

AGENDA

CITY COUNCIL MEETING
CITY OF WHEAT RIDGE, COLORADO
7500 WEST 29TH AVENUE, MUNICIPAL BUILDING
March 30, 2020

7:00 p.m.

This meeting will be conducted as a VIRTUAL MEETING.

No members of the Council or City staff will be physically present at the Municipal building for this meeting; the public may not attend in person. The public may participate in these ways:

1. Provide comment in advance at www.wheatridgespeaks.org (comment by noon on March 30)
2. Virtually attend and participate in the meeting through a device or phone:
 - [Click here to join and provide public comment](#)
 - Or call +1-669-900-6833 with Access Code 885 551 022
3. View the meeting live or later at www.wheatridgespeaks.org, Channel 8, or YouTube Live at <https://www.ci.wheatridge.co.us/view>

Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Contact the Public Information Officer at 303-235-2877 or wrpio@ci.wheatridge.co.us with as much notice as possible if you are interested in participating in a meeting and need inclusion assistance.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF MEMBERS

Mayor Starker:

City Manager Patrick Goff:

Councilmember Hutchinson:

Councilmember Urban:

Councilmember Weaver:

Councilmember Hoppe:

Councilmember Stites:

Councilmember Hultin:

Councilmember Dozeman:

Councilmember Nosler Beck:

City Clerk Steve Kirkpatrick:

City Treasurer Chris Miller:

City Attorney Gerald Dahl:

PROCLAMATIONS AND CEREMONIES

Census Complete Count Campaign

APPROVAL OF MINUTES

Council Minutes of March 9, 2020; and Emergency Special City Council minutes of March 13, 2020

APPROVAL OF AGENDA

CITIZENS' RIGHT TO SPEAK

- a. Citizens, who wish, may speak on any matter not on the Agenda for a maximum of 3 minutes and sign the PUBLIC COMMENT ROSTER.
- b. Citizens who wish to speak on an Agenda Item, please sign the GENERAL AGENDA ROSTER.
- c. Citizens who wish to speak on a Public Hearing item, please sign the PUBLIC HEARING ROSTER before the item is called to be heard.
- d. Citizens who wish to speak on Study Session Agenda Items for a maximum of 3 minutes and sign the STUDY SESSION AGENDA ROSTER.

CONSENT AGENDA

N/A

PUBLIC HEARINGS AND ORDINANCES ON SECOND READING

N/A

ORDINANCES ON FIRST READING

N/A

DECISIONS, RESOLUTIONS AND MOTIONS

- 1. Resolution No. 17-2020 - a resolution amending the fiscal year 2020 General Fund budget to reflect the approval of a supplemental budget appropriation in the amount of \$15,630 for the purpose of accepting grants for the promotion of the 2020 Census
- 2. Resolution No. 18-2020 - a resolution of the City of Wheat Ridge, Colorado approving the use of electronic consent for signatures on Ordinances, Resolutions, contracts and other instruments requiring the City's signature
- 3. Motion to approve the revisions to City of Wheat Ridge Emergency Operations Plan

4. A motion approving funding for a Wheat Ridge Business Recovery Program in response to COVID-19 and Colorado Department of Public Health and Environment Public Health Order 20-22

CITY MANAGER'S MATTERS

CITY ATTORNEY'S MATTERS

ELECTED OFFICIALS' MATTERS

ADJOURNMENT

CITY COUNCIL MINUTES

CITY OF WHEAT RIDGE, COLORADO
7500 WEST 29TH AVENUE, MUNICIPAL BUILDING

March 9, 2020

Mayor Starker called the Regular City Council Meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ROLL CALL OF MEMBERS

Zachary Urban	Judy Hutchinson	Amanda Weaver
Korey Stites	Janeece Hoppe	Valerie Nosler Beck

Absent: Rachel Hultin, Leah Dozeman (excused)

Also present: City Attorney, Gerald Dahl; Deputy City Clerk, Robin Eaton; Police Chief, Chris Murtha; Community Development Director, Ken Johnstone, other staff, guests and interested citizens.

APPROVAL OF Council Minutes of February 24, 2020

With proposed changes by Mayor Pro-tem Hoppe, the City Council minutes of February 24, 2020 were approved as published.

APPROVAL OF AGENDA

Without objection, the agenda was adopted.

CITIZENS' RIGHT TO SPEAK

Dorothy Archer WR, greeted the council and wanted to show up after a brief absence to request council. She spoke in favor of keeping R-1 zoning and desirous of re-addressing rules concerning height limits and bulk planes.

Vivian Voss WR, commented on and questioned the recent Boards and Commissions applications along with their processing. Speaking also on previous public comments and minutes from past sessions.

Judy Capra WR, representing the Wheat Ridge residents that voted no on 2E. She listed her concerns with references to PRD's. She cautioned their usage, on the added density and wanted increased transparency for staff to work the same with the residents, as they do with the developers.

Jerry DiTullio WR, spoke about a letter that has been mailed to many JeffCo residents, mainly seniors, who do not have escrow accounts and the letter stated that they were

delinquent in their property taxes. He warned that this is a scam letter from Vesper Properties LLC, an out of state company and do not respond to them as it is a fast cash tactic, trying to buy your house. Seniors are most at risk so if you have any questions you should contact the JeffCo Treasurers number at 303-271-8330, or go to the JeffCo website at <https://www.jeffco.us/treasurer>. He finished by stating that City Council has the duty to do what is best for the city and sometimes you're the bug and sometimes the window.

1. CONSENT AGENDA

Councilmember Hoppe introduced the Consent Agenda.

- a. Motion to approve a contribution to the Wheat Ridge Business District in the amount of \$90,000 for a matching grant program

Motion by Councilmember Hoppe to approve Consent Agenda Items a.), seconded by Councilmember Urban; motion carried 6 -0.

PUBLIC HEARING AND ORDINANCES ON SECOND READING

2. Council Bill 04-2020 – An Ordinance amending Chapter 26 of the Wheat Ridge Code of Laws pertaining to the design and platting of multifamily development and attached single family homes. (Case No. ZOA-20-02)

Councilmember Urban introduced Council Bill 04-2020.

Historically, the zoning code has treated attached single family dwellings, or townhomes, as general “multifamily” development, and very few standards relate specifically to the townhome building form. Given the increasing prevalence of townhomes and the steady inquiries staff continue to receive, this code amendment updates certain provisions that specifically apply to the design and platting of attached single family dwellings.

Mayor Starker opened the public hearing.

Staff Presentation

Lauren Mikulak entered into the public record the contents of the case file, the zoning ordinance, and the comprehensive plan in the presentation. All appropriate notifications have been met and that the city council does have jurisdiction to hear the code amendment case.

She reminded council of the context and purpose of this ordinance as it hasn't changed since they last heard it at study session on Jan. 6, 2020. Also that the planning commission did review the amendments with a unanimous decision to approve those changes. Lastly that there was not any public comment for that hearing or this council session item, and staff is recommending approval of this ordinance.

Public Comment

Dorothy Archer WR hopes these are not pocket dwellings as she has already addressed the responsibility of staff to protect the zoning the zoning that we have today.

Mayor Starker closed the public comment portion of the hearing.

Council Questions

Councilmember Urban wanted staff to clarify the item and to make sure that it is not a re-zoning issue. Ms. Mikulak does so, saying that it will add more strict design standards where townhomes are already allowed, so it's not changing the zoning. This specifically makes sure that we don't have the same development pattern problems like they do in Denver and other areas.

Mayor Starker closed the public hearing and asked for a motion.

Motion by Councilmember Urban to approve Council Bill 04-2020, an ordinance amending Chapter 26 of the Wheat Ridge Code of Laws pertaining to the design and platting of multifamily development and attached single family homes, on second reading, and that it take effect 15 days after final publication, seconded by Councilmember Weaver, motion carried 6-0.

3. Resolution No. 15-2020 – A Resolution approving a major subdivision plat on property zoned Mixed Use – Neighborhood (MU-N) and located at 6230 W. 38th Avenue (Case No. WS 18-04 / Wang Subdivision)

Councilmember Hutchinson introduced Resolution No 15-2020.

The applicant is requesting approval of a major subdivision for property located at 6230 W. 38th Avenue that is 0.684 acres in size. The purpose of this subdivision request is to establish lot lines, tracts, easements, and right-of-way dedication for a 15-lot mixed-use development consisting of an office building and townhomes; these are permitted uses in the underlying Mixed Use – Neighborhood (MU-N) zone district.

Mayor Starker opened the public hearing and swore in the speakers.

Staff Presentation

Lauren Mikulak entered into the public record the contents of the case file, the subdivision regulation, the digital presentation jurisdiction. All appropriate notifications

and posting have been met and that the city council does have jurisdiction to hear the case.

She then described the presentation along with subdivision regulations that are found in Article four (4) in zoning code and noted the subdivision plat does not affect the current zoning or use of the land.

Public Comment No one came forward to speak.

Council Questions

Councilmember Hutchinson asks for clarification on this mixed use neighborhood (MUN) on how MUNs are approved, how the previous ordinances differs on this subject and if this is going to be a metro district.

Ms. Mikulak describes that for the MUN, the site review is between the city and developers if use and design standards are already allowed and nothing changes it is approved without going to council. In this case, if the townhomes were closer or adjacent to the street rather than a commercial building, they would have to be orientated to the street. That is not the case in this matter for the office building is adjacent to the street and there has been no requests for a metro district on this project.

Mayor Starker closed the public hearing.

Motion by Councilmember Hutchinson to approve Resolution No 15-2020, a resolution approving a major subdivision plat on property zoned Mixed Use – Neighborhood (MUN) and located at 6230 W. 38th Avenue for the following reasons:

1. City Council has conducted a proper public hearing that meets all public notice requirements as required by Section 26-109 and 26-407 of the Code of Laws.
2. The requested subdivision has been reviewed by the Planning Commission, which has forwarded its recommendation of approval.
3. The subdivision plat has been found in compliance with Article IV of Chapter 26 of the Code of Laws.
4. All agencies can provide services to the property with improvements installed at the developer's expense,

and with the following conditions:

1. Prior to issuance of building permits, the applicant shall pay the required fees-in-lieu of parkland dedication.
2. The developer shall enter into a Subdivision Improvement Agreement and a lot sale restriction covenant agreement prior to recordation of the subdivision plat.

3. Prior to issuance of building permits, the developer shall provide owner association covenants for review by staff.

seconded by Councilmember Stites, motion carried 6-0

ORDINANCES ON FIRST READING

4. Council Bill 05-2020 – An Ordinance approving an amendment to the existing Planned Mixed Use Development (PMUD) zoning to increase the allowable height for hospital uses at Clear Creek Crossing (Case No. WZ-19-10)

Councilmember Stites introduced Council Bill 05-2020.

The applicant is requesting to modify the underlying zoning to increase the allowable height for hospital uses. A hospital is already a permitted use in the existing zoning, and the existing zoning also contemplated 6-story employment uses. However, a hospital built to six stories requires an additional 12 feet of height to meet design requirements and current building codes. The applicant is also seeking a limited additional height allowance to accommodate a rooftop elevator associated with a helipad.

Motion by Councilmember Stites to approve Council Bill 05-2020 - an ordinance approving an amendment to the existing Planned Mixed Use Development (PMUD) zoning to increase the allowable height for hospital uses at Clear Creek Crossing, on first reading for the sole purpose of ordering it published for a public hearing set for Monday, April 13, 2020 at 7 p.m. in City Council Chambers, and, if adopted, that it take effect 15 days after final publication; seconded by Councilmember Hoppe; motion carried 6-0.

5. Council Bill 06-2019 – An Ordinance approving the rezoning of property located at 9800 W. 38th Avenue from Residential-One (R-1) to Planned Residential Development (PRD) with an Outline Development Plan (ODP)

Councilmember Weaver introduced Council Bill 06-2020.

The applicant is requesting approval of a zone change from Residential-One (R-1) to Planned Residential Development (PRD) with an Outline Development Plan for property located at 9800 W. 38th Avenue (southeast corner of W. 38th Avenue and Johnson Street). The purpose of this request is to prepare the property for the development of four (4) single-family homes and three (3) duplexes, for a total of ten (10) dwelling units.

Motion by Councilmember Weaver to approve Council Bill 06-2020 - an ordinance approving the rezoning of property located at 9800 W. 38th Avenue from Residential-One (R-1) to Planned Residential Development (PRD) with an Outline Development Plan (ODP), on first reading for the sole purpose of ordering it published for a public hearing set for Monday, April 13, 2020 at 7 p.m. in City Council Chambers, and, if adopted, that it take effect 15 days after final publication; seconded by Councilmember Stites; motion carried 6-0.

6. Council Bill 07-2019 – An Ordinance vacating any interest held by the City in a portion of Youngfield Service Road, a public roadway.

Councilmember Nosler Beck introduced Council Bill 07-2019.

The City of Wheat Ridge holds rights-of-way in trust for the public. A portion of Right-of-Way (“ROW”) at the north end of the Youngfield Service Road, located on the west side of Interstate 70, has been deemed to be unnecessary by the Engineering Division and is proposed to be vacated.

Motion by Councilmember Nosler Beck to approve Council Bill 07-2019 - an ordinance vacating any interest held by the City in a portion of Youngfield Service Road, a public roadway on first reading, order it published, public hearing set for Monday, April 13, 2020 at 7:00 p.m. in City Council Chambers, and that it take effect 15 days after final publication; seconded by Councilmember Hoppe; motion carried 6-0.

CITY MANAGER’S MATTERS

Interim City Manager Ken Johnstone wanted to let Council know that they have issued some administrative guidelines to city staff. These were mostly best practices on terms of personal hygiene and how that would also work interacting with the public. The city has also posted safety signs, and secured additional cleaning products that include face masks. He encourages employees not to come in if they are feeling ill and to use the new flex time allowances to possibly work from home and stay home until they get better.

CITY ATTORNEY’S MATTERS

ELECTED OFFICIALS’ MATTERS

Councilmember Nosler Beck wanted to announce she will not be able to attend the next study session.

Councilmember Stites sent notice that there are a lot of shopping carts being left at the corner of 38th and Ward and believes it's from the recent move by RTD that moved the stop they had by the old Walmart. He would like explore ways to address the problem, maybe with RTD or the stores that are located in the area.

Councilmember Hutchinson wanted to thanks all of the people who came out tonight and would like for them to keep washing their hands.

Councilmember Urban spoke of an item that he brought up with the city attorney concerning the council rules and procedures about how all meetings are required to be in the municipal building. He would like to see an amendment to those procedures to allow, by Roberts Rules of Order, electronic conferencing (E meetings) and or teleconferencing.

Mr. Dahl responded in short, that council could always suspend the rules but maybe to put in place a formal amendment to the council rules so as not to have to suspend them for these items. He will need to confer with staff on the abilities to also allow the public to attend those types of E meetings. This could complicate this issue as the public needs to be advised of the meeting and be allowed to attend it.

Councilmember Hoppe supports the idea to have an emergency backup plan and will look to the future calendars to get that scheduled.

Councilmember Weaver wanted to remind everyone that the census is live and online, with flyers already being sent in the mail. There are no long forms anymore, no phone calls from the census people but you can call them directly for issues or concerns with the census. It's really important that we all fill out the census. "Go Census!"

Councilmember Hoppe would like to remind the community that we have wheatridgespeaks.org for the people to participate in from home, instead of going to planning commission or city council meetings.

Mayor Starker thanked everyone who came out tonight as it's very important to have the people attend and their voices heard. He had the pleasure to ride his bicycle for the ATAT group and their Riding to Read program, where he rode to Wilmore Davis elementary school and helped to deliver around 700 books. Everyone was thrilled to participate in their program.

ADJOURNMENT

The meeting adjourned at 8:00 pm.

Robin Eaton, Deputy City Clerk

APPROVED BY CITY COUNCIL ON March 30, 2020

Janeece Hoppe, Mayor Pro tem

The preceding Minutes were prepared according to §47 of Robert's Rules of Order, i.e. they contain a record of what was *done* at the meeting, not what was *said* by the members. Recordings and DVD's of the meetings are available for listening or viewing in the City Clerk's Office, as well as copies of Ordinances and Resolutions.

EMERGENCY CITY COUNCIL MINUTES

CITY OF WHEAT RIDGE, COLORADO
7500 WEST 29TH AVENUE, MUNICIPAL BUILDING

March 13, 2020

Mayor Starker called the properly noticed **Emergency Special City Council Meeting** to order at 1:05 p.m.

ROLL CALL OF MEMBERS

Upon the advice of the City Attorney, Councilmembers and the public may attend by telephone.

Zachary Urban	Judy Hutchinson	Amanda Weaver	Leah Dozeman
Rachel Hultin	Korey Stites	Janeece Hoppe	Valerie Nosler Beck

Notice: Amanda Weaver and Valerie Nosler Beck attended via phone

Also present: Community Development Director, Ken Johnstone; Deputy City Clerk, Robin Eaton; City Attorney, Gerald Dahl (via Phone); Director of Administration, Allison Scheck; other staff, and interested citizen.

Item 1. Confirmation of emergency.

Mayor Starker entered into the record a copy of the Mayor's request for emergency special meeting and notice of emergency special meeting.

Motion by Councilmember Hoppe that pursuant to Charter Section 5.2(b), to confirm that an emergency exists such as to permit this emergency special meeting, seconded by Councilmember Urban, motion carries 8-0.

Item 2. Cancellation of all or some of the following meetings:

March 16, 2020 Council study session

Motion by Councilmember Hoppe to postpone study session of March 16, 2020 until March 30, 2020, seconded by Councilmember Urban.

Discussion followed on items to include: Public participation at future meetings, transparency, on-line communications, schools, and social distancing.

Motion carried 8-0

March 23, 2020 regular Council meeting

Motion by Councilmember Hoppe to postpone the regular City Council meeting of March 23 until March 30, 2020, seconded by Councilmember Stites.

Motion by Councilmember Dozeman to amend the original motion to postpone the March 23, 2020 regular Council meeting to March 30, 2020 and authorize the Mayor to further postpone if necessary, seconded by Councilmember Urban, motion carried 8-0

Original motion as amended, carried 8-0

March 20 and 21, 2020 Council strategy retreat

Motion by Councilmember Hoppe to cancel and reschedule as soon as possible the March 20 and 21, 2020 Council strategy retreat, seconded by Councilmember Urban, motion carried 8-0

Item 3. Additional actions deemed necessary by the Council in light of the grave emergency posed to public health and safety by the Covid-19 virus and declared pandemic

Mr. Johnstone gave a brief summary of the conscious effort to make additional cleaning supplies available to both staff and the customers that came into the city facilities. Also including a step up in sanitizing surfaces during the nightly cleaning, telecommuting by staff, website updates and communications.

He listed the city buildings that will also be closing, those to include the Recreation Center, the Anderson Building, and the Active Adult center which will be prominently displayed at those locations. These buildings will be closed until further notice.

Discussion followed on items to include: Notices of local closings be put on bulletin boards, creating lists so people can sign up, renting construction sign boards, city workers pay, senior resource center and feeding the children at schools.

Request for Consensus by Councilmember Hoppe to direct staff to create a notification process including but not limited to one or all the ideas generated during discussion, such as "notify me" subscription list, sign board, hand bills at the grocery stores, posted notification on the doors of the closed facility's. All members were in consensus.

ADJOURNMENT

The meeting adjourned at 2:05 pm.

Robin Eaton, Deputy City Clerk

APPROVED BY CITY COUNCIL ON March 30, 2020

Janeece Hoppe, Mayor Pro Tem

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REQUEST FOR CITY COUNCIL ACTION

TITLE: RESOLUTION NO. 17-2020 – A RESOLUTION AMENDING THE FISCAL YEAR 2020 GENERAL FUND BUDGET TO REFLECT THE APPROVAL OF A SUPPLEMENTAL BUDGET APPROPRIATION IN THE AMOUNT OF \$15,630 FOR THE PURPOSE OF ACCEPTING GRANTS FOR THE PROMOTION OF THE 2020 CENSUS

- PUBLIC HEARING
 BIDS/MOTIONS
 RESOLUTIONS

- ORDINANCES FOR 1ST READING
 ORDINANCES FOR 2ND READING

QUASI-JUDICIAL: YES NO



Administrative Services Director



City Manager

ISSUE:

The 2020 Census is an important and significant event and the US Census Bureau relies on local agencies, such as the City of Wheat Ridge, to promote the Census to its residents. As such, the City has been successful in securing funding to help with the promotion of the decennial Census. This budget supplemental request will be fully offset by grant revenue.

PRIOR ACTION:

Mayor Starker convened the City of Wheat Ridge Complete Count Committee in June, 2019, with the purpose of promoting the Census to all residents of Wheat Ridge.

FINANCIAL IMPACT:

A supplemental budget appropriation from General Fund undesignated reserves is required to fund this request. The City's Unrestricted Fund Balance Policy states that "The City will maintain a minimum unrestricted fund balance of at least two months or approximately 17% of its General Fund operating expenditures." The full amount of this request will be offset by unanticipated grant revenues awarded to the City for the promotion of the 2020 Census.

BACKGROUND:

The Wheat Ridge Complete Count Committee (CCC), comprised of Wheat Ridge elected officials, staff, partners and civic leaders, convened in June, 2019. The CCC meets regularly to collaborate, strategize and activate ideas to ensure that every Wheat Ridge resident is counted in the 2020 Census. The committee has been successful in securing funding to help with the wide and strategic promotion of the Census. Funding has been secured as follows:

Grantor	Amount	Use
DOLA	\$2,200	General promotional items
Jefferson County (DOLA Grant)	\$3,430	Lunch and learn, signage, event
Together We Count Grant	\$10,000	Make Wheat Ridge Count event
TOTAL	\$15,630	

These expenditures have not been budgeted in the 2020 fiscal year budget and sufficient funds do not exist to cover these reimbursable expenses. Therefore, staff requests an additional appropriation equal to the anticipated revenue so that funds may be expended as promised to the funding entities.

The Make Wheat Ridge Count event, originally scheduled for April 4, 2020, has been postponed in light of the current COVID-19 health emergency. The City has received the grant funds for this event, and staff is working with the grantor to potentially reschedule the event or reallocate the funding should the health emergency continue beyond the Census timeline. Should any of the funding be returned to the grantor due to the health emergency, the City will decrease expenditures accordingly.

RECOMMENDATIONS:

Staff recommends approval of the supplemental budget request.

RECOMMENDED MOTION:

“I move to approve Resolution No. 17-2020, a resolution amending the fiscal year 2020 General Fund budget to reflect the approval of a supplemental budget appropriation in the amount of \$15,630 for the purpose of accepting grants for the promotion of the 2020 Census”

Or,

“I move to table indefinitely Resolution No. 17-2020, a resolution amending the fiscal year 2020 General Fund budget to reflect the approval of a supplemental budget appropriation in the amount of \$15,630 for the purpose of accepting grants for the promotion of the 2020 Census for the following reason(s) _____.”

REPORT PREPARED BY:

Allison Scheck, Administrative Services Director

Patrick Goff, City Manager

ATTACHMENTS:

1. Resolution No. 17-2020

**CITY OF WHEAT RIDGE, COLORADO
RESOLUTION NO. 17
Series of 2020**

TITLE: A RESOLUTION AMENDING THE FISCAL YEAR 2020 GENERAL FUND BUDGET TO REFLECT THE APPROVAL OF A SUPPLEMENTAL BUDGET APPROPRIATION IN THE AMOUNT OF \$15,630 FOR THE PURPOSE OF ACCEPTING GRANTS FOR THE PROMOTION OF THE 2020 CENSUS

WHEREAS, the Wheat Ridge Charter requires that amendments to the budget be effected by the City Council adopting a resolution; and

WHEREAS, Mayor Starker has convened the Wheat Ridge Census Complete Count Committee; and

WHEREAS, the council recognizes the importance and significance of the 2020 Census; and

WHEREAS, funding has been secured to promote the 2020 Census to ensure every Wheat Ridge resident is counted; and

WHEREAS, insufficient appropriations in the 2020 Budget exist to cover these reimbursable expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Wheat Ridge City Council, that:

Section 1. A transfer of \$15,630 is hereby approved from the General Fund undesignated reserves to account 01-113-700-750 and the 2020 revenues are amended accordingly.

DONE AND RESOLVED this 30th day of March, 2020.

Bud Starker, Mayor

ATTEST:

Steve Kirkpatrick, City Clerk

**CITY OF WHEAT RIDGE, COLORADO
RESOLUTION NO. 18
SERIES OF 2020**

TITLE: A RESOLUTION OF THE CITY OF WHEAT RIDGE, COLORADO APPROVING THE USE OF ELECTRONIC CONSENT FOR SIGNATURES ON ORDINANCES, RESOLUTIONS, CONTRACTS AND OTHER INSTRUMENTS REQUIRING THE CITY'S SIGNATURE

WHEREAS, the City of Wheat Ridge is a home rule municipality operating under a charter approved by its electors and governed by its City Council; and

WHEREAS, on March 10, 2020, the Governor of the state of Colorado declared a disaster emergency to be in effect due to the COVID-19 virus and declared pandemic; and

WHEREAS, on March 20, 2020, the City Council adopted Resolution 16, series of 2020 declaring an emergency on the same basis; and

WHEREAS, the City Council has and may in the future for an undetermined period of time, conduct meetings electronically by telephone and other electronic means, and

WHEREAS, City buildings will, to an exclusive or partial extent, be closed to the public during this time; and

WHEREAS, consistent with the Governor's declaration and protocols established by other municipalities throughout the state, the City and its employees have shifted to the conduct of official business by telephone, email, and other electronic means, rather than in person; and

WHEREAS, as a consequence of the foregoing, physical signature of ordinances, resolutions, contracts, proclamations and other instruments is not possible or practical; and

WHEREAS, the City Council wishes to authorize electronic approval and signature of such instruments, in order to facilitate the ongoing business of the City and its relationship with the public, other local governments, and the state of Colorado and to provide certainty to the persons, organizations, and governments with whom the City contracts and otherwise interacts; and

WHEREAS, in order to achieve these goals, the City Council intends this Resolution to provide authorization for execution of all such instruments by electronic consent.

NOW, THEREFORE, BE IT RESOLVED by the Wheat Ridge City Council:

Section 1. Until modified by amendment or repeal of this Resolution, all ordinances, resolutions, contracts, proclamations and other instruments of any kind or nature, providing for or otherwise requiring physical signatures by City officials and employees shall be permitted to be electronically approved by email consent of the required signers thereof, with a physical signature affixed at a later time, but such later physical signature shall not be a prerequisite to the immediate effectiveness of the instrument upon the signers' email approval or consent. It is the intention of the City Council that all parties dealing with the City in connection with any such instrument be entitled to rely upon the same, once electronically approved as provided herein, in the same manner as if a physical signature had been affixed. Documents calling for a notarial certification of City officials' signatures may instead be authenticated by the electronic signature of the City Clerk as provided herein.

Section 2. Effective date. This Resolution shall be effective upon approval by the City Council and electronic signature by the Mayor via the means described herein.

DONE AND RESOLVED this 30th day of March, 2020.

Bud Starker, Mayor

ATTEST:

Steve Kirkpatrick, City Clerk

REQUEST FOR CITY COUNCIL ACTION

TITLE: RESOLUTION NO. 18-2020 – A RESOLUTION OF THE CITY OF WHEAT RIDGE, COLORADO APPROVING THE USE OF ELECTRONIC CONSENT FOR SIGNATURES ON ORDINANCES, RESOLUTIONS, CONTRACTS AND OTHER INSTRUMENTS REQUIRING THE CITY’S SIGNATURE

- PUBLIC HEARING
 BIDS/MOTIONS
 RESOLUTIONS

- ORDINANCES FOR 1ST READING
 ORDINANCES FOR 2ND READING

QUASI-JUDICIAL: YES NO


City Attorney
City Manager**ISSUE:**

The current health emergency, COVID-19, is necessitating that City elected officials, staff and contracted employees work remotely. Therefore, it is challenging to procure physical signatures on important documents. This resolution resolves this by allowing for electronic consent for signatures.

PRIOR ACTION:

None

FINANCIAL IMPACT:

None

BACKGROUND:

The current COVID-19 health emergency requires social distancing as a means of controlling the spread of the virus. Therefore, City elected officials, staff and contracted employees are working remotely, making it challenging to facilitate the physical signing of important documents such as ordinances, resolutions, contracts, proclamations and others that require the City’s signature.

If approved, all ordinances, resolutions, contracts, proclamations and other instruments requiring physical signatures by City officials and employees shall be permitted to be electronically approved by email consent of the required signers, with a physical signature affixed at a later time.

RECOMMENDATIONS:

Staff recommends approval of this resolution.

RECOMMENDED MOTION:

“I move to approve Resolution No. 18-2020, a resolution of the City of Wheat Ridge, Colorado approving the use of electronic consent for signatures on Ordinances, Resolutions, contracts and other instruments requiring the city’s signature”

Or,

“I move to table indefinitely Resolution No. 18-2020, a resolution of the City of Wheat Ridge, Colorado approving the use of electronic consent for signatures on Ordinances, Resolutions, contracts and other instruments requiring the city’s signature for the following reason(s)
_____.”

REPORT PREPARED BY:

Gerald Dahl, City Attorney
Patrick Goff, City Manager

ATTACHMENTS:

1. Resolution No. 18-2020

REQUEST FOR CITY COUNCIL ACTION**TITLE: MOTION TO APPROVE REVISIONS TO CITY OF WHEAT RIDGE EMERGENCY OPERATIONS PLAN**

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCES FOR 1 ST READING |
| <input checked="" type="checkbox"/> BIDS/MOTIONS | <input type="checkbox"/> ORDINANCES FOR 2 ND READING |
| <input type="checkbox"/> RESOLUTIONS | |

QUASI-JUDICIAL: YES NO_____
Chief of Police_____
City Manager**ISSUE:**

The Emergency Operations Plan for the City of Wheat Ridge was reviewed and required updating to clearly define the roles and responsibilities of each governing entity within the City. Revisions also more closely align with other local, State, and Federal guidelines for emergency response to natural and manmade disasters.

PRIOR ACTION:

The most recent Emergency Operations Plan was approved and adopted by Council in January 2014.

FINANCIAL IMPACT:

There is no financial impact to the City in approving and adopting this revised plan.

BACKGROUND:

The purpose of the Wheat Ridge Emergency Operations Plan is to provide general guidelines and principles for planning, managing, and coordinating the overall response and recovery activities of the City of Wheat Ridge before, during, and after major emergency and disaster events. Designated representatives with decision making authority from each department within the City, contracted fire departments, Jefferson County Emergency Management, Public Health, Victim Outreach Incorporated (VOI), and human and volunteer services collectively reviewed and made appropriate revisions to their assigned sections within this plan. Although the majority of the revisions were to correct formatting and grammatical errors in the previous plan, several

additions were made to more clearly delineate the roles and responsibilities of each city department, outside agencies, and volunteer organizations which are expected to contribute to the protection of people and property.

RECOMMENDATIONS:

Approve and adopt the proposed revisions to the City of Wheat Ridge Emergency Operations Plan.

RECOMMENDED MOTION:

“I move to approve the revisions to the City of Wheat Ridge Emergency Operations Plan.”

Or,

“I move to postpone indefinitely the revisions to the City of Wheat Ridge Emergency Operations Plan for the following reason(s) _____.”

