

Ouray County Emergency Preparedness Plan

Adopted by
Ouray County
Board of County Commissioners
Resolution No. 2012-033
on November 7, 2012

In the event of an emergency or disaster, one of the primary concerns for County preparedness is ensuring that records maintained by various County offices are not destroyed, or that those records have been duplicated or backed-up electronically. In order for Ouray County to be fully prepared for an emergency, it is the recommendation of the Local Emergency Planning Committee/Emergency Planning Team that:

1. Human Resources should have all employee files in a digital format or stored in a fireproof and waterproof location.
2. The County Assessor's office should have files backed up and stored at an offsite location and maps put into a digital format.
3. The Ouray County Land Use Office should work towards having all files, both current and historic, backed up in a digital format.
4. The Ouray County Sheriff's Office should put files into a digital format.
5. The Ouray County EMS should put patient care reports into digital format.
6. The Ouray County Coroner should put all files into a digital format.
7. The County Administrator should ensure that the County's financial information and software are backed up and copies stored at an offsite location.
8. The Treasurer and Clerk and Recorder should work on putting both current and historic records into a digital format and store backup copies of records at an offsite location.
9. All County employees should complete FEMA (Federal Emergency Management) recommended NIMS (National Incident Management System) training.
10. The Road and Bridge Department should find area governmental or private partners to enter into one or more agreements for use of a generator to assist in running Land Use and Road and Bridge during emergency or disaster events.
11. The Ouray County Fairgrounds Manager and County Administration should work with area governmental or private partners to enter into an agreement for use of a generator for the Ouray County 4-H Event Center to be used during emergency or disaster events.
12. The County facilities personnel should ensure that the Ouray County 4-H Event Center is appropriately configured for generator access and deployment.

TABLE OF CONTENTS

I.	Introduction.....	1
II.	Purpose.....	1
III.	Executive Summary	1
IV.	Applicability and Scope.....	2
V.	Essential Functions	2
VI.	Concept of Operations of Essential Functions	3
	Activation.....	3
	Designated Roles and Responsibilities	4
	1. Board of County Commissioners (BOCC).....	4
	2. County Administrator	4
	3. County Attorney	5
	4. Sheriff’s Department	5
	5. Emergency Manager.....	6
	6. Ouray County Emergency Medical Services (OCEMS).....	6
	7. County Administrative Staff.....	7
	8. County Assessor	7
	9. Clerk and Recorder.....	7
	10. County Treasurer	7
	11. Ouray County Information Technology / Geographic Information System (IT/GIS)	8
	12. County Maintenance.....	8
	13. Ouray County Fairgrounds / Ouray County 4-H Event Center	8
	14. Ouray County Animal Control	9
	15. County Coroner	9
	16. County Planner	9
	17. Ouray Public Health Agency.....	10
	18. Ouray County Social Services Department.....	10
	19. County Road and Bridge Department	10
	20. Ouray County School Districts.....	11
	21. Amateur Radio Operators.....	11
	Alternate Facility Operations.....	11
	Resuming Day-to-Day Functions	11

VII. Plan Maintenance Responsibilities, Training and Exercise 12

VIII. Logistics 12

 Alternate Location 12

 Interoperable Communications 13

IX. APPENDIX 13

 A. Acronyms Relating to Emergency Preparedness Plan 13

 B. Emergency Support Function: Introduction 13

X. ADDITIONAL REFERENCE DOCUMENTS 13

 A. Wildfire Annual Operating Plan 13

 B. Colorado Wildfire Protection Plan 13

 C. Other Plans Determined by EPT/LEPC 13

I. INTRODUCTION

Government agencies need to anticipate how they will provide services during a disaster, how to resume services once they have been interrupted, or alternative means for providing services during a disaster. This Emergency Preparedness Plan provides guidance to Ouray County staff and volunteers to respond to an emergency.

II. PURPOSE

The purpose of this Emergency Preparedness Plan is to provide general guidelines and to designate specific principles and resources for managing and coordinating overall response and recovery activities before, during and after major emergencies and disaster events. The guidelines apply to the affected unincorporated area of the county, as well as incorporated areas that request help, have agreements with or rely on Ouray County provision of emergency management assistance.

III. EXECUTIVE SUMMARY

The Emergency Preparedness Plan outlines circumstances under which the plan should be implemented, provides guidance on the key elements of plan, and reflects Ouray County's implementation strategies. The Emergency Preparedness Plan will be implemented during all emergency or disaster events that require County staff to utilize alternative methods of maintaining the daily functions of Ouray County. This may include an internal disaster such as a fire in the building where the executive offices are located or where files critical to County functions are located. It could include an environmental event such as extreme winds or flooding where access to services for the County may be interrupted due to debris or impassable roads. Implementation of this plan may occur due to a large disease outbreak or mass fatality event where components of the County's daily functions (vital records) may be overwhelmed. Implementation may also become necessary with the loss of essential leaders in the county or during a required evacuation of the population of the county.

