

**NORTHGLENN POLICE DEPARTMENT  
COUNCIL MEMORANDUM #2015-24**

DATE: December 14, 2015

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: David Willett, Acting City Manager,  
James S. May, Chief of Police 

SUBJECT: **Council Resolution 177**  
Emergency Operations Plan Adoption

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**RECOMMENDATION**

Staff recommends the approval of the attached Emergency Operations Plan (EOP) which will provide general guidelines and principles for planning, managing and coordinating the response activities of the City of Northglenn before, during and after a major disaster or emergency.

**BACKGROUND**

The plan identifies the roles, responsibilities and actions required of the elected officials, city departments, outside agencies, and volunteer organizations that would be responding to an incident in the City.

The EOP is based on the principles of the National Incident Management System (NIMS) and mirrors the concepts of the National Response Framework (NRF), the State Emergency Operations Plan, and the Adams County Emergency Operations Plan to help insure a seamless integration between agencies in the event of a major emergency or disaster.

The EOP is divided into three sections: The Base Plan, Functional Annexes and Hazard Specific Annexes. This Plan does not specifically address the recovery functions that will become necessary in the aftermath of a disaster.

Entire communities can be shut down by a disaster; local businesses, government buildings and city services can all be affected. It is essential the City of Northglenn adopt an in-depth Emergency Plan for the continuity of operations during a major emergency or disaster to protect lives, property and infrastructure in the event of a major incident.

**BUDGET/TIME IMPLICATIONS**

There is no monetary cost for the initial adoption of the Emergency Operations Plan. There will be substantial staff time associated with the planning and training of each city department to be prepared to meet their responsibilities in the event of a major emergency or disaster as outlined in the Emergency Operations Plan.

**STAFF REFERENCE**

If Council Members have any comments or questions, they may contact Chief James S. May, Jr., at 303/450-8967, [jmay@northglenn.org](mailto:jmay@northglenn.org), or Commander Ron Osgood at 303-450-8968, [rosgood@northglenn.org](mailto:rosgood@northglenn.org).

**ATTACHMENTS**

Attachment 1 (Draft Emergency Operation Plan)

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-177  
Series of 2015

\_\_\_\_\_  
Series of 2015

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN EMERGENCY OPERATIONS PLAN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City of Northglenn Emergency Operations Plan, attached hereto, is hereby adopted as the official emergency plan for the City of Northglenn. A copy of said plan is on file in the office of the City Clerk.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney



# EMERGENCY OPERATIONS PLAN CITY OF NORTHGLENN

ADOPTED BY THE CITY COUNCIL

\_\_\_\_\_ 2015

**Letter of Promulgation**

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

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

\_\_\_\_\_  
Mayor/City Council

\_\_\_\_\_  
Dated

**Review and Concurrence**

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

Mayor/City Council

City Manager

Planning and Development

Public Works

Police Department

City Clerk

Finance Director

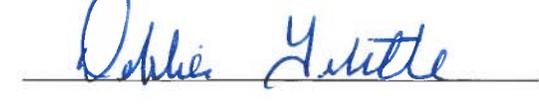
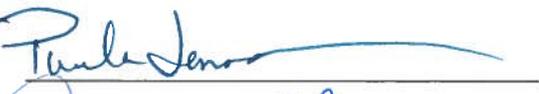
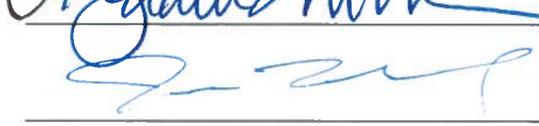
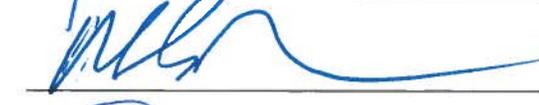
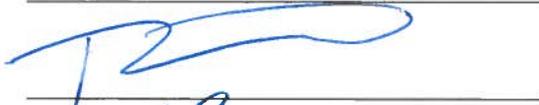
Management Services

Parks, Recreation and Cultural Services

Information Technology

Communications

Economic Development



**Distribution Plan**

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

OFFICIAL	NUMBER
Mayor	1
City Manager	2
City Clerk	3
Planning and Development	4
Finance Director	5
Police Chief	6
Public Works Director	7
Technology Director	8
Communications Manager	9
Parks, Recreation and Cultural Services Director	10
Economic Development Manager	11
Management Services	12
Adams County Office of Emergency Management	13
Colorado Division of Homeland Security and Emergency Management	14
North Metro Fire Rescue District	15



## Introduction

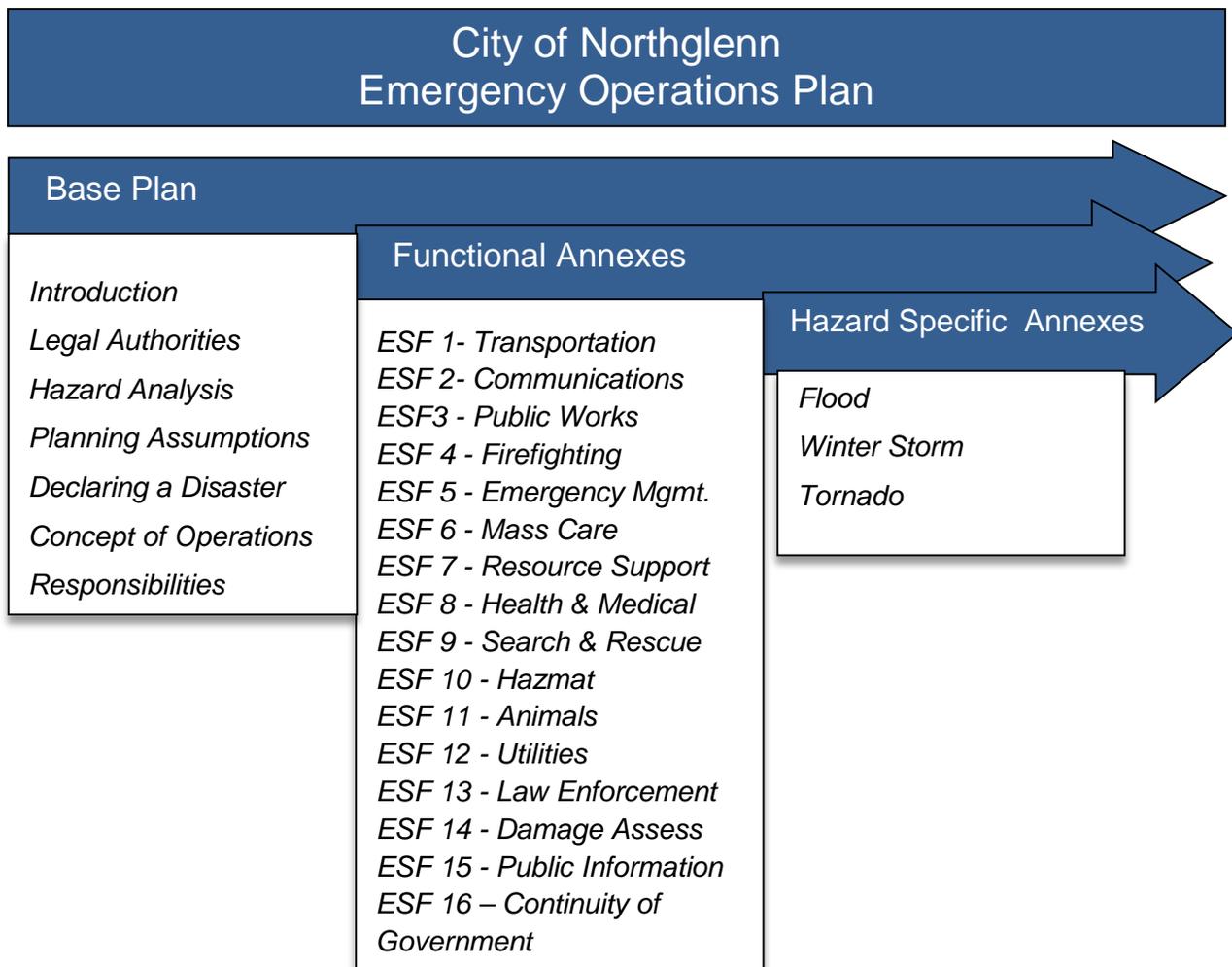
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The Northglenn Emergency Operations Plan (EOP) provides general guidelines and principles for planning, managing and coordinating the response activities of the City of Northglenn before, during and after a major disaster or emergency. It identifies the roles, responsibilities and actions required of the elected officials, city departments, outside agencies, and volunteer organizations that will be responding to an incident in the City.