REPORT PREPARED/REVIEWED BY:

Shellie Salser, Emergency Manager/Patrol Commander

Chris Murtha, Chief of Police

Patrick Goff, City Manager

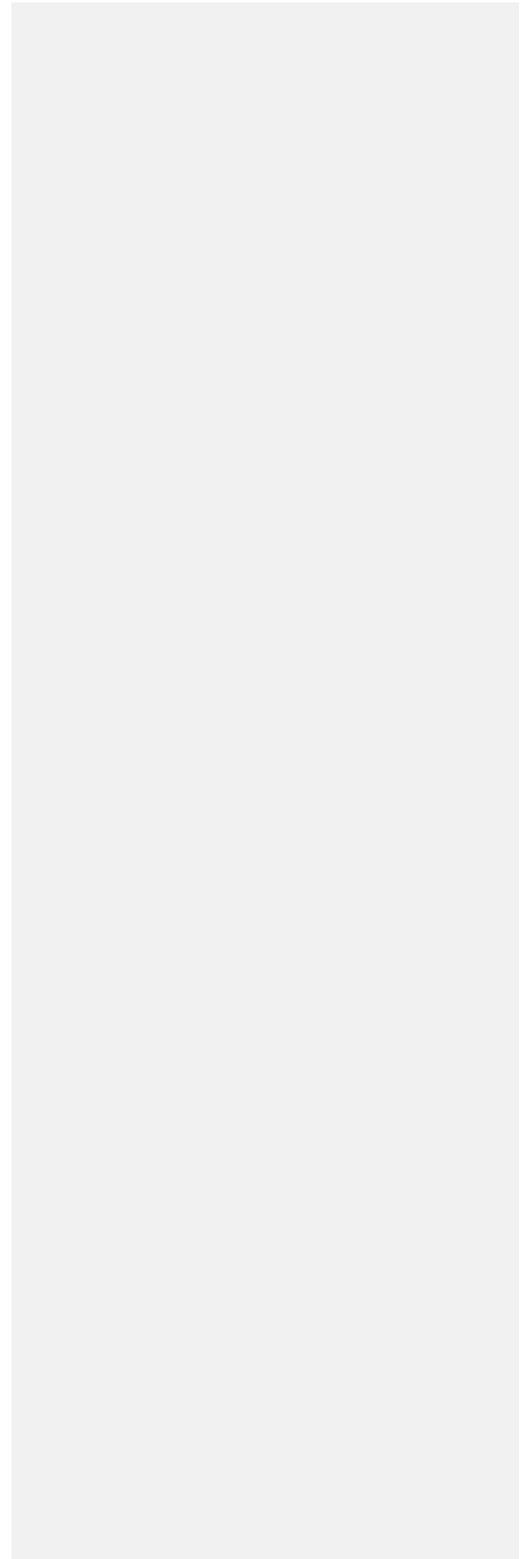
ATTACHMENTS:

1. Emergency Operations Plan – Redline Copy
2. Emergency Operations Plan – Revised Copy



January,
2014 June, 2019

EMERGENCY OPERATIONS PLAN



CITY OF WHEAT RIDGE
Emergency Operations Plan

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CITY OF WHEAT RIDGE
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CITY OF WHEAT RIDGE
Emergency Operations Plan

Distribution Plan:

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

NUMBER	OFFICE OR OFFICIAL	QUANTITY
1	Mayor	1
2	City Manager	1
3	City Attorney	1
4	City Clerk	1
5	City Treasurer	1
6	Administrative Services Director	1
7	Chief of Police, Mgmt. Team, Admin. Assistant	8
8	Accreditation File	1
9	Patrol Operations	8
10	Investigations	2
11	Community Services	1
12	Communications	1
13	Public Information Officer	1
14	Public Works Director & Staff	3
15	Parks & Recreation Director & Staff	3
16	Community Development Dir. & Staff	3
17	Lakewood Emergency Ops Center	1
18	Jefferson County OEM	1
19	State of Colorado OEM	1
20	West Metro Fire Rescue Wheat Ridge Fire Department	1
21	Arvada Fire Department West Metro Fire Department	1
22	Fairmount Fire Department Arvada Fire Department	1
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1. INTRODUCTION

1.1. Purpose

The purpose of the Wheat Ridge Emergency Operations Plan is to provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of the Wheat Ridge government before, during and after major emergency and disaster events. It delineates the roles and responsibilities of city departments, outside agencies, and volunteer organizations which are expected to contribute to the protection of people and property.

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

The Plan should be reviewed annually and updated as necessary. Once every five years this plan shall be formally reviewed by committee for accuracy, relevance and completeness. Maintaining and updating this plan is the responsibility of the Chief of Police, or his designee, for Wheat Ridge.

2. BASIC PLAN

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

2.1. Legal Authorities

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

- Title VI of PL 93-288, as amended, entitled "The Robert T. Stafford Disaster Relief and Emergency Assistance Act"

- Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992."
- Disaster Mitigation Act of 2000
- Wheat Ridge City Charter Section 3.2 – Power and duties of the mayor
- Wheat Ridge City Code Section 6-21 through 6-27

2.2. Situations

The Disaster Mitigation Act of 2000 provided for new approaches and support for comprehensive hazard mitigation planning. It also established a new requirement for local government planning efforts. One of the requirements of this Act was the development of a State Mitigation Plan as a condition of federal disaster assistance. In addition to the State plan, Jefferson County is working on a mitigation plan which will include the City of Wheat Ridge. It is an objective of the City to create a Wheat Ridge specific plan.

Natural Hazards

Natural hazards in which Wheat Ridge is vulnerable include:

- Severe Winter Storm
- Flood
- Tornado
- Wild Fire

Technological (Man-Made) Hazards

Technological hazards are those that occur as a result of either an accident or a deliberate act. The five technological hazards of greatest potential significance include:

- Mass Casualty Incidents
- Hazardous Materials Releases
- Terrorism
- Civil Disturbances
- Major Power Outage

2.3. Assumptions

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

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

2.4. Continuity of Government

Purpose

To provide a means of ensuring the continuity and preservation of the Wheat Ridge government during a major emergency or disaster.

Disasters can interrupt, paralyze, or destroy the ability of local government to carry out their functions. Therefore, it is important that each level of government have the capability to preserve, maintain, and reconstitute its ability to carry out essential functions.

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

Provision of Essential Services

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

Preservation of Essential Records

Protection of essential records is vital if City government and society are to resume functioning after a major catastrophe or national emergency.

The selection of the records to be preserved rests with the official rendering the service involved or with the custodians of the records. These decisions should be made in concert with the organization's overall plan for determination of value, protection and disposal of records. The vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible location, preferably off site.

Line of Succession

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

Elected Officials

1. Mayor
2. Mayor Pro-Tem
3. City Clerk
4. City Treasurer

City Administration

1. City Manager
2. **Assistant Deputy City Manager**
- ~~2-3.~~ Director of Administrative Services

Legal

1. City Attorney
2. City Prosecutor

Police Department

1. Police Chief
2. Police Division Chiefs **Support Services and Patrol**
3. Police Commanders **Support Services** ~~Division & and Patrol~~
4. Emergency Manager

Public Works Department

1. Director of Public Works
2. Operations Manager
3. Engineering Manager

Parks and Recreation

1. Director of Parks and Recreation
2. Parks Manager

Community Development

1. Director of Community Development
2. Chief Building Official
3. Senior Planner, Zoning and Development

~~Wheat Ridge Fire Department~~

West Metro Fire Rescue

1. Fire Chief
2. ~~Deputy Chief Of Operations~~ **Assistant Chief of Emergency Management**
3. ~~Deputy Chief of Life Safety~~ **Assistant Chief of Operations**
4. ~~Division Chief of Support Services~~ **Assistant Chief of Support Services**

Fairmount Fire Rescue

1. Fire Chief
2. Assistant Chief of Operations
3. Division Chief of Fire and Life Safety
4. Special Operations Battalion Chief

Arvada Fire Department

1. Fire Chief
2. ??

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2.5. Concept of Operations

If a disaster occurs within the City of Wheat Ridge with little or no warning, immediate response by the City will be required. Only personnel trained in the prearranged plans and procedures will be prepared to make the coordinated efforts necessary to meet a threat of life and/or property.

When response to a disaster exceeds the capabilities of Wheat Ridge, emergency response agencies will request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical, or public works). All local governments and special districts within Jefferson County are responsible for coordinating with one another and for providing mutual aid within their capabilities and according to established written agreements.

When all local resources and mutual aid resources are exhausted, the City of Wheat Ridge through Jefferson County may request aid from the state.

The Emergency Operations Plan (EOP) is based on the concept that emergency response functions will generally parallel the normal operations of all city departments. To the extent possible, the same personnel will be utilized in both cases. Those day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

2.6.6 Delegation of Authority – Mayor, City Council, City Manager

Certain events may require the Incident Commander to perform actions beyond the normal scope of their duties as defined by existing laws or policies. In this event, the appropriate City official(s) may need to provide a written delegation of authority.

A delegation of authority allows the Incident Commander to assume command and carry out the specific functions outlined in the delegation of authority. It does NOT relieve the granting authority for the ultimate responsibility of the incident.

A delegation of authority may be required to allow resources from other jurisdictions to operate within the corporate boundaries of the City of Wheat Ridge (e.g. to allow peace officers from another agency to perform police functions with the City).

National Incident Management System (NIMS)

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

The National Incident Management System is a system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. The National Response Plan is a plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Incident Command System (ICS)

ICS is a standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Unified Command

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single Incident Action Plan.

National Response Plan

A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards

plan. The National Response Plan addresses fifteen Emergency Support Functions (ESF) of an emergency operation:

ESF #1 – Transportation

- Restoration/Recovery of transportation infrastructure
- Movement restrictions
- Damage and impact assessment

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ESF #2 - Communications

- Coordination with telecommunications industry
- Restoration/repair of telecommunications infrastructure
- Protection, restoration, and sustainment of cyber and information technology resources

ESF #3 - Public Works and Engineering

- Infrastructure protection and emergency repair
- Infrastructure restoration
- Engineering services, construction management

ESF #4 - Firefighting

- Firefighting activities
- Resource support to rural and urban firefighting operations

ESF #5 - Emergency Management

- Coordination of incident management efforts
- Resource and human capital
- Incident action planning
- Financial management

ESF #6 - Mass Care, Housing, and Human Services

- Mass care
- Disaster housing
- Human services

ESF #7 - Resource Support

- Resource support (facility space, office equipment and supplies, contracting services, etc.)

ESF #8 - Public Health and Medical Services

- Public health
- Medical
- Mental health services
- Mortuary services

ESF #9 - Urban Search and Rescue

- Life-saving assistance
- Urban search and rescue

ESF #10 - Oil and Hazardous Materials Response

- Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental safety and short- and long-term cleanup

ESF #11 - Agriculture and Natural Resources

- Nutrition assistance
- Animal and plant disease/pest response
- Food safety and security
- Natural and cultural resources and historic properties protection and restoration

ESF #12 – Energy

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination

ESF #13 - Public Safety and Security

- Facility and resource security
- Security planning and technical and resource assistance
- Public safety/security support
- Support to access, traffic, and crowd control

ESF #14 - Long-Term Community Recovery and Mitigation

- Social and economic community impact assessment
- Mitigation analysis and program implementation

ESF #15 - External Affairs

- Emergency public information and protective action guidance
- Media and community relations

Incident Response

• Upon notification of an actual or impending disaster, the responsible Department Head, the Emergency Operations Manager, or the Mayor will activate all or part of this Emergency Operations Plan.

Emergencies will be managed in the field under the plan assignments as set forth herein. The Emergency Operations Center will be activated to help support the assigned agencies and to carry out the additional functions that are needed (e.g. damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information support, etc.) The Primary Emergency Operations Center will be located at the City of Lakewood EOC. A

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Secondary (backup) EOC, if needed, will be located in the police department training room.

Management and Functional Facilities

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Incident Management

Each hazard, whether natural or technological will be assigned a Lead Agency. It will be this Lead Agency's responsibility to provide the overall incident management.

The Emergency Operations Manager will ~~then~~ coordinate department heads, and all supporting agencies within the EOC. The coordinator will ensure that messages, information and data are kept current and that written communications are processed in a timely manner.

Each department operating within the EOC is responsible for keeping accurate records regarding resources and expenses. Each department is responsible for maintaining a log that includes the dates and times of events that occurred to that department during the event. Information regarding resources is to be forwarded to the EOC Planning Section Chief. Information regarding expenses is to be forwarded to the EOC Finance/Administration Section Coordinator.

Department event logs will be forwarded to the EOC Planning Section Chief to collate into a final report of the incident.

The Emergency Operations Manager will work with the Incident Commander to ensure that an Incident Action Plan is developed and an effective communication network is established. As the incident is stabilized the Emergency Operations Manager will work with the Policy Group in developing a recovery plan and outlining initial recovery responsibilities.

Functional Facilities

The Emergency Operations Center (EOC) provides a functional area for decision-making officials to operate. It also provides communication capabilities, resources for logging data, and a conference area. Access to the EOC is restricted to key personnel.

The EOC Policy Group is comprised of the Mayor, City Manager, other city department heads, or their deputies as well as the Fire Chief's, or their deputies, from the affected fire protection districts. In a disaster or major emergency incident the executive management of the City of Wheat Ridge will convene as necessary to support the EOC and Incident Commander with executive policy decisions.

Some of these decisions might include:

1. Issuing or applying for disaster declarations
2. Disseminating damage assessment information
3. Maintaining liaison with other municipalities, state, or federal representatives.

The Incident Commander (IC) will control and coordinate all response forces at the emergency or disaster scene. IC will establish and maintain communication with the EOC and the response forces.

2.6. Organization and Assignment of Responsibilities

General

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

1. The Mayor is also responsible for:

- a. Proclaiming the existence and then the termination of the emergency.
- b. Requesting assistance if it appears that the resources and the ability of the City are inadequate to cope with the emergency.
- c. Attending to the duties and authorities set forth in the City Charter.

2. The City Manager is also responsible for:

- a. Implementing the Emergency Operations Plan in whole or in part as the situation requires.
- b. Hold direction and control of all city departments before, during and after an emergency event.
- c. Establishing a policy for expenditures and allocations of funds.
- d. Developing a plan to ensure that all vital records are identified and protected.
- e. Attending to the duties and authorities set forth in the City Charter.
- f. Approving media releases.

3. The City Council is also responsible for:

- a. Convening the Council, if reasonable to do so.
- b. Enacting ordinances that authorize the Mayor to initiate and implement all or part of the plan prior to, during, and after an emergency or disaster to protect the lives and property of the citizens of Wheat Ridge.
- c. Approving authorization of expenditures that have been expended during major emergencies or disasters.

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- j. Receiving and relaying National Warning Service messages to proper authorities.
- k. Coordinating with Lutheran to. Develop alternative communication options for various situations and citizens.
- l. Small scale transportation. Identifying special needs residents or facilities and coordinating small scale transportation.

7. The Fire Districts within the City of Wheat Ridge are also responsible for:

- a. Providing all regularly assigned district functions relating to fire prevention and control to minimize loss of life and property, as per their department policies, procedures and/or protocols.
- b. Providing continuous communication between the disaster scene and EOC.
- c. Establishing and maintaining radiological monitoring capabilities. Establish monitoring by through Jeffco HAZMAT.
- d. Responding to and directing operations in hazardous material incidents.
- e. Directing and conducting all search and rescue operations.
- f. Providing decontamination and neutralization of any hazardous or radioactive material spills.
- g. Establishing mutual aid agreements with local fire jurisdictions.

8. The Public Works Department is also responsible for:

- a. Providing emergency traffic engineering and control measures to include signalization and barricading.
- b. Maintaining emergency traffic routes in coordination with police and fire departments.
- c. Coordinating clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares.
- d. Establishing damage assessment capabilities and procedures specific to City infrastructure located within public right-of-ways.
- e. Providing snow removal under all winter storm conditions.
- f. Providing resources and technical support to public safety operations.
- g. Providing mapping, ownership, and assessment of structural conditions of bridges and roadways.
- h. Conducting all regularly assigned functions relating to the provision and maintenance of storm sewer services for the City of Wheat Ridge.
- i. Notifying, as necessary, respective water and sanitary sewer districts located within the City, to provide for emergency shutdown of water and sanitary sewer services.

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- i. Coordinating, as necessary, with respective water districts, who shall have provisions in place, to provide potable water for essential City relief activities.
- k. Notifying, as necessary, respective water and sanitary sewer districts of repairs needed to respective utility systems.

9. The Administrative Services Department is also responsible for:

a. Providing administrative and logistical support to City Council, Boards and Commissions, Mayor, and all departments within the City.

b. Providing logistical support to activate alternate emergency operation venues when the scope of the incident requires a mobile command post, or relocation of emergency operations from City Hall to other City facilities, or if the severity of the incident requires relocation to a designated EOC in another jurisdiction.

c. Through its **Finance Division:**

- i. Providing emergency procedures for purchasing supplies and/or equipment necessary for response and recovery operations in the disaster or emergency situation.
- ii. Maintaining detailed financial records of all incident costs accrued during an emergency or disaster.
- iii. Coordinating the preparation of reports for state and federal reimbursements per State and FEMA requirements.
- iv. Providing County financial information to state and federal governments for emergency and recovery disaster relief.
- v. Coordinating with the elected officials, appointed officials, and department heads on disaster fiscal policy, records, and expenditures.

d. Through its **Purchasing and Contracting Division:**

- i. Providing procurement of goods, equipment, services, and construction as needed for continuity of City operations.
- ii. Assisting in negotiating and administering contracts for services.

e. Through its **Budget and Risk Management Division:**

- i. Collecting damage assessment data of County-owned property for the purposes of coordinating insurance claims.
- ii. Coordinating workers compensation claims with third party administrator, county departments and injured employees.

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iii. Providing guidance regarding fund usage during emergencies as needed.

iv. Assuring the appropriate use of budget supplemental as to not hinder emergency needs and expenditures.

f. Through its **Information Technology Division**:

i. Assuring that County information technology capabilities are maintained during an emergency or disaster and restoring service if the networks are damaged.

ii. Providing GIS support to the Emergency Operations Center (EOC).

g. Through its **Human Resources Division**:

i. Coordinating with the Public Information Office to provide messaging to City employees regarding the impacts to City workers.

ii. Providing support for City employees and their families impacted by the disaster.

iii. Recruiting and hiring temporary workers for emergency related employment.

iv. Providing direction and guidance for the development and implementation of disaster employment related policies.

- ~~• Provide administrative and logistical support to City Council, Boards and Commissions, Mayor, and all departments within the City.~~
- ~~• Develop a methodology for purchasing supplies, services, and equipment under emergency conditions.~~
- ~~• Provide logistical support to maintain or restore Information Technology infrastructure and services.~~
- ~~• Provide incident management support for police Computer Aided Dispatch, Records Management Systems, Mobile applications, and GIS/Mapping applications tailored to the scope of the incident.~~
- ~~• Provide logistical support to activate alternate emergency operation venues when the scope of the incident requires a mobile command post, or relocation of emergency operations from City Hall to other City facilities, or if the severity of the incident requires relocation to a designated EOC in another jurisdiction.~~
- ~~• Prepare damage assessments to the information technology infrastructure and provide recommendations for recovery. Initiate disaster recovery procedures and contingency plans as directed to contact established vendors for support; procure hardware, software, and networking services; and recover archived data resources from off-site storage.~~

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- Assess, prepare and initiate disaster recovery operations for City financial and support services such as accounting revenue and expenditures, payroll accounting and processing, general ledger processing and public access to information broadcasts.
- In the event of service disruption, act as liaison for service providers such as Qwest Communications and AT&T/Cingular to maintain or restore hard wired and wireless networks outside of the City's direct control.
- Coordinate and manage workers compensation issues.

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10. The Community Development Department is also responsible for:

- **a.** Assisting in the preparation of damage assessment reports as it relates to public buildings.
- **b.** Assisting in the coordination of disaster recovery planning efforts as it relates to public buildings.
- **c.** Assisting in recommending which public buildings or structures are retained or demolished.
- **d.** Assisting in the declaration of safe buildings or structures for occupancy.
- **e.** Developing a plan to keep vital city facilities operating during a disaster.
- **f.** Staffing and support damage assessment team and coordinate inspection services.
- Identifying alternate facilities for use by the city to carry on essential operations.
- **g.** Assisting in the coordination of sanitation issues.

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11. The City Attorney is also responsible for:

- Providing legal assistance to the City Council, Mayor, and Departments in the conduct of official business, including operation of municipal justice system.
- Preparing emergency disaster declarations and emergency ordinances.
- Providing interpretation of federal, state, and local laws and state regulations that relate to disasters ensure that the City of Wheat Ridge is operating within the law during all phases of disaster planning, response and recovery.
- Preparing recommended ordinances, proclamations and other legal documents for City Council action to implement federal, state and local and State directives that provide authority in the City of Wheat Ridge for a timely emergency response.

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12. The City Treasurer is also responsible for:

- Providing financial advice to Mayor.

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- Coordinateing the development of a damage assessment reporting system to meet post-disaster needs.
- Maintaining detailed records of all disaster-related expenditures.
- Coordinateing all data for damage assessment reports to be forwarded to state and federal disaster agencies.

13. The Parks and Recreation Department is also responsible for:

- Provideeing meeting places and facilities as needed to support disaster operations and recovery efforts.
- Assisting in short-term shelter management using City-owned facilities.
- Assisting outside agencies (American Red Cross, Salvation Army, School District) in coordinating evacuation and transportation.
- Coordinateing with Public Works to clear major thoroughfares and removal of debris that inhibits or blocks thoroughfares. ~~using Parks and Forestry Staff. Maintain active list of emergency tree contractors.~~
- Provideeing equipment and manpower to City departments upon request.
- Provideeing snow removal under all winter storm conditions.

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Specific Outside Agencies

In addition to city departments, specific outside agencies will be available to provide emergency functions in addition~~a~~ to their normal operations. The list includes, but is not limited to:

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14. The Jefferson County Office of Emergency Management is also responsible for:

a. Maintaining a county emergency management program dedicated to preparing for, responding to and recovering from disasters affecting Jefferson County agencies, jurisdictions and the public.

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b. Ensuring the coordination and maintenance of the County EOP and supporting annexes, including the coordination of these plans with municipal emergency management offices.

c. During emergencies and disasters impacting Jefferson County, establishes the County Emergency Operations Center and manages its operation.

d. Supporting multi-agency coordination through information sharing, EOC to EOC communication, involvement of policy decision makers, and a resource management system that connects to the State for disaster assistance.

e. Serving as a conduit for information and support of county government during disaster response and recovery operations.

f. Liaisons with State Emergency Management to support incident complexity analysis.

g. Upon completion of an incident complexity analysis, coordinates the request for the activation of the Jefferson County Type III Incident Management Team (IMT) to support municipal disaster operations.

h. Coordinating submission of damage assessment data from municipalities to the state to support disaster declarations and requests for state, and/or federal assistance.

- ~~Coordinates the Multi-Agency Coordination System.~~
- ~~In large disasters coordinates disaster declarations.~~
- ~~Coordinates communication and requests between EOCs.~~
- ~~Coordinates distribution of necessary medical supplies from state and federal agencies.~~
- ~~Coordinates shelters and large-scale transportation needs and monitor ADA compliance.~~

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15. The Jefferson County **Public Health Department** is also responsible for:

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a. Providing representation as part of the Disaster Advisory Group, as appropriate.

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b. Serving as the lead agency in the development and implementation of Emergency Support Function 8b – Public Health.

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c. Coordinating all County public health services and operations in incident planning, preparedness, response and recovery.

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d. Advising the BCC and BoH, as appropriate, on matters relating to public health emergency response.

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e. Coordinating the inspection of water supplies, waste water systems, and regulated facilities; evaluating and recommending methods of disposal of contaminated foods and common household waste.

f. Providing public health assistance to the affected community once residents are allowed to return to their homes.

g. Providing public health information and risk communication with other County agencies.

h. Providing appropriate assistance to ensure proper management and disposal of hazardous and radiological materials in addition to solid waste.

i. Conducting epidemiological surveillance and outbreak investigations.

j. Coordinating with CDPHE, as appropriate, for public health emergency response initiatives and guidance.

k. Coordinating damage assessments for private septic systems.

l. Providing guidance and direction for Public Health safety issues relating to the handling and disposal of debris generated by fires, floods, tornadoes and other debris generating incidents.

- ~~Issue precautionary health warnings as necessary.~~
- ~~Provide advice on all health matters.~~
- ~~Provide air contamination surveillance.~~
- ~~Monitor the disposal of hazardous and radiological materials.~~
- ~~Inspect all food services facilities at relocation centers.~~
- ~~Determine food and water safety and arrange for the removal of any contaminated product.~~
- ~~Inoculate for the prevention of disease.~~
- ~~Provide information on disinfecting public and private water supply.~~
- ~~Send representative to City EOC as needed.~~
- ~~Assume a lead role in managing pandemics or other large scale emergencies.~~

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16. The Adams and ~~Jeffco~~ Jefferson County Hazardous Response Authority is also responsible for:

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- a. Providing hazardous materials expertise.
- b. Establishing field operations in conjunction with the agency having jurisdiction.

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- ~~Respond to hazardous material incidents or WMD events as requested by the Incident Commander.~~
- ~~Establish the appropriate "HazMat" function with the existing Incident Command Structure.~~
- ~~Perform Technician level actions to stop or mitigate the release or event.~~
- ~~Provide for the decontamination of team members, other first responders, and the public as may be required.~~
- ~~Establish and maintain air monitoring capabilities appropriate to the incident.~~

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17. The Jefferson County Sheriff's Office – Bomb Squad is also responsible for:

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- Responding to incidents involving the use or threatened use of explosive devices.
- Provideings for the removal of actual or simulated explosive devices.
- Neutralizinges explosive devices.
- Advisinges the incident commander on explosive devices and potential consequences.

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18. The Jefferson County R-1 School District is also responsible for:

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- a. Provide for the safety and protection of pupils and school personnel.

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b. When available, providing public transportation assistance through its bus fleet.

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c. When available, providing use of school facilities for disaster response and recovery operations.

- Providing technical support for the EOC Jeffco Schools camera system.
- Coordinate with the City, County and the American Red Cross for feeding, sheltering, and transportation of displaced persons caused by a disaster.
- Assist the City and County with identification and selection of school facilities best suited for sheltering and feeding displaced persons caused by a disaster.
- Advise the Emergency Operations Manager on the availability of school district resources.

d. Send representative to City EOC as needed.

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19. The Victims Outreach Inc (VOI) is also responsible for:

- a. Assisting with setting up initial response evacuation sites if necessary.
- b. Coordinating with the Community Crisis Response Team (CCRT) and outside volunteer services to address human needs resulting from natural and man-made disasters.
- c. Assisting with disaster welfare inquiries.
- d. Sending representative to City EOC as needed.

20. The American Red Cross is responsible for:

- a. Serving as a support agency in the developing and implementing of Emergency Support Function 6 – Mass Care & Human Services.
- b. Managing emergency or disaster shelter operations.
- c. Providing specially trained liaisons to work at designated Command Posts, EOC's, or other locations to support ESF #6 Mass Care & Human Services activities.
- d. Providing City of Wheat Ridge and Jefferson County Emergency Management situational information on Red Cross disaster mass care actions and response activities taking place within the County.
- e. Maintaining an updated list of available mass care facilities that the Red Cross has shelter agreements with.
- f. Providing 24-hour emergency phone coverage and initiating response to the disaster or emergency within 2 hours of notification.
- g. Assisting shelter populations with replacement of lost prescriptions.
- h. Providing trained personnel to assist with short term emergency disaster mental health services.

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American Red Cross (ARC)

- The ARC operates under the Charter of the United States Congress. Under the Charter, they provide relief and assistance for a myriad of human needs resulting from natural and technological disasters.
- Designate and provide shelter to disaster victims.
- Provide food and services for these shelters.
- Assist disaster victims in the repair of their homes.
- Register displaced persons and provide information through the Disaster Welfare Inquiries System (DWI).
- Provide crisis counseling to disaster victims and response workers.
- Provide first-aid stations, nurses, etc. to disaster victims.
- Provide assistance to damage assessment teams.
- Send representative to City EOC as needed.

a. 21. The **Salvation Army** is also responsible for:

- a. Providing meal delivery for first responders and displaced citizens in small and mass care incidents.
- b. Assisting with spontaneous and offered food/beverage donations related to meal service or mass care operations.
- c. Providing emotional and spiritual care when requested and appropriate.
- d. Based upon available funds, providing financial assistance in the short, immediate and long-term phases of recovery.

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

22. The **Amateur Radio Emergency Service** is also responsible for:

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

a. Providing support for alternative emergency radio communications services as requested.

23. The **Jefferson County Coroner's Office** is also responsible for:

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- a. Providing representation as part of the Disaster Advisory Group, as appropriate.
- b. Serving as the lead agency for the development and implementation of Emergency Support Function 8d-Fatalities Management.
- c. Advising the Disaster Advisory Group and EOC on matters pertaining to the handling, disposition, and identification of the dead.
- d. Establishing morgue facilities and directing the identification of the dead.
- e. In a natural disaster, providing public information and notification information for next of kin regarding the dead.

Jefferson County Coroner

- ~~Develop a plan to handle mass fatalities in the event of a major disaster.~~
- ~~Establish a temporary morgue should existing facilities become overwhelmed.~~
- ~~Perform all functions relating to identification, registration, and disposition of fatalities.~~
- ~~Send representative to City EOC as needed.~~

24. The Jefferson County **Human Services Department** is also responsible for:

- a. Serving as a support agency for the development and implementation of Emergency Support Function 6 – Mass Care & Human Services.
- b. When available, providing referral services to assist disaster victims with unmet needs.
- c. Providing referral services for crisis-oriented mental health services during and after the emergency or disaster.
- d. In coordination and conjunction with the State Donations & Volunteer Coordination Team (DVCT), assisting with disaster donations and volunteer management.
- e. As appropriate, coordinating Human Services staffing support for disaster assistance centers established within Jefferson County.
- f. Serving as a liaison to faith-based organizations seeking information on ways to support disaster recovery efforts.

Jefferson Department of Human Services

- ~~Assist with evacuation and sheltering as needed.~~
- ~~Provide food and clothing to disaster victims.~~
- ~~Assist the American Red Cross with disaster welfare inquiries.~~
- ~~Assist with shelter management.~~
- ~~Send representative to City EOC as needed.~~

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25. Xcel Energy is also responsible for:

- **a.** Coordinating with the city to expedite restoration of gas and electric disruptions caused by a disaster or emergency.
- **b.** Providing a liaison to the EOC upon request.

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26. Telecommunications is also responsible for:

- **a.** Coordinating with the city to expedite restoration of telephone and other communications disruptions caused by disaster or emergency.
- **b.** Providing emergency cell phone capabilities upon request.
- **c.** Providing a liaison to the EOC upon request.

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27. The Sanitation District is also responsible for:

- **a.** Coordinating with the City to expedite restoration of sanitary sewer mainline service and appurtenances caused by disaster or emergency.
- **b.** Providing a liaison to the EOC upon request.

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Sanitation Districts Located Within the City of Wheat Ridge

Wheat Ridge	Fruitdale
Clear Creek Valley	Westridge
Northwest Lakewood	Applewood

28. The Water District is also responsible for:

- **a.** Coordinating with the City to expedite restoration of water mainline service and appurtenances caused by disaster or emergency.
- **b.** Providing a liaison to the EOC upon request.

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Water Districts Located Within the City of Wheat Ridge

Wheat Ridge	Consolidated Mutual Valley
North Ridge	Denver
Mountain View, Town of	Edgewater, Town of

GLOSSARY

For the purposes of the NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.
Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities 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.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. An EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

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

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Fan Out: A system for the dissemination of information, orders or equipment.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth

function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional

authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. **Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities 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 informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, DE conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal

governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: 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. Preparedness involves efforts at all levels of government and between

government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: 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 (PVO).
Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident

management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat;

ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed

to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

ANNEXES

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Annex I - Direction and Control

Lead Agency/Agencies: Wheat Ridge Emergency Management

Supporting Agency/Agencies: West Metro Fire Rescue
Arvada Fire Department
Fairmount Fire Rescue
SCL Health Lutheran Hospital

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Purpose

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

Situation

The direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic.

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- Wheat Ridge resources will be used to respond to emergency situations and, if needed, requests for mutual aid assistance and supplemental assistance from neighboring jurisdictions, County, State, or Federal agencies will be made if the city resources become limited or expended as a result of the emergency or disaster.

Concept of Operations

- NIMS-ICS may be used as the command structure for emergency situations.
- Each natural or technological disaster classification will be assigned a Lead Agency – a specific department that is responsible for overall management and coordination. The responsibilities of the Lead Agency include but are not limited to:
 - Activate the EOP and declare the response level.
 - Notify key officials to include Mayor, Emergency Operations Manager, Communications Center, and other departments as necessary.
 - Call in personnel as directed by event.