This Emergency Preparedness Plan has been developed in accordance with the requirements for local emergency planning established under the State of Colorado 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 management of the types of emergencies and disaster events that may occur in the county of Ouray. County municipalities are welcome to use and adapt this plan. Other organizations and special districts are encouraged to develop and maintain current standard operating procedures (SOPs) to include checklists necessary for implementing assigned duties and functions.

The Sheriff of Ouray County is the Emergency Management Director for the County. The Sheriff is responsible for establishing an Emergency Planning Team / Local Emergency Planning Committee (EPT/LEPC) comprised at a minimum of the Ouray County Sheriff, the Director of the Ouray Public Health Agency, the Ouray County EMS Manager, the Emergency Manager, the Road and Bridge Supervisor and the Ouray County Public Health Emergency Preparedness and Response (EPR) Coordinator. The EPT/LEPC is responsible for regularly scheduled plan updates and revisions and for developing a training and exercise program to familiarize county, municipal and other emergency officials with provisions of the plan (including volunteer organizations, news media, and appropriate private sector organizations). The Sheriff or EPT/LEPC may also utilize assistance from other authorized personnel to carry out these duties.

IV. APPLICABILITY AND SCOPE

The scope of the Emergency Preparedness Plan is to identify the essential functions of Ouray County and prepare to maintain or recover them during all emergency or disaster events. This plan addresses capabilities the County has or can develop to provide services from alternate locations, redundancy for data collection, and personnel that have been trained to provide leadership under disaster circumstances (order of succession). This plan also addresses key messages that may need to be developed for public, vendor-managed activities (vaccines, office supplies, UPS [uninterruptible power supply]). It also addresses payroll, purchasing and human resource considerations.

Ouray County is responsible for most of the emergency response operations in the unincorporated areas of the county and in cooperation with the following municipalities and agencies:

City of Ouray	Division of Emergency Management	U.S. Forest Service
Town of Ridgway	Ouray, Ridgway & Log Hill Fire Districts	Colorado Forest Service
Adjacent counties	Bureau of Land Management	Colorado State Patrol
Montrose Fire District	U.S. Bureau of Reclamation (Ridgway Dam)	Cornerstone Metro Dist.
Horsefly Fire District	Colorado Dept. of Transportation (CDOT)	Colorado State Parks

Disasters and large-scale emergencies are rarely confined to one jurisdiction. Although only a portion of Ouray County is likely to be impacted by a single disaster or emergency event, a multi-jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of county and municipal governments, private and volunteer organizations, and state and federal governments.

V. ESSENTIAL FUNCTIONS

Essential functions are those organizational functions and activities that must be continued under any and all circumstances as prescribed by the Colorado Constitution. However, some functions may be able to be suspended or prioritized on a temporary basis as needed in an emergency situation and/or recovery.

VI. CONCEPT OF OPERATIONS OF ESSENTIAL FUNCTIONS

ACTIVATION

Emergency response agencies in Ouray County request resources through prearranged (formal or informal) mutual aid arrangements that are usually discipline specific, such as fire, law enforcement, mountain rescue, or emergency medical services. All local governments and special districts within Ouray County are responsible for coordination and the provision of mutual aid within their capabilities in accordance with established written agreements or pursuant to statutory authority.

“Routine” emergencies will be managed in the field under the ICS (Incident Command System) with other county personnel as needed who will report to their appropriate ESF (Emergency Support Functions) sections or the staging area. As an emergency escalates, ICS remains in place but is expanded to the broader emergency management network within the Emergency Operations Center (EOC). The EOC supports the ICS to carry out additional functions as needed (*e.g.* damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, etc.).

Based upon the assessment of the emergency conditions by the designated Incident Commander in the field, the Emergency Management Director, County Administrator, County department heads and the Board of County Commissioners (and/or municipal leadership) may be notified and advised of directives and the need to report to the County (and/or Municipal) EOC. Activation of the EOC is particularly important when needed resources are scarce or when multiple requests for similar resources are generated from the field.

The Colorado Division of Emergency Management (CDEM) at 9195 East Mineral Avenue, Suite 200, Centennial, CO 80112 is available at (303) 279-8855 twenty-four hours a day to provide advice and technical assistance to the county. The CDEM is responsible for the provision of state resources and the coordination of other supplemental assistance in support of local emergency management actions. A formal declaration of disaster by the Ouray County Board of County Commissioners (and/or the municipalities) may be required as a pre-condition of some forms of state assistance or to expedite assistance. CDEM is the state agency responsible for processing requests for state and federal disaster assistance. It should be noted that response and recovery operations are the responsibility of Ouray County and the municipalities and communities within its boundaries. Outside funding assistance is not guaranteed in the event of an emergency or disaster event. Ouray County will utilize the Incident Command Structure (ICS) with county personnel reporting to their appropriate ESF sections or the staging area.