This EOP uses the principles of the National Incident Management System (NIMS) as the foundation and was designed to mirror the concepts of the National Response Framework (NRF), the State Emergency Operations Plan, and the Adams County Emergency Operations Plan, to help ensure seamless integration between agencies.

This plan does not specifically address the recovery functions that will become necessary in the aftermath of a disaster.

The plan is divided into three sections: The Base Plan, Functional Annexes and Hazard Specific Annexes, as outlined below.



## ***Legal Authorities***

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The development of this plan meets the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other State and Federal guidelines for local emergency management plans and programs. Specific legal references include:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, *as amended*
- National Response Framework, 2013
- Colorado Disaster Emergency Act (24-33.5-700 et. seq., C.R.S.)
- City of Northglenn Municipal Code
- Comprehensive Preparedness Guide 101 Version 2 (CPG 101 v2)

## ***Disaster Related Policies***

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### ***Overtime for Exempt Employees:***

In the case of an emergency declared pursuant to C.R.S. § 24-33.5-709(1) (local disaster emergencies), all exempt employees who are deemed essential by their department director and who are asked to perform duties related to the declared emergency will be approved for additional straight-time compensation for hours worked over 40.

### ***Emergency Purchasing:***

#### **Pursuant to Northglenn City Code Section 6-7-2. Emergency Purchases.**

In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the City Manager may obtain by the open market procedure provided in the Municipal Code, at the lowest and best obtainable bid, any supplies or contractual services regardless of the amount of the expenditure.

### ***Posting Of Public Notices:***

Pursuant to Section 24-6-402(2)(c) of the Colorado Revised Statutes, the posting of public notices of the meetings of the local public body will be designated annually at the local public body's first regular meetings of each calendar year. [In the event the designated posting places become inaccessible to the public, notices will be posted electronically on the City's official website.](#)

## ***Hazard Analysis Overview***

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The following hazards have been identified as those most likely to occur in the City of Northglenn:

- Winter Storms
- Floods (including those caused by dam failure, flash flooding and river flooding)
- Tornadoes
- Severe Thunderstorms
- Hazardous Materials Release

Analysis Process: In 2014, emergency management personnel participated in a region-wide hazard assessment process which resulted in the following guiding document:

- The Denver Urban Area Security Initiative's (UASI), Threat and Hazard Identification and Risk Assessment (THIRA)

In addition to the THIRA, review of the following resources contributed to the identification of the above hazards:

- Urban Drainage and Flood Control District
- Hazardous materials reporting data from fixed facilities, and the Environmental Protection Agency (EPA) hazmat mapping site.
- State of Colorado Natural Hazards Mitigation Plan (2013)
- Adams County Hazard Identification and Risk Assessment

## ***Planning Assumptions***

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The preparation of this Plan was guided by several assumptions:

- An emergency or disaster can occur at any time and may cause human suffering, loss of life, property damage and economic hardship.
- A major emergency or disaster will overwhelm the capabilities of the City.
- Vital utility services such as electrical power, water service and gas may be limited.
- Citizens expect their local government to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.
- Departments with emergency responsibilities will ensure that all appropriate personnel are properly trained and familiar with this plan and any applicable department standard operating procedures (SOP).
- City personnel without emergency responsibilities may be asked to work in a support role during a disaster.
- The National Incident Management System (NIMS) will be utilized in the implementation of this plan.
- The City's priorities will be to save lives and protect the health and safety of the public and responders.
- County, state and federal assistance, as well as volunteer and private organizations, will be available to supplement the City's resources and provide assistance.

## ***Concept of Operations***

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Municipalities are responsible for managing emergencies within their jurisdiction. The City of Northglenn will retain responsibility for its own operations, personnel, resources, and facilities throughout the stages of the emergency *or until conditions warrant a change in such authority.*

This EOP is based on the concept that emergency response functions will generally parallel the normal operations of city departments. To the extent possible, the same personnel will be utilized in both cases. The day-to-day functions and resources which do not contribute to emergency operations and are not essential to the welfare of the public may be suspended for the duration of the emergency.

## **Resource Support**

When additional response capabilities are needed by the City, resources will be requested through:

- Mutual Aid and Intergovernmental Agreements (usually discipline specific, such as fire, law enforcement, and public works).
- Partner agencies and organizations.
- Pre-identified city businesses and vendors.

Once all local resources are exhausted, the City will request assistance from Adams County.

A comprehensive Resource Support Plan has been developed and includes pre-identified resources and procedures for accessing them.

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

All incidents will be organized using the National Incident Management System (NIMS). NIMS is a flexible, standardized approach for managing incidents. The system is structured to allow multiple jurisdictions, agencies from different levels of government, nongovernmental organizations, and the private sector to work together seamlessly.

## **Emergency Operations Center (EOC)**

The City's Emergency Operations Center (EOC) may be activated to support response operations. Activation procedures can be found in the EOC Standard Operating Procedures manual. The functions of the EOC include:

- Locate, acquire and track resources.
- Maintain situational awareness by monitoring potential threats and receiving, compiling, and disseminating information.
- Coordinate the various response departments, agencies and organizations.
- Coordinate damage assessment activities.

## **Americans with Disabilities Act (ADA) Considerations**

Emergency preparedness and response programs must be made accessible to people with disabilities and are required by the Americans with Disabilities Act of 1990 (ADA). Disabilities can include mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Emergency evacuation considerations.
- Sheltering requirements.
- Accessibility for mobility devices and service animals while in transit or at shelters.
- Access to emergency-related information before, during and after the incident.

### ***Local Disaster-Emergency Declaration***

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***Disaster Declaration***

*Whereas, The City of Northglenn has suffered serious damages to  
(e.g., homes, businesses, public facilities, roads, bridges, etc.)  
as a result of (e.g., floods, wildfires, etc.), which occurred (dates, inclusive period; and  
Whereas, the magnitude of the incident and the  
response and recovery costs exceed the resources available to the City of Northglenn;  
IT IS THEREFORE RESOLVED that the Mayor of the Northglenn City Council, Northglenn,  
Colorado declares  
this to be Local Disaster-Emergency and herewith requests the assistance of the State of  
Colorado.*

*DATED at Northglenn, Colorado this \_\_ day of \_\_\_\_\_, 20\_\_ @ \_\_\_ :\_\_*

\_\_\_\_\_  
*Mayor, Northglenn City Council*

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

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Many of the City's departments have emergency-related functions in addition to their normal operations. Below is an overview of emergency-related responsibilities for each department.

### ***All departments***

- Develop Continuity of Operations procedures (COOP) to ensure that essential government services remain available to the public.
- Ensure appropriate personnel are trained and familiar with this plan and any applicable department-specific procedures.
- Ensure all emergency-related expenses are recorded for reimbursement purposes.
- Prepare guidance, and/or checklists, needed to meet the responsibilities identified in this plan.
- Consider entering into mutual aid or intergovernmental agreements for their area of responsibility.
- Identify resources that can be called upon in the event that the city's resources become insufficient.
- Provide trained personnel to staff the EOC when activated and requested.
- Ensure all planning efforts address the needs of the Access and Functional Needs community.