- During all major emergencies, the Wheat Ridge Emergency Operations Plan (EOP) will be activated as provided for in this Plan.
- Each department is responsible for developing standard operating procedures (SOP) in response to all emergency situations.
- Each department is responsible for maintaining a current call-up list for essential employees.
- The Jefferson County Communications Center Authority (JeffCom) will serve as the main contact point, on a 24-hour basis, for key official notification. They will maintain a current list of all department on-call personnel and their phone and pager numbers. The 24-hour phone number is 303-237-2220.
- Each department is responsible to have properly-trained employees to manage their operations.
- In a larger scale event, the Incident Command Post (ICP) may be supported by the Emergency Operations Center (EOC), staff, and other emergency supporting agencies as needed. This emergency organization functioning within the EOC, is designed to:
 - Maintain existing leadership and response authority and responsibility (continuity of government).
 - Provide leadership and response organization.
 - Insure a leadership and response organization when an incident requires the potential for State and/or Federal assistance.
- The Emergency Operations Center (EOC) is established as the central point to which essential reports and information concerning the emergency or disaster will flow.
- The principle functions of the EOC are to:
 - Monitor potential threats.
 - Support on-scene response operations.
 - Receive, compile, and display data on the emergency situation and resource status.
 - Analyze problems and formulate options for solving them.
 - Coordinate among local, state and federal agencies, if required.
 - Develop and disseminate warnings and emergency public information.
 - Coordinate damage assessments activities and assess the health and safety of the public.
 - Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State and County.

- The following personnel may comprise the Emergency Operations Staff:
 - Emergency Operations Manager
 - Police Chief or designee
 - Fire Department IC or Command Staff
 - Emergency Medical Service Representative
 - Director of Public Works or designee
 - City Clerk
 - City Attorney
 - Finance Director
 - Public Information Officer
 - Other staff as necessary based on the emergency event
- Authority to activate and operate the EOC
 - City Manager
 - Police Chief
 - Emergency Operations Manager
 - Senior Supervisor present.
- Primary EOC Location
 - The primary EOC will be the City of Lakewood EOC
 - Alternate EOC location(s) may be:
 - The Wheat Ridge Police Training Room
 - The determination to use an alternate EOC location will be made by the Emergency Operations Manager and should be based upon the usability of the primary location and the type of emergency or disaster.

Annex II - Warning

Lead

Agency/Agencies: Wheat Ridge Police Department
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department

Supporting

Agency/Agencies: Jefferson County Sheriff's Department

Purpose

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

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- Certain residents require alternative communication efforts. These may include text notifications, different languages, or sign language. Warnings and instructions will need to be tailored to the needs of the affected community.

Concept of Operations

- Jefferson County Communications Center Authority (JeffCom) will be the recipient of emergency information to be disseminated to the public.
- Warnings may be disseminated to the public via:
 - Activation of the Emergency Alert System
 - Electronic media
 - Public address system
 - Door-to-door
 - Emergency Preparedness Network (Code Red) (reverse 9-1-1)
 - Emergency Siren System

Annex III - Communications

Lead

Agency/Agencies: **Wheat Ridge Police Department**

Supporting

Agency/Agencies: **Arvada Police Department**
 Lakewood Police Department

To provide assurance that communications during major emergencies will be maintained. To identify alternative resources should Wheat Ridge's capabilities be rendered inoperable.

Situation

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

Concept of Operations

- It is recognized that some telecommunications elements of the emergency or disaster response will be established before the activation of this plan. Therefore, a pre-set formal structure is not desirable. However, the following guidelines should be used:
 - In an inter-jurisdictional or multi-agency response, common radio channels between agencies will be utilized first for communications.
- The joint Lakewood and Wheat Ridge EOC will have the responsibility to communicate pertinent information to all key officials.
- It is the responsibility of all departments to develop and utilize their own fan-out system.
- Public safety communications will activate their emergency procedures.
- The Wheat Ridge Mobile Command Post may be set up for police and fire as necessary for interoperable communications.
 - Additional mobile communications vans may be requested from the following agencies:
 - City and County of Denver
 - Arapahoe County
 - City of Brighton
 - South Metro Fire
 - City of Aurora

Annex IV – Health and Medical

Lead

Agency/Agencies: Wheat Ridge EMS Provider(s)

Supporting

Agency/Agencies: Wheat Ridge Police Department
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Jefferson County Coroner's Office
Colorado Department of Public Health & Environment
SCL Health Lutheran Hospital

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Purpose

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

Situation

Virtually any type of natural or technological disaster carries the potential for significant numbers of dead and injured.

A catastrophic event could activate the National Disaster Medical System (NDMS), causing an overflow of victims into or out of the Denver metropolitan area. The Disaster Mortuary Response Team (DMORT) could be activated as well.

Assumptions

- Paramedics will assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.
- The Metropolitan Medical Response System (MMRS) may be activated to provide mutual aid and equipment.

Concept of Operations

- Wheat Ridge Police Department will work closely with SCL Health Lutheran Hospital in coordinating and providing medical services.
- Guidelines will be established and communicated for SCL Health Lutheran Hospital and Wheat Ridge Emergency Operations Manager to provide a coordinated effort.
- Preservation of life and safety of emergency workers and the public will take precedence over all activities addressed in this Annex.

- Personnel providing health and medical services will adhere to accepted standards of care and take appropriate protective measures.
- Emergency health and medical services programs will be administered by those agencies having day-to-day responsibility.
- Representatives from SCL Health Lutheran Hospital will be included or appropriate liaisons will be established at the EOC. They will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.
- In a mass fatality incident, the police department will be the lead-investigating agency, until such time that the incident is handed over to another qualified investigating agency, if deemed necessary.
- The police department will be responsible for investigating violations of applicable laws and for securing the scene and evidence.

Annex V – Emergency Public Information

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

Agency/Agencies: **Wheat Ridge Administrative Services**

Purpose

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

Situation

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

Assumptions

- The public needs timely and accurate information for protection of life and property during response to, and recovery from a disaster or emergency situation.
- The City of Wheat Ridge public information officer has the lead responsibility as the official spokesperson for all official city statements and media releases.
- The Police Department public information officer has responsibility as the official spokesperson for emergency operation actions.

Concept of Operations

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

- In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.
- A Joint Information Center (JIC) may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.
- When a JIC is established, the City's single point-of-contact shall be designated as the JIC Manager and shall coordinate the release of information through the Police Department.
- Records shall be kept of actions performed and information that is released.
- Efforts will be made to communicate with citizens who have special needs including the hearing or visually impaired.

Annex VI – Sheltering / Mass Care

Lead

Agency/Agencies: Wheat Ridge Police Department
Wheat Ridge Parks and Recreation

Supporting

Agency/Agencies: West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
American Red Cross
Salvation Army
Victim Outreach Inc.
Jefferson County Office of Emergency Mgmt.
~~Colorado Division of Emergency Management~~
R1 School District Transportation Services
SCL Health Lutheran Hospital
Regional Transportation District (RTD)

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Purpose

To provide shelter and care to disaster victims within the City.

Situation

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

Assumptions

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

Concept of Operations

- The Emergency Operations Manager will establish communication with SCL Health Lutheran Hospital and provide direction on mass care options.
- The Police and Fire Departments will determine the threat, magnitude and need for mass care services.
- Establish an on-scene Incident Command Post.

- The Police Department will coordinate the evacuation process.
- The ~~Police Department and/or Jefferson County OEM Incident Commander or Emergency Manager~~ will contact the American Red Cross who maintains formal written agreements with local schools for the use of school facilities for mass care in a disaster event.
- ~~A request may be made to~~ RTD and/ or school district ~~will to~~ supply buses for transportation if needed.
- A request may be made to ~~the~~ American Red Cross ~~to~~ provide for the immediate needs of sheltered residents for lodging, food, clothing, and personal items.
- The Police Department ~~will may~~ provide security for the evacuated area.
- Door-to-door notifications ~~may will~~ be made to assure evacuation complete.
- The Police Department ~~may will~~ provide security to the shelters if needed.
- ~~A request may be made to the American Red Cross to establish a disaster welfare network.~~
- Sheltering arrangements ~~may will~~ be made for pets by the Wheat Ridge Community Services Unit who may request the assistance ~~of Jefferson County Animal Control from other local jurisdictions providing Animal Control services.~~
- A list of evacuees and their location ~~will will~~ be maintained by Victim Outreach Incorporated.
- ~~If necessary, the~~ City ~~may not~~ send a representative to each shelter. This representative will be in contact with the EOC—either by phone or radio—so occupants of the shelter may receive regular updates on the status of the emergency, the duration of their needed stay and other information relative to the incident.
- Jefferson County OEM maintains an access and functional need equipment trailer that may be available to support people with disabilities that require sheltering.

Local designated shelters include:

Jefferson High School 2305 Pierce Street Edgewater, CO (303)982-6056 Capacity: 750 Contact: Jose Martinez (Principal)	
Wheat Ridge High School 9505 W. 32 nd Avenue Wheat Ridge (303)982-7695	

Capacity: 750	
Contact: Pat Harrison	
Other schools pending review by the Red Cross and R-1 Schools	

Annex VII – Evacuation

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

Agency/Agencies: West Metro Fire Rescue
 Arvada Fire Department
 Fairmount Fire Department
 Jefferson County Office of Emergency Mgmt.
 Colorado Division of Emergency Management
 R-1 School District Transportation Services

Purpose

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

Situation

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

There are two types of evacuations that may be utilized: general and limited.

- A **general** evacuation would involve the relocation of a large portion of the public from a risk area. The EOC will be activated.
- A **limited** evacuation would involve the relocation of a smaller portion of the public from a risk area. The EOC may be activated.

Assumptions

- First responders (fire, police, EMS) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.

- The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Some residents may refuse to evacuate after being advised to do so.
- Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.
- Residents may try to re-enter a risk area before safe to do so.
- Spontaneous evacuation will occur when there is sufficient warning of the threat.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Evacuation of people for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary.
- Evacuation instructions should be based on known or assumed health risks associated with the hazard.

Concept of Operations

- The Police and Fire Departments will determine the threat, magnitude, intensity, time until onset, and expected duration of the emergency as well as the need for evacuation.
- Establish an on-scene Incident Command Post. Activate the EOC, if necessary.
- The Police Department and Fire Department will coordinate the evacuation process until such time as the EOC is operational, to include:
 - Identifying the number of people requiring transportation to evacuate.
 - Designating an assembly point for evacuees without their own transportation for assembly
 - Arranging transportation for evacuees without their own vehicles.
 - Arranging shelters to house evacuees.
 - Providing evacuation information to the local media to be disseminated.
- The Police Department will provide security for the evacuated area.
- Door-to-door notifications will be made to assure evacuation complete.
- A list of evacuees and their location will be maintained.

- Contact will be made with Jefferson County Office of Emergency Management, if necessary, to assist with evacuation, sheltering, and resource allocation.
- An evacuation of the City of Wheat Ridge may impact neighboring jurisdictions and evacuation routes will need to be coordinated.
- The Wheat Ridge Incident Commander will designate general evacuation routes for residents to use.
- Provisions, to the extent possible, will be made for providing the elderly and special needs population with transportation methods, medical assistance, and other related support during emergency situations.
- Sheltering in place is an option depending on the type of disaster and the safety of the people affected.
- Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation.
- Access to controlled areas will be controlled by law enforcement. Law enforcement will patrol all evacuated areas unless officers are at risk.
- Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
- If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, or the state, or federal government. Assistance requests to nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the CDOEM, through Jefferson County OEM, if possible.

Annex VIII – Resource Management

Lead

Agency/Agencies: Wheat Ridge Police Department
Wheat Ridge Public Works

Supporting

Agency/Agencies: All Wheat Ridge City Departments
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

The purpose of this annex is to provide a plan for effective procurement and use of human and material resources in the case of any type of emergency or disaster within the City of Wheat Ridge.

Situation

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

Assumptions

- Shortages in Wheat Ridge response resources may occur in any emergency or disaster. Procedures should be maintained to identify where and how to replenish them.
- Private contractors and volunteer agencies may be willing to assist the community during an emergency or disaster. They should to be identified by material or service they can provide.
- Mutual aid agreements with neighboring jurisdictions will be established and invoked as needed.
- Support is available through requests to county, state and federal agencies. Procedures should to be maintained for accessing this support.

Concept of Operations

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

- All purchases and requests for additional resources require the approval of the Incident Commander and will be coordinated through the EOC.
- A list of interpreters and resources to communicate with the special needs population will be maintained to assist with warnings and emergency communications.

Annex IX – Damage Assessment

Lead

Agency/Agencies: Wheat Ridge Community Development
Wheat Ridge Public Works

Supporting

Agency/Agencies: Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

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

Situation

An emergency or disaster requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss, and directs attention to the mobilization of resources necessary to cope with the situation.

County, State and Federal disaster assistance may be required during an emergency or disaster. If such assistance is necessary, it must be based upon an accurate aggregate damage/loss estimate.

Concept of Operations

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

Annex X – Vital Records

Lead

Agency/Agencies: **Wheat Ridge City Clerk**

Supporting

Agency/Agencies: **All Wheat Ridge City Departments**

Purpose

To ensure that a list of vital records be maintained by all departments.

Situation

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

Assumptions

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

Concept of Operations

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

- Procedures for obtaining off-site records should be established and updated as necessary.

Annex XI – Administrative Services

Lead

Agency/Agencies: Administrative Services Department

Supporting

Agency/Agencies: All Wheat Ridge City Departments

Purpose

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

Situation

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

Assumptions

- Administrative services will continue to provide an infrastructure for City services and resources despite disruptions caused by an emergency.
- Initial assessment of the financial magnitude of disaster response and recovery and the extent of insurance coverage will determine the need to request state and federal financial assistance.

Concept of Operations

- Administrative services will be responsible for developing and maintaining their own detailed emergency procedures.
- City Chief Building Inspector. Will develop a damage assessment record keeping system to meet post-disaster needs.
- Finance will maintain records of disaster-related expenditures to support reimbursement from insurers, state and federal agencies.
- Finance will function as principal advisor to the City Manager on all fiscal matters.

Annex XII – Debris Management

Lead

Agency/Agencies: **Wheat Ridge Public Works Department**

Supporting

Agency/Agencies: **All Wheat Ridge City Departments**

Purpose

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

Definitions

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

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

Situation

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

Assumptions

- The amount of debris resulting from a disaster could exceed the City of Wheat Ridge's ability to dispose of it.
- If a State of Emergency is declared, State resources would be made available to assist in the removal and disposal of debris.
- Private contractors may play a significant role in the debris removal, collection, and reduction and disposal process.
- The Public Works Department may pre-designate temporary debris storage and reduction sites including exact location, size, and ingress and egress routes.

Concept of Operations

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

Annex XIII – Civil Disturbance

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

Agency/Agencies: Area Law Enforcement Agencies
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

To facilitate the City's response to the threat or actual event of civil disaster.

Situation

Emergency situations such as civil disturbances, looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc. may cause need for specialized law enforcement activities, including outside assistance.

Citizens may gather to vocally promote or demonstrate their individual rights, or group interests. These demonstrations although normally peaceful, have the potential of turning violent, and causing injury to persons, and damages to property. It is therefore prudent that the Wheat Ridge Police Department monitors large gatherings within the City for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

Assumptions

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

Concept of Operations

- Emergency law enforcement operations may be an expansion of normal functions and responsibilities.

- Law enforcement may be required to gather intelligence, within applicable laws, against groups that form with a potential for civil disturbance or violent activities.
- Pre-planning and using mutual aid can reasonably assure the law enforcement officials that adequate support is available to counter a civil disturbance and maintain or restore order.
- Once the City issues a "State of Emergency" proclamation, the City has the additional authority to effectively address the situation through its applicable departments.
- The EOC may be activated for a threat or actual event.
- Mutual aid resources may be called in.
- The Jefferson County and Colorado Office of Emergency Management may be requested for assistance.

Annex XIV – Hazardous Materials

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

Agency/Agencies: West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Adams/Jeffco Hazardous Response Authority

Purpose

To protect the citizens and employees of the City of Wheat Ridge from the immediate and long-term effects of exposure to hazardous materials, and to identify the actions and responsible agencies for handling a hazardous materials incident.

Situation

There are thousands of chemicals in daily use that can cause an emergency affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life.

Many of these chemicals and flammable gasses are transported via air, rail and motor transport. The U.S. Department of Transportation requires adequate warning markings on the carrier vehicle, however, there are numerous exceptions.

Identification of the precise nature of the chemicals involved in a particular incident is a major problem, and care should be taken to note location, hazardous properties, characteristics, and potential hazardous reactions with each other.

Assumptions

- Incidents involving hazardous materials may occur during transportation, near the City. I-70 as well as I-25 are designated routes for transporting hazardous materials.
- Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident.

Concept of Operations

- The Fire Department having jurisdiction will coordinate all response activities associated with a hazardous materials incident in accordance with their established SOP's.
- Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.

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

Annex XVI – Terrorism / Weapons of Mass Destruction

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

Agency/Agencies: West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Adams/Jeffco Hazard Response Authority
All Wheat Ridge City Departments
Victim Outreach Inc.
Colorado Division of Emergency Management

Purpose

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

Situation

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

Assumptions

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

Concept of Operations

- The initial response will be coordinated by a Fire Department as a hazardous materials incident.
- Unified command between police and fire will be required.
- The EOC may be activated for a credible threat/actual event.
- Departments will activate their fan-out procedures as needed.

- All available communications will be utilized to verify and disseminate warnings.
- Mutual aid resources will be called up.
- The Colorado Office of Emergency Management will be notified.
- Emergency response stages may be
 - **Stage I - threat**
 - Notify the Mayor, the City Manager, the Chief of Police and other key officials of the threat or possibility of an actual event.
 - Activate emergency team members.
 - Activate city and other communication networks; coordinate and monitor media; brief employees.
 - Involve community leaders in planning activities.
 - Notify and secure city facilities.
 - **Stage II – imminent or confirmed event**
 - Complete actions stated at Stage I
 - Activate and staff EOC if necessary.
 - Notify and utilize support agencies as necessary.
 - Recall city employees from the field as needed for employee safety and briefing.
 - Maintain security of all city facilities and equipment.
 - Provide daily personnel roster of individuals in field.
 - Define and secure affected area if possible. Allow only individuals with proper identification and need into the secure area.
 - Activate and utilize volunteer organizations as needed.
 - Provide information network for family members.
 - **Stage III – State of Emergency**
 - Complete actions stated at Stage II
 - Mayor to declare a State of Emergency.
 - Request State resources as needed.
 - Order and enforce a curfew as needed.
 - **Stage IV – restoration**
 - Restore vital City services and provide temporary care measures for victims.

- Request state and federal grants as necessary.
- Begin long-term restoration of the community and provide a good public relations program.
- Provide Critical Incident Stress Debriefing for employees.

Annex XVII – Tornado

Lead

Agency/Agencies: Wheat Ridge Police Department
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department

Supporting

Agency/Agencies: All Wheat Ridge Departments
Area Law Enforcement and Fire Agencies
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management
Victim Outreach Inc.

Purpose

To ensure a plan is in place in the event of a tornado.

Situation

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

Assumptions

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

Concept of Operations

- The National Weather Service will advise the area of potential severe thunderstorm and tornado activity.
- Evacuation of city facilities may be deemed necessary and may be called for by the Mayor, the City Manager, the responsible Department Head for the facility, the Emergency Operations Manager, or the senior supervisor on-duty.
- **Stage I – Tornado Watch / Warning**
 - The Jefferson County Communications Center Authority (JeffCom) will notify key officials and field personnel of pending severe weather.
 - Tornado Warnings are disseminated through all available communication systems

- **Stage II – Response**

- Confirmation of a tornado touchdown, resulting in injuries and property damage.
- The EOC may be activated and staffed as necessary by key individuals.
- All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
- Damage assessment team will be activated as needed.
- Direction and control of field operations may be managed through on-site command post.
- All news releases will be coordinated through the Public Information Officer.
- “All Clear” messages will be initiated when the threat of an active tornado has dissipated.

- **Stage III – State of Emergency**

- Mayor by request may declare a state of emergency.
- County, state and federal agencies will be notified.
- Restoration of vital city services will begin.
- City Council may approve emergency contingency funding.

- **Stage IV - Recovery**

- The Emergency Operations Manager will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
- Short and long-term disaster recovery will begin.
- Mayor may request a County, State or Federal Disaster Declaration.

Annex XVIII – Earthquake

Lead

Agency/Agencies: Wheat Ridge Police Department
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department

Supporting

Agency/Agencies: All Wheat Ridge City Departments
Area Law Enforcement and Fire Agencies
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management
Victim Outreach Inc.
Public Utilities

Purpose

To identify the major hazards associated with earthquake disaster and community response.

Assumptions

- An earthquake could occur at any location in the state and/or Denver Metro area, causing injuries, death and building damage and destruction.
- A major earthquake will cause cascading events such as fires, hazardous materials incidents and others.
- Several earthquakes have occurred in the past in the area of the Rocky Mountain Arsenal in Adams County.
- There are numerous faults within the State that may cause an earthquake.
- Mutual aid may be needed immediately.
- Amateur radio and other communication systems may need to be brought in.
- Utilities may face major disruption and hazardous situations.
- Infrastructure, such as roads, highways, bridges, may be unusable.
- Telephone communications may be non-existent or overloaded.
- Buildings and structures may be damaged and uninhabitable.

Concept of Operations

- Conduct damage assessment.
- Activate the Emergency Operations Center.

- Facilitate emergency response.
- County, state and federal agencies will be notified.
- Facilitate reactivation of vital facilities.
- Protect property.
- Coordinate and liaison with other agencies.
- Maintain functional operation of all city facilities to the extent possible.
- Investigate and assess damage to buildings, structures and property within the city for the purpose of:
 - Identifying imminently hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
 - Compile a statistical damage assessment report for distribution to city officials, county, state and federal government agencies, media, various organizations, and the general public.

Annex XX – Flood

Lead

Agency/Agencies: Wheat Ridge Police Department
Wheat Ridge Public Works

Supporting

Agency/Agencies: All Wheat Ridge City Departments
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Victim Outreach Inc.
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

To ensure a plan is in place to respond to flooding in the City of Wheat Ridge.

Urban Drainage and Flood Control District

- Wheat Ridge falls within the District's boundaries.
- Provides Local Flood Warning Program in conjunction with NWS.
- Messages that the District can send out:
 - **MESSAGE 1** (Internal Alert)
 - This is an advisory message which is meant to inform key people that weather conditions are such that flood producing storms could develop sometime in the day. If the weather advisory requires priority handling by a communications dispatcher, the message will be preceded with the statement: "THIS IS A **RED FLAG MESSAGE**."
 - **MESSAGE 2** (Flash Flood Watch)
 - This message indicates that a Flash Flood Watch has been issued by NWS and/or a private meteorological service employed by the District and they feel the risk is high that a life-threatening flood may occur later in the day. If it is felt that this watch requires priority handling by a communications dispatcher, it will be identified as a **RED FLAG** message.
 - **MESSAGE 3** (Flash Flood Warning)
 - This message indicates that a Flash Flood Warning has been issued by NWS and/or a private meteorological service employed by the District. This warning message requires priority handling by the communications dispatcher (i.e. **AUTOMATIC RED FLAG**).

- **MESSAGE 4**

- This message cancels the flood potential status. This message is issued by the private meteorological service after consultation with NWS and other entities involved with direct private meteorological service communications.

Assumptions

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

Concept of Operations

- Depending upon flood threat conditions, this annex may be conducted in four stages.
- **Stage I**
 - Notification of all departments and key individuals.
 - Police and Fire will maintain a continuous monitoring of all weather conditions.
 - The Emergency Operations Manager will coordinate with other departments and decide when a Stage II activation is required.
 - Potential evacuation of suspected flood locations will be considered.
 - Police and Fire personnel will respond to the potential danger areas to warn individuals.
 - EOC may be activated.
 - Incident Command Post may be established.
 - Evacuation routes may need to be established.
 - Determine need for diking (sandbags, earth, etc.)
 - Determine available resources from outside agencies; stage if possible.
- **Stage II**
 - Warn public through available means of public notification (See Warning Annex).
 - Evacuate public to other locations or staging areas.

- Establish communications with Jefferson County Office of Emergency Management.
- Initiate fan-out or call-out lists.
- Provide search and rescue operations as required.
- Relocate essential city services, if in the danger zone.
- Request appropriate agencies to assist in providing temporary housing, food and shelter.
- The EOC will be activated and staffed as necessary.
- All support agencies will be notified.
- Designated individuals may be dispatched to potential hazard areas to monitor and report findings.
- Shelters and transportation will be provided for evacuees.
- Damage assessment team will be activated if needed.
- **Stage III**
 - Mayor may declare a State of Emergency, by request.
 - Notification of county, state and federal agencies will be implemented.
 - Restoration of vital city services and long-term recovery may begin.
 - City Council may approve emergency contingency funding.
- **Stage IV**
 - The Emergency Operations Manager will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
 - Short and long-term disaster recovery will begin.
 - Mayor may request a State or Federal Disaster Declaration.

Annex XXI – Winter Storm

Lead

Agency/Agencies: Wheat Ridge Public Works

Supporting

Agency/Agencies: All Wheat Ridge Departments
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

To ensure essential city services are maintained during severe winter weather.

Definitions

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

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

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

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

Assumptions

- All areas of Colorado are vulnerable to major winter storms.
- Longtime residents of the area are usually well equipped to handle routine and even severe winter weather.
- Loss of utilities in the City can create a critical situation in a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
- Medical assistance may become critical.

Concept of Operations

- Depending upon the winter storm threat conditions, this annex may be conducted in three stages, in addition to Section 2.7.2.
 - **Stage I**

- Notification of emergency management staff, police, fire, and other key officials.
- Activation of the EOC or the establishment of a call will be at the discretion of the Wheat Ridge Director of Public Works.
- Emergency management personnel from various jurisdictions, as necessary, will staff the EOC.
- **Stage II**
 - Stage II is activated at the discretion of the Emergency Operations Manager.
 - Other essential personnel will respond to the EOC as called.
 - Support agencies will be contacted and placed on standby.
 - Departments will operate according to their procedures.
- **Stage III**
 - The Mayor shall declare an operation Stage III proclaiming a citywide emergency. This proclamation gives the Mayor the power to enact any order necessary to preserve public peace, health, and safety.
 - All affected department directors will report to the EOC.
 - The County and State office of Emergency Management will be notified.
- Snow Routes

The following streets are priority streets in regard to snow removal:

Priority East-West Bound Streets

West 45 th Avenue:	Pierce Street to Newland Street.
West 44 th Avenue:	Approx. 350' west of Holman St. to Fenton St.
West 41 st Avenue:	Kipling to Independence & Ammons to Wadsworth Blvd.
West 39 th Avenue:	Kipling Street east to school & High Court to Reed St.
West 38 th Place:	Parfet Street to Oak Street.
West 38 th Avenue:	Youngfield Street to Sheridan Blvd.
West 32 nd Avenue:	Youngfield Service Road to Sheridan Blvd.
West 29 th Avenue:	Wadsworth Blvd. To Sheridan Blvd.
West 26 th Avenue* :	Pierce Street to Sheridan Blvd.

* West 26th Avenue from Oak to Kipling Street & Wadsworth Blvd. to Pierce Street is maintained by the City of Lakewood.

Priority North-South Bound Streets

Youngfield Street:	W. 29 th Avenue to W. 44 th Avenue.
Quail Street:	W. 32 nd Avenue north to school.
Pierson Street:	W. 32 nd Avenue north to school.

Parfet Street:	W. 32 nd Avenue to W. 38 th Place.
Miller Street:	W. 44 th Avenue to I-70 South Frontage Road.
Kipling Street:	I-70 North Frontage Road to W. 51 st Place.
Independence Street:	W. 38 th Av to 41 st Av & W.44 th Av to I-70 S. Frontage
Holland Street:	W. 32 nd Avenue to W. 38 th Avenue.
Dudley Street:	W. 32 nd Avenue to W. 38 th Avenue.
Dover Street:	W. 38 th Avenue to W. 44 th Avenue.
Ammons Street:	W. 41 st Avenue to W. 44 th Avenue.
Upham Street:	W. 38 th Avenue to W. 44 th Avenue.
High Court:	W. 38 th Avenue to W. 39 th Avenue.
Reed Street:	W. 38 th Avenue to W. 44 th Avenue.
Pierce Street:	W. 26 th Avenue to W. 48 th Avenue.
Otis Street:	W. 38 th Avenue to W. 44 th Avenue.
Newland Street:	W. 44 th Avenue to W. 48 th Avenue.
Harlan Street:	W. 32 nd Avenue to I-70 overpass.

Kipling Street, Wadsworth Boulevard and Sheridan Boulevard are priority level 2 streets maintained by the Colorado Department of Transportation (CDOT). However, City crews may be assigned to maintain these streets as necessary in the event of heavy accumulations and/or an emergency has been declared.

Department responsibilities:

- The Public Works Department is responsible for the clearing and maintenance of all city streets (not state highways) during the event. They are also responsible for maintaining a list of contractors that provide barricades, tree removal, debris removal and additional snow removal services.
- Colorado State Department of Highways is responsible for the clearing and maintenance of all state highways and roads with the city boundaries.
- The Parks and Recreation Department is responsible for the maintenance of all city facilities and the parking lots and accesses to these buildings.
- The Police Department is responsible for responding to traffic accidents, the enforcement of all laws and the clearing of any abandoned vehicles on all roadways.
- The Fire Departments are responsible for any rescue operations within their jurisdictions.

Annex XXII – Emergency / Disaster Reporting Process

Lead

Agency/Agencies: Wheat Ridge Administrative Services

Supporting

Agency/Agencies: All Wheat Ridge City Departments
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

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

Situation

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

Assumptions

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

Concept of Operations

- All departments, organizations, and agencies involved in a disaster or emergency occurring within Wheat Ridge will need to keep accurate records of expenditures, losses, and other actions taken.
- These records will be forwarded to the City Administrative Services for tracking of overall expenditures and losses.
- Initial Report
 - Reporting Disaster Emergency Information
 - Upon confirmation of a Disaster or Emergency Event:
 - Activate local warning systems
 - Implement your Local Emergency Operations Plan (LEOP)

- Mobilize local emergency response resources
- Activate joint Lakewood and/or Wheat Ridge Emergency Operations Center (EOC)
- Contact Jefferson County Office of Emergency Management
- Contact Colorado Division of Emergency Management at the 24-hour emergency telephone number (303) 279-8855
- Lead time is critical when contacting CDEM. Early warning will give the Duty Officer time to place response resources on stand-by and alert the Federal Government as necessary.
- Initial Situation Assessment
 - This should be made by, or authorized by an elected official.
 - Initial decisions to mobilize and activate resources will be made on this report.
 - Assess the situation accurately and provide ongoing information flow from the field to local EOCs.
 - Provide Situation Reports from local EOCs to CDEM/SEOC
 - CDEM will advise appropriate departments of State Government, and request the Governor, and Federal Agencies to provide the necessary support.
 - Update Situation Reports as new information is secured.
- Initial Damage Report
 - Reporting Location
 - Type of Disaster/Emergency
 - Area Affected
 - Number of Persons Killed, Injured, or Endangered
 - Damage to Essential Facilities
 - Damage To Public Property
 - Damage To Private Property
 - Types of Assistance Needed
- Recordkeeping
 - The basic rule is to maintain proof of any disaster-related expenditure.
 - Some examples are:
 - Records of Overtime Compensation to Employees
 - Receipts - Purchase Orders

- Contracts For Emergency Repairs
- Equipment Logs (including Work Site)
- Receipts for Rented or Leased Equipment
- Issue Slips for Supplies Used
- Local Declaration of Disaster Emergency
 - 24-32-2109 C.R.S. – Local Disaster Emergencies, -The Charter of the City of Wheat Ridge Chapter 1, Section 3.2 Power and Duties of the Mayor, - Wheat Ridge City Code of Laws, Article II. Civil Emergencies.
 - A local disaster may be declared only by the chief executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record keeping agency and with the office.
 - The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.
 - The declaration should be made when it is determined that the needed response to a disaster or emergency event is at or beyond the normal capability of local government agencies.
 - Two copies should be sent to CDEM, one of which will be forwarded to the governor.
- Situation Reports
 - During any disaster or emergency operation, daily reports of threat, damage, response and needs are necessary for efficient coordination of outside resource requirements.
 - Situation reports should contain:
 - Nature of Disaster/Emergency/Threat and Current Magnitude
 - Deaths and Injuries (Total to Date)
 - Damage / Potential Damage
 - Utilities
 - Public Property

- Private Property
- Resources Committed and Reserves
 - Local Resources
 - Outside Resources
- Volunteer Activities – Search and Rescue, etc.
- Local Government Actions
 - Activation of Emergency Operation Plan
 - Manning of EOC
 - Evacuation
 - Other Information
- Additional Assistance Needed
- Date and Time Sent
- Damage Assessment
 - Use to tabulate initial reports and estimate of damages.