DESIGNATED ROLES AND RESPONSIBILITIES

These County entities have the following responsibilities relevant to emergency operations. Each department has been assigned a section to report to within ICS/ESF when directives are received. Reporting sections for each department are in parentheses.

1. Board of County Commissioners (BOCC) (EOC if requested to respond)

- a. Approval of Ouray County resources and funds for disaster or emergency purposes.
- b. Formal declaration of a county emergency or disaster.
- c. Issue official orders or proclamations regarding population or temporary social restrictions such as evacuation orders, establishment of curfew, and enactment of price controls.
- d. Issue formal request to the Governor's Office (through the Colorado Office of Emergency Management) to declare a state of emergency for the purpose of obtaining state and/or federal assistance.
- e. Issue directives to the County Road Supervisor and other key department heads regarding changes to normal duties/work schedules, temporary reassignments, and employment of temporary workers as needed.
- f. Provide assistance to operations as appropriate.
- g. In the case of displacement from the Ouray County Courthouse, the Board of County Commissioners (BOCC) will meet at the Ouray County 4-H Event Center.

2. County Administrator (EOC if requested to respond)

- a. Coordinate, commit and direct County government activities in support of an emergency or disaster relief efforts.
- b. Issue directives to County department heads and personnel in the Emergency Medical Services and Public Health Agency regarding changes to normal duties/work schedules, temporary reassignments, and employment of temporary workers as needed.
- c. Provide personnel for structure and facility inspections to determine safety of individual structures (businesses, residences and public buildings) and to identify needed repairs or to implement condemnation procedures when necessary.
- d. Intergovernmental liaison and initiation of formal request for outside assistance from other local jurisdictions.
- e. Provide assistance to the Sheriff and the BOCC as needed.
- f. In the case of displacement from the Ouray County Courthouse, the County Administrator will operate from the Ouray County 4-H Event

Center, Land Use / Road and Bridge facility, or Emergency Operations Center, and will require telecommunications, computers and network access to a copier.

**3. County Attorney
(EOC if requested to respond)**

- a. Provide legal counsel to the BOCC and to County officials before, during, and after county disaster and emergency incidents
- b. Draft and/or review emergency contracts, memoranda of understandings (MOUs) and intergovernmental agreements.
- c. Prepare legal documents such as disaster declarations, resolutions or regulations required to facilitate emergency operations.
- d. The County Attorney may operate from a home office or the Land Use Building, the EOC, the Ouray County 4-H Event Center, or as otherwise directed.
- e. Assist with media or other public communications. Can serve as the public information officer (PIO) if so designated.

**4. Sheriff's Department
(IC and Operations)**

- a. Ensure implementation of the Incident Command System (ICS) including determination of a location for the Incident Command Post (ICP) and the establishment of necessary position functions (*i.e.*, planning, finance, logistics, operations, and public information).
- b. Assess the emergency conditions, determine the required levels of immediate assistance, and advise the BOCC of needed resources.
- c. Assess the need for the use of the Emergency Spending Authority.
- d. Implement available public warning measures.
- e. Conduct and coordinate search and rescue operations
- f. Determine the need for population evacuation and provide instructions to uniformed law enforcement personnel and other public safety personnel regarding evacuation operations.
- g. Coordinate communications and provide communications staff support for the field command post(s).
- h. Coordinate volunteer amateur radio resources to augment primary communications and provide backup capabilities.
- i. Provide law enforcement, security, traffic control, and access control within the disaster area(s) and in other areas of the county.
- j. Provide aviation support to include search and rescue, rapid transport and aerial observation.
- k. Establish locations for temporary shelters in coordination with EMS, the Public Health Agency and Social Services departments.

- l. Provide security measures at the ICP, EOC, temporary shelters such as schools and temporary morgues, and in evacuated and disaster-impacted areas, if available.
- m. Coordinate wildfire suppression in unincorporated areas of Ouray County.
- n. Serve as the Designated Emergency Response Authority (DERA) for hazardous material incidents within the unincorporated Ouray County.
- o. Serve as the designated Public Information Officer (PIO).
- p. In the case of displacement from the Ouray County Courthouse, the Sheriff's Office will operate from mobile units or out of the EOC.

**5. Emergency Manager
(ESF 5)**

- a. Coordinate resources to support the Incident Commander's requirements.
- b. Activate and manage the Ouray County EOC.
- c. Assess the emergency situation and make recommendations to the County Administrator and/or Sheriff concerning needs for local disaster declarations, travel restrictions, curfews or other temporary social restrictions.
- d. Prepare situation reports and damage assessment reports for the County Administrator.
- e. Establish communications with CDEM for the provision of situation reports and forwarding of requests for state assistance.
- f. Provide technical support to EOC staff and other county personnel with respect to resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation, and other emergency management functions as needed.
- g. Plan maintenance, training and exercises.
- h. Maintain operational radio communications.
- i. Develop standard operating procedures (SOPs) for the EOC.
- j. In the case of displacement from the Ouray County Courthouse, the Emergency Manager will operate from the EOC or out of a home office.