### ***City Council/City Manager***

- Determine the level of commitment of City resources and funds for the disaster.
- Provide authorization of expenditures during a disaster.
- Issue disaster declarations, as necessary.
- Assign personnel to assist with functions and duties outside of their normal responsibilities.
- Request county or state assistance if it appears that the resources of the City are insufficient to cope with the emergency.
- Implement the Emergency Operations Plan, as the situation requires.

### ***City Attorney***

- Prepare emergency disaster declarations and ensure ordinances are in place prior to an emergency.
- Provide interpretation of county, state and federal regulations related to disasters.
- Provide legal advice to elected officials, directors and other personnel regarding liabilities and risks associated with emergency response and recovery operations.
- Provide advice regarding suspending or modifying department SOP's, open meetings laws, signature authority for contracts, spending limits, etc.

### ***Office of Emergency Management***

- Activate the Emergency Operations Plan and necessary Emergency Support Functions (ESF's).
- Keep the City Manager and other key officials informed of the situation.
- Activate the EOC and manage its operation.
- Coordinate the request of county, state and federal disaster assistance.
- Function as overall coordinator of disaster operations until normal government operations can be resumed.
- Assist the City Manager in evaluating the need for declaring a disaster emergency.
- Provide situational updates, as necessary, to Adams County and the State Division of Homeland Security and Emergency Management.

### ***Police Department***

- Assist with the evacuation of citizens.
- Control access and provide security to the disaster site.
- Provide security to city-run shelter locations.
- Establish re-entry procedures for persons returning to limited-access areas.
- Provide damage reports to the EOC for situational awareness purposes.

### ***Public Works***

- Provide emergency traffic engineering and control measures including signalization and barricading.
- Maintain emergency traffic routes in coordination with police, fire and the Colorado Department of Transportation.
- Conduct debris removal operations.
- Coordinate clearing of major thoroughfares.
- Provide snow removal during severe winter storm conditions.
- Assist in damage assessments of bridges, roadways and any equipment owned by the City.
- Provide emergency shutdown of water and sewer services and have provisions in place to provide potable water for essential activities.
- Coordinate the repair of water and sewer systems.
- Provide Geographical Information System (GIS) mapping assistance.
- In coordination with the Planning and Development Department, Finance Department and Office of Emergency Management, establish a process for conducting rapid damage assessments.
- Assist in determining the habitability of structures and whether services can be restored.
- Coordinating the repair and maintenance of City buildings, facilities, and property to ensure a rapid return to business.

### ***Finance***

- Develop emergency purchasing procedures for acquiring supplies, services, and equipment under emergency conditions.
- Maintain detailed financial records of all incident costs accrued during an emergency or disaster.
- Provide disaster-related financial information to state and federal agencies for reimbursement purposes.
- Supply the appropriate forms necessary for tracking costs per Federal Emergency Management Agency (FEMA) requirements.

### ***Information Technology***

- Provide emergency restoration of critical information systems.
- Provide IT related expertise, to include telephone networks, to support Emergency Operations Center operations when activated.
- Ensure redundancy and backup of essential city electronic communications, documents and reports.

### ***Planning and Development***

- Participate in damage assessment activities to include recommending which buildings or structures should be declared unsafe and revoking certificates of occupancy, when applicable.
- Participate in the preparation of a long-term recovery plan, post disaster.

### ***Human Resources***

- Coordinate and maintain employee records/preserve benefit information.
- Review and decide on the continuation/discontinuation of Life Insurance/Accidental Death and Disability (ADD), Short-Term Disability (STD) and Long-Term Disability (LTD)/flex accounts/retirement plans during the disaster. Consider expediting withdrawals in the event of an emergency.
- Correspond with vendors and providers to ensure continuity of coverage decided upon during a disaster.
- Notify employees and unemployment office of any worksite closure. Provide guidance to employees related to filing for and collecting unemployment in a timely manner.
- Recruit and hire temporary workers for emergency-related employment.
- Develop emergency hiring procedures.
- Develop communication plan to keep employees and others informed of developments and changes during and after the disaster.
- Compile a list of both onsite personnel and offsite or community organizations and services. Verify and update every 6 months.
- Consider alternative work schedules, sites, telecommuting, transportation, lodging, and food.

### ***Miscellaneous***

- Establish calling trees to notify employees on assignments, etc.
- Consider disaster-based leaves of absence for personal reasons.
- Establish emergency leave bank guidelines and points of contact (primary and backup) for coordinating leave and leave donations.
- Contact Employee Assistance Program (EAP) to provide critical incident stress management.

### ***Risk Management***

- Facilitate medical care and compensation for injured City employees through Worker's Compensation.
- Ensure the safety of employees while the worksite is open and keep emergency evacuation orders in state of readiness.
- Ensure medical training (CPR, first aid) and facility supplies are kept updated.
- Create temporary first aid stations and post a roster of employees qualified to assist with first aid and patient care.
- Keep a written record of treatment provided onsite.
- Create emergency plans with consultants, medical providers, Employee Assistance Program (EAP), Worker's Comp facilities, etc.
- Consult with local public health facilities to provide a safe work environment at work sites that will be used during the disaster.
- Respond to risk management issues such as recovery of monies from insurance providers, State/Federal disaster assistance programs or other funding sources.

### ***Community Engagement***

- Assist with Spanish translation needs and provide resources for public notification and information.
- Coordinate food assistance efforts with the Red Cross, Salvation Army and Parks, Recreation and Cultural Services.
- Assist with special needs transportation issues.
- Provide special needs citizens with information on creating personal disaster plans.
- Maintain an updated roster of special needs citizens and considerations to be made during a disaster.

- Coordinate volunteer & donation management.
- Maintain a list of volunteers available to assist in emergencies.
- Provide messages to the public with guidance on donating goods and create a plan for disposing of unneeded donations.

### ***Public Communications***

- Prepare and disseminate emergency information to the community and media via print, radio, television, website and social media.
- Serve as the lead department for the development and implementation of Emergency Support Function (ESF) 15, Emergency Public Information.
- Establish a Joint Information Center when multiple agencies are involved in an incident.
- Establish and maintain contact with neighboring Public Information Officers (PIOs) for the purpose of information sharing.
- Monitor social media to gather and disseminate relevant information.

### ***Municipal Court***

- Determine how and whether to proceed with recapturing existing tickets and warrants.
- Coordinate the use of alternative facilities to hold Court proceedings.
- Ensure Police Department has adequate ticket supply.

### ***Parks, Recreation & Cultural Services***

- Coordinate with Community Engagement and the Red Cross in the preparation of shelter space in the City's Recreation Center.
- Assist with the damage assessment process for all parks facilities.
- Coordinate the use of equipment and other resources under the control of the Department.

### ***Outside Organizations***

In addition to city departments, outside organizations are available to provide assistance with specific emergency functions. This assistance includes:

#### ***North Metro Fire Rescue District (NMFRD)***

- Serve as lead agency for fire suppression Emergency Support Function (ESF) 4, rescue operations (ESF 9), hazmat incidents (ESF 10), and Emergency Medical Services (EMS) operations, including mass casualty incidents (ESF) 8.

- Establish and maintain monitoring, neutralization and decontamination capabilities related to hazardous materials.
- Provide emergency medical assistance to emergency shelters.

***Adams County Office of Emergency Management***

- Provide County assistance to the city as circumstances allow.
- Coordinate multiple jurisdictions and support agencies during large incidents.
- Manage the coordination of county resources when the city's mutual aid resources have been exhausted.
- Coordinate with the state for additional support.
- Provide situational information to the EOC.