Annex XXIV – Victim Services/Volunteer Coordination

Lead

Agency/Agencies: Victim Outreach Inc. (VOI)

Supporting

Agency/Agencies: Community Crisis Response Team comprised of:
1st Judicial District Law Enforcement Based Victim Services
District Attorney’s Victim Services Unit
Jefferson Center for Mental Health
Jefferson County R-1 School District
American Red Cross

Purpose

To ensure that victims of a natural or crime-related disaster receive resources and support services that will minimize the emotional and physical impact of the event.

Situation

VOI believes victims of a community disaster are best served by an integrated approach provided by professionals who are skilled in crisis intervention and risk assessment. VOI also believes first responders must have familiarity with the criminal justice process and with community resources.

Concept of Operations

Victim Outreach Information will coordinate the immediate response to victims of crime or other trauma inducing tragedy in conjunction with other responding agencies. Referrals for ongoing support, counseling and responses will be made following the initial response.

- Crisis intervention on-scene/hospitals, etc.
- Coordinate and assemble crisis intervention teams
- Assist coroner with death notifications
- Provide information/referrals and resources
- Provide debriefings

Victim Services may have a station at the Incident Command Center or direct access to it. Communication and coordination will originate from this point. Requests for law enforcement based advocates will be made as directed by the lead law enforcement agency’s mutual aid policy.

The commanding law enforcement agency will establish a Victim Services staging area. All persons responding to aid/assist victims will report to the staging area. They will be screened for qualifications and then directed to the specific area of

need. Identification cards will be distributed to JGCCCRT members. It is the responsibility of team members to maintain rules of confidentiality and follow accepted JGCCCRT policies and procedures.

* According to the Aviation Disaster Family Assistance Act of 1996, American Red Cross bears primary responsibility for coordinating emergency care and support of the passengers involved in aircraft accidents and their families. In these cases, American Red Cross will be part of the unified command system and will coordinate with victim services.

Acts of terrorism fall under the jurisdiction of the Federal Government. VOI will coordinate services to victims of these crimes with federal victim assistance.

Annex XXV - Animal Emergency Management

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

Agency/Agencies: American Red Cross
Jefferson County Office of Emergency Mgmt.

Purpose

Develop a plan to evacuate and ensure care for animals during a major disaster emergency

Situation

Animals of all kinds are integral parts of our society and economy, accounting for over billions of dollars in annual commercial livestock and poultry production and a pet care industry that exceeds 50 billion dollars yearly. Nearly 60% of our nation's households include pets, a number greater than the number of households with children. The human-animal bond is a powerful force, helping provide companionship for many individuals, creating positive impacts on mental and physical health. Service animals provide augmentation to the senses of sight and sound to disabled persons, and both dogs and horses add critical capabilities to our law enforcement and emergency response community. Caring for animals helps provide meaningful stewardship experiences, helping build responsibility within our society.

Assumptions

- The primary responsibility for evacuating and providing care for animals during an emergency rests with the animals' owners.
- Experience has shown that this is often impossible when
 - Owners are unable to evacuate with their animals and are forced by urgent circumstances to leave them behind
 - Owners become separated from their animals during or after an evacuation,
 - When animal shelters are not available in close proximity to human shelters so that owners can evacuate to an appropriate destination where they can continue to provide daily care.

Concept of Operations

A designated Community Service Officer assigned by the Police Department will be in communication with the Incident Commander and will be assigned to manage the animal evacuation response as needed. The Community Service Officer will initially handle all incoming requests for:

- small and large animal housing
- husbandry (feeding, cleaning, etc.)

- veterinary care
- facility usage
- evacuation options
- displaced pet/livestock, wildlife, and exotic animal assistance

City of Wheat Ridge's Animal Response Plan (ARP) for companion animals, livestock, research animals, exhibit animals, and wildlife provides for rapid response to events affecting the health, safety, and welfare of human beings and animals. The veterinary medicine and animal care activities (in the preparedness, mitigation, response, and recovery activity phases of emergency management) include, but are not limited to:

- small and large animal housing
- husbandry (feeding, cleaning, etc.)
- veterinary care
- facility usage
- evacuation options
- wildlife issues
- displaced pet/livestock, wildlife, and exotic animal assistance
- Transportation of people will often necessitate transportation of companion animals, especially during emergency evacuations and rescue efforts.
- Transportation of emergency supplies of animal feeds (hay, grain, and species-specific rations) may be necessary when a natural disaster has destroyed local pastures and stored feed supplies.
- Dead animal removal and disposal management support by public works

Local designated shelters for animals include:

- Denver Dumb Friends League (can take three animals from each resident)
- Jefferson County Animal Control (Sheriff's Office dispatch)
- Horse Protection League 303 424-0037
- Colorado State Animal Response Team 303 539-7633
- Jeffco Animal Response Team

Owners should be allowed to either shelter-in-place or immediately return to care for their animals. Livestock owners should be provided priority access to and assistance in resuming normal operations for humane care reasons and also to minimize both immediate and downstream economic impacts.

The American Red Cross assists in essential functions to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during incidents.

Annex XXVI – Cyber Attack Management

Lead**Agency/Agencies:** **Wheat Ridge Information Technology****Supporting****Agency/Agencies:** **All Wheat Ridge City Departments****Purpose**

Develop a plan to ensure business continuity and availability of essential automated systems for the City of Wheat Ridge in the event of a massive or sustained cyber systems compromise or attack.

Situation

Current events and threats from terrorists both local and foreign have attacked and threatened the information technologies of both private industry and government. To ensure that critical information is protected and retained for the efficient operation of the city a plan to protect such information and technologies should be implemented.

Assumptions

Mitigation & Preparedness are the best defense against an attack on information technologies

Concept of Operations

- The city shall have the latest versions of firewall, anti-virus, and spyware software technologies deployed across the enterprise.
- The city shall have a system to monitor misuse or unauthorized/remote access of cyber systems, especially by personnel under emotional or financial strains and with access to major data and system integrity.
- The city shall have a proactive and well-documented cyber-security training program for all personnel with potential access.
- The city shall have rules for employees working from home to comply with information and systems security.
- The city shall have data back-up (data redundancy) processes and policies for enterprise wide and departmental specific data systems.
- The city shall have a management process to approve all cyber-technologies utilized in the organization, including but not limited to different systems sharing like data and how shared or exchanged data protected from corruption while allowing access to critical data under emergent conditions.
- The city shall have policies for the interface and deployment of wireless data and voice systems communications.
- The city shall have trained personnel for cyber-system response and recovery operations.

- The city shall have a protocol to monitor the number of cyber-system response events involving external attacks by deliberate attempts to penetrate, and take appropriate protective actions.
- The city completed a hazard vulnerability analysis of all cyber-systems to determine infrastructure security improvements needed for all internal and external threats.
- The city shall have data security exchange protocols for secure interface with authorized emergency management agencies under a unified command.
- The city shall comply with current standards on disaster/emergency management and business continuity programs as they apply to all third-party vendors that support and supply cyber-technology services, such as offsite backup and data recovery process for the institution.
- The city have a system of cyber-security audits using a scenario based evaluation or a series of critical benchmarks approved by a multi-disciplinary committee of your organization.
- The city shall have standards for the development and security of systems and substructures (i.e., departments), including non-IT/IS staff with special levels of cyber-systems knowledge.
- The city shall have the ability to terminate access immediately upon an employee's termination of employment.

Annex XXVII – Communications Systems Failure Management

Lead

Agency/Agencies: ~~Wheat Ridge~~ **Jefferson County Communications Center Authority (JeffCom)**

Supporting

Agency/Agencies: **Wheat Ridge City Information Technology**

Purpose

Develop a plan to ensure continuity and availability of essential communication systems for the City of Wheat Ridge in the event of a massive or sustained failure of systems during a disaster.

Situation

Numerous natural and manmade disasters can affect one or multiple communications systems. It is essential for the efficient management of a major emergency disaster to provide for alternate communications systems.

Assumptions

- Specific failures of communications systems are hard to predict. The Continuity of Operations Plan shall hold specific information as to personnel responsibility and equipment information.
- Should the Communications Center become uninhabitable or should all systems fail the Communication operation shall be transferred to a predestinated facility with equipment and space to provide for the City of Wheat Ridge's needs.

Concept of Operations

The Communication plan may be either a part of the Information Officer's role or linked to this role. However, during the time when an incident is in process, all aspects of the Communication plan should be cleared with the Incident Commander before any information is released. In addition to the COOP the following will be developed by the Emergency Manager, Information Technologies, and the Communications Center:

- Plans and policies for the transfer of 911 calls shall be maintained by the Communications Center.
- Radio systems shall be transferred from the Communications Center to the either the Command van or to a designated radio back-up call center.
- Communication mediums: paper copy; bulletin board; press release; telephone tree; remote telephone call center; remotely stored information for retrieval by others; out of area contact personnel, etc.
- Templates and samples: canned statements and background information on key personnel, locations, suppliers, charts, graphs and diagrams and maps for complex areas that would be difficult to communicate in written or

spoken form. A set of forms to track various messages and a log form to document sources of information, decisions, management approvals, etc.

- Easy to understand and train other instructions; "how to" note sheets laminated in plastic so they won't get damaged in water, etc.
- A detailed training plan to train essential personnel in the organization that need to be involved in alternative communication systems.
- A testing plan and schedule periodic tests of the COOP using realistic scenarios shall be regularly conducted.

Annex XXVIII – Demobilization Plan

Lead

Agency/Agencies: ~~Wheat Ridge~~ **Jefferson County Communications Center Authority (JeffCom)**

Supporting Agency/Agencies: **Wheat Ridge City Information Technology**

Purpose

Situation

Numerous natural and manmade disasters can affect one or multiple communications systems. It is essential for the efficient management of a major emergency disaster to provide for alternate communications systems.

Assumptions

- Specific failures of communications systems are hard to predict. The Continuity of Operations Plan shall hold specific information as to personnel responsibility and equipment information.
- Should the Communications Center become uninhabitable or should all systems fail the Communication operation shall be transferred to a predestinated facility with equipment and space to provide for the City of Wheat Ridge's needs.

Concept of Operations

The Communication plan may be either a part of the Information Officer's role or linked to this role. However, during the time when an incident is in process, all aspects of the Communication plan should be cleared with the Incident Commander before any information is released. In addition to the COOP the following will be developed by the Emergency Manager, Information Technologies, and the Communications Center:

- Plans and policies for the transfer of 911 calls shall be maintained by the **Jefferson County** Communications Center Authority (JeffCom).
- Radio systems shall be transferred from the Communications Center to the either the Command van or to a designated radio back-up call center.
- Communication mediums: paper copy; bulletin board; press release; telephone tree; remote telephone call center; remotely stored information for retrieval by others; out of area contact personnel, etc.
- Templates and samples: canned statements and background information on key personnel, locations, suppliers, charts, graphs and diagrams and maps for complex areas that would be difficult to communicate in written or spoken form. A set of forms to track various messages and a log form to document sources of information, decisions, management approvals, etc.
- Easy to understand and train other instructions; "how to" note sheets laminated in plastic so they won't get damaged in water, etc.

- A detailed training plan to train essential personnel in the organization that need to be involved in alternative communication systems.
- A testing plan and schedule periodic tests of the COOP using realistic scenarios shall be regularly conducted.

Lead Agency/Agencies: Wheat Ridge Public Works Department
Public Utilities (Xcel Energy)

Supporting Agency/Agencies: All Wheat Ridge City Departments

Purpose

This section of the EOP establishes a framework and procedures that will be used to respond to and recover from energy disruption emergencies that could affect the City's essential services and health, safety, and general welfare of the people of Wheat Ridge. This section is written to be consistent with formats of modern emergency operations plans and is designed to provide a flexible strategy for the direction, control and coordination of City operations specific to energy disruption events.

Situation

The following situations characterize the planning environment. The situations in part establish the reasons for having a plan for more effectively managing energy disruption events.

Assumptions

- Utilities could be disrupted by natural events, deliberate attacks, systematic threats, or accidents.
- Warning time to implement the plan will vary from little to no warning, from days to weeks, depending on the type of energy disruption.
- Departments with energy emergency responsibilities will ensure that all personnel concerned are properly trained and familiar with this Annex and all department standard operating procedures (SOPs) so that they are capable of implementing them in a timely and effective manner.
- The Incident Command System (ICS) will be used as the on-scene incident management system in the event of an energy emergency.
- Fire department operations may be affected due to power outages, broken water lines, hazardous environments from leaking gas lines, and threats of electric shock.
- Other department operations and City government services could be impacted by a prolonged energy disruption event.
- Mission critical facilities may need to rely on backup power and fuel reserves in the event of an energy disruption event.
- Large petroleum distribution lines will take many hours before product flow can be eliminated and could lead to temporary fuel shortages until lines are repaired.
- Loss of power and fuel could cause life threatening situations depending on the duration and timing of the outage, particularly during hot and cold periods.

- Loss of power and fuel could cause life threatening situations to hospital and health care facilities.
- Power failures could create massive traffic problems, spoilage of food, loss of heating and air conditioning.

Concept of Operations

During an incident the City will redirect its resources towards assessing the magnitude of the incident and the elimination of hazards. The Police Department's Emergency Operations Manager will contact Xcel's Director of Community Relations to obtain information regarding the extent, magnitude and duration of an energy disruption involving electric power or natural gas. 911 staff may also be in contact with Xcel.

- Xcel Energy is responsible for restoring power for essential services and the general public.
- Provide the Emergency Manager with estimated or expected utility disruptions.
- Cooperate with City Department(s) to facilitate expedient return of gas and/or electric services caused by disaster or emergency.
- Work with the Police Department's and City PIO to deliver a consistent message to the public.
- Work with the Emergency Manger to provide shelter to the affected population.
- Provide a liaison to the EOC upon request.
- Provide assistance for the control of electrical and natural gas problems as a result of a major fire or explosion.

The response to the event will align with the three phase readiness and response levels. The level of activation is determined by the nature, scope and duration of the energy emergency.

-State 1: "Monitoring" phase in which the emergency or disaster event hasn't occurred yet, but the situation requires a higher level of readiness. Normal City operations continue, but staff are put on alert and some public information may be disseminated. The EOC may be activated and staffed by emergency personnel from various departments and jurisdictions. Emergency Management personnel will decide if additional resources (e.g., fuel) from outside agencies may be needed.

-State 2: This level includes a limited activation of the Emergency Operations Center (EOC) and heightened awareness for all EOC staff. Lead and supporting departments are notified that additional staffing may be needed. Additional support personnel may be called to staff the EOC. The public will be notified.

-Stage 3: This level occurs when the scope of the emergency has expanded to the point that all appropriate emergency response and recovery operations have been committed. The EOC is fully activated with 24 hour staffing. Emergency assistance from the State and Federal government may be considered. The Mayor

may declare a City-wide emergency. All directors of affected departments are to report to the EOC.

-Stage 4: After the immediate threat has been contained or eliminated, Level 4 will be activated. The EOC will transition from emergency response and recovery to short-term recovery operations, with the Emergency Operations Manager coordinating these efforts. The Mayor may request a State or Federal Disaster Declaration. The public is kept informed.

Energy Restoration Priorities:

The City will work with Xcel Energy to ensure that electric power and gas for public needs are restored in a timely fashion. In summary, these priorities include facilities with communications, public health and safety (life-saving), public health and safety (life-sustaining) and systems rehabilitation function. Priority will be to the following City-owned critical facilities:

1. City Hall
2. Early Warning Sirens
3. Public Works Operations
4. Anderson Building
5. Recreation Center
6. Active Adult Center
7. Parks and Recreation Administrative Offices

After energy is restored/assured to City-owned critical facilities, the following non-City owned facilities will have their energy restored:

1. Lakewood EOC/Civic Center
2. Wheat Ridge Fire Protection District Stations 1 and 2
3. Exempla SCL Health Lutheran Hospital
4. Arvada Fire Stations 1, 2 and 6 and Communications Center
5. Exempla West Pines
6. Exempla Lutheran Hospice
7. Consolidated Mutual
8. Denver Water
9. Edgewater
10. Clear Creek Valley Wastewater Facility
11. Wheat Ridge Sanitation District
12. Fruitdale Sanitation District
13. Northwest Lakewood Sanitation District
14. Westridge Sanitation District
15. North Table Mountain Wastewater District
16. Valley Water District
17. Wheat Ridge Water District
18. Christopher House
19. Mountain Vista Health Center
20. Sandlewood Manor

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21. Spring Ridge Park
22. The Verandas at Wheat Ridge
23. Wheat Ridge Manor
24. Wide Horizons
25. Miller Place, Inc.
26. Temenos House Assisted Living
27. Grandmas Board & Care
28. Caring Hearts Assisted Living
29. Golden Orchard Alzheimer's Care Unit
30. Ashley Manor at Dudley
31. Arapahoe House
32. The Retreat Highlands
33. Hearts and Hands Assisted Senior Center
34. Vista Village Assisted Living Retirement Community
35. Wheat Ridge Assisted Living
36. Beth Eden Baptist School and Ministries
37. Colorado Catholic Academy
38. Compass Montessori Chapter
39. Everitt Middle School
40. Foothills Academy
41. Kullerstrand Elementary
42. Pennington Elementary
43. St. Peter and Paul Catholic School and Church
44. Steven Elementary
45. Wilmore Davis Elementary
46. Wheat Ridge Christian Academy
47. Wheat Ridge Senior High School
48. Wheat Ridge 5-8
49. Senior Resource Center

Fuels Allocation:

In the event of an extended fuels shortage or impaired fuel delivery, the City's critical facilities will receive fuel for backup power generation in accordance with their priority. In the event of a prolonged disruption or shortage in motor fuels, vehicles will be allocated fuel in the following order*:

1. Police and fire vehicles
2. Public works vehicles
3. Other City vehicles

*This list may be subject to change depending on the particular nature of the event (i.e. weather related incidents may require public works vehicles rather than police and fire vehicles).

Ensuring Supply:

Ensuring adequate supply to maintain critical facility operations during an incident will be dependent on fuel availability, storage, contract language and communication between the user and supplier. There may be other contracted

suppliers or transporters that need to be considered. Please refer to LEAP, figure 4.1 (p.4.8) for the Energy Assurance Flow Diagram.

Curtailement:

In the event of prolonged fuels shortages or electrical outages curtailment efforts may be needed to extend shortened supplies or reduced power loads. This may include temporary staff reductions to essential personnel only in accordance with department continuity of government plans. The essential government facilities listed above can be used to guide curtailment in terms of what City buildings need to remain operational versus those that could be temporarily closed.

Annex XXX – Pandemic

Lead

Jefferson County Health Department

Agency/Agencies: **Exempla SCL Health Lutheran Hospital Medical Center**

Supporting Agency/Agencies: **All Wheat Ridge City Departments
American Red Cross
Jefferson County Office of Emergency Management
Colorado Division of Emergency Management
R1School District Transportation Services**

Purpose

This section of the EOP establishes a framework and procedures that will be used to respond to a pandemic event. This section is written to be consistent with Jefferson County Public Health (JCPH) procedures, and is designed to provide a flexible strategy for the direction, control and coordination of City operations specific to pandemic events.

Situation

A pandemic event is described as the outbreak of a disease exceeding what is normal, and covering very large geographic areas, most likely crossing social and political borders. The spread of such a disease would initially be outside the control of first responders and medical personnel, and has the potential to remain outside the control of such personnel for a significant amount of time. The City of Wheat Ridge is as susceptible as any other area in America to the effects of a pandemic.

Assumptions

- Mass infection is likely to occur, and illness will continue to spread without taking action
- The event will most likely overwhelm local resources
- County, State, and/or national support teams may be called in for support
- Fatalities may occur

Concepts of Operations

Operations in the event of a pandemic situations have two aspects: Preventative measures that should be continuously exercised at all times (not just in the aftermath of an outbreak), and measures that should be taken to prevent the spread of the pandemic to the uninfected. This includes caring for those already infected.

Preventative Measures:

Due to the nature of pandemics, once an outbreak has begun to occur, its effects can only be mitigated by "passive" measures, as activity to actively prevent its spread often worsens the situation. It is important to note that the best forms of pandemic control are measures that are regularly recommended to the public, both through the Centers for Disease Control and Prevention, and through JCPH. These recommendations stress individual actions and preparedness above all

else, and must be continually stressed to the public in the event of a pandemic. They include:

1. **Prepare individuals' homes for a pandemic:** Store water and food, have extra necessary prescription drugs on hand, have nonprescription drugs and health supplies on hand.
2. **Limit the spread of germs and prevent infection:** Wash hands frequently with soap and hot water and instruct children to do the same. Cover coughs and sneezes with tissues. Stay indoors and isolate, and stay away from school and work if already ill.
3. **Stock up on other necessary supplies (i.e. dog food, garbage bags, etc.).**

Stressing these steps repeatedly to the public will help prevent the spread of the pandemic to those who have not yet been infected. It is important to disseminate this information early and often at the first sign of a pandemic.

Preventing pandemic spread/caring for those already infected:

- JCPH will have command and control for health during an epidemic in Jefferson County.
- JCPH has statutory authority to establish, maintain and enforce isolation and quarantine and to exercise such physical control over property and the persons of the people within the jurisdiction.
- Depending upon the magnitude of the incident, CDPHE may assume a coordinating role. CDPHE will work with Colorado Emergency Management Agency and FEMA to coordinate access to additional federal assets, including the Centers for Disease Control and Prevention and other components of the US Public Health Service.
- Will disseminate information to the public through the JCPH Risk Communication Plan.
- A joint Information Center (JIC) will also be established.
- The activities of the JIC will be directed by the county PIO or designee. A spokesperson will be available 24 hours, seven days a week for the duration of the emergency.
- The JIC will serve as the primary vehicle for broadcasting emergency health and safety information to the public.

In this situation, the role of departments and agencies within the City of Wheat Ridge are:

- The Wheat Ridge Police Department will lead local responsibilities for law enforcement, including coordinating security at public health facilities as staffing allows.
- All Wheat Ridge public safety offices will coordinate public safety efforts with surrounding jurisdictions including coordinating security at Public Health facilities as staffing allows.
- **Exempla SCL Health** Lutheran Hospital and other medical care facilities, physicians, and other health care workers will have primary responsibility

for providing medical care to ill and exposed persons. Individual hospitals will have responsibility for assuring that adequate medical personnel, supplies and facilities are available to treat the ill and exposed persons within their hospital.

Annex XXXI – Chemical, Biological, Radiological Attack

Lead

Wheat Ridge Police Department

Agency/Agencies:**Supporting****Agency/Agencies:**

Wheat Ridge Fire Protection District
Arvada Fire Protection District
West Metro Fire ~~Protection~~ ~~Rescue~~ District
Fairmount Fire Protection District
Adams-JeffCO Hazard Response Authority
All Wheat Ridge City Departments

Purpose

This section of the EOP establishes a framework and procedures that will be used to respond to a chemical, biological, or radiological (CBR) attack. This section is written to be consistent with the framework as provided by the Wide Area Response and Recovery Plan (WARRP) and is designed to provide a flexible strategy for the direction, control and coordination of City operations specific to CBR attacks.

Situation

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

Assumptions

- An attack may not be recognized as a terrorism event until there are multiple casualties.
- There may be multiple events.
- First responders will be placed at higher risk of becoming casualties.
- Mass casualties/fatalities will occur. National support teams may be called in.
- The event may overwhelm local resources.

Concept of Operations

The response of the City of Wheat Ridge to a CBR attack will utilize an "Optimization" approach. Optimization is a flexible approach under which applicable dose and/or risk benchmarks may be identified from State, Federal and other sources (e.g., national and international advisory organizations) such information may be useful in supporting assessments of site-specific circumstances and balancing other relevant factors. All of the following factors need to be considered:

- Areas impacted (e.g., size, location relative to population)
- The identity and characteristics of the containment
- Other hazards present
- Human health risk

- Public welfare
- Ecological risks
- Actions already taken
- Projected land uses
- Preservation or destruction of places of historical, national, or regional significance
- Technical feasibility
- Wastes generated and disposal options and costs
- Costs and available resources to implement and maintain remediation options
- Short-term effectiveness
- Long-term effectiveness
- Timelines
- Public acceptability including local cultural sensitivities
- Economic effects (e.g., on employment, tourism and business)
- Intergenerational equity

The site-specific optimization process provides an opportunity for decision makers to gain public confidence through the involvement of stakeholders. The goals of site-specific optimization are:

- 1) Transparency – The basis for cleanup decisions should be publicly available.
- 2) Inclusiveness – Representative stakeholders should be involved.
- 3) Effectiveness – Technical subject matter experts should analyze available options and assess various technologies in order to identify optimal solutions.
- 4) Shared accountability – The final decision to proceed will be made jointly by Federal, State and local officials.

The following steps will be taken to respond to a CBR event in the City of Wheat Ridge.

Notification

- If incoming information of a possible biological incident appears credible and requires a response, the responsible receiving persons(s) relays key information to appropriate agencies (e.g., police fire, public health, Hazmat teams, FBI and DHS).
- Suspect release sites are identified and people are dispatched to the scene to initiate a First Response.

First Response:

- Hazmat and emergency actions take place when first responders arrive on the scene to address any immediate threats to life or valuable property necessary for public welfare (e.g., critical infrastructure) and to establish control of the situation.

- A command post is established.
- Any needed rescue operations are initiated.
- Mitigate any life-threatening or hazardous conditions (e.g., fire or explosion).
- Preliminary tests are conducted to determine whether the threat substance is organic or likely to be a hazard.

Characterization:

Additional screening sampling and analysis is performed to determine the identity of the biological agent and approximate location(s) of contamination.

Of Biological Agents

- Further detailed characterization of a biological agent includes obtaining viable agent, confirming its identity, determining the formulation, and understanding its relevant characteristics.

Or Affected Sites

- Characterization of an affected site includes describing its size, heating, ventilation and air conditioning (HVAC) systems, ambient environmental conditions (such as temperature and relative humidity), structural materials, stored materials, and contents.
- If decontamination is warranted, the characteristics of the site and its contents may affect selection of a decontamination strategy as well as the efficacy of decontamination agents.

Decontamination and Clearance:

- An overall decontamination and clearance strategy is developed through the optimization process and uses agent- and incident-specific information.
- After the strategy is determined and the decontamination agent(s) is selected, a Remediation Action Plan (RAP) is prepared that lays out an overall strategy for decontaminating the contaminated site and its contents.
- Before decontamination can proceed, site preparation is necessary.
- Source reduction involves removing certain items and/or materials from a contaminated site for further treatment and reuse or disposal.
- The remaining items and site surfaces may be cleaned prior to the main decontamination activity. Waste disposal runs concurrently with source reduction, but continues throughout the entire decontamination process.

Restoration/Re-occupancy:

- Once a building is cleared for reuse by workers and others without the need for PPE, it may still require extensive work prior to reoccupation by employees and the general public.
- Site-specific restoration plans will detail any necessary renovations, re-occupancy and reuse criteria.

- Upgrading a facility may also take place to make it less vulnerable to future biological agent attack or incident.
- After renovations are completed and monitoring indicates that the established criteria have been met, a re-occupancy decision is made about whether to permit residents and employees to return.

Appendix A

City of Wheat Ridge Open Space Wildlife Management Plan

Wheat Ridge City Charter References

Sec. 3.2. Power and duties of the mayor.

The mayor shall be the recognized head of the city government for all legal and ceremonial purposes. All contracts in writing binding the city, all conveyances

of interests in land by the city, and any other documents requiring his signature shall be signed by the mayor (or person acting as mayor as herein provided).

The mayor shall be the chief elected officer of the city. The mayor shall be responsible for the efficient administration of all affairs of the city placed in his charge. The mayor shall serve as a liaison between the city council and the city administration, including, but not limited to, attendance at meetings and special events involving the city administration.

The mayor shall be a conservator of the peace, and in emergencies may exercise within the city the powers conferred by the Governor of the State of Colorado for the purposes of military law, and shall have the authority to command the assistance of all able-bodied citizens to aid in the enforcement of the ordinances of the city and to suppress riot and disorder. Except as may be required by statute, the mayor shall exercise such other powers as the council shall confer upon him.

The mayor shall have the power to veto any ordinance passed by the council in accordance with the procedure set forth in section 5.14 of this Charter. The mayor shall also preside over city council meetings.

In the event of a tie vote by the city council, except upon adoption or amendment of the budget, the mayor shall cast a tie-breaking vote. In no other instance shall the mayor cast a vote on a matter presented to the council for decision. On any ordinance upon which the mayor has cast a tie-breaking vote, the mayor shall not exercise his power to veto said ordinance.

Wheat Ridge Code of Laws (references)

Chapter 6 CIVIL DISASTERS AND EMERGENCIES*

***Cross references:** Interference of public officers at scene of disaster, § 16-155.

State law references: Home rule powers, Col. Const. Art. XX, § 6; Colorado Disaster Emergency Act of 1973, C.R.S. § 24-33.5-701 et seq.

Article. I. In General

Secs. 6-1--6-20. Reserved.

Article II. Civil Emergencies

Sec. 6-21. Purpose of article.

Sec. 6-22. Violations.

Sec. 6-23. Mayor's powers--Generally.

Sec. 6-24. Same--Declaration of emergency.

Sec. 6-25. Same--Enumerated.

Sec. 6-26. Proclamation of emergency--When effective.

Sec. 6-27. Same--Termination.

ARTICLE II. CIVIL EMERGENCIES*

***State law references:** Local disaster emergencies, C.R.S. § 24-33.5-709.

Sec. 6-21. Purpose of article.

The city will from time to time in the future, in all probability, have within its corporate limits fires, floods, civil disturbances and riots; and, therefore, it is deemed in the best interest of the city to exercise certain emergency police powers necessary to and incidental to the maintenance of the safety, health and welfare of the citizens of the city.

(Code 1977, § 7-1)

Sec. 6-22. Violations.

Any person who shall willfully fail or refuse to comply with the orders of duly authorized law enforcement officers or personnel charged with the responsibility of enforcing the proclamation of emergency authorized herein shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than one thousand dollars (\$1,000.00).

(Code 1977, § 7-7; Ord. No. 1998-1120, § 3, 6-8-98)

Sec. 6-23. Mayor's powers--Generally.

Emergency police powers shall be placed in the hands of the mayor of the city and that these powers should be exercised only in the event of an emergency as herein contemplated and shall only be exercised for such period of time as the actual emergency exists and further that such powers shall only be invoked after declaration and proclamation of an emergency.

(Code 1977, § 7-2)

Sec. 6-24. Same--Declaration of emergency.

In addition to any and all powers enumerated in the ordinances of the city, the mayor shall have further emergency powers necessary to preserve the peace and order of the city as follows:

(1) The mayor shall have the power to declare an emergency to exist when, in his opinion, one (1) or more of the following conditions exists:

- a. That there is extreme likelihood of danger of destruction of life or property due to unusual conditions.
- b. Unusual or extreme weather conditions, making use of city streets or areas difficult or impossible.
- c. Civil unrest, commotion or uprising is imminent or exists.
- d. There is a stoppage or loss of electrical power affecting a major portion of the city.

(2) The emergency shall be declared in a proclamation of the mayor, which proclamation shall be delivered to the chief of police, who shall then see that such proclamation is delivered to all news media within the city who shall immediately notify the public or such proclamation and that violators will be arrested and subject to penalty.

(Code 1977, § 7-3)

Sec. 6-25. Same--Enumerated.