**6. Ouray County Emergency Medical Services (OCEMS)
(ESF 8)**

- a. Assist the Ouray County Sheriff and the Ouray County Public Health Agency in identifying homebound and special needs residents in the case of a population evacuation.
- b. Respond to emergency medical needs.
- c. Set up rehabilitation for all emergency responders.
- d. In the case of displacement from the Ouray County Courthouse, OCEMS will work from mobile units, the EOC, or the Ouray County 4-H Event Center.

**7. County Administrative Staff
(EOC if requested to respond)**

- a. Procure emergency-related supplies and materials, and administer vendor contracts for services and equipment.
- b. Track resources, keep records, and document disaster-related costs and financial commitments.
- c. Participate with other departmental representatives on the county damage assessment team at the EOC and on local/state field damage survey teams as needed.
- d. In the case of displacement from the Ouray County Courthouse, the Ouray County Administrative Staff will work from the Ouray County 4-H Event Center and will need computers, telecommunications and internet access.

**8. County Assessor
(EOC if requested to respond)**

- a. Contribute personnel, records, and other resources to support damage assessment functions. Participate on the EOC damage assessment team.
- b. Coordinate with the County Planner to update Property Codes and Regulations for preventive measures in the future.
- c. In the case of displacement from the Assessor's Office, the Assessor's Office personnel will operate from the Courthouse or the Land Use / Road and Bridge facility and will need computers, internet, telecommunications, scanners, and access to their servers.
- d. State law permits a temporary facility to be established within the city of Ouray (the county seat) for the Ouray County Assessor's operations.

**9. Clerk and Recorder
(EOC if requested to respond)**

- a. Provide for the safekeeping of vital records including Standard Operating Procedures (SOPs), guidelines, master equipment lists, etc.
- b. Participate with other departmental representatives in the establishment and maintenance of an incident-related financial recordkeeping system.
- c. In the case of displacement from the Ouray County Courthouse, the Clerk and Recorder's Office personnel will work from the Land Use / Road and Bridge facility or from the Ouray County 4-H Event Center, and will need computers, access to the backups, internet access and telecommunications.
- d. State law permits a temporary facility to be established within the city of Ouray (the county seat) for the Clerk and Recorder's operations.

**10. County Treasurer
(EOC if requested to respond)**

- a. Assume duties as registrar.

- b. Assist in the establishment and maintenance of a temporary shelter.
- c. In the case of displacement from Ouray County Courthouse, the Treasurer's Office personnel will work from the Land Use / Road and Bridge facility or the Ouray County 4-H Event Center, and will need computers, internet, telecommunications and ten-key adding machines.
- d. State law permits a temporary facility to be established within the city of Ouray (the county seat) for the Ouray County Treasurer's operations.

**11. Ouray County Information Technology / Geographic Information System (IT/GIS)
(EOC if requested to respond)**

- a. Provide maps as requested by Incident Command.
- b. Provide information services and telecommunications support to the EOC.
- c. Provide technical support/resources for information management activities during disaster recovery efforts.
- d. Mobilize or obtain computers for use in new/temporary facilities in the event that one or several offices need to be relocated.
- e. Maintain a functional County Internet Service Provider (ISP) during the emergency.

**12. County Maintenance
(ESF 3/ESF 6)**

- a. Assist the Road and Bridge department in removal of debris and the clearance of public rights-of-way with priority assigned to critical emergency lifeline routes.
- b. Provide the EOC with cleaning supplies and toiletries to ensure operations for as long as needed.
- c. Problem-solve for power, water and heat needs for County properties.
- d. Maintain county shelters and provide personnel to maintain them.
- e. In the case of displacement from the Ouray County Courthouse, the Maintenance office will operate from mobile units with a hub office in the Ouray County 4-H Event Center.

**13. Ouray County Fairgrounds / Ouray County 4-H Event Center
(ESF 6)**

- a. Serve as a Point of Distribution (POD) for state and federal resources.
- b. Provide shelter if needed.
- c. Serve as a point of animal and livestock collection.
- d. Provide a Casualty Collection Point (CCP) if needed.
- e. Provide a staging area.
- f. Provide for a heliport or base.

- g. Allow for twenty-four hour parking during a declared emergency.
- h. In the case of displacement from the Fairgrounds / Ouray County 4-H Event Center, the local schools will fill these roles by agreement with the Ouray County School District and the Ridgway School District.

14. Ouray County Animal Control

**In the absence of an Animal Control Officer,
this role will fall to the Ouray County Sheriff
(EOC if requested to respond)**

- a. Establish measures for animal control, including the coordination of animal relief measures, their care and the search for their owners.
- b. Assist the animal shelter manager with problems associated with displaced persons bringing pets to shelter facilities.