***ADCOM 911***

- Serve as the lead agency for Emergency Support Function (ESF) 2 Emergency Communications.
- Establish a coordinated radio Communications Plan in coordination with incident command and responding jurisdictions/agencies.
- Provide emergency activity information to the EOC, as necessary.

***Victim Services***

- Serve as lead agency for the development and implementation of crisis-related Behavioral Health matters.
- Provide behavioral health services to response personnel, as requested.
- Coordinate with Tri-County Health on the activation of personnel in support of the disaster/emergency.
- Assist with registering victims, locating missing persons, and the reunification of families.

***Tri-County Health Department***

- Serve as lead agency for public and environmental health incidents affecting the City of Northglenn.
- Inspect food and water supplies and recommend methods of disposal for contaminated foods.
- Provide public health information and support to the community.

- Coordinate the issuance of precautionary health warnings with the City's Communications Department.
- Make recommendations for the disposal of hazardous and radiological materials.
- Conduct disease control/outbreak/epidemic investigations.
- Coordinate the activation of mental health and victim assistance personnel.
- Assist with tracking of patients and family reunification efforts.

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

- Coordinate emergency shelter operations, in conjunction with city personnel.
- Serve as the support agency for Emergency Support Annex, Emergency Support Function (ESF) 6 – Mass Care.
- Assist with mass feeding of victims and emergency workers.
- Support reunification efforts.
- Provide crisis counseling resources to disaster victims and response workers.

#### ***Salvation Army***

- Provide crisis counseling for victims and emergency workers.
- Provide meal service to emergency workers and displaced citizens.
- Provide assistance with clothing and personal hygiene items to disaster victims.
- Provide pastoral care services.

#### ***Utility Companies***

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

# **EMERGENCY SUPPORT FUNCTIONS**

## **EMERGENCY SUPPORT FUNCTIONS**

Emergency Support Functions (ESF's) are those functions or activities that are most likely to be needed during an incident and are organized by existing federal structure. This structure is not always appropriate at the local level and, therefore, some of the ESF's have been adapted accordingly. Each of these ESF's have been assigned a lead department/agency based on the expertise that department brings to the problem. It is the Lead department's responsibility for developing the annex and for coordinating the efforts needed during the response to an incident.

<b>Emergency Support Function</b>	<b>Lead and Support Department/Agency</b>	<b>Scope</b>
ESF 1- Transportation/Evacuation	Police Department Public Works	Restoration of transportation infrastructure; evacuation support
ESF 2- Communications/ Information Technology	ADCOM911 Communications IT	Emergency Communications Cyber protection Restoration of communications
ESF3 - Public Works & Engineering	Public Works Planning and Development	Snow removal Infrastructure restoration Water and sewer Debris removal
ESF 4 - Firefighting	North Metro Fire Rescue District	Coordination of firefighting & emergency medical services
ESF 5- Emergency Management	Northglenn OEM Adams County OEM	Coordination of response activities EOC management
ESF 6 -Mass Care, (sheltering & feeding)	Community Engagement Parks and Rec. Red Cross /Salvation Army	Sheltering Mass Feeding Evacuation
ESF 7 - Resource Support	Northglenn OEM Finance All Departments	Resource acquisition & management
ESF 8 -Health & Medical	North Metro Fire Rescue	EMS & Mass Casualty
ESF 9 - Search & Rescue	West Metro Fire	Emergency rescue activities
ESF 10 -Hazardous Materials	Adams-Jeffco Haz-Mat North Metro Fire Rescue District	Hazmat response, neutralization and decontamination
ESF 11 – Animals	Police Dept./Animal Control PetAid Colorado	Animal rescue, evacuation and sheltering
ESF 12- Utilities	Public Works Private utility companies	Restoration of gas and electric
ESF 13- Law Enforcement	Northglenn Police Depart. Adams County Sheriff	Access control Shelter security
ESF 14 – Damage Assessment	Public Works Planning and Development	
ESF 15 – Emergency Public Information	Communications	Emergency information Rumor control Media relations
ESF 16 – Continuity of Government	City Manager and City Council	Preservation of critical records and essential services

## ***EMERGENCY SUPPORT FUNCTION (ESF) 1***

### ***Transportation/ Evacuation***

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**Lead Departments:** Northglenn Police Department  
Public Works

**Purpose:**

To provide guidance for the coordination of transportation resources including the evacuation of people, and the distribution of food and fuel supplies. Priority of the transportation function will be to support evacuation operations.

**Concept of Operations:**

- Natural hazards such as snow, ice, floods, and tornados can cause significant damage to the transportation infrastructure which may influence accessibility of relief services. Priority should be given to the clearing of critical access routes.
- Public Works and first responders will work together to identify and prioritize the clearing of roads based on life safety objectives.
- First responders will determine the threat, magnitude, intensity, time until onset, and expected duration of the emergency as well as the need for evacuation.
- Evacuation notification will primarily take place through Emergency Alert Systems (with crawls across television screens), Cable Interrupt, National Oceanic and Atmospheric Administration (NOAA) Emergency Radios, public address systems, and emergency notification systems.
- Coordination of the evacuation process should include:
  - Identifying the number of people requiring transportation to evacuate.
  - Designating an assembly point for evacuees who will require transportation.
  - Arranging bus transportation through Regional Transportation District (RTD) or the Adams County School District for evacuees without their own vehicles. RTD can provide Americans with Disabilities Act (ADA) compliant vehicles, if needed.
  - Coordinating with shelter locations to ensure space availability and staffing is in place to receive evacuees.
  - Providing evacuation information to the local media to be disseminated.
  - Coordinating with animal emergency response organizations to ensure the needs of evacuees' animals are addressed.
- The Police Department will provide security for the evacuated area and access will be controlled.
- A list of evacuees and their location will be maintained with assistance from sheltering staff.

- An evacuation of a large part of the City will impact neighboring jurisdictions and evacuation routes will need to be coordinated.
- Provisions will be made for providing the elderly and special needs population with transportation.
- Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation.
- Some residents may refuse to evacuate and a record of these attempts should be maintained.
- Re-entry into the evacuation area will only be allowed after it is determined that it is safe to do so. Technical advice from building officials, public health and other subject matter experts may be necessary depending on the nature of the incident.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 2***

### ***Emergency Communication and Information Technology***

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**Lead Agency:** Adams County Communication Center (ADCOM)

**Purpose:**

To provide the emergency communications resources and capabilities needed to respond to a disaster or emergency. To provide technical assistance during the assessment and restoration of the telecommunications and IT systems infrastructure.

It is essential that the City of Northglenn have reliable communications, warning capabilities, and coordination with other organizations during a disaster.

**Concept of Operations:**

- Radios, telephones, related IT resources, network capability, and communications capability essential to emergency services will be monitored for operational readiness.
- Personnel may be requested to support the communications and IT capability of the EOC.
- If activated, the Emergency Operations Center may provide centralized communications to field units and other response organizations.
- All requests for communication support will be submitted to EOC for coordination, validation, and/or action. If necessary, mutual aid and/or private sector resources will be requested to augment the City's resources.
- Personnel may need to prioritize the restoration of services and prioritization will be based upon the incident objectives set by command staff.
- Mobile communications vans may be available to assist with interoperable communications.
- Additional communication resources may be requested through existing Agreements, from the private sector, or through the Adams County Office of Emergency Management.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 3***

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

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**Lead Department:** Public Works Department

**Purpose:** To provide guidance and a coordinated effort on public works and engineering-related support during disaster situations.