After declaration of an emergency under the provisions of this article, the mayor shall have the authority to exercise any or all of the following powers:

(1) *Call upon enforcement agencies.* To call upon regular and auxiliary enforcement agencies and organizations within or without the city to assist in preserving and keeping the peace and the preservation of life and property of the citizenry of the city.

(2) *Close streets and sidewalks.* The power to close streets and sidewalks and to delineate areas within the city wherein an emergency exists.

(3) *Curfew.* To impose a curfew upon all or any portion of the city thereby requiring all persons in such designated curfew areas to forthwith remove themselves from the public streets, alleys, parks or other public places; provided, that ambulance operators performing medical services, utility personnel maintaining essential public services, firemen and city authorized or requested enforcement officers and personnel may be exempted from such curfew.

(4) *Business closing.* To order the closing of any business establishments anywhere within the city for the period of the emergency, such businesses to include, but not be limited to, those selling intoxicating liquors, malt beverages, gasoline or firearms.

(5) *Acts necessary to preserve life.* The power to do any and all acts necessary and incidental to the preservation of life, limb and property within the city.

(Code 1977, § 7-4)

Sec. 6-26. Proclamation of emergency--When effective.

The proclamation of emergency specifying with exactness the area in which the emergency is declared to exist shall become effective upon its issuance and dissemination to the public by the appropriate news media.

(Code 1977, § 7-5)

Sec. 6-27. Same--Termination.

(a) Any emergency proclaimed in accordance with the provision of section 6-24 shall terminate after forty-eight (48) hours from the issuance thereof, or upon the issuance of a proclamation determining an emergency no longer exists, whichever occurs first; provided, however, upon declaration of a second or further emergencies to exist the emergency powers set forth herein may be exercised during such further emergency period or periods, but never for more than forty-eight (48) hours in one (1) declared emergency period.

(b) No emergency period shall extend beyond the next regular, special or called meeting of the city council unless at such meeting the declaration of emergency is specifically approved by resolution of the council.

(Code 1977, § 7-6)

ARTICLE I. IN GENERAL

Sec. 19-1. Creation of department.

There is hereby created a police department for the city which shall consist of one (1) chief of police and as many policemen as may from time to time be deemed necessary for the safety and good order of the city.
(Code 1977, § 18-1)

Sec. 19-2. Rules and regulations.

The police department shall be operated and managed in accordance with such departmental rules and regulations as may from time to time be adopted by the chief of police with the approval of the city manager.
(Code 1977, § 18-3)

Sec. 19-3. Duties of police force.

It shall be the duty of the police force to suppress all riots, disturbances and breaches of the peace and apprehend any and all persons in the act of committing any offense against the laws of the state or of the ordinances of this city and to forthwith bring such persons before the proper court or other competent authority for examination; and, at all times, to diligently and faithfully enforce all such laws, ordinances and regulations for the preservation of good order and the public welfare as the city council may enact. Every officer so authorized to make arrests or to serve process may, in the discharge of his duties, enter into all public places and, with or without process, arrest any persons upon probable cause that such persons have committed any crime or violated any city ordinance, and forthwith bring such persons before the proper court if such court be then in session and, if not, then to convey such persons to the designated city jail until such time as they can be brought before such court, then to deliver them up for trial and examination.
(Code 1977, § 18-4)

Sec. 19-4. Chief of police generally.

The chief of police may be appointed from the ranks of the classified service, and, in such an event, during the time he shall serve in such capacity he shall retain and have accrued to him such time as active service in the police department and in the classified service thereof, for all purposes in connection with retirement, pension benefits, sick leave, vacation leave, terminal pay, hospitalization, doctors, surgeons, nurses and medical care when injured in the line of duty, leaves of absence when injured in the line of duty, benefits to his wife and dependent children upon death and all other benefits of the classified service of the police department which may now be in force or hereafter be provided, other than salary, on the same basis and with the same effect as if during such time he had remained in active service in the police department and in the classified service thereof in the rank which he held in the classified service when appointed.
(Code 1977, § 18-2)

Sec. 19-5. Powers and duties of chief of police.

The chief of police works under immediate supervision of the city manager to perform the following functions:

- (1) Maintaining law and order, protecting life and property.
- (2) Directing and controlling traffic.
- (3) Investigating and apprehending law violators and maintaining of police records.
- (4) Regulating and inspecting required licenses.
- (5) Cooperating with other law enforcement agencies.
- (6) Coordinating with all groups and governmental units on law enforcement matters.
- (7) Preparing drafts of proposed regulatory ordinances and laws regarding public safety and enforcement of laws.
- (8) Preparing and justifying the annual budget for law enforcement services.
- (9) Preparing studies relating to public safety and providing input to traffic engineering and planning.
- (10) Conducting crime prevention programs.
- (11) Providing members to the police pension board in accordance with the police pension plan.
- (12) Directing the animal control program.
- (13) Preparing law enforcement assistance grant applications and administering grant funds.
- (14) Working with the city manager or his or her designee on hiring and disciplinary procedures.
- (15) Providing central dispatching services for fire district and police vehicles.
(Code 1977, § 18-5; Ord. No. 1259, § 6, 8-12-02)

Sec. 19-6. Police officers--Duties.

All members of the police department shall have the following powers and duties:

- (1) They shall perform all duties required of city marshals.
- (2) They shall suppress all riots, disturbances and breaches of the peace, apprehend all disorderly persons in the city, and shall pursue and arrest any person fleeing from justice in any part of the state.
- (3) They shall be the enforcement officers of the city and shall see that the ordinances of the city and the laws of the state are complied with. They shall arrest without process all persons engaged in the violation in their presence of any provision of the ordinances of the city or the law of the state. Upon such arrest they shall forthwith convey such offenders before the proper officer to be dealt with according to law; provided, that they may incarcerate any person whom they shall arrest at a late and unusual hour of the night until the following morning; and provided, further, that in the special cases relating to traffic offenses they may release an arrested person upon his written promise to appear in court.
- (4) They shall report such offenses as may come to their knowledge to the proper city official or they shall report the same to the municipal judge securing a warrant for the arrest of offenders when desirable.

(5) They shall execute and return all writs and process to them directed by the municipal judge in any case arising under a city ordinance, and they may serve the same in any part of the county in which such city is situated.

(6) They shall observe the condition of the streets, sidewalks and alleys of the city, and of any obstruction, nuisance or impediments therein, and shall take necessary measures to remove or abate the same.

(Code 1977, § 18-6)

Sec. 19-7. Same--Oath.

Before entering upon the duties of his office, each police officer shall take and subscribe an oath that he will support the Constitution and laws of the state, the Constitution of the United States, and the ordinances of the city, and that he will faithfully perform the duties of the office upon which he is about to enter.

(Code 1977, § 18-7)

Sec. 19-8. Assignment by chief of police of officers to temporary extraterritorial duty.

The chief of police may, in his discretion, upon request of the chief of police or person exercising the functions thereof in any other jurisdiction, assign police officers under his control together with such equipment as he shall deem to be proper, to perform temporary duty in the requesting jurisdiction.

(Code 1977, § 18-10)

Sec. 19-9. Appointment and powers of special and reserve police.

The chief of police, upon the approval of the city manager, may appoint special police officers as he may deem necessary during times of emergency. Such appointments shall not exceed seven (7) days without approval of the city council. The chief of police, with the approval of the city manager and city council, may appoint such number of special police officers as he deems necessary to serve upon days of election, public celebration and holidays; and such special police officers shall have and possess all arrest powers of regular police officers during the time for which they are serving under appointment to active duty. The chief of police may appoint such number of reserve police officers as authorized by city council, and such reserve police officers shall have all the arrest powers of regular police officers. However, reserve police officers shall not have the pay, retirement, fringe benefits or privileges conferred on behalf of regular police personnel of the city.

REFERENCE: **Colorado Disaster Declaration Process**

Disaster Declarations usually follow these steps:

- **Local government responds**, supplemented by mutual aid from neighboring communities and volunteer agencies. If the disaster exceeds the local capabilities, they can request state assistance.

A local government may declare a local disaster or an emergency through the chair of the Board of County Commissioners, or other principal executive officer of a political subdivision, through an order or proclamation and submit it to the state. This activates response and recovery of all applicable local and inter-jurisdictional disaster emergency plans.

Why Declare a Disaster?

- To gain access to TABOR emergency reserves
- To qualify for certain types of federal and state disaster assistance
- To activate local and inter-jurisdictional emergency plans and mutual assistance agreements
- To support the enactment of temporary emergency restrictions or controls (e.g., curfews, price controls)
- **The State Responds** with state resources as requested (and/or needed) by the local government.

The Colorado Division of Emergency Management, Department of Military and Veterans Affairs, Department of Public Health & Environment, Department of Transportation, Department of Local Affairs, Department of Public Safety, Colorado State Patrol, Department of Human Services, Department of Agriculture, and the Department of Natural Resources are all examples of Colorado agencies who may respond to a disaster.

The State may declare a disaster or emergency by Executive Order or Proclamation of the Governor if the Governor finds a disaster has occurred or that this occurrence or the threat of a disaster or emergency is imminent. This frees up State TABOR reserves and Disaster Emergency funds, enables the Governor to temporarily enact or suspend State restrictions or controls, activates the State Emergency Operations Plan, and activates the State Emergency Operations Center.

- **Damage Assessment.** The state can request a disaster declaration from the Governor with a preliminary damage assessment from the local government through the state Division of Emergency Management.

The state can also perform a formal federal, state, and local preliminary damage assessment with FEMA to determine if damage amounts may qualify for a presidential disaster request and therefore, federal assistance.

A presidential disaster declaration and/or emergency can be requested by the governor to the President through FEMA, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery is made.

- **FEMA** will evaluate the request and recommend action to the White House based on the disaster damage assessment, the local community and the state's ability to recover.
- **The President** approves the request or FEMA informs the governor it has been denied. The decision process could take a few hours or several weeks depending on the nature of the disaster.

Note: The difference between a **disaster declaration** and an **emergency declaration** is that an emergency can be declared even though there is no disaster. An example would be the Summit of the Eight or World Youth Day. Additional resources were requested and the State Emergency Operations Plan was activated. Also, an emergency declaration is generally of lesser scope and impact than a major disaster declaration. -----

Disaster Declaration

Sample Disaster / Emergency Declaration

WHEREAS, The City of Wheat Ridge suffered serious damage to roads, bridges, homes, businesses, and other public and private facilities caused by excessive snow melt and unreasonably heavy rains, which occurred on _____; and _____ (date)

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the city's available resources; Now **THEREFORE**, be it resolved, that the City Council of Wheat Ridge, Colorado, declare this to be a disaster area.

DATED AT _____, COLORADO
 THIS _____ DAY OF _____, (DATE)
 at _____ (TIME)

 Mayor of the City of Wheat Ridge

**NOTE: Supply two (2) copies to CDEM -
 9195 East Mineral Avenue, Suite 200
 Centennial, Colorado 80112
 Fax: 720.852.6750
 DEM will forward one (1) copy to the Governor's Office.**



January 2020

EMERGENCY OPERATIONS PLAN



CITY OF WHEAT RIDGE
Emergency Operations Plan

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CITY OF WHEAT RIDGE
Emergency Operations Plan

Distribution Plan:

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

NUMBER	OFFICE OR OFFICIAL	QUANTITY
1	Mayor	1
2	City Manager	1
3	City Attorney	1
4	City Clerk	1
5	City Treasurer	1
6	Administrative Services Director	1
7	Chief of Police, Mgmt. Team, Admin. Assistant	8
8	Accreditation File	1
9	Patrol Operations	8
10	Investigations	2
11	Community Services	1
12	Communications	1
13	Public Information Officer	1
14	Public Works Director & Staff	3
15	Parks & Recreation Director & Staff	3
16	Community Development Dir. & Staff	3
17	Lakewood Emergency Ops Center	1
18	Jefferson County OEM	1
19	State of Colorado OEM	1
20	West Metro Fire Rescue	1
21	Arvada Fire Department	1
22	Fairmount Fire Rescue	1
23	Victim Outreach Inc.	1
	TOTAL	44

1. INTRODUCTION

1.1. Purpose

The purpose of the Wheat Ridge Emergency Operations Plan is to provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of the Wheat Ridge government before, during and after major emergency and disaster events. It delineates the roles and responsibilities of city departments, outside agencies, and volunteer organizations which are expected to contribute to the protection of people and property.

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

The Plan should be reviewed annually and updated as necessary. Once every five years this plan shall be formally reviewed by committee for accuracy, relevance and completeness. Maintaining and updating this plan is the responsibility of the Chief of Police, or his designee, for Wheat Ridge.

2. BASIC PLAN

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

2.1. Legal Authorities

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

- Title VI of PL 93-288, as amended, entitled "The Robert T. Stafford Disaster Relief and Emergency Assistance Act"

- Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992."
- Disaster Mitigation Act of 2000
- Wheat Ridge City Charter Section 3.2 – Power and duties of the mayor
- Wheat Ridge City Code Section 6-21 through 6-27

2.2. Situations

The Disaster Mitigation Act of 2000 provided for new approaches and support for comprehensive hazard mitigation planning. It also established a new requirement for local government planning efforts. One of the requirements of this Act was the development of a State Mitigation Plan as a condition of federal disaster assistance. In addition to the State plan, Jefferson County is working on a mitigation plan which will include the City of Wheat Ridge. It is an objective of the City to create a Wheat Ridge specific plan.

Natural Hazards

Natural hazards in which Wheat Ridge is vulnerable include:

- Severe Winter Storm
- Flood
- Tornado
- Wild Fire

Technological (Man-Made) Hazards

Technological hazards are those that occur as a result of either an accident or a deliberate act. The five technological hazards of greatest potential significance include:

- Mass Casualty Incidents
- Hazardous Materials Releases
- Terrorism
- Civil Disturbances
- Major Power Outage

2.3. Assumptions

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

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

2.4. Continuity of Government

Purpose

To provide a means of ensuring the continuity and preservation of the Wheat Ridge government during a major emergency or disaster.

Disasters can interrupt, paralyze, or destroy the ability of local government to carry out their functions. Therefore, it is important that each level of government have the capability to preserve, maintain, and reconstitute its ability to carry out essential functions.

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

Provision of Essential Services

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

Preservation of Essential Records

Protection of essential records is vital if City government and society are to resume functioning after a major catastrophe or national emergency.

The selection of the records to be preserved rests with the official rendering the service involved or with the custodians of the records. These decisions should be made in concert with the organization's overall plan for determination of value, protection and disposal of records. The vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible location, preferably off site.

Line of Succession

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

Elected Officials

1. Mayor
2. Mayor Pro-Tem
3. City Clerk
4. City Treasurer

City Administration

1. City Manager
2. Director of Administrative Services
3. Assistant to the City Manager

Legal

1. City Attorney
2. City Prosecutor

Police Department

1. Police Chief
2. Police Division Chiefs Support Services and Patrol
3. Police Commanders Support Services and Patrol
4. Emergency Manager

Public Works Department

1. Director of Public Works
2. Operations Manager
3. Engineering Manager

Parks and Recreation

1. Director of Parks and Recreation
2. Parks Manager

Community Development

1. Director of Community Development
2. Chief Building Official
3. Senior Planner, Zoning and Development

West Metro Fire Rescue

1. Fire Chief
2. Deputy Chief Of Operations
3. Deputy Chief of Life Safety
4. Division Chief of Support Services

Fairmount Fire Rescue

1. Fire Chief
2. Assistant Chief of Operations
3. Division Chief of Fire and Life Safety
4. Special Operations Battalion Chief

Arvada Fire Department

1. Fire Chief
2. Deputy Chief of Operations
3. Deputy Chief of Life Safety

2.5. Concept of Operations

If a disaster occurs within the City of Wheat Ridge with little or no warning, immediate response by the City will be required. Only personnel trained in the prearranged plans and procedures will be prepared to make the coordinated efforts necessary to meet a threat of life and/or property.

When response to a disaster exceeds the capabilities of Wheat Ridge, emergency response agencies will request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical, or public works). All local governments and special districts within Jefferson County are responsible for coordinating with one another and for providing mutual aid within their capabilities and according to established written agreements.

When all local resources and mutual aid resources are exhausted, the City of Wheat Ridge through Jefferson County may request aid from the state.

The Emergency Operations Plan (EOP) is based on the concept that emergency response functions will generally parallel the normal operations of all city departments. To the extent possible, the same personnel will be utilized in both cases. Those day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

2.6.6 Delegation of Authority – Mayor, City Council, City Manager

Certain events may require the Incident Commander to perform actions beyond the normal scope of their duties as defined by existing laws or policies. In this event, the appropriate City official(s) may need to provide a written delegation of authority.

A delegation of authority allows the Incident Commander to assume command and carry out the specific functions outlined in the delegation of authority. It does NOT relieve the granting authority for the ultimate responsibility of the incident.

A delegation of authority may be required to allow resources from other jurisdictions to operate within the corporate boundaries of the City of Wheat Ridge (e.g. to allow peace officers from another agency to perform police functions with the City).

National Incident Management System (NIMS)

NIMS is a predetermined flexible command structure, incorporating the concepts of the Incident Command System (ICS) for safely directing all emergency response

activities at the scene of an emergency during life-threatening situations that go beyond a routine, single-agency response.

The National Incident Management System is a system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. The National Response Plan is a plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Incident Command System (ICS)

ICS is a standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Unified Command

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single Incident Action Plan.

National Response Plan

A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The National Response Plan addresses fifteen Emergency Support Functions (ESF) of an emergency operation:

ESF #1 – Transportation

- Restoration/Recovery of transportation infrastructure
- Movement restrictions
- Damage and impact assessment

ESF #2 - Communications

- Coordination with telecommunications industry
- Restoration/repair of telecommunications infrastructure
- Protection, restoration, and sustainment of cyber and information technology resources

ESF #3 - Public Works and Engineering

- Infrastructure protection and emergency repair
- Infrastructure restoration
- Engineering services, construction management

ESF #4 - Firefighting

- Firefighting activities
- Resource support to rural and urban firefighting operations

ESF #5 - Emergency Management

- Coordination of incident management efforts
- Resource and human capital
- Incident action planning
- Financial management

ESF #6 - Mass Care, Housing, and Human Services

- Mass care
- Disaster housing
- Human services

ESF #7 - Resource Support

- Resource support (facility space, office equipment and supplies, contracting services, etc.)

ESF #8 - Public Health and Medical Services

- Public health
- Medical
- Mental health services
- Mortuary services

ESF #9 - Urban Search and Rescue

- Life-saving assistance
- Urban search and rescue

ESF #10 - Oil and Hazardous Materials Response

- Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental safety and short- and long-term cleanup

ESF #11 - Agriculture and Natural Resources

- Nutrition assistance
- Animal and plant disease/pest response
- Food safety and security
- Natural and cultural resources and historic properties protection and restoration

ESF #12 – Energy

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination

ESF #13 - Public Safety and Security

- Facility and resource security
- Security planning and technical and resource assistance
- Public safety/security support
- Support to access, traffic, and crowd control

ESF #14 - Long-Term Community Recovery and Mitigation

- Social and economic community impact assessment
- Mitigation analysis and program implementation

ESF #15 - External Affairs

- Emergency public information and protective action guidance
- Media and community relations

Incident Response

Upon notification of an actual or impending disaster, the responsible Department Head, the Emergency Operations Manager, or the Mayor will activate all or part of this Emergency Operations Plan.

Emergencies will be managed in the field under the plan assignments as set forth herein. The Emergency Operations Center will be activated to help support the assigned agencies and to carry out the additional functions that are needed (e.g. damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information support, etc.) The Primary Emergency Operations Center will be located at the City of Lakewood EOC. A Secondary (backup) EOC, if needed, will be located in the police department training room.

Management and Functional Facilities

Incident Management

Each hazard, whether natural or technological will be assigned a Lead Agency. It will be this Lead Agency's responsibility to provide the overall incident management.

The Emergency Operations Manager will coordinate department heads, and all supporting agencies within the EOC. The coordinator will ensure that messages, information and data are kept current and that written communications are processed in a timely manner.

Each department operating within the EOC is responsible for keeping accurate records regarding resources and expenses. Each department is responsible for maintaining a log that includes the dates and times of events that occurred to that department during the event. Information regarding resources is to be forwarded to the EOC Planning Section Chief. Information regarding expenses is to be forwarded to the EOC Finance/Administration Section Coordinator.

Department event logs will be forwarded to the EOC Planning Section Chief to collate into a final report of the incident.

The Emergency Operations Manager will work with the Incident Commander to ensure that an Incident Action Plan is developed and an effective communication network is established. As the incident is stabilized the Emergency Operations Manager will work with the Policy Group in developing a recovery plan and outlining initial recovery responsibilities.

Functional Facilities

The Emergency Operations Center (EOC) provides a functional area for decision-making officials to operate. It also provides communication capabilities, resources for logging data, and a conference area. Access to the EOC is restricted to key personnel.

The EOC Policy Group is comprised of the Mayor, City Manager, other city department heads, or their deputies as well as the Fire Chief's, or their deputies, from the affected fire protection districts. In a disaster or major emergency incident the executive management of the City of Wheat Ridge will convene as necessary to support the EOC and Incident Commander with executive policy decisions.

Some of these decisions might include:

1. Issuing or applying for disaster declarations
2. Disseminating damage assessment information

3. Maintaining liaison with other municipalities, state, or federal representatives.

The Incident Commander (IC) will control and coordinate all response forces at the emergency or disaster scene. IC will establish and maintain communication with the EOC and the response forces.

2.6. Organization and Assignment of Responsibilities

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

1. The **Mayor** is also responsible for:
 - a. Proclaiming the existence and then the termination of the emergency.
 - b. Requesting assistance if it appears that the resources and the ability of the City are inadequate to cope with the emergency.
 - c. Attending to the duties and authorities set forth in the City Charter.

2. The **City Manager** is also responsible for:
 - a. Implementing the Emergency Operations Plan in whole or in part as the situation requires.
 - b. Direction and control of all city departments before, during and after an emergency event.
 - c. Establishing a policy for expenditures and allocations of funds.
 - d. Developing a plan to ensure that all vital records are identified and protected.
 - e. Attending to the duties and authorities set forth in the City Charter.

3. The **City Council** is also responsible for:
 - a. Convening the Council, if reasonable to do so.
 - b. Enacting ordinances that authorize the Mayor to initiate and implement all or part of the plan prior to, during, and after an emergency or disaster to protect the lives and property of the citizens of Wheat Ridge.
 - c. Approving authorization of expenditures that have been expended during major emergencies or disasters.

4. The **Chief of Police** is also responsible for:
 - a. Acting as coordinating staff advisor to the Mayor and key city officials during all levels of response to disaster emergencies.
 - b. Functioning as overall coordinator of disaster operations until normal government operations can be resumed.

5. The **Police Department** is also responsible for:
 - a. Conducting all regularly assigned functions relating to law enforcement in the City of Wheat Ridge.
 - b. Maintaining the position of Emergency Operations Manager.
 - c. Evacuating people who are or may be threatened by an imminent disaster.
 - d. Controlling traffic access to the scene of a disaster.
 - e. Planning and coordinating response to hostage situations, as well as civil disturbances.
 - f. Establishing mutual aid agreements with local law enforcement jurisdictions.
 - g. Developing an intelligence gathering and analysis capability.
 - h. Providing law enforcement assistance to shelter managers when requested.
 - i. Receiving, relaying and securing national warning service emergency messages.
 - j. Receiving and relaying National Warning Service messages to proper authorities.
 - k. Coordinating with Lutheran to develop alternative communication options for various situations and citizens.
 - l. Identifying special needs residents or facilities and coordinating small scale transportation.

6. The **Emergency Operations Manager** is responsible for:
 - a. Monitoring the implementation of the Emergency Operations Plan.
 - b. Compiling, coordinating and presenting a request to the county, state, and federal government for disaster relief assistance.
 - c. Preparing the Emergency Operations Plan for the City of Wheat Ridge and conducting training exercises as necessary to maintain and improve the response capabilities of all elements of the city.
 - d. Developing private and local government resource lists.
 - e. Coordinating disaster planning, operations, and training exercises with public utilities, welfare agencies, and emergency preparedness and management directors of adjacent political jurisdictions to enhance the integrated emergency management system.
 - f. Representing the city as directed on matters relating to emergency management.
 - g. Keeping the Jefferson County Office of Emergency Management informed of a disaster situation.
 - h. Keeping the Colorado Office of Emergency Management informed of a disaster situation.

7. The **Fire Districts within the City of Wheat Ridge** are also responsible for:
 - a. Providing all regularly assigned district functions relating to fire prevention and control to minimize loss of life and property, as per their department policies, procedures and/or protocols.
 - b. Providing continuous communication between the disaster scene and EOC.
 - c. Establishing and maintaining radiological monitoring capabilities through Jeffco HAZMAT.
 - d. Responding to and directing operations in hazardous material incidents.
 - e. Directing and conducting all search and rescue operations.
 - f. Providing decontamination and neutralization of any hazardous or radioactive material spills.
 - g. Establishing mutual aid agreements with local fire jurisdictions.

8. The **Public Works Department** is also responsible for:
 - a. Providing emergency traffic engineering and control measures to include signalization and barricading.
 - b. Maintaining emergency traffic routes in coordination with police and fire departments.
 - c. Coordinating clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares.
 - d. Establishing damage assessment capabilities and procedures specific to City infrastructure located within public right-of-ways.
 - e. Providing snow removal under all winter storm conditions.
 - f. Providing resources and technical support to public safety operations.
 - g. Providing mapping, ownership, and assessment of structural conditions of bridges and roadways.
 - h. Conducting all regularly assigned functions relating to the provision and maintenance of storm sewer services for the City of Wheat Ridge.
 - i. Notifying, as necessary, respective water and sanitary sewer districts located within the City to provide for emergency shutdown of water and sanitary sewer services.
 - j. Coordinating, as necessary, with respective water districts, who shall have provisions in place, to provide potable water for essential City relief activities.
 - k. Notifying, as necessary, respective water and sanitary sewer districts of repairs needed to respective utility systems.

9. The **Administrative Services Division** is also responsible for:
- a. Providing administrative and logistical support to City Council, Boards and Commissions, Mayor, and all departments within the City.
 - b. Providing logistical support to activate alternate emergency operation venues when the scope of the incident requires a mobile command post, or relocation of emergency operations from City Hall to other City facilities, or if the severity of the incident requires relocation to a designated EOC in another jurisdiction.
 - c. Coordinating with the elected officials, appointed officials, and department heads on disaster fiscal policy, records, and expenditures.
 - d. Through its **Finance Division**:
 - i. Maintaining detailed financial records of all incident costs accrued during an emergency or disaster.
 - ii. Coordinating the preparation of reports for state and federal reimbursements per State and FEMA requirements.
 - iii. Providing City financial information to state and federal governments for emergency and recovery disaster relief.
 - e. Through its **Purchasing and Contracting Division**:
 - i. Providing emergency procedures for purchasing supplies and/or equipment necessary for response and recovery operations in the disaster or emergency situation.
 - ii. Providing procurement of goods, equipment, services, and construction as needed for continuity of City operations.
 - iii. Assisting in negotiating and administering contracts for services.
 - f. Through its **Budget Office**:
 - i. Collecting damage assessment data of City-owned property for the purposes of coordinating insurance claims.
 - ii. Coordinating workers compensation claims with third party administrator, county departments and injured employees.
 - iii. Providing guidance regarding fund usage during emergencies as needed.
 - iv. Assuring the appropriate use of budget supplemental as to not hinder emergency needs and expenditures.

- g. Through its **Information Technology Division**:
 - i. Assuring that City information technology capabilities are maintained during an emergency or disaster and restoring service if the networks are damaged.
 - ii. Providing GIS support to the Emergency Operations Center (EOC).
- h. Through its **Human Resources Division**:
 - i. Coordinating with the Public Information Office to provide messaging to City employees regarding the impacts to City workers.
 - ii. Providing support for City employees and their families impacted by the disaster.
 - iii. Recruiting and hiring temporary workers for emergency related employment.
 - iv. Providing direction and guidance for the development and implementation of disaster employment related policies.

10. The **Community Development Department** is also responsible for:
- a. Assisting in the preparation of damage assessment reports as it relates to public buildings.
 - b. Assisting in the coordination of disaster recovery planning efforts as it relates to public buildings.
 - c. Assisting in recommending which public buildings or structures are retained or demolished.
 - d. Assisting in the declaration of safe buildings or structures for occupancy.
 - e. Developing a plan to keep vital city facilities operating during a disaster.
 - f. Staffing and support damage assessment team and coordinate inspection services.
 - g. Identifying alternate facilities for use by the city to carry on essential operations.
 - h. Assisting in the coordination of sanitation issues.

11. The **Public Information Office** is also responsible for:
- a. Obtaining the latest information from the scene and relaying to those within the EOC (other departments working the incident) so they can adjust their services as needed.
 - b. Determining the need for a JIS or JIC and if a JIC is appropriate a central location from which to distribute public information by establishing and coordinating a joint information center for city departments working the incident.

- c. Disseminating emergent and pertinent (need to know) details to the public on evacuations, closures, process, etc. through city and/or county public communications channels.
- d. Obtaining approval for media releases from the Incident Commander.
- e. Communicating to city employees regarding impacts to city government, closures or special work instructions.
- f. Responding to media requests and providing them with pertinent information.
- g. Monitoring media coverages in order to correct misinformation or determine additional messaging
- h. Serving as the communications lead for the Recovery Coordinator to establish a main communication source through which all disaster recovery public information will flow.
- i. During disaster recovery, ensuring a single source for information relating to services available to assist those impacted by the disaster.

12. The **City Attorney** is also responsible for:

- a. Providing legal assistance to the City Council, Mayor, and Departments in the conduct of official business, including operation of municipal justice system.
- b. Preparing emergency disaster declarations and emergency ordinances.
- c. Providing interpretation of federal, state, and local laws and regulations ensure that the City of Wheat Ridge is operating within the law during all phases of disaster planning, response and recovery.
- d. Preparing recommended ordinances, proclamations and other legal documents for City Council action to implement federal, state and local directives that provide authority in the City of Wheat Ridge for a timely emergency response.

13. The **City Treasurer** is also responsible for:

- a. Providing financial advice to Mayor.
- b. Coordinating the development of a damage assessment reporting system to meet post-disaster needs.
- c. Maintaining detailed records of all disaster-related expenditures.
- d. Coordinating all data for damage assessment reports to be forwarded to state and federal disaster agencies.

14. The **Parks and Recreation Department** is also responsible for:

- a. Providing meeting places and facilities as needed to support disaster operations and recovery efforts.
- b. Assisting in short-term shelter management using City-owned facilities.
- c. Assisting outside agencies (American Red Cross, Salvation Army, School District) in coordinating evacuation and transportation.

- d. Coordinating with Public Works to clear major thoroughfares and removal of debris that inhibits or blocks thoroughfares.
- e. Providing equipment and manpower to City departments upon request.
- f. Providing snow removal under all winter storm conditions.

Specific Outside Agencies

In addition to city departments, specific outside agencies will be available to provide emergency functions in addition to their normal operations. The list includes, but is not limited to:

- 14. The **Jefferson County Office of Emergency Management** is also responsible for:
 - a. Maintaining a county emergency management program dedicated to preparing for, responding to and recovering from disasters affecting Jefferson County agencies, jurisdictions and the public.
 - b. Ensuring the coordination and maintenance of the County EOP and supporting annexes, including the coordination of these plans with municipal emergency management offices.
 - c. During emergencies and disasters impacting Jefferson County, establishes the County Emergency Operations Center and manages its operation.
 - d. Supporting multi-agency coordination through information sharing, EOC to EOC communication, involvement of policy decision makers, and a resource management system that connects to the State for disaster assistance.
 - e. Serving as a conduit for information and support of county government during disaster response and recovery operations.
 - f. Liaisons with State Emergency Management to support incident complexity analysis.
 - g. Upon completion of an incident complexity analysis, coordinates the request for the activation of the Jefferson County Type III Incident Management Team (IMT) to support municipal disaster operations.
 - h. Coordinating submission of damage assessment data from municipalities to the state to support disaster declarations and requests for state, and/or federal assistance.