**15. County Coroner
(ESF 8)**

- a. Provide for a morgue and temporary mortuary services.
- b. Identify, verify, autopsy (if determined necessary by the Coroner), and provide for the disposition of deceased persons.
- c. Protect the personal effects of deceased persons.
- d. Notify the relatives of deceased persons.
- e. Coordinate with the registrar.
- f. In the case of displacement from the Ouray County Courthouse, the Coroner will operate from a home office.

**16. County Planner
(ESF 14)**

- a. Provide county maps, aerial photography and survey control information (Geographic Information System [GIS]).
- b. Participate in long-term disaster recovery and hazard mitigation planning and enforcement to ensure the compatibility of community redevelopment plans and hazard mitigation measures with comprehensive County Land Use Code and other community development plans.
- c. Update codes for preventive measures in the future.
- d. In the case of displacement from the Land Use / Road and Bridge facility, the County Planner will operate from the Ouray County Courthouse or the Ouray County 4-H Event Center, and will need computers, telecommunications and internet.

**17. Ouray Public Health Agency
(ESF 8)**

- a. Coordinate outside health resources to provide assistance to Ouray County in cooperation with the County Physician and Ouray County Emergency Medical Services (OCEMS) department.
- b. Assist the EOC staff in assessing overall health and medical resource needs during response and recovery operations and with the maintenance of situation status information within the EOC.
- c. Provide environmental health services and technical support including health hazards identification, contamination sources, or unsanitary conditions that present hazards to the general public.
- d. Identify biological and chemical hazards and mitigation of same in a joint effort with the County Emergency Manager or other appropriate resource.
- e. Assist the Sheriff and EMS in identifying homebound and/or special needs residents in the case of population evacuation.
- f. In the case of displacement from the Ouray County Public Health Building, Ouray County Public Health will operate from the Ouray County 4-H Event Center or the Land Use / Road and Bridge facility, and will need computers, internet, telecommunications, and a refrigeration unit for vaccines.

**18. Ouray County Social Services Department
(ESF 6)**

- a. Responsible for sheltering displaced families.
- b. Responsible for reuniting displaced families.
- c. Responsible for bringing in Mental Health for crisis counseling for disaster victims.
- d. Assist the Sheriff and OCEMS in identifying homebound and/or special needs residents in the case of population evacuation.
- e. In the case of displacement from the Social Services Building, the Social Service office will operate from the Ouray County 4-H Event Center or the Land Use / Road and Bridge facility, and will need computers, telecommunications and internet.

**19. County Road and Bridge Department
(ESF 3)**

- a. Provide transportation and support of emergency response and recovery efforts (*e.g.*, movement of county personnel, equipment and supplies to designated staging areas).
- b. Remove debris, clear public rights-of-way, and plan for street/route recovery operations with priority assigned to critical emergency lifeline routes.
- c. Provide personnel and heavy equipment in support of search and rescue operations, wildfire control or hazmat containment.

- d. Provide personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures.
- e. Restore damaged county roads and bridges and other related infrastructure in consultation with the County Engineer.
- f. Participate with representatives from other County departments on Ouray County damage survey teams as needed.
- g. Assist fire departments in obtaining water when needed or other provisions requested by the Ouray County Wildfire Annual Operating Plan.
- h. In the case of displacement from the Land Use / Road and Bridge facility, Road and Bridge will conduct operations out of the Colona Pit or the Ouray County 4-H Event Center and will conduct office administration from mobile units.

**20. Ouray County School Districts
(EOC if requested to respond)**

- a. Provide for the safety and protection of pupils and school personnel.
- b. Provide emergency shelter for the county.
- c. Provide buses for evacuation and transportation when needed.
- d. When the situation dictates, provide shelter in place for teachers and students.

**21. Amateur Radio Operators
(ESF 2)**

- a. Provide emergency communications support as requested by the Sheriff.

ALTERNATE FACILITY OPERATIONS

Damage to the Ouray County Courthouse or other County-operated buildings may require relocation and the use of an alternate facility in order to maintain essential County services. For example: due to fire, flooding, contamination of a facility, loss of heating, or other hazards, activities of the County may need to be moved to other facilities. Authorities within the County (or other local authorities such as fire) must identify if damage to the facility does not allow functioning within the facility, report such to the declared EOC, and establish means for day-to-day functions.

RESUMING DAY-TO-DAY FUNCTIONS

In order to restore day-to-day operations through recovery activities and suspension of alternative measures, the Incident Commander will identify that alternative functions are no longer needed. The Incident Commander will appoint a Recovery Operations Command. Key messaging is developed for partners and the public to communicate the transition to day-to-day operations including how modes of services will be provided under day-to-day operations, changes to payroll operations, or other activities. Key messages for vendors are developed with protocols for delivery and payment for services.

Following a disaster, leadership within the County may be altered when day-to-day operations resume. This may be due to death, illness, relocation, or employees that may no longer be employed by the County. New organizational charts will be developed and roles assigned to maintain services on a day-to-day basis. New leadership structures will be communicated to staff, partners at upper and lower levels, stakeholders, clients and human resource structures in the county.