**Scope:** The activities associated with Emergency Support Function 3 (ESF 3) include:

- Conduct pre- and post-incident assessment of public works and City infrastructure.
- Participate in needs and damage assessments immediately following the event.
- Identify and mark hazardous areas that could limit traffic flow.
- Provide debris removal and route clearing for life safety and infrastructure support activities.
- Coordinate the disposal of solid waste to include locating and designating temporary storage and reduction sites.
- Provide traffic control signs and barricades for road closures and detours, and provide operational support of traffic signals and flashers under local control.
- Perform in-house and/or assist consultants in the necessary inspections to ensure the integrity of buildings and bridges.
- Restore potable water production and the treatment/discharge of wastewater.
- Repair water distribution and wastewater collection systems.
- Conduct water and wastewater laboratory testing.
- Provide Geographic Information Systems (GIS) mapping support.
- Emergency repair of all City vehicles and provide necessary fuel supplies for the duration of the emergency.

#### **Planning Assumptions:**

In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, businesses, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities, including water and wastewater systems, may be damaged. Access to the disaster area may be dependent upon debris clearance and roadway repairs.

Emergency environmental waivers, legal clearances and alternate disposal sites may be needed for disposal of materials from debris clearance and demolition activities.

### **Concept of Operations:**

In response to an emergency, the Public Works supervisor and key staff will:

- Assess the extent, type, and severity of the area.
- Assess the status of transportation corridors.
- Conduct damage assessments, which are a key component to receiving disaster assistance, and relay the information to EOC personnel.
- Request assistance from neighboring jurisdictions and outside consultants and contractors, as needed.

### **Organization and Responsibilities:**

The City of Northglenn Public Works Director or designee will be the Emergency Support Function 3 (ESF 3) lead when the EOC has been activated.

The Public Works Department will provide the necessary personnel to support ESF 3. Staff will be identified and prepared to act as a Division Leader to perform the duties of ESF 3. Supplemental public works assistance may be requested through the EOC.

In order to maintain a manageable span of control, the Public Works superintendents may designate Division Leaders for the following functions:

- Situational reporting
- Route clearance
- Drainage clearance
- Debris removal
- Solid waste removal
- Distribution and collections systems
- Engineering - assessment, documentation, and contracting
- Administration - communications

## ***EMERGENCY SUPPORT FUNCTION (ESF) 4***

### ***Firefighting & Emergency Medical Services***

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**Lead Agency: North Metro Fire Rescue District (NMFRD)**

**Purpose:**

To provide for the management of large scale or simultaneous events that impact the capabilities of NMFRD.

**Concept of Operations:**

- NMFRD will assume initial responsibility for fire suppression and rescue operations, hazmat incidents, and Emergency Medical Services (EMS) operations including mass casualty incidents.
- In the event the Northglenn EOC is activated, a representative from NMFRD will provide personnel to coordinate firefighting and EMS resources.
- Mutual aid may be requested from neighboring fire departments and will be coordinated and assigned, as needed.
- The Police Department will assist with perimeter and crowd control during fire operations.
- Coordination support with hospitals and private ambulances can be requested through the EOC.
- Additional assistance may be requested from Metro Fire Chiefs Strike Team/Task Force.
- Tri-County Health Department will be available to assist with public health and environmental issues through the ESF 8 function.
- Control and mitigation of hazardous materials releases, as well as decontamination of victims, may require the assistance of the Adams/Jeffco Hazardous Materials Team. ESF 10 may be activated to assist with this capability.
- Rescue and extrication of victims may require the assistance of neighboring jurisdictions or from Urban Search and Rescue Teams. ESF 9 may be activated to assist with this capability.
- The management of patient distribution is a shared responsibility by the on-scene EMS personnel, dispatch and the hospital community and will be coordinated via the statewide portal, EMResource, which provides hospital status information needed to support patient transport decisions.
- Equipment staging areas will be identified and communicated to assisting agencies.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 5***

### ***Emergency Management***

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**Lead Department:** Northglenn Office of Emergency Management (OEM)

**Purpose:**

The OEM is responsible for supporting the overall activities of the City of Northglenn during a disaster. ESF 5 provides the core management and administrative functions in support of the EOC.

**Concept of Operations:**

- Monitor the status of the incident and ensure critical information is disseminated to key decision makers.
- Determine the need for partial or full activation of the EOC to include necessary ESF support.
- Upon activation of the EOC, the OEM assumes responsibility for coordinating all activities occurring in the EOC.
- Maintain situational awareness and share applicable information with departments and supporting agencies.
- Coordinate resource requests in support of the incident.
- Provide technical assistance and support to response personnel and assisting agencies.
- Serve as liaison with county and state offices of Emergency Management.
  1. Facilitate the disaster declaration process in coordination with the Mayor of Northglenn.

## **EMERGENCY SUPPORT FUNCTION (ESF) 6**

### **Mass Care/Sheltering**

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**Lead Departments:**           **Community Engagement**  
   **Parks Recreation & Cultural Services**

**Support:**                       **American Red Cross (ARC)**  
   **Salvation Army**  
   **PetAid Colorado**

#### **Purpose:**

To ensure there is a plan in place to provide services to disaster victims and displaced persons within the City which may include temporary sheltering, mass feeding operations, distribution of bulk emergency relief items, counseling, reunification of family members, and emergency evacuation.

#### **Scope:**

This annex addresses the immediate needs of displaced persons and does not address the longer-term recovery phase. The evacuation function of Mass Care is specifically addressed in the transportation/evacuation annex, ESF 1.

#### **Situation and Assumptions:**

- Approximately 80 percent of evacuees will seek shelter with friends and relatives rather than stay at an established mass care facility.
- Although the ultimate responsibility for mass care services for citizens rests with local government, the ARC has a Congressional Mandate to provide mass care to disaster victims and, therefore, will be a partnering agency for the operating of mass care facilities during disasters.

#### **Concept of Operations:**

- The OEM, in coordination with first responders, will determine the need for mass care services based on the magnitude of the incident.
- Disaster Relief Organizations including the American Red Cross, Salvation Army, and Colorado Volunteers Active in Disaster (COVOAD), will be requested to provide sheltering and feeding services for displaced persons.
- Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants, and for restoration of utilities or the resource acquisition of portable generators, portable toilets, and potable water.
- Victim Services will coordinate with Tri-County Health Department for the mental health and social services needs of the disaster victims.

- North Metro Fire Rescue District will provide medical assistance to shelter occupants.
- The Police Department will provide security to the shelters, as needed.
- PetAid Colorado, a disaster response organization, will be requested to arrange for the sheltering of pets and other animals.
- 2-1-1 will be requested to assist with the family reunification process.
- The City is responsible for sending a representative to each shelter. This representative will be in contact with the EOC—either by phone or radio—so occupants of the shelter may receive regular updates on the status of the emergency and other information relative to the incident.
- The Northglenn Recreation Center has been designated as the City’s primary shelter. The American Red Cross can assist in identifying additional shelters, as needed.

## **EMERGENCY SUPPORT FUNCTION (ESF) 7**

### **Resource Management**

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**Lead Department:** Emergency Management  
**Supporting:** Finance  
Adams County Office of Emergency Management

#### **Situation:**

During a major emergency or disaster, shortages in the City's resources may occur. Having procedures in place to acquire additional resources is essential for an effective response.

#### **Assumptions:**

- Each department in the City will create and maintain a current resource list specific to their department and the functions they perform. This list should include resources available internally, as well as externally, through agreements with neighboring jurisdictions, businesses and private vendors.
- A method for tracking resource acquisitions will be established to ensure they meet the requirements for later reimbursement, if applicable.
- Procedures for accessing state resource support will be identified and shared with appropriate personnel.
- Private contractors, businesses and volunteer agencies with known resources should be pre- identified by material or service they provide.
- Mutual aid agreements with neighboring jurisdictions will be established and maintained.

#### **Concept of Operations:**

- All resource requests will be requested through the EOC for tracking purposes.
- All disaster-related expenses will be maintained for future reimbursement purposes.
- Proper emergency purchasing procedures will be followed.
- As city resources become depleted, mutual aid agreements will be invoked along with any other locally available agreements.
- Once all local resources are depleted, assistance can be requested through Adams County.