- 15. The **Jefferson County Public Health Department** is also responsible for:
 - a. Providing representation as part of the Disaster Advisory Group, as appropriate.
 - b. Serving as the lead agency in the development and implementation of Emergency Support Function 8b – Public Health.
 - c. Coordinating all County public health services and operations in incident planning, preparedness, response and recovery.
 - d. Advising the BCC and BoH, as appropriate, on matters relating to public health emergency response.

- e. Coordinating the inspection of water supplies, waste water systems, and regulated facilities; evaluating and recommending methods of disposal of contaminated foods and common household waste.
 - f. Providing public health assistance to the affected community once residents are allowed to return to their homes.
 - g. Providing public health information and risk communication with other County agencies.
 - h. Providing appropriate assistance to ensure proper management and disposal of hazardous and radiological materials in addition to solid waste.
 - i. Conducting epidemiological surveillance and outbreak investigations.
 - j. Coordinating with CDPHE, as appropriate, for public health emergency response initiatives and guidance.
 - k. Coordinating damage assessments for private septic systems.
 - l. Providing guidance and direction for Public Health safety issues relating to the handling and disposal of debris generated by fires, floods, tornadoes and other debris generating incidents.
16. The **Adams and Jefferson County Hazardous Response Authority** is also responsible for:
- a. Providing hazardous materials expertise.
 - b. Establishing field operations in conjunction with the agency having jurisdiction.
17. The **Jefferson County Sheriff's Office – Bomb Squad** is also responsible for:
- a. Responding to incidents involving the use or threatened use of explosive devices.
 - b. Providing for the removal of actual or simulated explosive devices.
 - c. Neutralizing explosive devices.
 - d. Advising the incident commander on explosive devices and potential consequences.
18. The **Jefferson County R-1 School District** is also responsible for:
- a. Provide for the safety and protection of pupils and school personnel.
 - b. When available, providing public transportation assistance through its bus fleet.

- c. When available, providing use of school facilities for disaster response and recovery operations.
- d. Providing technical support for the EOC Jeffco Schools camera system.
- e. Send representative to City EOC as needed.

19. The **Victims Outreach Inc (VOI)** is also responsible for:

- a. Assisting with setting up initial response evacuation sites if necessary.
- b. Coordinating with the Community Crisis Response Team (CCRT) and outside volunteer services to address human needs resulting from natural and man-made disasters.
- c. Assisting with disaster welfare inquiries.
- d. Sending representative to City EOC as needed.

20. The **American Red Cross** is responsible for:

- a. Serving as a support agency in the developing and implementing of Emergency Support Function 6 – Mass Care & Human Services.
- b. Managing emergency or disaster shelter operations.
- c. Providing specially trained liaisons to work at designated Command Posts, EOC's, or other locations to support ESF #6 Mass Care & Human Services activities.
- d. Providing City of Wheat Ridge and Jefferson County Emergency Management situational information on Red Cross disaster mass care actions and response activities taking place within the County.
- e. Maintaining an updated list of available mass care facilities that the Red Cross has shelter agreements with.
- f. Providing 24-hour emergency phone coverage and initiating response to the disaster or emergency within 2 hours of notification.
- g. Assisting shelter populations with replacement of lost prescriptions.
- h. Providing trained personnel to assist with short term emergency disaster mental health services.

21. The **Salvation Army** is also responsible for:

- a. Providing meal delivery for first responders and displaced citizens in small and mass care incidents.
- b. Assisting with spontaneous and offered food/beverage donations related to meal service or mass care operations.
- c. Providing emotional and spiritual care when requested and appropriate.

- d. Based upon available funds, providing financial assistance in the short, immediate and long-term phases of recovery.

22. The **Amateur Radio Emergency Service** is also responsible for:

- a. Providing support for alternative emergency radio communications services as requested.

23. The **Jefferson County Coroner's Office** is also responsible for:

- a. Providing representation as part of the Disaster Advisory Group, as appropriate.
- b. Serving as the lead agency for the development and implementation of Emergency Support Function 8d-Fatalities Management.
- c. Advising the Disaster Advisory Group and EOC on matters pertaining to the handling, disposition, and identification of the dead.
- d. Establishing morgue facilities and directing the identification of the dead.
- e. In a natural disaster, providing public information and notification information for next of kin regarding the dead.

24. The Jefferson County **Human Services Department** is also responsible for:

- a. Serving as a support agency for the development and implementation of Emergency Support Function 6 – Mass Care & Human Services.
- b. When available, providing referral services to assist disaster victims with unmet needs.
- c. Providing referral services for crisis-oriented mental health services during and after the emergency or disaster.
- d. In coordination and conjunction with the State Donations & Volunteer Coordination Team (DVCT), assisting with disaster donations and volunteer management.
- e. As appropriate, coordinating Human Services staffing support for disaster assistance centers established within Jefferson County.
- f. Serving as a liaison to faith-based organizations seeking information on ways to support disaster recovery efforts.

25. **Xcel Energy** is also responsible for:

- a. Coordinating with the city to expedite restoration of gas and electric disruptions caused by a disaster or emergency.
- b. Providing a liaison to the EOC upon request.

26. **Telecommunications** is also responsible for:
- a. Coordinating with the city to expedite restoration of telephone and other communications disruptions caused by disaster or emergency.
 - b. Providing emergency cell phone capabilities upon request.
 - c. Providing a liaison to the EOC upon request.
27. The **Sanitation District** is also responsible for:
- a. Coordinating with the City to expedite restoration of sanitary sewer mainline service and appurtenances caused by disaster or emergency.
 - b. Providing a liaison to the EOC upon request.

Sanitation Districts Located Within the City of Wheat Ridge

Wheat Ridge	Fruitdale
Clear Creek Valley	Westridge
Northwest Lakewood	Applewood

28. The **Water District** is also responsible for:
- a. Coordinating with the City to expedite restoration of water mainline service and appurtenances caused by disaster or emergency.
 - b. Providing a liaison to the EOC upon request.

Water Districts Located Within the City of Wheat Ridge

Wheat Ridge	Consolidated Mutual Valley
North Ridge	Denver
Mountain View, Town of	Edgewater, Town of

GLOSSARY

For the purposes of the NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.
Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities 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.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. An EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

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

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Fan Out: A system for the dissemination of information, orders or equipment.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities 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 informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, DE conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying

types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: 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. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: 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 (PVO).
Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide

accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the

United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

ANNEXES

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Annex I - Direction and Control

Lead

Agency/Agencies: **Wheat Ridge Emergency Management**

Supporting

Agency/Agencies: **West Metro Fire Rescue**
Arvada Fire Department
Fairmount Fire Rescue
SCL Health Lutheran Hospital

Purpose

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

Situation

The direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic.

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- Wheat Ridge resources will be used to respond to emergency situations and, if needed, requests for mutual aid assistance and supplemental assistance from neighboring jurisdictions, County, State, or Federal agencies will be made if the city resources become limited or expended as a result of the emergency or disaster.

Concept of Operations

- NIMS-ICS may be used as the command structure for emergency situations.
- Each natural or technological disaster classification will be assigned a Lead Agency – a specific department that is responsible for overall management and coordination. The responsibilities of the Lead Agency include but are not limited to:
 - Activate the EOP and declare the response level.
 - Notify key officials to include Mayor, Emergency Operations Manager, Communications Center, and other departments as necessary.
 - Call in personnel as directed by event.

- During all major emergencies, the Wheat Ridge Emergency Operations Plan (EOP) will be activated as provided for in this Plan.
- Each department is responsible for developing standard operating procedures (SOP) in response to all emergency situations.
- Each department is responsible for maintaining a current call-up list for essential employees.
- The Jefferson County Communications Center Authority (JeffCom) will serve as the main contact point, on a 24-hour basis, for key official notification. They will maintain a current list of all department on-call personnel and their phone and pager numbers. The 24-hour phone number is 303-237-2220.
- Each department is responsible to have properly-trained employees to manage their operations.
- In a larger scale event, the Incident Command Post (ICP) may be supported by the Emergency Operations Center (EOC), staff, and other emergency supporting agencies as needed. This emergency organization functioning within the EOC, is designed to:
 - Maintain existing leadership and response authority and responsibility (continuity of government).
 - Provide leadership and response organization.
 - Insure a leadership and response organization when an incident requires the potential for State and/or Federal assistance.
- The Emergency Operations Center (EOC) is established as the central point to which essential reports and information concerning the emergency or disaster will flow.
- The principle functions of the EOC are to:
 - Monitor potential threats.
 - Support on-scene response operations.
 - Receive, compile, and display data on the emergency situation and resource status.
 - Analyze problems and formulate options for solving them.
 - Coordinate among local, state and federal agencies, if required.
 - Develop and disseminate warnings and emergency public information.
 - Coordinate damage assessments activities and assess the health and safety of the public.
 - Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State and County.

- The following personnel may comprise the Emergency Operations Staff:
 - Emergency Operations Manager
 - Police Chief or designee
 - Fire Department IC or Command Staff
 - Emergency Medical Service Representative
 - Director of Public Works or designee
 - City Clerk
 - City Attorney
 - Finance Director
 - Public Information Officer
 - Other staff as necessary based on the emergency event
- Authority to activate and operate the EOC
 - City Manager
 - Police Chief
 - Emergency Operations Manager
 - Senior Supervisor present.
- Primary EOC Location
 - The primary EOC will be the City of Lakewood EOC
 - Alternate EOC location(s) may be:
 - The Wheat Ridge Police Training Room
 - The determination to use an alternate EOC location will be made by the Emergency Operations Manager and should be based upon the usability of the primary location and the type of emergency or disaster.

Annex II - Warning

Lead

Agency/Agencies: **Wheat Ridge Police Department**
 West Metro Fire Rescue
 Fairmount Fire Rescue
 Arvada Fire Department

Supporting

Agency/Agencies: **Jefferson County Sheriff's Department**

Purpose

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

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- Certain residents require alternative communication efforts. These may include text notifications, different languages, or sign language. Warnings and instructions will need to be tailored to the needs of the affected community.

Concept of Operations

- Jefferson County Communications Center Authority (JeffCom) will be the recipient of emergency information to be disseminated to the public.
- Warnings may be disseminated to the public via:
 - Activation of the Emergency Alert System
 - Electronic media
 - Public address system
 - Door-to-door
 - Emergency Preparedness Network (Code Red) (reverse 9-1-1)
 - Emergency Siren System

Annex III - Communications

Lead

Agency/Agencies: **Wheat Ridge Police Department**

Supporting

Agency/Agencies: **Arvada Police Department**
 Lakewood Police Department

To provide assurance that communications during major emergencies will be maintained. To identify alternative resources should Wheat Ridge's capabilities be rendered inoperable.

Situation

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

Concept of Operations

- It is recognized that some telecommunications elements of the emergency or disaster response will be established before the activation of this plan. Therefore, a pre-set formal structure is not desirable. However, the following guidelines should be used:
 - In an inter-jurisdictional or multi-agency response, common radio channels between agencies will be utilized first for communications.
- The joint Lakewood and Wheat Ridge EOC will have the responsibility to communicate pertinent information to all key officials.
- It is the responsibility of all departments to develop and utilize their own fan-out system.
- Public safety communications will activate their emergency procedures.
- The Wheat Ridge Mobile Command Post may be set up for police and fire as necessary for interoperable communications.
 - Additional mobile communications vans may be requested from the following agencies:
 - City and County of Denver
 - Arapahoe County
 - City of Brighton
 - South Metro Fire
 - City of Aurora

Annex IV – Health and Medical

Lead

Agency/Agencies: Wheat Ridge EMS Provider(s)

Supporting

Agency/Agencies: Wheat Ridge Police Department
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Jefferson County Coroner's Office
Colorado Department of Public Health & Environment
SCL Health Lutheran Hospital

Purpose

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

Situation

Virtually any type of natural or technological disaster carries the potential for significant numbers of dead and injured.

A catastrophic event could activate the National Disaster Medical System (NDMS), causing an overflow of victims into or out of the Denver metropolitan area. The Disaster Mortuary Response Team (DMORT) could be activated as well.

Assumptions

- Paramedics will assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.
- The Metropolitan Medical Response System (MMRS) may be activated to provide mutual aid and equipment.

Concept of Operations

- Wheat Ridge Police Department will work closely with SCL Health Lutheran Hospital in coordinating and providing medical services.
- Guidelines will be established and communicated for SCL Health Lutheran Hospital and Wheat Ridge Emergency Operations Manager to provide a coordinated effort.
- Preservation of life and safety of emergency workers and the public will take precedence over all activities addressed in this Annex.

- Personnel providing health and medical services will adhere to accepted standards of care and take appropriate protective measures.
- Emergency health and medical services programs will be administered by those agencies having day-to-day responsibility.
- Representatives from SCL Health Lutheran Hospital will be included or appropriate liaisons will be established at the EOC. They will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.
- In a mass fatality incident, the police department will be the lead-investigating agency, until such time that the incident is handed over to another qualified investigating agency, if deemed necessary.
- The police department will be responsible for investigating violations of applicable laws and for securing the scene and evidence.

Annex V – Emergency Public Information

Lead

Agency/Agencies: **Wheat Ridge Police Department**

Supporting

Agency/Agencies: **Wheat Ridge Administrative Services**

Purpose

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

Situation

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

Assumptions

- The public needs timely and accurate information for protection of life and property during response to, and recovery from a disaster or emergency situation.
- The City of Wheat Ridge public information officer has the lead responsibility as the official spokesperson for all official city statements and media releases.
- The Police Department public information officer has responsibility as the official spokesperson for emergency operation actions.

Concept of Operations

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

- In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.
- A Joint Information Center (JIC) may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.
- When a JIC is established, the City's single point-of-contact shall be designated as the JIC Manager and shall coordinate the release of information through the Police Department.
- Records shall be kept of actions performed and information that is released.
- Efforts will be made to communicate with citizens who have special needs including the hearing or visually impaired.

Annex VI – Sheltering / Mass Care

Lead

Agency/Agencies: **Wheat Ridge Police Department**
Wheat Ridge Parks and Recreation

Supporting

Agency/Agencies: **West Metro Fire Rescue**
Fairmount Fire Rescue
Arvada Fire Department
American Red Cross
Salvation Army
Victim Outreach Inc.
Jefferson County Office of Emergency Mgmt.
R1 School District Transportation Services
SCL Health Lutheran Hospital
Regional Transportation District (RTD)

Purpose

To provide shelter and care to disaster victims within the City.

Situation

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

Assumptions

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

Concept of Operations

- The Emergency Operations Manager will establish communication with SCL Health Lutheran Hospital and provide direction on mass care options.
- The Police and Fire Departments will determine the threat, magnitude and need for mass care services.
- Establish an on-scene Incident Command Post.
- The Police Department will coordinate the evacuation process.

- The Incident Commander or Emergency Manager will contact the American Red Cross who maintains formal written agreements with local schools for the use of school facilities for mass care in a disaster event.
- A request may be made to RTD and/ or school district to supply buses for transportation if needed.
- A request may be made to the American Red Cross to provide for the immediate needs of sheltered residents for lodging, food, clothing, and personal items.
- The Police Department may provide security for the evacuated area.
- Door-to-door notifications may be made to assure evacuation complete.
- The Police Department may provide security to the shelters if needed.
- A request may be made to the American Red Cross to establish a disaster welfare network.
- Sheltering arrangements may be made for pets by the Wheat Ridge Community Services Unit who may request the assistance from other local jurisdictions providing Animal Control services.
- A list of evacuees and their location will be maintained by Victim Outreach Incorporated.
- If necessary, the City may send a representative to each shelter. This representative will be in contact with the EOC—either by phone or radio—so occupants of the shelter may receive regular updates on the status of the emergency, the duration of their needed stay and other information relative to the incident.
- Jefferson County OEM maintains an access and functional need equipment trailer that may be available to support people with disabilities that require sheltering.

Local designated shelters include:

Jefferson High School

2305 Pierce Street

Edgewater, CO

(303) 982-6056

Capacity: 750

Wheat Ridge High School

9505 West 32nd Avenue

Wheat Ridge, CO

(303) 982-7695

Capacity: 750

**Other schools pending review by R-1 Schools and Red Cross

Annex VII – Evacuation

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

Agency/Agencies: West Metro Fire Rescue
Arvada Fire Department
Fairmount Fire Department
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management
R-1 School District Transportation Services

Purpose

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

Situation

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

There are two types of evacuations that may be utilized: general and limited.

- A **general** evacuation would involve the relocation of a large portion of the public from a risk area. The EOC will be activated.
- A **limited** evacuation would involve the relocation of a smaller portion of the public from a risk area. The EOC may be activated.

Assumptions

- First responders (fire, police, EMS) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.
- The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Some residents may refuse to evacuate after being advised to do so.
- Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.
- Residents may try to re-enter a risk area before safe to do so.
- Spontaneous evacuation will occur when there is sufficient warning of the threat.

- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Evacuation of people for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary.
- Evacuation instructions should be based on known or assumed health risks associated with the hazard.

Concept of Operations

- The Police and Fire Departments will determine the threat, magnitude, intensity, time until onset, and expected duration of the emergency as well as the need for evacuation.
- Establish an on-scene Incident Command Post. Activate the EOC, if necessary.
- The Police Department and Fire Department will coordinate the evacuation process until such time as the EOC is operational, to include:
 - Identifying the number of people requiring transportation to evacuate.
 - Designating an assembly point for evacuees without their own transportation for assembly
 - Arranging transportation for evacuees without their own vehicles.
 - Arranging shelters to house evacuees.
 - Providing evacuation information to the local media to be disseminated.
- The Police Department will provide security for the evacuated area.
- Door-to-door notifications will be made to assure evacuation complete.
- A list of evacuees and their location will be maintained.
- Contact will be made with Jefferson County Office of Emergency Management, if necessary, to assist with evacuation, sheltering, and resource allocation.
- An evacuation of the City of Wheat Ridge may impact neighboring jurisdictions and evacuation routes will need to be coordinated.
- The Wheat Ridge Incident Commander will designate general evacuation routes for residents to use.
- Provisions, to the extent possible, will be made for providing the elderly and special needs population with transportation methods, medical assistance, and other related support during emergency situations.

- Sheltering in place is an option depending on the type of disaster and the safety of the people affected.
- Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation.
- Access to controlled areas will be controlled by law enforcement. Law enforcement will patrol all evacuated areas unless officers are at risk.
- Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
- If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, or the state, or federal government. Assistance requests to nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the CDOEM, through Jefferson County OEM, if possible.

Annex VIII – Resource Management

Lead

Agency/Agencies: **Wheat Ridge Police Department
Wheat Ridge Public Works**

Supporting

Agency/Agencies: **All Wheat Ridge City Departments
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management**

Purpose

The purpose of this annex is to provide a plan for effective procurement and use of human and material resources in the case of any type of emergency or disaster within the City of Wheat Ridge.

Situation

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

Assumptions

- Shortages in Wheat Ridge response resources may occur in any emergency or disaster. Procedures should be maintained to identify where and how to replenish them.
- Private contractors and volunteer agencies may be willing to assist the community during an emergency or disaster. They should be identified by material or service they can provide.
- Mutual aid agreements with neighboring jurisdictions will be established and invoked as needed.
- Support is available through requests to county, state and federal agencies. Procedures should to be maintained for accessing this support.

Concept of Operations

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

- All purchases and requests for additional resources require the approval of the Incident Commander and will be coordinated through the EOC.
- A list of interpreters and resources to communicate with the special needs population will be maintained to assist with warnings and emergency communications.

Annex IX – Damage Assessment

Lead

Agency/Agencies: **Wheat Ridge Community Development
Wheat Ridge Public Works**

Supporting

Agency/Agencies: **Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management**

Purpose

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

Situation

An emergency or disaster requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss, and directs attention to the mobilization of resources necessary to cope with the situation.

County, State and Federal disaster assistance may be required during an emergency or disaster. If such assistance is necessary, it must be based upon an accurate aggregate damage/loss estimate.

Concept of Operations

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

Annex X – Vital Records

Lead

Agency/Agencies: **Wheat Ridge City Clerk**

Supporting

Agency/Agencies: **All Wheat Ridge City Departments**

Purpose

To ensure that a list of vital records be maintained by all departments.

Situation

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

Assumptions

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

Concept of Operations

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

- Procedures for obtaining off-site records should be established and updated as necessary.

Annex XI – Administrative Services

Lead

Agency/Agencies: Administrative Services Department

Supporting

Agency/Agencies: All Wheat Ridge City Departments

Purpose

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

Situation

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

Assumptions

- Administrative services will continue to provide an infrastructure for City services and resources despite disruptions caused by an emergency.
- Initial assessment of the financial magnitude of disaster response and recovery and the extent of insurance coverage will determine the need to request state and federal financial assistance.

Concept of Operations

- Administrative services will be responsible for developing and maintaining their own detailed emergency procedures.
- City Chief Building Inspector. Will develop a damage assessment record keeping system to meet post-disaster needs.
- Finance will maintain records of disaster-related expenditures to support reimbursement from insurers, state and federal agencies.
- Finance will function as principal advisor to the City Manager on all fiscal matters.

Annex XII – Debris Management

Lead

Agency/Agencies: **Wheat Ridge Public Works Department**

Supporting

Agency/Agencies: **All Wheat Ridge City Departments**

Purpose

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

Definitions

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

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

Situation

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

Assumptions

- The amount of debris resulting from a disaster could exceed the City of Wheat Ridge's ability to dispose of it.
- If a State of Emergency is declared, State resources would be made available to assist in the removal and disposal of debris.
- Private contractors may play a significant role in the debris removal, collection, and reduction and disposal process.
- The Public Works Department may pre-designate temporary debris storage and reduction sites including exact location, size, and ingress and egress routes.

Concept of Operations

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

Annex XIII – Civil Disturbance

Lead

Agency/Agencies: **Wheat Ridge Police Department**

Supporting

Agency/Agencies: **Area Law Enforcement Agencies**
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

To facilitate the City's response to the threat or actual event of civil disaster.

Situation

Emergency situations such as civil disturbances, looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc. may cause need for specialized law enforcement activities, including outside assistance.

Citizens may gather to vocally promote or demonstrate their individual rights, or group interests. These demonstrations although normally peaceful, have the potential of turning violent, and causing injury to persons, and damages to property. It is therefore prudent that the Wheat Ridge Police Department monitors large gatherings within the City for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

Assumptions

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

Concept of Operations

- Emergency law enforcement operations may be an expansion of normal functions and responsibilities.

- Law enforcement may be required to gather intelligence, within applicable laws, against groups that form with a potential for civil disturbance or violent activities.
- Pre-planning and using mutual aid can reasonably assure the law enforcement officials that adequate support is available to counter a civil disturbance and maintain or restore order.
- Once the City issues a "State of Emergency" proclamation, the City has the additional authority to effectively address the situation through its applicable departments.
- The EOC may be activated for a threat or actual event.
- Mutual aid resources may be called in.
- The Jefferson County and Colorado Office of Emergency Management may be requested for assistance.

Annex XIV – Hazardous Materials

Lead

Agency/Agencies: **Wheat Ridge Police Department**

Supporting

Agency/Agencies: **West Metro Fire Rescue**
 Fairmount Fire Rescue
 Arvada Fire Department
 Adams/Jeffco Hazardous Response Authority

Purpose

To protect the citizens and employees of the City of Wheat Ridge from the immediate and long-term effects of exposure to hazardous materials, and to identify the actions and responsible agencies for handling a hazardous materials incident.

Situation

There are thousands of chemicals in daily use that can cause an emergency affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life.

Many of these chemicals and flammable gasses are transported via air, rail and motor transport. The U.S. Department of Transportation requires adequate warning markings on the carrier vehicle, however, there are numerous exceptions.

Identification of the precise nature of the chemicals involved in a particular incident is a major problem, and care should be taken to note location, hazardous properties, characteristics, and potential hazardous reactions with each other.

Assumptions

- Incidents involving hazardous materials may occur during transportation, near the City. I-70 as well as I-25 are designated routes for transporting hazardous materials.
- Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident.

Concept of Operations

- The Fire Department having jurisdiction will coordinate all response activities associated with a hazardous materials incident in accordance with their established SOP's.
- Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.

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

Annex XVI – Terrorism / Weapons of Mass Destruction

Lead

Agency/Agencies: **Wheat Ridge Police Department**

Supporting

Agency/Agencies: **West Metro Fire Rescue**
Fairmount Fire Rescue
Arvada Fire Department
Adams/Jeffco Hazard Response Authority
All Wheat Ridge City Departments
Victim Outreach Inc.
Colorado Division of Emergency Management

Purpose

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

Situation

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

Assumptions

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

Concept of Operations

- The initial response will be coordinated by a Fire Department as a hazardous materials incident.
- Unified command between police and fire will be required.
- The EOC may be activated for a credible threat/actual event.
- Departments will activate their fan-out procedures as needed.

- All available communications will be utilized to verify and disseminate warnings.
- Mutual aid resources will be called up.
- The Colorado Office of Emergency Management will be notified.
- Emergency response stages may be
 - **Stage I - threat**
 - Notify the Mayor, the City Manager, the Chief of Police and other key officials of the threat or possibility of an actual event.
 - Activate emergency team members.
 - Activate city and other communication networks; coordinate and monitor media; brief employees.
 - Involve community leaders in planning activities.
 - Notify and secure city facilities.
 - **Stage II – imminent or confirmed event**
 - Complete actions stated at Stage I
 - Activate and staff EOC if necessary.
 - Notify and utilize support agencies as necessary.
 - Recall city employees from the field as needed for employee safety and briefing.
 - Maintain security of all city facilities and equipment.
 - Provide daily personnel roster of individuals in field.
 - Define and secure affected area if possible. Allow only individuals with proper identification and need into the secure area.
 - Activate and utilize volunteer organizations as needed.
 - Provide information network for family members.
 - **Stage III – State of Emergency**
 - Complete actions stated at Stage II
 - Mayor to declare a State of Emergency.
 - Request State resources as needed.
 - Order and enforce a curfew as needed.
 - **Stage IV – restoration**
 - Restore vital City services and provide temporary care measures for victims.

- Request state and federal grants as necessary.
- Begin long-term restoration of the community and provide a good public relations program.
- Provide Critical Incident Stress Debriefing for employees.

Annex XVII – Tornado

Lead

Agency/Agencies: **Wheat Ridge Police Department**
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department

Supporting

Agency/Agencies: **All Wheat Ridge Departments**
Area Law Enforcement and Fire Agencies
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management
Victim Outreach Inc.

Purpose

To ensure a plan is in place in the event of a tornado.

Situation

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

Assumptions

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

Concept of Operations

- The National Weather Service will advise the area of potential severe thunderstorm and tornado activity.
- Evacuation of city facilities may be deemed necessary and may be called for by the Mayor, the City Manager, the responsible Department Head for the facility, the Emergency Operations Manager, or the senior supervisor on-duty.
- **Stage I – Tornado Watch / Warning**
 - The Jefferson County Communications Center Authority (JeffCom) will notify key officials and field personnel of pending severe weather.
 - Tornado Warnings are disseminated through all available communication systems

- **Stage II – Response**
 - Confirmation of a tornado touchdown, resulting in injuries and property damage.
 - The EOC may be activated and staffed as necessary by key individuals.
 - All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
 - Damage assessment team will be activated as needed.
 - Direction and control of field operations may be managed through on-site command post.
 - All news releases will be coordinated through the Public Information Officer.
 - “All Clear” messages will be initiated when the threat of an active tornado has dissipated.
- **Stage III – State of Emergency**
 - Mayor by request may declare a state of emergency.
 - County, state and federal agencies will be notified.
 - Restoration of vital city services will begin.
 - City Council may approve emergency contingency funding.
- **Stage IV - Recovery**
 - The Emergency Operations Manager will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
 - Short and long-term disaster recovery will begin.
 - Mayor may request a County, State or Federal Disaster Declaration.

Annex XVIII – Earthquake

Lead

Agency/Agencies: **Wheat Ridge Police Department**
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department

Supporting

Agency/Agencies: **All Wheat Ridge City Departments**
Area Law Enforcement and Fire Agencies
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management
Victim Outreach Inc.
Public Utilities

Purpose

To identify the major hazards associated with earthquake disaster and community response.

Assumptions

- An earthquake could occur at any location in the state and/or Denver Metro area, causing injuries, death and building damage and destruction.
- A major earthquake will cause cascading events such as fires, hazardous materials incidents and others.
- Several earthquakes have occurred in the past in the area of the Rocky Mountain Arsenal in Adams County.
- There are numerous faults within the State that may cause an earthquake.
- Mutual aid may be needed immediately.
- Amateur radio and other communication systems may need to be brought in.
- Utilities may face major disruption and hazardous situations.
- Infrastructure, such as roads, highways, bridges, may be unusable.
- Telephone communications may be non-existent or overloaded.
- Buildings and structures may be damaged and uninhabitable.

Concept of Operations

- Conduct damage assessment.
- Activate the Emergency Operations Center.

- Facilitate emergency response.
- County, state and federal agencies may be notified.
- Facilitate reactivation of vital facilities.
- Protect property.
- Coordinate and liaison with other agencies.
- Maintain functional operation of all city facilities to the extent possible.
- Investigate and assess damage to buildings, structures and property within the city for the purpose of:
 - Identifying imminently hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
 - Compile a statistical damage assessment report for distribution to city officials, county, state and federal government agencies, media, various organizations, and the general public.

Annex XX – Flood

Lead

Agency/Agencies: Wheat Ridge Police Department
Wheat Ridge Public Works

Supporting

Agency/Agencies: All Wheat Ridge City Departments
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Victim Outreach Inc.
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

To ensure a plan is in place to respond to flooding in the City of Wheat Ridge.

Urban Drainage and Flood Control District

- Wheat Ridge falls within the District's boundaries.
- Provides Local Flood Warning Program in conjunction with NWS.
- Messages that the District can send out:
 - **MESSAGE 1** (Internal Alert)
 - This is an advisory message which is meant to inform key people that weather conditions are such that flood producing storms could develop sometime in the day. If the weather advisory requires priority handling by a communications dispatcher, the message will be preceded with the statement: "THIS IS A **RED FLAG** MESSAGE."
 - **MESSAGE 2** (Flash Flood Watch)
 - This message indicates that a Flash Flood Watch has been issued by NWS and/or a private meteorological service employed by the District and they feel the risk is high that a life-threatening flood may occur later in the day. If it is felt that this watch requires priority handling by a communications dispatcher, it will be identified as a **RED FLAG** message.
 - **MESSAGE 3** (Flash Flood Warning)
 - This message indicates that a Flash Flood Warning has been issued by NWS and/or a private meteorological service employed by the District. This warning message requires priority handling by the communications dispatcher (i.e. **AUTOMATIC RED FLAG**).

- **MESSAGE 4**

- This message cancels the flood potential status. This message is issued by the private meteorological service after consultation with NWS and other entities involved with direct private meteorological service communications.

Assumptions

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

Concept of Operations

- Depending upon flood threat conditions, this annex may be conducted in four stages.
- **Stage I**
 - Notification of all departments and key individuals.
 - Police and Fire will maintain a continuous monitoring of all weather conditions.
 - The Emergency Operations Manager will coordinate with other departments and decide when a Stage II activation is required.
 - Potential evacuation of suspected flood locations will be considered.
 - Police and Fire personnel will respond to the potential danger areas to warn individuals.
 - EOC may be activated.
 - Incident Command Post may be established.
 - Evacuation routes may need to be established.
 - Determine need for diking (sandbags, earth, etc.)
 - Determine available resources from outside agencies; stage if possible.
- **Stage II**
 - Warn public through available means of public notification (See Warning Annex).
 - Evacuate public to other locations or staging areas.

- Establish communications with Jefferson County Office of Emergency Management.
- Initiate fan-out or call-out lists.
- Provide search and rescue operations as required.
- Relocate essential city services, if in the danger zone.
- Request appropriate agencies to assist in providing temporary housing, food and shelter.
- The EOC will be activated and staffed as necessary.
- All support agencies will be notified.
- Designated individuals may be dispatched to potential hazard areas to monitor and report findings.
- Shelters and transportation will be provided for evacuees.
- Damage assessment team will be activated if needed.
- **Stage III**
 - Mayor may declare a State of Emergency, by request.
 - Notification of county, state and federal agencies will be implemented.
 - Restoration of vital city services and long-term recovery may begin.
 - City Council may approve emergency contingency funding.
- **Stage IV**
 - The Emergency Operations Manager will act as overall coordinator of the recovery event and coordinate disaster relief assistance with county, state, and federal agencies.
 - Short and long-term disaster recovery will begin.
 - Mayor may request a State or Federal Disaster Declaration.