VII. PLAN MAINTENANCE RESPONSIBILITIES, TRAINING AND EXERCISE

Maintenance and regular updates of this plan are the responsibility of the Sheriff, the Emergency Planning Team/ Local Emergency Planning Committee (EPT/LEPC), and the Ouray County Emergency Manager. The Sheriff, the EPT/LEPC, and/or the Emergency Manager may conduct exercises and training sessions to ensure that all departments and officers with assigned responsibilities understand provisions of the plan and have some familiarity with disaster management language, resources and strategies.

Departments, offices and other organizations with authorities identified in the plan are encouraged to participate in large-scale practice exercises as well as to conduct their own exercises and training sessions. Staff participation in periodic exercises provides the best opportunities for refining plans and procedures in preparation for actual disaster and emergency events. The Emergency Management Director (Ouray County Sheriff) and/or the EPT/LEPC will coordinate multi-agency and multi-jurisdictional exercises.

Real life circumstances such as power outages, snow days, and server crashes can provide excellent ways to test the Emergency Preparedness Plan. Staff needs to be trained on the Emergency Preparedness Plan, the training schedule associated with it, and the tasks created to keep the Emergency Preparedness Plan current such as listing responsible parties for keeping call down lists current, databases and backup systems current, and communications systems viable (batteries for radios, MOU [Memorandums of Understanding] with ARES [Amateur Radio Emergency Service]).

The EPT/LEPC will develop and implement annual tests and exercises to evaluate the capacity of staff skills and knowledge and to allow planners to evaluate the effectiveness of the Emergency Preparedness Plan.

Emergency Preparedness Plan activities will be included in new employee orientations.

VIII. LOGISTICS

ALTERNATE LOCATION

Ouray County may need to implement Memorandums of Understanding in order to utilize facilities for an alternative administration location. Considerations for an alternate location include ensuring that:

1. The alternate location is safe and out of harms way.
2. Sufficient space and equipment is available.

3. There is capability to perform essential functions within twelve hours, or up to thirty days.
4. It is accessible by county clientele.
5. It has reliable logistical support, services and infrastructure systems.
6. It has interoperable communications (800 megahertz radios, Amateur Radio Emergency Services).
7. It has computer equipment and software.
8. Operation center offices as may be required by law with regard to location are available.

INTEROPERABLE COMMUNICATIONS

Interoperable communications will be required within the county, municipalities, and surrounding areas. Redundant systems will be provided to staff in communication protocols or incident action plans that are developed at the onset of the disaster.

IX. APPENDIX

A. ACRONYMS RELATING TO EMERGENCY PREPAREDNESS PLAN

B. EMERGENCY SUPPORT FUNCTION: INTRODUCTION

X. ADDITIONAL REFERENCE DOCUMENTS

A. WILDFIRE ANNUAL OPERATING PLAN

(Located in the County Administration Office)

B. COLORADO WILDFIRE PROTECTION PLAN

(Located in the County Administration Office)

C. OTHER PLANS DETERMINED BY EPT/LEPC

Appendix A

Acronyms relating to Emergency Preparedness Plan

- ARES – Amateur Radio Emergency Service** - The Amateur Radio Emergency Service® (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment, with their local ARES leadership, for communications duty in the public service when disaster strikes.
- BOCC – Board of County Commissioners** - a county administrative board in every county of Colorado consisting of three, five, or seven elected county commissioners.
- CCP – Causality Collection Point** - A point designated for the assembly of personnel casualties, stragglers, disabled materiel, salvage, etc., for further movement to collecting stations or rear installations.
- CDEM – Colorado Division of Emergency Management** - Located at 9195 East Mineral Ave, Suite 200, Centennial, CO 80112 and available 24 hours a day at (303) 279-8855 to provide advice and technical assistance to the County and to provide state resources or coordinate other supplemental assistance in support of local emergency management actions.
- C.D.O.T. – Colorado Department of Transportation** - is the agency of state government responsible for transportation in the State of Colorado of the United States.
- DERA – Designated Emergency Response Authority** – is the primary response authority for incidents on Federal, State, or county highways, outside of municipal city limits.
- EPT/LEPC – Emergency Planning Team/Local Emergency Planning Committee** - In Ouray County, these are two separate teams consisting of the same players and same meeting times.
- Local Emergency Planning Committees (LEPCs)** work to understand chemical hazards in the community, develop emergency plans in case of an accidental release, and look for ways to prevent chemical accidents.
- Emergency Preparedness Teams (EPTs)** Prepares people and government agencies about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.
- EOC – Emergency Operations Center** - is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of a company, political subdivision or other organization.
- EPR Coordinator – Emergency Preparedness and Readiness Coordinator** - A position that is required by the Colorado Department of Public Health and Environment to be filled by at least one person at every local Public Health Agency. Ensures coordinated capabilities to prevent, protect against, respond to, and recover from all hazards in a way that balances risk with resources and need as it relates to Public Health.
- ESF – Emergency Support Functions** - A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources,

program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents.