***A comprehensive Resource Support Plan has been developed and will serve as the ESF 7 companion document.***

## **EMERGENCY SUPPORT FUNCTION (ESF) 8**

### **Health and Medical**

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**Lead Agency:**           **North Metro Fire Rescue Department (NMFRD)**  
**Tri-County Health Department** (as requested through appropriate channels/procedures)

**Purpose:**

To provide for a comprehensive, coordinated response to the public health, medical, behavioral health and veterinary components of an emergency or disaster.

**Concept of Operations:**

- When requested by NMFRD, and coordinated through Adams County Office of Emergency Management, Tri-County Health Department will take over as lead agency for ESF 8 activities which may include:
  - Coordinate the activation and deployment of public health, medical, behavioral health and veterinary medical personnel, equipment and supplies.
  - Conduct health surveillance and issue precautionary health warnings.
  - Family reunification and patient tracking.
  - Assist with hospital surge operations.
- **Activation of Tri-County Health Department occurs via Adams County OEM (720) 523-6600** with a courtesy call to TCHD Department Operations Center (720) 200-1637 (activation flow chart attached).
- Preservation of life and safety of emergency responders and the public will take precedence over all other activities.
- Medical facilities should be given priority consideration when conducting damage assessments and emergency restoration.
- The Regional Mass Casualty Plan, which identifies specific roles, responsibilities, procedures and resources for mass casualty incidents will be consulted and implemented as needed.
- North Metro Fire Rescue District (NMFRD) will assume responsibility for emergency medical operations and coordination with assisting EMS agencies, as described in the ESF 4 Annex.
- Northglenn OEM will provide logistical support, including communications between the Emergency Operations Center and any local Department Operations Centers.

- The Adams County Coroner's Office has statutory responsibility to manage mass fatality activities.

***Tri-County Health Department's ESF 8 annex can be found in the Resource Support Plan and will serve as a companion document to this ESF.***

## ***EMERGENCY SUPPORT FUNCTION (ESF) 9***

### ***Search and Rescue***

---

**Lead Agencies:** Northglenn Police Department  
North Metro Fire Rescue District  
North Area Technical Rescue Team

**Purpose:**

To provide resources to locate, identify and remove persons from a stricken area, or persons lost or trapped in buildings and other structures.

**Situation and Assumptions:**

- Specially trained and equipped personnel will be required to adequately respond.
- Rescuers and victims may be exposed to hazardous conditions.

**Concept of Operations:**

- The North Metro Fire Rescue District will coordinate the response to all events calling for technical rescue.
- Mutual aid will be requested when additional capability is needed.
- Property management with building blueprints may be requested to assist.
- If a structure collapse or cave-in is involved, a technical engineer may be needed.
- West Metro Fire's Urban Search and Rescue (USAR) teams will be requested, as needed.
- The North Area Technical Rescue Team can be activated to support:
  - Confined space rescue
  - Collapse
  - Vehicle extrication
  - Machinery extrication
  - Surface water rescue
  - Swift water trench and rope

## ***EMERGENCY SUPPORT FUNCTION (ESF) 10***

### ***Hazardous Materials***

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**Lead Agency:** North Metro Fire Rescue District (NMFRD)  
Adams/Jeffco Hazardous Materials Team

**Purpose:**

To protect the community from the immediate and long-term effects of exposure to hazardous materials.

**Situation:**

There are thousands of chemicals in daily use that can cause an emergency affecting the population. These materials are stored at fixed facilities and transported via rail and highways through the City of Northglenn. Interstate 25, which runs north and south through the City, is an officially designated route for transporting nuclear and hazardous materials.

**Concept of Operations:**

North Metro Fire Rescue District will coordinate the response activities associated with a hazardous materials incident to include containing and neutralizing the substance and providing decontamination of exposed persons.

Neighboring response agencies, including the Adams/Jeffco Hazmat Team, will be called upon to assist during a hazardous materials incident that is beyond the capability of the responding NMFRD personnel.

Spills and releases will be reported to the appropriate agencies such as Colorado Department of Public Health and Environment (CDPHE) or the EPA's Response Center.

First responders should treat all spills as hazardous until the material(s) can be identified.

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

- Police Department - Deny entry beyond the hazard zone except to those with appropriate PPE and respiratory protection.
- The Metropolitan Medical Response System Mass Decontamination teams are prepared to handle up to 500 ambulatory patients per hour.
- Tri-County Health Department – Monitor the air and coordinate with the hospitals for medical epidemiology.
- Public Works - Provide barricades and routing of traffic, and monitoring of runoff into the storm water system.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 11***

### ***Animal Issues***

---

**Lead Agency:** Northglenn Police Department – Animal Control

**Purpose:**

To manage and organize the resources needed to provide animals affected by disaster with emergency medical care, evacuation, rescue, shelter, quarantine, food, water, identification and reunification with owner.

**Situation:**

The City of Northglenn recognizes the importance of coordinating animal evacuation and shelter services during the response to an emergency or disaster.

Pet owners are often reluctant to evacuate from a disaster area unless they know there is a plan in place for the care of their animals.

**Concept of Operations**

- During emergencies that require sheltering of both people and animals, efforts will be made to co-locate the shelters.
- Public Information Officers (PIO) will disseminate information to the public related to evacuations, care of animals, shelter locations and pet-friendly hotels.
- The tracking of evacuated and displaced animals will be attempted through the City's Citizen Serve program and Adams County Animal Shelter's Chameleon program.
- When the City's resources become inadequate to provide for the needs of all animals during a large scale disaster or emergency, the following organizations will be requested to assist with the animal response efforts:
  - The Adams County OEM - may request activation of the County's Animal Emergency Response Plan.
  - PetAid Disaster Services - provides for the coordination of animal disaster response organizations.
  - Colorado Veterinary Medical Reserve Corps (CO VMRC) provides credentialed members who support local response efforts with veterinary medical services, sheltering, animal evacuation and search and rescue.
  - Community Animal Response Teams (CART).

- The organizations listed above can provide the following services:
  - Assist with pet evacuations for those animal owners who are unable to do so for themselves.
  - Arrange for and provide temporary housing and care for evacuated animals.
  - Depending on the disaster situation, will provide on-site care or shelter-in-place support for animals that cannot be evacuated.
  - Provide veterinary services and health evaluations for animals entering the shelters.
  - Establish a system for tracking evacuated and displaced animals.
  - Assist with the reunification of pets with their owners.
  - Maintain a cache, or acquire the necessary equipment and supplies, to evacuate and shelter animals.

***Animal Sheltering:***

- The ADA mandates that service animals can remain with a person with a disability through all phases of disaster response and recovery. Consideration must be given to address the service animal's needs (feeding, veterinary care, routine exercise) within a general population shelter.
- The CART will assist with identifying animal sheltering locations, including:
  - Locating animal shelter locations near human shelter locations to enable owners to care for their own animals.
  - Identifying existing animal housing facilities that could be used during a disaster (animal shelters, kennels, veterinary hospitals, etc.).
  - Facilities to be used for sheltering larger animals (fairgrounds, warehouses, etc.).

***PetAid Colorado has created operational plans and guidelines for use by jurisdictions within the Denver UASI. These documents will serve as companion documents to this ESF and will be available in the EOC. The guidance can also be found at: <http://www.petaidcolorado.org/?page=DisasterServices>***

## **EMERGENCY SUPPORT FUNCTION (ESF) 12**

### **Utilities**

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**Lead Agency:** Public Works

**Purpose:**

To facilitate a coordinated response to manage and recover from loss or damage to utilities.

**Situation:**

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

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

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

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

Fire Department operations may be affected due to broken water lines, hazardous environments from leaking or severed gas lines, and threats of electrical shock.

