effects of the incident;

Shelter and care for those evacuated; and

Save animals – livestock and domestic pets.

Protect Property

Save property from harm/destruction;

Take action to prevent further harm/loss; and

Provide security for property, especially in evacuated areas.

Protect the Environment

Confine hazardous and destructive releases to the smallest possible area;

Prevent runoff and debris flow from entering water shed basins, water impoundment systems, streams, ponds, lakes, rivers or sewer systems; and

Contain the chemical, debris, or hazard released.

Stabilize the Economy

Take actions to prevent price inflation in the sale of essential goods, services and contracts; and

Take actions to restore business viability and operations and support employment opportunities.

Restore the Community

Restore essential services and utilities; and

Take action to support employment opportunities.

Appendix D: Stakeholder Roles and Responsibilities Sign-Off Sheets