IC – Incident Commander - the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

ICP – Incident Command Post- one of five predestinated temporary facilities and signifies the physical location of the tactical-level, on-scene incident command and management organization. It typically comprises the Incident Commander and immediate staff and may include other designated incident management officials and responders from Federal, State, local, and tribal agencies, as well as private-sector, nongovernmental, and volunteer organizations.

ICS – Incident Command System - a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities.

MOU – Memorandums of Understandings - is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement. It is a more formal alternative to a gentlemen's agreement.

OCEMS – Ouray County Emergency Medical Services - Ouray County's Ambulance Service.

PIO – Public Information Officer - The communications coordinators or spokespersons of certain governmental organizations (i.e. city, county, school district, state government and police/fire departments). They differ from public relations departments of private organizations in that marketing plays a more limited role. The primary responsibility of a PIO is to provide information to the media and public as required by law and according to the standards of their profession.

POD – Point of Distribution - In response to a disaster, local Emergency Management officials may establish a POD site. Items to be distributed from such a site may include blue tarps (Army/FEMA), hot meals, sand, ice, etc. In some cases, distribution points are pre-arranged through county emergency management.

SOPs – Standard Operating Procedures - Established procedure to be followed in carrying out a given operation or in a given situation.

UPS – Uninterruptible Power Supply - Is an electrical apparatus that provides emergency power to a load when the input source, typically main power, fails. A UPS differs from an auxiliary or emergency power system or stand-by generator in that it will provide instantaneous or near-instantaneous protection from input power interruptions by means of one or more attached batteries and associated electronic circuitry for low power users and or by, and or by means of diesel generators and flywheels for high power users. The on battery runtime of most uninterruptible power sources is relatively short (5-15 minutes) being typical for smaller units—but sufficient to allow time to bring an auxiliary power source on line, or to properly shut down the protected equipment.

EMERGENCY SUPPORT FUNCTION ANNEXES: INTRODUCTION

Purpose

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes. The following section includes a series of annexes describing the roles and responsibilities of Federal departments and agencies as ESF coordinators, primary agencies, or support agencies.

Background

The ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents (see Table 1).

The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, taskings, and requirements to augment and support the other sections of the Joint Field Office (JFO)/Regional Response Coordination Center (RRCC) or National Response Coordination Center (NRCC) in order to respond to incidents in a more collaborative and cross-cutting manner.

While ESFs are typically assigned to a specific section at the NRCC or in the JFO/RRCC for management purposes, resources may be assigned anywhere within the Unified Coordination structure. Regardless of the section in which an ESF may reside, that entity works in conjunction with other JFO sections to ensure that appropriate planning and execution of missions occur.

Table 1. Roles and Responsibilities of the ESFs

ESF	Scope
ESF #1 – Transportation	Aviation/airspace management and control Transportation safety Restoration/recovery of transportation infrastructure Movement restrictions Damage and impact assessment
ESF #2 – Communications	Coordination with telecommunications and information technology industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of national cyber and information technology resources Oversight of communications within the Federal incident management and response structures
ESF #3 – Public Works and Engineering	Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Emergency contracting support for life-saving and life-sustaining services
ESF #4 – Firefighting	Coordination of Federal firefighting activities Support to wildland, rural, and urban firefighting operations

ESF	Scope
ESF #5 – Emergency Management	Coordination of incident management and response efforts Issuance of mission assignments Resource and human capital Incident action planning Financial management
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	Mass care Emergency assistance Disaster housing Human services
ESF #7 – Logistics Management and Resource Support	Comprehensive, national incident logistics planning, management, and sustainment capability Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8 – Public Health and Medical Services	Public health Medical Mental health services Mass fatality management
ESF #9 – Search and Rescue	Life-saving assistance Search and rescue operations
ESF #10 – Oil and Hazardous Materials Response	Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental short- and long-term cleanup
ESF #11 – Agriculture and Natural Resources	Nutrition assistance Animal and plant disease and pest response Food safety and security Natural and cultural resources and historic properties protection and restoration Safety and well-being of household pets
ESF #12 – Energy	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast
ESF #13 – Public Safety and Security	Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control
ESF #14 – Long-Term Community Recovery	Social and economic community impact assessment Long-term community recovery assistance to States, local governments, and the private sector Analysis and review of mitigation program implementation
ESF #15 – External Affairs	Emergency public information and protective action guidance Media and community relations Congressional and international affairs Tribal and insular affairs

ESF Notification and Activation

The NRCC, a component of the National Operations Center (NOC), develops and issues operations orders to activate individual ESFs based on the scope and magnitude of the threat or incident.

ESF primary agencies are notified of the operations orders and time to report to the NRCC by the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) Operations Center. At the regional level, ESFs are notified by the RRCC per established protocols.

ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to specialized teams. Each ESF is required to develop standard operating procedures (SOPs) and notification protocols and to maintain current rosters and contact information.