Annex XXI – Winter Storm

Lead

Agency/Agencies: Wheat Ridge Public Works

Supporting

Agency/Agencies: All Wheat Ridge Departments
West Metro Fire Rescue
Fairmount Fire Rescue
Arvada Fire Department
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management

Purpose

To ensure essential city services are maintained during severe winter weather.

Definitions

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

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

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

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

Assumptions

- All areas of Colorado are vulnerable to major winter storms.
- Longtime residents of the area are usually well equipped to handle routine and even severe winter weather.
- Loss of utilities in the City can create a critical situation in a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
- Medical assistance may become critical.

Concept of Operations

- Depending upon the winter storm threat conditions, this annex may be conducted in three stages, in addition to Section 2.7.2.
 - **Stage I**

- Notification of emergency management staff, police, fire, and other key officials.
 - Activation of the EOC or the establishment of a call will be at the discretion of the Wheat Ridge Director of Public Works.
 - Emergency management personnel from various jurisdictions, as necessary, will staff the EOC.
- **Stage II**
 - Stage II is activated at the discretion of the Emergency Operations Manager.
 - Other essential personnel will respond to the EOC as called.
 - Support agencies will be contacted and placed on standby.
 - Departments will operate according to their procedures.
- **Stage III**
 - The Mayor shall declare an operation Stage III proclaiming a citywide emergency. This proclamation gives the Mayor the power to enact any order necessary to preserve public peace, health, and safety.
 - All affected department directors will report to the EOC.
 - The County and State office of Emergency Management will be notified.
- Snow Routes

The following streets are priority streets in regard to snow removal:

Priority East-West Bound Streets

West 45 th Avenue:	Pierce Street to Newland Street.
West 44 th Avenue:	Approx. 350' west of Holman St. to Fenton St.
West 41 st Avenue:	Kipling to Independence & Ammons to Wadsworth Blvd.
West 39 th Avenue:	Kipling Street east to school & High Court to Reed St.
West 38 th Place:	Parfet Street to Oak Street.
West 38 th Avenue:	Youngfield Street to Sheridan Blvd.
West 32 nd Avenue:	Youngfield Service Road to Sheridan Blvd.
West 29 th Avenue:	Wadsworth Blvd. To Sheridan Blvd.
West 26 th Avenue* :	Pierce Street to Sheridan Blvd.

* West 26th Avenue from Oak to Kipling Street & Wadsworth Blvd. to Pierce Street is maintained by the City of Lakewood.

Priority North-South Bound Streets

Youngfield Street:	W. 29 th Avenue to W. 44 th Avenue.
Quail Street:	W. 32 nd Avenue north to school.
Pierson Street:	W. 32 nd Avenue north to school.

Parfet Street:	W. 32 nd Avenue to W. 38 th Place.
Miller Street:	W. 44 th Avenue to I-70 South Frontage Road.
Kipling Street:	I-70 North Frontage Road to W. 51 st Place.
Independence Street:	W. 38 th Av to 41 st Av & W.44 th Av to I-70 S. Frontage
Holland Street:	W. 32 nd Avenue to W. 38 th Avenue.
Dudley Street:	W. 32 nd Avenue to W. 38 th Avenue.
Dover Street:	W. 38 th Avenue to W. 44 th Avenue.
Ammons Street:	W. 41 st Avenue to W. 44 th Avenue.
Upham Street:	W. 38 th Avenue to W. 44 th Avenue.
High Court:	W. 38 th Avenue to W. 39 th Avenue.
Reed Street:	W. 38 th Avenue to W. 44 th Avenue.
Pierce Street:	W. 26 th Avenue to W. 48 th Avenue.
Otis Street:	W. 38 th Avenue to W. 44 th Avenue.
Newland Street:	W. 44 th Avenue to W. 48 th Avenue.
Harlan Street:	W. 32 nd Avenue to I-70 overpass.

Kipling Street, Wadsworth Boulevard and Sheridan Boulevard are priority level 2 streets maintained by the Colorado Department of Transportation (CDOT). However, City crews may be assigned to maintain these streets as necessary in the event of heavy accumulations and/or an emergency has been declared.

Department responsibilities:

- The Public Works Department is responsible for the clearing and maintenance of all city streets (not state highways) during the event. They are also responsible for maintaining a list of contractors that provide barricades, tree removal, debris removal and additional snow removal services.
- Colorado State Department of Highways is responsible for the clearing and maintenance of all state highways and roads with the city boundaries.
- The Parks and Recreation Department is responsible for the maintenance of all city facilities and the parking lots and accesses to these buildings.
- The Police Department is responsible for responding to traffic accidents, the enforcement of all laws and the clearing of any abandoned vehicles on all roadways.
- The Fire Departments are responsible for any rescue operations within their jurisdictions.

Annex XXII – Emergency / Disaster Reporting Process

Lead

Agency/Agencies: Wheat Ridge Administrative Services

Supporting

**Agency/Agencies: All Wheat Ridge City Departments
Jefferson County Office of Emergency Mgmt.
Colorado Division of Emergency Management**

Purpose

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

Situation

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

Assumptions

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

Concept of Operations

- All departments, organizations, and agencies involved in a disaster or emergency occurring within Wheat Ridge will need to keep accurate records of expenditures, losses, and other actions taken.
- These records will be forwarded to the City Administrative Services for tracking of overall expenditures and losses.
- Initial Report
 - Reporting Disaster Emergency Information
 - Upon confirmation of a Disaster or Emergency Event:
 - Activate local warning systems
 - Implement your Local Emergency Operations Plan (LEOP)

- Mobilize local emergency response resources
- Activate joint Lakewood and/or Wheat Ridge Emergency Operations Center (EOC)
- Contact Jefferson County Office of Emergency Management
- Contact Colorado Division of Emergency Management at the 24-hour emergency telephone number (303) 279-8855
- Lead time is critical when contacting CDEM. Early warning will give the Duty Officer time to place response resources on stand-by and alert the Federal Government as necessary.
- Initial Situation Assessment
 - This should be made by, or authorized by an elected official.
 - Initial decisions to mobilize and activate resources will be made on this report.
 - Assess the situation accurately and provide ongoing information flow from the field to local EOCs.
 - Provide Situation Reports from local EOCs to CDEM/SEOC
 - CDEM will advise appropriate departments of State Government, and request the Governor, and Federal Agencies to provide the necessary support.
 - Update Situation Reports as new information is secured.
- Initial Damage Report
 - Reporting Location
 - Type of Disaster/Emergency
 - Area Affected
 - Number of Persons Killed, Injured, or Endangered
 - Damage to Essential Facilities
 - Damage To Public Property
 - Damage To Private Property
 - Types of Assistance Needed
- Recordkeeping
 - The basic rule is to maintain proof of any disaster-related expenditure.
 - Some examples are:
 - Records of Overtime Compensation to Employees
 - Receipts - Purchase Orders

- Contracts For Emergency Repairs
 - Equipment Logs (including Work Site)
 - Receipts for Rented or Leased Equipment
 - Issue Slips for Supplies Used
- Local Declaration of Disaster Emergency
 - 24-32-2109 C.R.S. – Local Disaster Emergencies, -The Charter of the City of Wheat Ridge Chapter 1, Section 3.2 Power and Duties of the Mayor, - Wheat Ridge City Code of Laws, Article II. Civil Emergencies.
 - A local disaster may be declared only by the chief executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record keeping agency and with the office.
 - The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.
 - The declaration should be made when it is determined that the needed response to a disaster or emergency event is at or beyond the normal capability of local government agencies.
 - Two copies should be sent to CDEM, one of which will be forwarded to the governor.
- Situation Reports
 - During any disaster or emergency operation, daily reports of threat, damage, response and needs are necessary for efficient coordination of outside resource requirements.
 - Situation reports should contain:
 - Nature of Disaster/Emergency/Threat and Current Magnitude
 - Deaths and Injuries (Total to Date)
 - Damage / Potential Damage
 - Utilities
 - Public Property

- Private Property
- Resources Committed and Reserves
 - Local Resources
 - Outside Resources
- Volunteer Activities – Search and Rescue, etc.
- Local Government Actions
 - Activation of Emergency Operation Plan
 - Manning of EOC
 - Evacuation
 - Other Information
- Additional Assistance Needed
- Date and Time Sent
- Damage Assessment
 - Use to tabulate initial reports and estimate of damages.

Annex XXIV – Victim Services/Volunteer Coordination

Lead

Agency/Agencies: **Victim Outreach Inc. (VOI)**

Supporting

Agency/Agencies: **Community Crisis Response Team comprised of:
1st Judicial District Law Enforcement Based Victim
Services
District Attorney’s Victim Services Unit
Jefferson Center for Mental Health
Jefferson County R-1 School District
American Red Cross**

Purpose

To ensure that victims of a natural or crime-related disaster receive resources and support services that will minimize the emotional and physical impact of the event.

Situation

VOI believes victims of a community disaster are best served by an integrated approach provided by professionals who are skilled in crisis intervention and risk assessment. VOI also believes first responders must have familiarity with the criminal justice process and with community resources.

Concept of Operations

Victim Outreach Information will coordinate the immediate response to victims of crime or other trauma inducing tragedy in conjunction with other responding agencies. Referrals for ongoing support, counseling and responses will be made following the initial response.

- Crisis intervention on-scene/hospitals, etc.
- Coordinate and assemble crisis intervention teams
- Assist coroner with death notifications
- Provide information/referrals and resources
- Provide debriefings

Victim Services may have a station at the Incident Command Center or direct access to it. Communication and coordination will originate from this point. Requests for law enforcement based advocates will be made as directed by the lead law enforcement agency’s mutual aid policy.

The commanding law enforcement agency will establish a Victim Services staging area. All persons responding to aid/assist victims will report to the staging area. They will be screened for qualifications and then directed to the specific area of

need. Identification cards will be distributed to JGCCCRT members. It is the responsibility of team members to maintain rules of confidentiality and follow accepted JGCCCRT policies and procedures.

* According to the Aviation Disaster Family Assistance Act of 1996, American Red Cross bears primary responsibility for coordinating emergency care and support of the passengers involved in aircraft accidents and their families. In these cases, American Red Cross will be part of the unified command system and will coordinate with victim services.

Acts of terrorism fall under the jurisdiction of the Federal Government. VOI will coordinate services to victims of these crimes with federal victim assistance.

Annex XXV - Animal Emergency Management

Lead

Agency/Agencies: Wheat Ridge Police Department

Supporting

**Agency/Agencies: American Red Cross
Area Animal Control Agencies
Area Sheltering Facilities**

Purpose

Develop a plan to evacuate and ensure care for animals during a major disaster emergency

Situation

Animals of all kinds are integral parts of our society and economy, accounting for over billions of dollars in annual commercial livestock and poultry production and a pet care industry that exceeds 50 billion dollars yearly. Nearly 60% of our nation's households include pets, a number greater than the number of households with children. The human-animal bond is a powerful force, helping provide companionship for many individuals, creating positive impacts on mental and physical health. Service animals provide augmentation to the senses of sight and sound to disabled persons, and both dogs and horses add critical capabilities to our law enforcement and emergency response community. Caring for animals helps provide meaningful stewardship experiences, helping build responsibility within our society.

Assumptions

- The primary responsibility for evacuating and providing care for animals during an emergency rests with the animals' owners.
- Experience has shown that this is often impossible when
 - Owners are unable to evacuate with their animals and are forced by urgent circumstances to leave them behind
 - Owners become separated from their animals during or after an evacuation,
 - When animal shelters are not available in close proximity to human shelters so that owners can evacuate to an appropriate destination where they can continue to provide daily care.

Concept of Operations

A designated Community Service Officer assigned by the Police Department will be in communication with the Incident Commander and will be assigned to manage the animal evacuation response as needed. The Community Service Officer will initially handle all incoming requests for:

- small and large animal housing
- husbandry (feeding, cleaning, etc.)
- veterinary care
- facility usage
- evacuation options
- displaced pet/livestock, wildlife, and exotic animal assistance

City of Wheat Ridge's Animal Response Plan (ARP) for companion animals, livestock, research animals, exhibit animals, and wildlife provides for rapid response to events affecting the health, safety, and welfare of human beings and animals. The veterinary medicine and animal care activities (in the preparedness, mitigation, response, and recovery activity phases of emergency management) include, but are not limited to:

- small and large animal housing
- husbandry (feeding, cleaning, etc.)
- veterinary care
- facility usage
- evacuation options
- wildlife issues
- displaced pet/livestock, wildlife, and exotic animal assistance
- Transportation of people will often necessitate transportation of companion animals, especially during emergency evacuations and rescue efforts.
- Transportation of emergency supplies of animal feeds (hay, grain, and species-specific rations) may be necessary when a natural disaster has destroyed local pastures and stored feed supplies.
- Dead animal removal and disposal management support by public works

Local designated shelters for animals include:

- Denver Dumb Friends League (can take three animals from each resident)
- Jefferson County Animal Control (Sheriff's Office dispatch)
- Horse Protection League 303 424-0037
- Colorado State Animal Response Team 303 539-7633
- Jeffco Animal Response Team

Owners should be allowed to either shelter-in-place or immediately return to care for their animals. Livestock owners should be provided priority access to and assistance in resuming normal operations for humane care reasons and also to minimize both immediate and downstream economic impacts.

The American Red Cross assists in essential functions to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during incidents.

Annex XXVI – Cyber Attack Management

Lead

Agency/Agencies: **Wheat Ridge Information Technology**

Supporting

Agency/Agencies: **All Wheat Ridge City Departments**

Purpose

Develop a plan to ensure business continuity and availability of essential automated systems for the City of Wheat Ridge in the event of a massive or sustained cyber systems compromise or attack.

Situation

Current events and threats from terrorists both local and foreign have attacked and threatened the information technologies of both private industry and government. To ensure that critical information is protected and retained for the efficient operation of the city a plan to protect such information and technologies should be implemented.

Assumptions

Mitigation & Preparedness are the best defense against an attack on information technologies

Concept of Operations

- The city shall have the latest versions of firewall, anti-virus, and spyware software technologies deployed across the enterprise.
- The city shall have a system to monitor misuse or unauthorized/remote access of cyber systems, especially by personnel under emotional or financial strains and with access to major data and system integrity.
- The city shall have a proactive and well-documented cyber-security training program for all personnel with potential access.
- The city shall have rules for employees working from home to comply with information and systems security.
- The city shall have data back-up (data redundancy) processes and policies for enterprise wide and departmental specific data systems.
- The city shall have a management process to approve all cyber-technologies utilized in the organization, including but not limited to different systems sharing like data and how shared or exchanged data protected from corruption while allowing access to critical data under emergent conditions.
- The city shall have policies for the interface and deployment of wireless data and voice systems communications.

- The city shall have trained personnel for cyber-system response and recovery operations.
- The city shall have a protocol to monitor the number of cyber-system response events involving external attacks by deliberate attempts to penetrate, and take appropriate protective actions.
- The city completed a hazard vulnerability analysis of all cyber-systems to determine infrastructure security improvements needed for all internal and external threats.
- The city shall have data security exchange protocols for secure interface with authorized emergency management agencies under a unified command.
- The city shall comply with current standards on disaster/emergency management and business continuity programs as they apply to all third-party vendors that support and supply cyber-technology services, such as offsite backup and data recovery process for the institution.
- The city have a system of cyber-security audits using a scenario based evaluation or a series of critical benchmarks approved by a multi-disciplinary committee of your organization.
- The city shall have standards for the development and security of systems and substructures (i.e., departments), including non-IT/IS staff with special levels of cyber-systems knowledge.
- The city shall have the ability to terminate access immediately upon an employee's termination of employment.

Annex XXVII – Communications Systems Failure Management

Lead

Agency/Agencies: **Jefferson County Communications Center Authority (JeffCom)**

Supporting

Agency/Agencies: **Wheat Ridge City Information Technology**

Purpose

Develop a plan to ensure continuity and availability of essential communication systems for the City of Wheat Ridge in the event of a massive or sustained failure of systems during a disaster.

Situation

Numerous natural and manmade disasters can affect one or multiple communications systems. It is essential for the efficient management of a major emergency disaster to provide for alternate communications systems.

Assumptions

- Specific failures of communications systems are hard to predict. The Continuity of Operations Plan shall hold specific information as to personnel responsibility and equipment information.
- Should the Jefferson County Communications Center Authority (JeffCom) become uninhabitable or should all systems fail the communication operation shall be transferred to a predestinated facility with equipment and space to provide for the City of Wheat Ridge's needs.

Concept of Operations

The Communication Plan may be either a part of the Information Officer's role or linked to this role. However, during the time when an incident is in process, all aspects of the Communication Plan should be cleared with the Incident Commander before any information is released. In addition to the COOP the following will be developed by the Emergency Manager, Information Technologies, and the Jefferson County Communications Center Authority (JeffCom):

- Plans and policies for the transfer of 911 calls shall be maintained by JeffCom.
- Radio systems may be transferred from JeffCom to the either the Command van or to a designated radio back-up call center.
- Communication mediums: paper copy; bulletin board; press release; telephone tree; remote telephone call center; remotely stored information for retrieval by others; out of area contact personnel, etc.

- Templates and samples: canned statements and background information on key personnel, locations, suppliers, charts, graphs and diagrams and maps for complex areas that would be difficult to communicate in written or spoken form. A set of forms to track various messages and a log form to document sources of information, decisions, management approvals, etc.
- Easy to understand and train other instructions; "how to" note sheets laminated in plastic so they won't get damaged in water, etc.
- A detailed training plan to train essential personnel in the organization that need to be involved in alternative communication systems.
- A testing plan and schedule periodic tests of the COOP using realistic scenarios shall be regularly conducted.

Annex XXVIII – Demobilization Plan

Lead

Agency/Agencies: **Jefferson County Communications Center Authority (JeffCom)**

Supporting

Agency/Agencies: **Wheat Ridge City Information Technology**

Purpose

Situation

Numerous natural and manmade disasters can affect one or multiple communications systems. It is essential for the efficient management of a major emergency disaster to provide for alternate communications systems.

Assumptions

- Specific failures of communications systems are hard to predict. The Continuity of Operations Plan shall hold specific information as to personnel responsibility and equipment information.
- Should the Jefferson County Communications Center Authority (JeffCom) become uninhabitable or should all systems fail the communication operation shall be transferred to a predestinated facility with equipment and space to provide for the City of Wheat Ridge's needs.

Concept of Operations

The Communication Plan may be either a part of the Information Officer's role or linked to this role. However, during the time when an incident is in process, all aspects of the Communication Plan should be cleared with the Incident Commander before any information is released. In addition to the COOP the following will be developed by the Emergency Manager, Information Technologies, and the Jefferson County Communications Center Authority (JeffCom):

- Plans and policies for the transfer of 911 calls shall be maintained by the JeffCom).
- Radio systems shall be transferred from JeffCom to the either the Command van or to a designated radio back-up call center.
- Communication mediums: paper copy; bulletin board; press release; telephone tree; remote telephone call center; remotely stored information for retrieval by others; out of area contact personnel, etc.
- Templates and samples: canned statements and background information on key personnel, locations, suppliers, charts, graphs and diagrams and maps for complex areas that would be difficult to communicate in written or spoken form. A set of forms to track various messages and a log form to document sources of information, decisions, management approvals, etc.

- Easy to understand and train other instructions; "how to" note sheets laminated in plastic so they won't get damaged in water, etc.
- A detailed training plan to train essential personnel in the organization that need to be involved in alternative communication systems.
- A testing plan and schedule periodic tests of the COOP using realistic scenarios shall be regularly conducted.

Annex XXIX – Energy

Lead Agency/Agencies: Wheat Ridge Public Works Department
Public Utilities (Xcel Energy)

Supporting Agency/Agencies: All Wheat Ridge City Departments

Purpose

This section of the EOP establishes a framework and procedures that will be used to respond to and recover from energy disruption emergencies that could affect the City's essential services and health, safety, and general welfare of the people of Wheat Ridge. This section is written to be consistent with formats of modern emergency operations plans and is designed to provide a flexible strategy for the direction, control and coordination of City operations specific to energy disruption events.

Situation

The following situations characterize the planning environment. The situations in part establish the reasons for having a plan for more effectively managing energy disruption events.

Assumptions

- Utilities could be disrupted by natural events, deliberate attacks, systematic threats, or accidents.
- Warning time to implement the plan will vary from little to no warning, from days to weeks, depending on the type of energy disruption.
- Departments with energy emergency responsibilities will ensure that all personnel concerned are properly trained and familiar with this Annex and all department standard operating procedures (SOPs) so that they are capable of implementing them in a timely and effective manner.
- The Incident Command System (ICS) will be used as the on-scene incident management system in the event of an energy emergency.
- Fire department operations may be affected due to power outages, broken water lines, hazardous environments from leaking gas lines, and threats of electric shock.
- Other department operations and City government services could be impacted by a prolonged energy disruption event.
- Mission critical facilities may need to rely on backup power and fuel reserves in the event of an energy disruption event.
- Large petroleum distribution lines will take many hours before product flow can be eliminated and could lead to temporary fuel shortages until lines are repaired.

- Loss of power and fuel could cause life threatening situations depending on the duration and timing of the outage, particularly during hot and cold periods.
- Loss of power and fuel could cause life threatening situations to hospital and health care facilities.
- Power failures could create massive traffic problems, spoilage of food, loss of heating and air conditioning.

Concept of Operations

During an incident the City will redirect its resources towards assessing the magnitude of the incident and the elimination of hazards. The Police Department's Emergency Operations Manager will contact Xcel's Director of Community Relations to obtain information regarding the extent, magnitude and duration of an energy disruption involving electric power or natural gas. 911 staff may also be in contact with Xcel.

- Xcel Energy is responsible for restoring power for essential services and the general public.
- Provide the Emergency Manager with estimated or expected utility disruptions.
- Cooperate with City Department(s) to facilitate expedient return of gas and/or electric services caused by disaster or emergency.
- Work with the Police Department's and City PIO to deliver a consistent message to the public.
- Work with the Emergency Manager to provide shelter to the affected population.
- Provide a liaison to the EOC upon request.
- Provide assistance for the control of electrical and natural gas problems as a result of a major fire or explosion.

The response to the event will align with the three phase readiness and response levels. The level of activation is determined by the nature, scope and duration of the energy emergency.

-State 1: "Monitoring" phase in which the emergency or disaster event hasn't occurred yet, but the situation requires a higher level of readiness. Normal City operations continue, but staff are put on alert and some public information may be disseminated. The EOC may be activated and staffed by emergency personnel from various departments and jurisdictions. Emergency Management personnel will decide if additional resources (e.g., fuel) from outside agencies may be needed.

-State 2: This level includes a limited activation of the Emergency Operations Center (EOC) and heightened awareness for all EOC staff. Lead and supporting departments are notified that additional staffing may be needed. Additional support personnel may be called to staff the EOC. The public will be notified.

-Stage 3: This level occurs when the scope of the emergency has expanded to the point that all appropriate emergency response and recovery operations have been committed. The EOC is fully activated with 24 hour staffing. Emergency assistance from the State and Federal government may be considered. The Mayor may declare a City-wide emergency. All directors of affected departments are to report to the EOC.

-Stage 4: After the immediate threat has been contained or eliminated, Level 4 will be activated. The EOC will transition from emergency response and recovery to short-term recovery operations, with the Emergency Operations Manager coordinating these efforts. The Mayor may request a State or Federal Disaster Declaration. The public is kept informed.

Energy Restoration Priorities:

The City will work with Xcel Energy to ensure that electric power and gas for public needs are restored in a timely fashion. In summary, these priorities include facilities with communications, public health and safety (life-saving), public health and safety (life-sustaining) and systems rehabilitation function. Priority will be to the following City-owned critical facilities:

1. City Hall
2. Early Warning Sirens
3. Public Works Operations
4. Anderson Building
5. Recreation Center
6. Active Adult Center
7. Parks and Recreation Administrative Offices

After energy is restored/assured to City-owned critical facilities, the following non-City owned facilities will have their energy restored:

1. Lakewood EOC/Civic Center
2. SCL Health Lutheran Hospital
3. Arvada Fire Stations 1, 2 and 6
4. West Pines
5. SCL Health Lutheran Hospice
6. Consolidated Mutual
7. Denver Water
8. Edgewater
9. Clear Creek Valley Wastewater Facility
10. Wheat Ridge Sanitation District
11. Fruitdale Sanitation District
12. Northwest Lakewood Sanitation District
13. Westridge Sanitation District
14. North Table Mountain Wastewater District
15. Valley Water District
16. Wheat Ridge Water District

17. Christopher House
18. Mountain Vista Health Center
19. Sandlewood Manor
20. Spring Ridge Park
21. The Verandas at Wheat Ridge
22. Wheat Ridge Manor
23. Wide Horizons
24. Miller Place, Inc.
25. Temenos House Assisted Living
26. Grandmas Board & Care
27. Caring Hearts Assisted Living
28. Golden Orchard Alzheimer's Care Unit
29. Ashley Manor at Dudley
30. Arapahoe House
31. The Retreat Highlands
32. Hearts and Hands Assisted Senior Center
33. Vista Village Assisted Living Retirement Community
34. Wheat Ridge Assisted Living
35. Beth Eden Baptist School and Ministries
36. Colorado Catholic Academy
37. Compass Montessori Chapter
38. Everitt Middle School
39. Foothills Academy
40. Kullerstrand Elementary
41. Pennington Elementary
42. St. Peter and Paul Catholic School and Church
43. Steven Elementary
44. Wilmore Davis Elementary
45. Wheat Ridge Christian Academy
46. Wheat Ridge Senior High School
47. Wheat Ridge 5-8
48. Senior Resource Center

Fuels Allocation:

In the event of an extended fuels shortage or impaired fuel delivery, the City's critical facilities will receive fuel for backup power generation in accordance with their priority. In the event of a prolonged disruption or shortage in motor fuels, vehicles will be allocated fuel in the following order*:

1. Police and fire vehicles
2. Public works vehicles
3. Other City vehicles

*This list may be subject to change depending on the particular nature of the event (i.e. weather related incidents may require public works vehicles rather than police and fire vehicles).

Ensuring Supply:

Ensuring adequate supply to maintain critical facility operations during an incident will be dependent on fuel availability, storage, contract language and communication between the use and supplier. There may be other contracted suppliers or transporters that need to be considered. Please refer to LEAP, figure 4.1 (p.4.8) for the Energy Assurance Flow Diagram.

Curtailment:

In the event of prolonged fuels shortages or electrical outages curtailment efforts may be needed to extend shortened supplies or reduced power loads. This may include temporary staff reductions to essential personnel only in accordance with department continuity of government plans. The essential government facilities listed above can be used to guide curtailment in terms of what City buildings need to remain operational versus those that could be temporarily closed.

Annex XXX – Pandemic

Lead Agency/Agencies:	Jefferson County Health Department SCL Health Lutheran Hospital
Supporting Agency/Agencies:	All Wheat Ridge City Departments Jefferson County Public Health Wheat Ridge Public Information Officer American Red Cross Jefferson County Office of Emergency Management Colorado Division of Emergency Management R1School District Transportation Services

Purpose

This section of the EOP establishes a framework and procedures that will be used to respond to a pandemic event. This section is written to be consistent with Jefferson County Public Health (JCPH) procedures, and is designed to provide a flexible strategy for the direction, control and coordination of City operations specific to pandemic events.

Situation

A pandemic event is described as the outbreak of a disease exceeding what is normal, and covering very large geographic areas, most likely crossing social and political borders. The spread of such a disease would initially be outside the control of first responders and medical personnel, and has the potential to remain outside the control of such personnel for a significant amount of time. The City of Wheat Ridge is as susceptible as any other area in America to the effects of a pandemic.

Assumptions

- Mass infection is likely to occur, and illness may continue to spread without taking action
- The event will most likely overwhelm local resources
- County, State, and/or national support teams may be called in for support
- Fatalities may occur

Concepts of Operations

Operations in the event of a pandemic situations have two aspects: Preventative measures that should be continuously exercised at all times (not just in the aftermath of an outbreak), and measures that should be taken to prevent the spread of the pandemic to the uninfected. This includes caring for those already infected.

Preventative Measures:

Due to the nature of pandemics, once an outbreak has begun to occur, its effects can only be mitigated by “passive” measures, as activity to actively prevent its spread often worsens the situation. It is important to note that the best forms of

pandemic control are measures that are regularly recommended to the public, both through the Centers for Disease Control and Prevention, and through JCPH. These recommendations stress individual actions and preparedness above all else, and must be continually stressed to the public in the event of a pandemic. They include:

1. **Prepare individuals' homes for a pandemic:** Store water and food, have extra necessary prescription drugs on hand, have nonprescription drugs and health supplies on hand.
2. **Limit the spread of germs and prevent infection:** Wash hands frequently with soap and hot water and instruct children to do the same. Cover coughs and sneezes with tissues. Stay indoors and isolate, and stay away from school and work if already ill.
3. **Stock up on other necessary supplies (i.e. dog food, garbage bags, etc.).**

Stressing these steps repeatedly to the public will help prevent the spread of the pandemic to those who have not yet been infected. It is important to disseminate this information early and often at the first sign of a pandemic.

Preventing pandemic spread/caring for those already infected:

- JCPH will have command and control for health during an epidemic in Jefferson County.
- JCPH has statutory authority to establish, maintain and enforce isolation and quarantine and to exercise such physical control over property and the persons of the people within the jurisdiction.
- Depending upon the magnitude of the incident, CDPHE may assume a coordinating role. CDPHE will work with Colorado Emergency Management Agency and FEMA to coordinate access to additional federal assets, including the Centers for Disease Control and Prevention and other components of the US Public Health Service.
- Will disseminate information to the public through the JCPH Risk Communication Plan.
- A joint Information Center (JIC) will also be established.
- The activities of the JIC will be directed by the county PIO or designee. A spokesperson will be available 24 hours, seven days a week for the duration of the emergency.
- The JIC will serve as the primary vehicle for broadcasting emergency health and safety information to the public.

In this situation, the role of departments and agencies within the City of Wheat Ridge are:

- The Wheat Ridge Police Department will lead local responsibilities for law enforcement, including coordinating security at public health facilities as staffing allows.

- All Wheat Ridge public safety offices will coordinate public safety efforts with surrounding jurisdictions including coordinating security at Public Health facilities as staffing allows.
- SCL Health Lutheran Hospital and other medical care facilities, physicians, and other health care workers will have primary responsibility for providing medical care to ill and exposed persons. Individual hospitals will have responsibility for assuring that adequate medical personnel, supplies and facilities are available to treat the ill and exposed persons within their hospital.

Annex XXXI – Chemical, Biological, Radiological Attack

Lead

Agency/Agencies: **Wheat Ridge Police Department**

Supporting

Agency/Agencies: **West Metro Fire Rescue**
 Fairmount Fire Rescue
 Arvada Fire Protection District
 Adams/JeffCO Hazard Response Authority
 All Wheat Ridge City Departments

Purpose

This section of the EOP establishes a framework and procedures that will be used to respond to a chemical, biological, or radiological (CBR) attack. This section is written to be consistent with the framework as provided by the Wide Area Response and Recovery Plan (WARRP) and is designed to provide a flexible strategy for the direction, control and coordination of City operations specific to CBR attacks.

Situation

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

Assumptions

- An attack may not be recognized as a terrorism event until there are multiple casualties.
- There may be multiple events.
- First responders will be placed at higher risk of becoming casualties.
- Mass casualties/fatalities will occur. National support teams may be called in.
- The event may overwhelm local resources.