Loss of power and fuel could cause life threatening situations to hospitals and health care facilities.

Power failures could create traffic problems, spoilage of food, loss of heating and air conditioning.

**Concept of Operations:**

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

In large-scale emergency situations that result in massive repair and rebuilding needs, mutual aid agreements may be invoked or private contractors may be requested to assist.

Depending on the extent of the outage, priority of restoration may need to be determined and should be based on life safety and the incident response objectives.

Private utility companies, including Xcel Energy, will restore their services in accordance with their emergency operation plans. Xcel provides information on their website regarding how to respond to electrical and gas emergencies.

Public information messages should provide updates on the current situation, conservation measures, and response/recovery activities that are being taken including information regarding safety associated with re-entering of damaged homes.

The American Red Cross and Salvation Army will be requested to provide temporary shelters and provisions for people unable to stay in their homes.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 13***

### ***Law Enforcement***

---

**Lead Agency:** Northglenn Police Department

**Purpose:**

To provide for the coordination of law enforcement operations in response to large scale emergencies and disasters which go beyond normal day-to-day operations.

**Concept of Operations:**

- During an evacuation within the City, the Police Department will coordinate with Public Works as detailed in the evacuation annex (ESF 1).
- Law enforcement will provide security to city-run disaster shelters.
- Law enforcement response priorities will be based on life safety first; Protection of critical infrastructure and facilities, and the arrest of criminal suspects.
- Mutual aid will be requested from neighboring jurisdictions when additional law enforcement capability is needed. Requests for law enforcement assistance outside existing mutual aid agreements will be coordinated by the Chief of Police, or his designee.
- Security will be provided, as staffing permits, to evacuated areas and critical facilities.
- Re-entry into disaster areas will be controlled to allow access only to those with a legitimate need.
- Personnel will assist with escorting equipment or supplies into the disaster areas.
- Law enforcement-related information will be provided to appropriate personnel for distribution to media outlets and the public.
- Security will be provided to emergency personnel operating in high-threat environments.
- Active Shooter incidents will be managed pursuant to current training and protocols established by the Police Department.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 14***

### ***Damage Assessment***

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**Lead Agency:** Planning and Development Department

**Purpose:**

To provide timely and comprehensive information on the scope and extent of the damage in the disaster area.

**Situation:**

Accurate damage assessment figures are necessary to gain situational awareness, provide public information and media reports and help response officials focus resources where they are most needed.

State and Federal disaster assistance may be requested and such assistance will be based upon an accurate aggregate damage estimate.

**Concept of Operations:**

- A Rapid Assessment, which is conducted immediately, addresses immediate lifesaving needs and allows decision makers to assign priorities to the response.
- An Initial Damage Assessment (IDA) is more comprehensive and provides information on the scope and impact of the disaster. This assessment includes an estimate of the damage (in dollars), the cost to respond and identifies the need for a local disaster declaration.
- When warranted, a Preliminary Damage Assessment, which is a more formal process directed by the FEMA, will be conducted in collaboration with State and FEMA personnel. This assessment is used to confirm damage cost estimates and eligibility to apply for federal disaster aid.
- Guidance and checklists will be provided to personnel conducting the assessments and will be available in the EOC's filing cabinet (along with Adams County's procedures).
- Assessments will be used to identify immediate and long-term impacts to essential public services, including water and sewer services, telephones, transportation systems, public safety facilities and services, and public works.
- A Disaster Declaration may be declared by the Mayor in order to fully mobilize resources. A local declaration is a precondition for State emergency assistance in most cases.

- Updated damage assessments will be provided to the EOC during situation briefings.
- Each department will be asked to provide personnel who are familiar with the damaged property (e.g., Public Works will assess roads and utilities) and will be teamed with other personnel capable of determining the level of damage.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 15***

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

---

**Lead Department:**                    **Public Communications**

**Purpose:**

To establish procedures for disaster related, timely, factual and coordinated official information to be disseminated to the public.

**Assumptions:**

- Pre-scripted public messages will be drafted for the hazards most applicable to Northglenn.
- The City is well covered by local media, including newspapers, radio, internet and television.
- The cooperation of the media will be relied upon as a means of disseminating emergency public information and/or instructions to the public.
- Methods for reaching the access and functional needs community will be utilized.

**Concept of Operations:**

- This annex will be activated whenever accurate and timely information is needed to inform the public during a major emergency or disaster.
- The City's website and social media sites will be updated with current information about the disaster and may include:
  - General information about the incident, including a summary of government response actions and the projected duration of emergency.
  - Specific information and instructions regarding evacuation, street closures, shelter locations, and hazardous areas to avoid.
  - Information regarding where to call for additional information.
- The Incident Commander in the field, as well as local elected officials, should be prepared to respond to media inquiries through the designated Public Information Officer (PIO).
- 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.
- Media broadcasts and social media will be monitored to ensure accuracy of reports and establish methods for correcting erroneous information and controlling the spread of rumors.

- In smaller incidents, a single spokesperson from the primary response department will be designated to release information about the incident.
- A Joint Public Information Center (JPIC) may be established when there is a need to coordinate information from many agencies. The City's single point-of-contact will be designated as the JPIC Manager and will coordinate the release of information.
- ADCOM 911 receives emergency information from a variety of sources including:
  - National and State Warning Systems messages over radio and the Colorado Crime Information Computer (CCIC).
  - National Weather Service (NWS) provides severe weather advisories, warnings and watches.
  - Reports to 9-1-1 from citizens and businesses.
- Emergency precautionary measures and warnings will be disseminated to the public through one or more of the following sources:
  - Activation of the Emergency Alert System (EAS).
  - City's website and social media sites.
  - Emergency Notification System (if signed up through County).
  - News media sources.
  - Weather radios.
  - Smart phone applications.
- The use of auto-dialed text telephone (TTY) messages to pre-registered individuals who are deaf or hard of hearing, text messaging, emails, and other innovative uses of technology should be incorporated into emergency messaging procedures.

## ***EMERGENCY SUPPORT FUNCTION (ESF) 16***

### ***Continuity of Government***

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Disasters can interrupt, paralyze, or destroy the ability of local government to carry out their essential functions. Therefore, it is important that government agencies preplan in order to maintain or restore these functions.

Factors that contribute to assuring continuity of government at the local level include:

- Established, well defined lines of succession for key personnel.
- Preservation of critical records.
- Ability to maintain essential/critical services.

#### **Provision of Essential Services**

Mission Essential Services are defined as being life-saving or critical to the immediate operation of the City. These services need to be maintained or restored immediately should they be struck by a disaster and rendered unusable.

- In the event that a City facility is rendered unusable, a back-up facility should be pre-identified that will allow for essential services to be provided.
- Consideration should be given as to whether day-to-day functions can be suspended and/or reassigned to assist with the emergency.
- Cross training employees on essential functions to fill in when key personnel are unavailable.

#### **Preservation of Essential Records**

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

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

#### **Lines of Succession**

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the elected leadership of each jurisdiction.

The following line of succession, by department, is currently recognized by the City.

### ***City Manager's Office***

1. City Manager
2. Public Works Director
3. Planning and Development Director

### ***Finance Department***

1. Finance Director
2. Controller
3. Sales Tax Manager
4. Utility Billing Manager

### ***Information Technology (IT)***

1. Director of Technology
2. Senior Network Administrator
3. IT Resource Coordinator

### ***Management Services / Human Resources***

1. Director
2. Municipal Court Supervisor
3. Senior Human Resource Analyst

### ***Parks, Recreation and Cultural Services***

1. Director of Parks, Recreation & Cultural Services
2. Recreation Supervisor – Facilities
3. Parks Foreman
4. Recreation Supervisor – Aquatics

### ***Planning and Development***

1. Director of Planning and Development
2. Manager of Planning and Development
3. CBO (SAFEbuilt)

### ***Police Department***

1. Chief of Police
2. Commander (Nora 2)
3. Commander (Nora 3)
4. Commander (Nora 4)
5. Commander (Nora 5)

### ***Public Works***

1. Director
2. Operations Manager
3. Engineering Manager

# HAZARD SPECIFIC ANNEXES

## **Tornado**

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**Lead Agency:** Northglenn Police Department  
North Metro Fire Rescue District

### **Purpose:**

To protect the health, safety, and welfare of the citizens, businesses and visitors of Northglenn through early warning, notification, response and evacuation from tornado damaged areas.