ESF Member Roles and Responsibilities

Each ESF Annex identifies the coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of preincident planning and coordination of primary and supporting agency efforts throughout the incident. Following is a discussion of the roles and responsibilities of the ESF coordinator and the primary and support agencies.

ESF Coordinator

The ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. The role of the ESF coordinator is carried out through a “unified command” approach as agreed upon collectively by the designated primary agencies and, as appropriate, support agencies. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including preincident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

Primary Agencies

An ESF primary agency is a Federal agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies, and the specific responsibilities of those agencies are articulated within the relevant ESF Annex. A Federal agency designated as an ESF primary agency serves as a Federal executive agent under the Federal Coordinating Officer (or Federal Resource Coordinator for non-Stafford Act incidents) to accomplish the ESF mission. When an ESF is activated in response to an incident, the primary agency is responsible for:

- Supporting the ESF coordinator and coordinating closely with the other primary and support agencies.
- Orchestrating Federal support within their functional area for an affected State.

- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, as well as appropriate State officials, operations centers, and agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Executing contracts and procuring goods and services as needed.
- Ensuring financial and property accountability for ESF activities.
- Planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by DHS or the designated ESF primary agency, consistent with their own authority and resources, except as directed otherwise pursuant to sections 402, 403, and 502 of the Stafford Act.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by DHS or the ESF primary agency.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

When requested, and upon approval of the Secretary of Defense, the Department of Defense (DOD) provides Defense Support of Civil Authorities (DSCA) during domestic incidents. Accordingly, DOD is considered a support agency to all ESFs.

ESF COORDINATING, PRIMARY, AND SUPPORT DESIGNATIONS

Table 2. Designation of ESF Coordinator and Primary and Support Agencies

Agency	Emergency Support Functions														
	#1 - Transportation	#2 - Communications	#3 - Public Works and Engineering	#4 - Firefighting	#5 - Emergency Management	#6 - Mass Care, Emergency Assistance, Housing, and Human Services	#7 - Logistics Management and Resource Support	#8 - Public Health and Medical Services	#9 - Search and Rescue	#10 - Oil and Hazardous Materials Response	#11 - Agriculture and Natural Resources	#12 - Energy	#13 - Public Safety and Security	#14 - Long-Term Community Recovery	#15 - External Affairs
USDA			S		S	S	S	S		S	C/P/S	S		P	S
USDA/FS	S	S	S	C/P		S	S	S	S	S			S		
DOC	S	S	S	S	S		S	S	S	S	S	S	S	S	S
DOD	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S
DOD/USACE	S		C/P	S		S	S	S	S	S	S	S	S	S	
ED					S										S
DOE	S		S		S		S	S		S	S	C/P	S	S	S
HHS			S		S	S	S	C/P	S	S	S			S	S
DHS	S	S	S		S		S	S	S	S	S	S	S	P	C
DHS/FEMA	S	P	P	S	C/P	C/P/S	C/P	S	C/P	S	S			C/P	P
DHS/NCS		C/P					S					S			
DHS/USCG	S		S	S				S	P	P			S		
HUD					S	S								P	S
DOI	S	S	S	S	S	S	S	S	P	S	P/S	S	S	S	S
DOJ	S				S	S		S	S	S	S		C/P		S
DOL			S		S	S	S	S	S	S	S	S		S	S
DOS	S		S	S	S			S		S	S	S			S

TABLE CONTINUED ON THE NEXT PAGE

C = ESF coordinator P = Primary agency S = Support agency

Note: Components or offices within a department or agency are not listed on this chart unless they are the ESF coordinator or a primary agency. Refer to the ESF Annexes for details.

Agency	Emergency Support Functions														
	#1 - Transportation	#2 - Communications	#3 - Public Works and Engineering	#4 - Firefighting	#5 - Emergency Management	#6 - Mass Care, Emergency Assistance, Housing, and Human Services	#7 - Logistics Management and Resource Support	#8 - Public Health and Medical Services	#9 - Search and Rescue	#10 - Oil and Hazardous Materials Response	#11 - Agriculture and Natural Resources	#12 - Energy	#13 - Public Safety and Security	#14 - Long-Term Community Recovery	#15 - External Affairs
DOT	C/P		S		S	S	S	S		S	S	S		S	S
TREAS					S	S							S	S	S
VA			S		S	S	S	S					S		S
EPA			S	S	S			S		C/P	S	S	S	S	S
FCC		S			S										S
GSA	S	S	S		S	S	C/P	S		S	S				S
NASA					S		S		S				S		S
NRC			S		S					S		S			S
OPM					S		S								S
SBA					S	S								P	S
SSA						S							S		S
TVA			S		S							S			S
USAID								S	S						S
USPS	S				S	S		S			S		S		S
ACHP											S				
ARC			S		S	S		S			S			S	
CNCS			S			S								S	
DRA														S	
HENTF											S				
NARA											S				
NVOAD						S								S	

C = ESF coordinator P = Primary agency S = Support agency

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