Concept of Operations

The response of the City of Wheat Ridge to a CBR attack will utilize an “Optimization” approach. Optimization is a flexible approach under which applicable dose and/or risk benchmarks may be identified from State, Federal and other sources (e.g., national and international advisory organizations) such information may be useful in supporting assessments of site-specific circumstances and balancing other relevant factors. All of the following factors need to be considered:

- Areas impacted (e.g., size, location relative to population)
- The identity and characteristics of the containment

- Other hazards present
- Human health risk
- Public welfare
- Ecological risks
- Actions already taken
- Projected land uses
- Preservation or destruction of places of historical, national, or regional significance
- Technical feasibility
- Wastes generated and disposal options and costs
- Costs and available resources to implement and maintain remediation options
- Short-term effectiveness
- Long-term effectiveness
- Timelines
- Public acceptability including local cultural sensitivities
- Economic effects (e.g., on employment, tourism and business)
- Intergenerational equity

The site-specific optimization process provides an opportunity for decision makers to gain public confidence through the involvement of stakeholders. The goals of site-specific optimization are:

- 1) Transparency – The basis for cleanup decisions should be publicly available.
- 2) Inclusiveness – Representative stakeholders should be involved.
- 3) Effectiveness – Technical subject matter experts should analyze available options and assess various technologies in order to identify optimal solutions.
- 4) Shared accountability – The final decision to proceed will be made jointly by Federal, State and local officials.

The following steps will be taken to respond to a CBR event in the City of Wheat Ridge.

Notification

- If incoming information of a possible biological incident appears credible and requires a response, the responsible receiving persons(s) relays key information to appropriate agencies (e.g., police fire, public health, Hazmat teams, FBI and DHS).
- Suspect release sites are identified and people are dispatched to the scene to initiate a First Response.

First Response:

- Hazmat and emergency actions take place when first responders arrive on the scene to address any immediate threats to life or valuable property

necessary for public welfare (e.g., critical infrastructure) and to establish control of the situation.

- A command post is established.
- Any needed rescue operations are initiated.
- Mitigate any life-threatening or hazardous conditions (e.g., fire or explosion).
- Preliminary tests are conducted to determine whether the threat substance is organic or likely to be a hazard.

Characterization:

Additional screening sampling and analysis is performed to determine the identity of the biological agent and approximate location(s) of contamination.

Of Biological Agents

- Further detailed characterization of a biological agent includes obtaining viable agent, confirming its identity, determining the formulation, and understanding its relevant characteristics.

Or Affected Sites

- Characterization of an affected site includes describing its size, heating, ventilation and air conditioning (HVAC) systems, ambient environmental conditions (such as temperature and relative humidity), structural materials, stored materials, and contents.
- If decontamination is warranted, the characteristics of the site and its contents may affect selection of a decontamination strategy as well as the efficacy of decontamination agents.

Decontamination and Clearance:

- An overall decontamination and clearance strategy is developed through the optimization process and uses agent- and incident-specific information.
- After the strategy is determined and the decontamination agent(s) is selected, a Remediation Action Plan (RAP) is prepared that lays out an overall strategy for decontaminating the contaminated site and its contents.
- Before decontamination can proceed, site preparation is necessary.
- Source reduction involves removing certain items and/or materials from a contaminated site for further treatment and reuse or disposal.
- The remaining items and site surfaces may need to be cleaned prior to the main decontamination activity. Waste disposal runs concurrently with source reduction, but continues throughout the entire decontamination process.

Restoration/Re-occupancy:

- Once a building is cleared for reuse by workers and others without the need for PPE, it may still require extensive work prior to reoccupation by employees and the general public.
- Site-specific restoration plans will detail any necessary renovations, re-occupancy and reuse criteria.
- Upgrading a facility may also take place to make it less vulnerable to future biological agent attack or incident.
- After renovations are completed and monitoring indicates that the established criteria have been met, a re-occupancy decision is made about whether to permit residents and employees to return.

Appendix A

City of Wheat Ridge Open Space Wildlife Management Plan

Wheat Ridge City Charter References

Sec. 3.2. Power and duties of the mayor.

The mayor shall be the recognized head of the city government for all legal and ceremonial purposes. All contracts in writing binding the city, all conveyances of interests in land by the city, and any other documents requiring his signature shall be signed by the mayor (or person acting as mayor as herein provided).

The mayor shall be the chief elected officer of the city. The mayor shall be responsible for the efficient administration of all affairs of the city placed in his charge. The mayor shall serve as a liaison between the city council and the city administration, including, but not limited to, attendance at meetings and special events involving the city administration.

The mayor shall be a conservator of the peace, and in emergencies may exercise within the city the powers conferred by the Governor of the State of Colorado for the purposes of military law, and shall have the authority to command the assistance of all able-bodied citizens to aid in the enforcement of the ordinances of the city and to suppress riot and disorder. Except as may be required by statute, the mayor shall exercise such other powers as the council shall confer upon him.

The mayor shall have the power to veto any ordinance passed by the council in accordance with the procedure set forth in section 5.14 of this Charter. The mayor shall also preside over city council meetings.

In the event of a tie vote by the city council, except upon adoption or amendment of the budget, the mayor shall cast a tie-breaking vote. In no other instance shall the mayor cast a vote on a matter presented to the council for decision. On any ordinance upon which the mayor has cast a tie-breaking vote, the mayor shall not exercise his power to veto said ordinance.

Wheat Ridge Code of Laws (references)

Chapter 6 CIVIL DISASTERS AND EMERGENCIES*

***Cross references:** Interference of public officers at scene of disaster, § 16-155.

State law references: Home rule powers, Col. Const. Art. XX, § 6; Colorado Disaster Emergency Act of 1973, C.R.S. § 24-33.5-701 et seq.

Article. I. In General

Secs. 6-1--6-20. Reserved.

Article II. Civil Emergencies

Sec. 6-21. Purpose of article.

Sec. 6-22. Violations.

Sec. 6-23. Mayor's powers--Generally.

Sec. 6-24. Same--Declaration of emergency.

Sec. 6-25. Same--Enumerated.

Sec. 6-26. Proclamation of emergency--When effective.

Sec. 6-27. Same--Termination.

ARTICLE II. CIVIL EMERGENCIES*

***State law references:** Local disaster emergencies, C.R.S. § 24-33.5-709.

Sec. 6-21. Purpose of article.

The city will from time to time in the future, in all probability, have within its corporate limits fires, floods, civil disturbances and riots; and, therefore, it is deemed in the best interest of the city to exercise certain emergency police powers necessary to and incidental to the maintenance of the safety, health and welfare of the citizens of the city.

(Code 1977, § 7-1)

Sec. 6-22. Violations.

Any person who shall willfully fail or refuse to comply with the orders of duly authorized law enforcement officers or personnel charged with the responsibility of enforcing the proclamation of emergency authorized herein shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than one thousand dollars (\$1,000.00).

(Code 1977, § 7-7; Ord. No. 1998-1120, § 3, 6-8-98)

Sec. 6-23. Mayor's powers--Generally.

Emergency police powers shall be placed in the hands of the mayor of the city and that these powers should be exercised only in the event of an emergency as herein contemplated and shall only be exercised for such period of time as the actual emergency exists and further that such powers shall only be invoked after declaration and proclamation of an emergency.

(Code 1977, § 7-2)

Sec. 6-24. Same--Declaration of emergency.

In addition to any and all powers enumerated in the ordinances of the city, the mayor shall have further emergency powers necessary to preserve the peace and order of the city as follows:

(1) The mayor shall have the power to declare an emergency to exist when, in his opinion, one (1) or more of the following conditions exists:

- a. That there is extreme likelihood of danger of destruction of life or property due to unusual conditions.
- b. Unusual or extreme weather conditions, making use of city streets or areas difficult or impossible.
- c. Civil unrest, commotion or uprising is imminent or exists.
- d. There is a stoppage or loss of electrical power affecting a major portion of the city.

(2) The emergency shall be declared in a proclamation of the mayor, which proclamation shall be delivered to the chief of police, who shall then see that such proclamation is delivered to all news media within the city who shall immediately notify the public of such proclamation and that violators will be arrested and subject to penalty.

(Code 1977, § 7-3)

Sec. 6-25. Same--Enumerated.

After declaration of an emergency under the provisions of this article, the mayor shall have the authority to exercise any or all of the following powers:

(1) *Call upon enforcement agencies.* To call upon regular and auxiliary enforcement agencies and organizations within or without the city to assist in preserving and keeping the peace and the preservation of life and property of the citizenry of the city.

(2) *Close streets and sidewalks.* The power to close streets and sidewalks and to delineate areas within the city wherein an emergency exists.

(3) *Curfew.* To impose a curfew upon all or any portion of the city thereby requiring all persons in such designated curfew areas to forthwith remove themselves from the public streets, alleys, parks or other public places; provided, that ambulance operators performing medical services, utility personnel maintaining essential public services, firemen and city authorized or requested enforcement officers and personnel may be exempted from such curfew.

(4) *Business closing.* To order the closing of any business establishments anywhere within the city for the period of the emergency, such businesses to include, but not be limited to, those selling intoxicating liquors, malt beverages, gasoline or firearms.

(5) *Acts necessary to preserve life.* The power to do any and all acts necessary and incidental to the preservation of life, limb and property within the city.

(Code 1977, § 7-4)

Sec. 6-26. Proclamation of emergency--When effective.

The proclamation of emergency specifying with exactness the area in which the emergency is declared to exist shall become effective upon its issuance and dissemination to the public by the appropriate news media.

(Code 1977, § 7-5)

Sec. 6-27. Same--Termination.

(a) Any emergency proclaimed in accordance with the provision of section 6-24 shall terminate after forty-eight (48) hours from the issuance thereof, or upon the issuance of a proclamation determining an emergency no longer exists, whichever occurs first; provided, however, upon declaration of a second or further emergencies to exist the emergency powers set forth herein may be exercised during such further emergency period or periods, but never for more than forty-eight (48) hours in one (1) declared emergency period.

(b) No emergency period shall extend beyond the next regular, special or called meeting of the city council unless at such meeting the declaration of emergency is specifically approved by resolution of the council.

(Code 1977, § 7-6)

ARTICLE I. IN GENERAL

Sec. 19-1. Creation of department.

There is hereby created a police department for the city which shall consist of one (1) chief of police and as many policemen as may from time to time be deemed necessary for the safety and good order of the city.

(Code 1977, § 18-1)

Sec. 19-2. Rules and regulations.

The police department shall be operated and managed in accordance with such departmental rules and regulations as may from time to time be adopted by the chief of police with the approval of the city manager.

(Code 1977, § 18-3)

Sec. 19-3. Duties of police force.

It shall be the duty of the police force to suppress all riots, disturbances and breaches of the peace and apprehend any and all persons in the act of committing any offense against the laws of the state or of the ordinances of this city and to forthwith bring such persons before the proper court or other competent authority for examination; and, at all times, to diligently and faithfully enforce all such laws, ordinances and regulations for the preservation of good order and the public welfare as the city council may enact. Every officer so authorized to make arrests or to serve process may, in the discharge of his duties, enter into all public places and, with or without process, arrest any persons upon probable cause that such persons have committed any crime or violated any city ordinance, and forthwith bring such persons before the proper court if such court be then in session and, if not, then to convey such persons to the designated city jail until such time as they can be brought before such court, then to deliver them up for trial and examination.

(Code 1977, § 18-4)

Sec. 19-4. Chief of police generally.

The chief of police may be appointed from the ranks of the classified service, and, in such an event, during the time he shall serve in such capacity he shall retain and have accrued to him such time as active service in the police department and in the classified service thereof, for all purposes in connection with retirement, pension benefits, sick leave, vacation leave, terminal pay, hospitalization, doctors, surgeons, nurses and medical care when injured in the line of duty, leaves of absence when injured in the line of duty, benefits to his wife and dependent children upon death and all other benefits of the classified service of the police department which may now be in force or hereafter be provided, other than salary, on the same basis and with the same effect as if during such time he

had remained in active service in the police department and in the classified service thereof in the rank which he held in the classified service when appointed. (Code 1977, § 18-2)

Sec. 19-5. Powers and duties of chief of police.

The chief of police works under immediate supervision of the city manager to perform the following functions:

- (1) Maintaining law and order, protecting life and property.
- (2) Directing and controlling traffic.
- (3) Investigating and apprehending law violators and maintaining of police records.
- (4) Regulating and inspecting required licenses.
- (5) Cooperating with other law enforcement agencies.
- (6) Coordinating with all groups and governmental units on law enforcement matters.
- (7) Preparing drafts of proposed regulatory ordinances and laws regarding public safety and enforcement of laws.
- (8) Preparing and justifying the annual budget for law enforcement services.
- (9) Preparing studies relating to public safety and providing input to traffic engineering and planning.
- (10) Conducting crime prevention programs.
- (11) Providing members to the police pension board in accordance with the police pension plan.
- (12) Directing the animal control program.
- (13) Preparing law enforcement assistance grant applications and administering grant funds.
- (14) Working with the city manager or his or her designee on hiring and disciplinary procedures.
- (15) Providing central dispatching services for fire district and police vehicles.

(Code 1977, § 18-5; Ord. No. 1259, § 6, 8-12-02)

Sec. 19-6. Police officers--Duties.

All members of the police department shall have the following powers and duties:

- (1) They shall perform all duties required of city marshals.
- (2) They shall suppress all riots, disturbances and breaches of the peace, apprehend all disorderly persons in the city, and shall pursue and arrest any person fleeing from justice in any part of the state.
- (3) They shall be the enforcement officers of the city and shall see that the ordinances of the city and the laws of the state are complied with. They shall arrest without process all persons engaged in the violation in their presence of any provision of the ordinances of the city or the law of the state. Upon such arrest they shall forthwith convey such offenders before the proper officer to be dealt with according to law; provided, that they may incarcerate any person whom they shall arrest at a late and unusual hour of the night until the following morning; and

provided, further, that in the special cases relating to traffic offenses they may release an arrested person upon his written promise to appear in court.

(4) They shall report such offenses as may come to their knowledge to the proper city official or they shall report the same to the municipal judge securing a warrant for the arrest of offenders when desirable.

(5) They shall execute and return all writs and process to them directed by the municipal judge in any case arising under a city ordinance, and they may serve the same in any part of the county in which such city is situated.

(6) They shall observe the condition of the streets, sidewalks and alleys of the city, and of any obstruction, nuisance or impediments therein, and shall take necessary measures to remove or abate the same.

(Code 1977, § 18-6)

Sec. 19-7. Same--Oath.

Before entering upon the duties of his office, each police officer shall take and subscribe an oath that he will support the Constitution and laws of the state, the Constitution of the United States, and the ordinances of the city, and that he will faithfully perform the duties of the office upon which he is about to enter.

(Code 1977, § 18-7)

Sec. 19-8. Assignment by chief of police of officers to temporary extraterritorial duty.

The chief of police may, in his discretion, upon request of the chief of police or person exercising the functions thereof in any other jurisdiction, assign police officers under his control together with such equipment as he shall deem to be proper, to perform temporary duty in the requesting jurisdiction.

(Code 1977, § 18-10)

Sec. 19-9. Appointment and powers of special and reserve police.

The chief of police, upon the approval of the city manager, may appoint special police officers as he may deem necessary during times of emergency. Such appointments shall not exceed seven (7) days without approval of the city council. The chief of police, with the approval of the city manager and city council, may appoint such number of special police officers as he deems necessary to serve upon days of election, public celebration and holidays; and such special police officers shall have and possess all arrest powers of regular police officers during the time for which they are serving under appointment to active duty. The chief of police may appoint such number of reserve police officers as authorized by city council, and such reserve police officers shall have all the arrest powers of regular police officers. However, reserve police officers shall not have the pay, retirement, fringe benefits or privileges conferred on behalf of regular police personnel of the city.

REFERENCE: **Colorado Disaster Declaration Process**

Disaster Declarations usually follow these steps:

- **Local government responds**, supplemented by mutual aid from neighboring communities and volunteer agencies. If the disaster exceeds the local capabilities, they can request state assistance.

A local government may declare a local disaster or an emergency through the chair of the Board of County Commissioners, or other principal executive officer of a political subdivision, through an order or proclamation and submit it to the state. This activates response and recovery of all applicable local and inter-jurisdictional disaster emergency plans.

Why Declare a Disaster?

- To gain access to TABOR emergency reserves
- To qualify for certain types of federal and state disaster assistance
- To activate local and inter-jurisdictional emergency plans and mutual assistance agreements
- To support the enactment of temporary emergency restrictions or controls (e.g., curfews, price controls)
- **The State Responds** with state resources as requested (and/or needed) by the local government.

The Colorado Division of Emergency Management, Department of Military and Veterans Affairs, Department of Public Health & Environment, Department of Transportation, Department of Local Affairs, Department of Public Safety, Colorado State Patrol, Department of Human Services, Department of Agriculture, and the Department of Natural Resources are all examples of Colorado agencies who may respond to a disaster.

The State may declare a disaster or emergency by Executive Order or Proclamation of the Governor if the Governor finds a disaster has occurred or that this occurrence or the threat of a disaster or emergency is imminent. This frees up State TABOR reserves and Disaster Emergency funds, enables the Governor to temporarily enact or suspend State restrictions or controls, activates the State Emergency Operations Plan, and activates the State Emergency Operations Center.

- **Damage Assessment.** The state can request a disaster declaration from the Governor with a preliminary damage assessment from the local government through the state Division of Emergency Management.

The state can also perform a formal federal, state, and local preliminary damage assessment with FEMA to determine if damage amounts may qualify for a presidential disaster request and therefore, federal assistance.

A presidential disaster declaration and/or emergency can be requested by the governor to the President through FEMA, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery is made.

- **FEMA** will evaluate the request and recommend action to the White House based on the disaster damage assessment, the local community and the state's ability to recover.
- **The President** approves the request or FEMA informs the governor it has been denied. The decision process could take a few hours or several weeks depending on the nature of the disaster.

Note: The difference between a **disaster declaration** and an **emergency declaration** is that an emergency can be declared even though there is no disaster. An example would be the Summit of the Eight or World Youth Day. Additional resources were requested and the State Emergency Operations Plan was activated. Also, an emergency declaration is generally of lesser scope and impact than a major disaster declaration. -----

Disaster Declaration

Sample Disaster / Emergency Declaration

WHEREAS, The City of Wheat Ridge suffered serious damage to roads, bridges, homes, businesses, and other public and private facilities caused by excessive snow melt and unreasonably heavy rains, which occurred on _____;
and _____ (date)

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the city's available resources;
Now **THEREFORE**, be it resolved, that the City Council of Wheat Ridge, Colorado, declare this to be a disaster area.

DATED AT _____, COLORADO
THIS _____ DAY OF _____, (DATE)
at _____ (TIME)

Mayor of the City of Wheat Ridge

**NOTE: Supply two (2) copies to CDEM -
9195 East Mineral Avenue, Suite 200
Centennial, Colorado 80112
Fax: 720.852.6750
DEM will forward one (1) copy to the Governor's Office.**

REQUEST FOR CITY COUNCIL ACTION**TITLE: A MOTION APPROVING FUNDING FOR A WHEAT RIDGE BUSINESS RECOVERY PROGRAM IN RESPONSE TO COVID-19 AND COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT PUBLIC HEALTH ORDER 20-22**

- PUBLIC HEARING
 BIDS/MOTIONS
 RESOLUTIONS

- ORDINANCES FOR 1ST READING
 ORDINANCES FOR 2ND READING

QUASI-JUDICIAL: YES NO


City Manager**ISSUE:**

The impact of COVID-19 on American businesses has increased dramatically over the last two weeks as state and local governments order mandatory shut-downs and ‘shelter in place’ orders, further complicating operations for businesses already impacted by COVID-19. On March 16, 2020, the Colorado Department of Public Health and Environment issued Public Health Order 20-22 which closed bars, restaurants, theaters, gymnasiums and casinos through April 30, 2020.

PRIOR ACTION:

At the March 20, 2020 Special City Council meeting, City Council provided direction to staff “to come up with an amount of money that they are able to provide as a financial package to support small businesses directly impacted by public health order 20-22 while taking into consideration the City’s forecast discussed by the City Manager and the shortfall the City will also be experiencing.”

FINANCIAL IMPACT:

COVID-19 will have a significant impact on the City’s short-term and potentially long-term financial picture. The virus is pushing the U.S. and world economies into a severe recession. Seventy-percent (70%) of the City’s General Fund revenues are generated from sales and use tax which will be greatly reduced due to the current closures of certain businesses and the potential long-term downturn in the economy. Other revenue sources from lodgers’ tax, building division fees and parks and recreation fees will also be impacted. Staff has been modeling several potential scenarios to determine the impacts of COVID-19 of the City’s revenues.

Scenario	% Reduction	Estimated Reduction	Assumptions
A	12%	\$4,539,188	<ul style="list-style-type: none"> • Retail (including grocery and liquor): 10% reduction in March, April and May. 5% remainder of year • Food and Beverage (F&B): 75% reduction in March, April and May • Building permit and use tax reduction: 30% April – December • Recreation revenue reduction for part of March and whole month of April • Interest earnings: 25% through August. 40-50% Q4. • Minor reductions (5-10%) in all other areas including Lodging Tax, Admissions Tax and other Charges for Service.
B	22%	\$8,056,992	<p>As above with greater impact as follows:</p> <ul style="list-style-type: none"> • Retail: 25% March, 50% April, 25% May, 20% June - August and 10% reductions remainder of year • F&B: 50% reduction in June and 30% reduction in July • Building permit and use tax: 35% April - December
C	32%	\$12,046,659	<p>As above with greater impact as follows:</p> <ul style="list-style-type: none"> • Retail (including grocery and liquor): 30% March, 60% April, 30% May, 20% June-September, 10% October – December • F&B: 75% March – May. 50% June – September. 30% October- December • Building permits and use tax: 35% April - December • Recreation Center closure through May

Potential General Fund revenue losses in 2020 could range between 12% and 32% or \$4.5 million and \$12.0 million. We truly do not know how long this COVID-19 event will last as we are in the early stages of understanding the potential impacts.

To help mitigate these revenue losses, I asked staff to identify potential 2020 budget deferrals and cuts in all funds. In a worst case scenario, staff identified approximately **\$5.4 million**, including the following:

- General Fund Budget – potential expenditure reductions in the amount of **\$2.5 million** including hiring freezes, conference and training, office supplies, information technology, fleet replacement, forestry services, facility repair and improvements, contractual services and the 44th Avenue Corridor Subarea Plan.
- CIP Budget – potential expenditure reductions in the amount of **\$2.0 million** including bridge repairs, street preventative maintenance and building security improvements.
- Open Space Budget – potential expenditure reductions in the amount of **\$935,000** including the Open Space Management Plan and the redevelopment of “The Green”.

Other Current City Financial Obligations

The City currently has two large financial obligations for critical capital improvement projects in 2020/2021 that the City will need to cash flow to meet those obligations:

- The I-70 hook ramp project is currently under construction and the estimated project cost is close to \$17.5 million. The City’s 2E Bond Fund has \$10 million available for this project and the City is obligated to cover the remaining budget with City funds until the Clear Creek Crossing developer issues bonds to reimburse the City. Those bonds may not be issued until the end of 2020 so the City will have this unfunded obligation in 2020.
- The Wadsworth Improvement project budget is estimated at about \$45 million and is primarily funded through grants. However, the grants are reimbursed to the City after the costs have been incurred. Staff estimates grant reimbursement could take as long as 4 months requiring the City to cash flow approximately \$4 million at any given time to keep the project moving forward. In addition, the Wadsworth Improvement project has not gone out to bid so the \$45 million estimated budget could increase when actual bids are received. In addition, there is a significant amount of right-of-way that needs to be purchased from private property owners. If City Council is reluctant to use the eminent domain process to determine the fair market value of the right-of-way, the City may have to overpay to acquire this property which could potentially increase the total project budget above \$45 million.

Staff had identified the CIP Budget deferrals and cuts listed above several months in anticipation of these cash flow needs. In addition, staff is working with the City’s business banker to establish a line of credit to assist with these cash flow needs.

General Fund Reserves

Total General Fund reserves in 2020 are projected at \$9,940,078 based on budgeted expenditures and projected revenues in 2020. Of this amount, \$7,400,048, or 18.8% of General Fund expenditures, are considered unrestricted and \$1,183,057 is restricted for emergencies. The City’s General Fund Reserve Policy requires that City Council maintain a minimum 17% undesignated reserve balance.

The following table summarizes the impacts to the General Fund undesignated reserves based on each of the Coronavirus impact scenarios. Scenario A, the best case, would require that the City reduce General Fund expenditures in 2020 by approximately \$4.5 million to maintain a 17% undesignated reserve balance. Scenario C, the worst case, would require that the City reduce General Fund expenditures in 2020 by approximately \$12.0 million to maintain a 17% undesignated reserve balance.

	Scenario A	Scenario B	Scenario C
Available Reserves	\$7,400,048	\$7,400,048	\$7,400,048
Revenue Loss	\$4,539,188	\$8,056,992	\$12,046,659
New Reserve \$	\$2,860,860	-656,944	-\$4,646,611
New Reserve %	6.6%	-1.5	-10.8%
Cuts required to reach 17%	\$4,472,131	\$7,989,935	\$11,979,602

BACKGROUND:

COVID-19 is a respiratory illness caused by a novel coronavirus, and like other respiratory illnesses, is transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic anywhere from two to fourteen days after exposure. Symptoms include fever, cough or shortness of breath or difficulty breathing. Individuals with serious chronic health conditions and older adults are most at risk for becoming very ill with this disease. As of March 26, 2020, there were 1,086 positive cases of COVID-19 in Colorado and 93 in Jefferson County.

The Centers for Disease Control and Prevention (CDC) in the United States Department of Health and Human Services (HHS) has recommended community mitigation strategies such as social distancing measures in order to protect the public’s health. One area of concern for possible transmission of disease is when large numbers of people gather. The CDC has issued guidance concerning the factors to consider when determining whether to hold an event or gathering, and the White House has recommended limiting mass gatherings to no more than (10) persons. The CDC defines a mass gathering as “a planned or spontaneous event with a large number of people in attendance that could strain the planning and response resources of the community hosting the event, such as a concert, festival, conference, or sporting event.”

Additional community mitigation strategies implemented at the local level include, but are not limited to, the following:

- On March 16, 2020, the Colorado Department of Public Health and Environment issued Public Health Order 20-22 which closed bars, restaurants, theaters, gymnasiums and casinos through April 30, 2020.
- On March 22, 2020, Governor Polis issued an Executive Order D2020-013 ordering non-critical workplaces to reduce their in-person workforce by 50% and to implement tele-work capabilities to the greatest extent possible.
- On March 25, 2020, Jefferson County Public Health issued Public Health Order 20-002 requiring all individuals in Jefferson County to stay at home except for certain essential activities and work to provide essential business and government services or perform essential public infrastructure construction, including housing, as further defined in the public health order. (Rescinded on March 26; adopted state stay in place order below)
- On March 25, 2020, Governor Polis issued Executive Order D2020-17 ordering Coloradans to stay in place due to the presence of coronavirus disease 2019 (COVID-19) in the state. The Order was effective 6:00 a.m. on March 26th and expires at 11:59 p.m. on April 11th, unless extended.

CURRENT BUSINESS RESOURCES:

There are numerous programs and services being offered by federal, state and local agencies to assist businesses during this unprecedented time. Following is a summary:

- The U.S. Senate passed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 25th. Passage in the U.S. House is expected by the end of the week. The CARES Act includes, among other programs, the following:

Small Business Paycheck Protection Program

A \$325 billion small business loan program designed for businesses having fewer than 500 employees to be administered through the Small Business Administration (SBA). The maximum amount of the loan is the lesser of a multiple of 2.5x payroll or \$10 million. Under certain conditions, there are aspects of the loan that qualify for forgiveness (keeping staff employed). The deadline to apply for the small business loan program is June 30, 2020.

Large Business Loan Program and Credit Facility

A second loan program has been established for larger businesses that do not otherwise qualify for the small business offering. The total value of this program is \$425 billion. Loans must be secured, for a term of not more than 5 years, and subject to an annualized interest rate that is

not higher than 2 percent per annum. For the first six months after any direct loan is made, there is no principal or interest due or payable.

Individual Tax Relief

Recovery rebates of up to \$1,200 for individuals (phase out beginning at \$75,000 annual income) or \$2,400 for married couples (phase out beginning at \$150,000 annual income), each increased by \$500 for every child.

Enhanced Unemployment Benefits

Unemployment benefits have been enhanced by adding a \$600/week across-the-board payment increase through the end of July, 2020. In addition, for those who need it, the bill provides an additional 13 weeks of benefits beyond what states typically allow. The expansion in unemployment benefits expires at the end of 2020 in recognition of the temporary nature of this challenge.

- The U.S. Small Business Association Economic Injury Disaster Loans (EIDLs) – Working capital loans to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period and are for a maximum of \$2 million.
- Colorado Department of Labor and Employment (CDLE) - the Work-Share Program gives businesses an alternative to laying off their employees. It allows businesses to let their employees keep working, but with fewer hours. While they are working fewer hours, CDLE pays them part of their regular unemployment benefits.
- Kiva - Kiva lenders have shown their commitment to providing financial assistance to all by making 0% interest loans to entrepreneurs in the U.S. on Kiva.org for the last 10 years. In today's difficult circumstances, Kiva is making it as easy and impactful as possible for small businesses in the U.S. to have access to affordable capital on the Kiva platform—capital that may be the difference between shutting down and keeping their doors open.

Effective immediately, U.S. applicants for a Kiva loan will have access to the following:

- Expanded eligibility: More businesses in the US will be eligible for a Kiva loan.
 - Larger loans: The maximum loan on the Kiva platform will increase from \$10,000 to \$15,000.
 - Grace period: New borrowers may access a grace period of up to 6 months for greater financial flexibility.
- Facebook is offering \$100 million in cash grants and ad credits for up to 30,000 eligible small businesses in over 30 countries. Grants are eligible to keep workforces going strong, to help with rent costs, connect with more customers and cover operational costs.

- The James Beard Foundation Food and Beverage Industry Relief Fund (the “Fund”) will provide critical financial assistance to small, independent restaurants that, due to the COVID-19 (Coronavirus) national disaster, have an immediate need for funds to pay set operating expenses and keep from going out of business. Their goal is partner with federal, state, and local governments to provide for workers, sustain local business, reduce the financial impact on communities, and otherwise mitigate the severe economic consequences of this global pandemic.
- The Opportunity Fund is committed to supporting existing and new small business customers who are financially struggling amidst the COVID-19 outbreak. Small business owners whose businesses have been impacted, can contact the Opportunity Fund directly to see financial assistance.
- Existing brick & mortar business that has been negatively affected by the COVID-19 outbreak can launch a capital raise on Mainvest and be eligible to receive a \$2,000 zero-interest loan immediately. Then through the capital raise, the business can receive over \$100,000 of investment from the community.
- Here in Wheat Ridge, Localworks approved a new loan program designed to augment a business’ ability to adapt to unplanned business expenses associated with the COVID-19 pandemic. Loans are interest free for up to 36 months up to a maximum amount of \$5,000.
- The City, in partnership with the Wheat Ridge Business Association and Chamber of Commerce, created the Eat-Ridge website highlighting food-related businesses open in Wheat Ridge offering takeout, delivery or curbside options and Biz-Ridge for all other businesses. In addition, the website includes a Coronavirus Business Toolkit to connect Wheat Ridge businesses with other business resources.

RECOMMENDATIONS:

In this time of instability and with so much yet to learn about the duration of this health crisis and the impacts it will have on the economy, a prudent approach is to continue to monitor the economy and the impact on the City’s general fund revenues, partner locally to help connect businesses with new and existing resources designed to help, and continue to encourage residents to support Wheat Ridge small businesses’ in whatever ways are possible under the current public health orders.

Based on the analysis provided in this staff report and considering all the other resources being provided to businesses, if City Council desires to provide immediate assistance to the Wheat Ridge business community, staff would recommend that City Council appropriate no more than \$250,000 initially to fund a Business Recovery Program. As updated financial data is collected over the next several months, staff can provide additional recommendations to City Council.

RECOMMENDED MOTION:

“I move to appropriate \$250,000 from General Fund undesignated reserves to fund a Business Recovery Program in response to COVID-19”

Or,

“I move to appropriate \$_____ from General Fund undesignated reserves to fund a Business Recovery Program in response to COVID-19”

REPORT PREPARED BY:

Patrick Goff, City Manager

Alli Scheck, Administrative Services Director