### **Situation and Definitions:**

Tornadoes are one of nature's most violent and damaging hazards which can cause almost complete destruction of everything in its direct path and often occurring with little or no warning. While most tornado damage is caused by violent winds, most tornado *injuries* and deaths result from flying debris.

The size of a tornado and resulting damage can vary greatly. The Enhanced Fujita (EF) scale is based on a range of 0 to 5. The EF 0 category is a relatively weak tornado, while the EF 5 storms result in some of the most powerful and destructive winds ever observed.

- EF 0 – winds up to 65 to 85 mph with light damage.
- EF 1 – winds up to 86 to 109 mph with moderate damage.
- EF 2 – winds up to 110 to 137 mph with considerable damage.
- EF 3 – winds up to 138 to 167 mph with severe damage.
- EF 4 – winds up to 168 to 199 mph with devastating damage.
- EF 5 – winds above 200 to 234 mph with incredible damage.

Located on the western fringe of “Tornado Alley,” Colorado ranks 9th in the country with about 50 tornadoes each year and Adams County ranks second in the state with the number of tornado events each year. The spring and summer months are the primary months in Colorado for a tornado to occur and about 90% of them occur east of I-25.

**Tornado Warning** – Means that a tornado or developing tornado has been sighted or indicated on Doppler radar. A warning is typically issued for a small area for less than an hour. People in the warning area should take cover immediately.

**Tornado Watch** – Means that conditions are favorable for tornadoes to develop. It is normally issued for 4 to 6 hours and can include many counties. People in the watch area should stay informed via NOAA Weather Radio, commercial radio or television and be on the lookout for severe weather.

### **Concept of Operations:**

- Citizens will be advised of potential severe weather conditions through a variety of means including: National Oceanic and Atmospheric (NOAA) weather radio, Emergency Alert System (EAS), television and radio announcements, smart phone apps, and the City's social media sites.

- The Adams County Dispatch Center (ADCOM 911) will notify key officials and field personnel of pending severe weather.
- All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
- Response times of first responders and assisting agencies could be delayed due to debris on roadways and, therefore, clearing of these roadways should be a priority.
- All news releases will be coordinated through the Public Information Officer (PIO).
- Upon confirmation of a tornado resulting in injuries and/or property damage, the EOC will be activated and staffed accordingly.
- Homes may be destroyed, creating the need to open a temporary shelter for displaced persons.
- Damage assessment teams will be activated, as needed, as soon as it is safe to do so. (*Damage assessment guidance and forms are located in the Resource Support Plan.*)
- An Incident Command Post (ICP) may be established in the vicinity of the affected area to coordinate on-scene actions and to provide a link to the Emergency Operations Center (EOC).
- Once all local resources are depleted, assistance will be requested through Adams County Office of Emergency Management.
- Depending on the magnitude of the incident, the Mayor may determine that a Disaster Declaration is warranted.
- It is essential that a rapid assessment is conducted as soon as it is safe to do so. This information is needed by decision makers to help them determine and prioritize response actions for life-safety and other critical needs.

## ***Flood***

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**Lead Agencies:**                      **Northglenn Police Department**  
   **Northglenn Public Works**

**Purpose:**

To protect the health, safety, and welfare of the citizens, businesses and visitors of Northglenn through early warning, notification, response and evacuation from flooding caused by heavy rains, snow melt or dam failure.

**Assumptions:**

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

**Concept of Operations:**

- Northglenn lies within the boundaries of the Urban Drainage and Flood Control District (UDFCD) which provides resources to local government related to flooding hazards. UDFCD provides a Local Flood Warning Program in conjunction with NWS and sends out messages for advisories, Flash Flood Watches, Flash Flood Warnings and “All Clear”. These messages can be shared with the public via the City’s social media sites.
- All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals, by department, may be dispatched to affected areas.
- Response times of first responders and assisting agencies could be delayed due to washed out roadways or bridges.
- All news releases will be coordinated through the Public Information Officer (PIO).
- Homes may become uninhabitable, creating the need to open a temporary shelter for displaced persons. Shelter operations will be coordinated with Emergency Support Function (ESF) 6.
- Damage assessment teams will be activated, as needed, as soon as it is safe to do so. (*Damage assessment guidance and forms are located in the Resource Support Plan.*)
- An Incident Command Post (ICP) may be established in the vicinity of the affected area to coordinate on-scene actions and to provide a link to the Emergency Operations Center (EOC).

- Once all local resources are depleted, assistance will be requested through Adams County Office of Emergency Management.
- Depending on the magnitude of the incident, the Mayor may determine that a Disaster Declaration is warranted.
- Evacuation out of the impacted area may require transportation assistance to a portion of the population and will be coordinated through ESF1.
- Evacuation routes may need to be established and communicated to citizens.
- Search and rescue operations may become necessary and will be coordinated with ESF 9.

## ***Winter Storm***

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**Lead Departments:**                   **Northglenn Public Works  
Parks and Recreation**

### **Purpose:**

To protect the health, safety, and welfare of the citizens, businesses and visitors of Northglenn through early warning, notification, and response 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.

### **Assumptions:**

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

### **Concept of Operations:**

- Citizens will be advised of potential severe weather conditions through a variety of means including: National Oceanic and Atmospheric Administration (NOAA) weather radio, Emergency Alert System (EAS), television and radio announcements, smart phone apps, and the City's social media sites.
- The Mayor may declare a citywide emergency. The effect of this declaration is to activate the response and recovery aspects of this emergency operations plan and any applicable city ordinances or codes necessary to preserve public peace, health, and safety.

- The Adams County Office of Emergency Management will be notified if additional resources are anticipated.
- Public Works crews will coordinate with Police and Fire to provide emergency response access to otherwise inaccessible areas.
- All news releases will be coordinated through the Public Information Officer (PIO).
- Depending on the severity of the situation, the Emergency Operation Center (EOC) will be activated and staffed accordingly.
- The City Manager will need to determine whether regular City services should remain open.
- Warming shelters may need to be opened if power is lost to a large portion of the population.

In the event of a major snowstorm, snow removal operations may need to be prioritized. The City has identified the following as **priority streets** with regard to snow removal:

**First priority – Arterials**

All lanes, including turn pockets, will be plowed and treated with anti-icing materials, as needed. Arterial lanes include: 104th Avenue, 120th Avenue, Huron Street and Washington Street, among others.

**Second priority - Collectors, School Zones and Steep Hills**

One lane in each direction will be plowed and anti-icing materials applied as needed. Note: Collectors are streets that connect directly to an arterial.

**Third priority - Local Collectors**

One lane in each direction will be plowed and anti-icing materials applied, as needed. Note: Local collectors are lower volume streets that connect with major collectors or arterials.

**Fourth priority - Residential Streets**

Plowed if accumulation exceeds 8 inches. A single pass will be plowed down the middle of the street. Anti-icing materials will be applied on hills, curves and intersections as needed.

***Snow removal priorities on sidewalks and trails:***

Parks, Recreation & Cultural Services staff will clear sidewalks and trails in priority order as indicated by the map on the following page.



# Snow Removal Priorities on Sidewalks and Trails

