Town of Erie
Emergency Operations Plan

TABLE OF CONTENTS

ANNEX B	*Continuity of Operations Planning (COOP)	*Note: Located Under WEBEOC. Each department maintains their own hard copy

I. PLAN PROMULGATION

<u>Letter of Promulgation and Plan Adoption Resolutions</u>

The Town of Erie has developed this Emergency Operations Plan (EOP) in order to enhance Town employee's emergency response capability. Originally adopted on August 28, 2007, under Resolution 07-108, it was subsequently amended and approved on November 9, 2010, under Resolution No. 10-131. In addition, an Emergency Disaster Ordinance was adopted on May 28, 2019, under Resolution 16-2019.

This specific plan has been updated, amended and approved by the Town of Erie Board of Trustees on 09/10/19 under Resolution 19-123 and is the official plan for the Town. **NOTE: This was actually signed by Town Administrator Fleming on September 12, 2019.**

This amended plan, when supported with appropriate training and periodic updates, should assist Town of Erie officials in saving lives and protecting the property of residents, local businesses and visitors in Erie.

PDF Version Signed by TA Malcolm Fleming   **September 12, 2019**
_____   _____
Malcolm Fleming, Town Emergency Manager   Date

<u>Revisions</u>

This plan will be updated as conditions change. Minor revisions (maximum of 25) to update facts, when approved by the Town of Erie Emergency Preparedness Coordinator, will be accepted without re-promulgation.

DATE	CHANGES
August 24, 2021	P. 3: Notes highlighted from Original PDF
August 24, 2021	P. 7/8/9/14: Key Staff Updated; Boulder County Emergency Staff Updated; Added Director of Communications & Community Engagement
August 24, 2021	P. 14: Added Director of Communications
August 24, 2021	P. 15: Updated address -3280 Airport Road
August 24, 2021	P. 29: Added Director of Communications & Community Engagement
September 23, 2021	P. 9 Clarified that Emergency Manager's staff will distribute the EOP
September 23, 2021	P. 11 Updated with 2020 Census data

Distribution List

The Emergency Manager will distribute this EOP to the Town of Erie Board of Trustees, Department Heads, Mountain View Fire Rescue, St. Vrain Valley School District, Boulder Valley School District, participating county agencies, selected state government agencies, selected state and county organizations, American Red Cross and other volunteer organizations, private organizations and other interested individuals. Each person or entity will be listed below.

Name	Agency	Date
Department Heads	Town of Erie	August 30, 2021
Board of Trustees	Town of Erie	September 28, 2021

II. NOTIFICATIONS

1. <u>Emergency Notification and Activation of the Tactical Operations Center (TOC) or Emergency Operations Center (EOC):</u>

In an Emergency and upon activation of the Tactical Operations Center (TOC) for the Town of Erie only, or activation of the Emergency Operations Center (EOC) for either Boulder County or Weld County, authorized personnel should select the Town of Erie **"Emergency Notification"** user group to disseminate notification. The **"Emergency Notification"** group will be notified via text and email. The "Emergency Notification" email is: emergencynotification@erieco.gov

As conditions warrant, additional outreach to verify all appropriate personnel and agencies have been contacted may be necessary. (See next two pages for the Key Staff Town of Erie Activation Chart).

2. In the event public notification is necessary, there are various manners in which residents may be notified. These include:

- Town Alerts
- Everbridge via Boulder County Communications
- Town Social Media
- Erie Police Department PA Systems
- Public Alert Sirens
- Local Media

3. Town employees who have access to the Wireless Priority Service (WPS) for their cellular phone, will be granted priority service with their call(s) by dialing *plus the 10 digit number they are trying to call. NOTE: WPS is not to be used to dial 911. Charges will be imposed per call.

4. <u>Key Staff Activation List/Board of Trustees – Insert</u>

Key Staff/EOC Activation List For Emergency Notifications	
Chief of Police Contacts:	Town Administrator/Emergency Manager Malcolm Fleming, 720-982-4121
	Deputy Police Chief Lee Mathis, 303-901-9916
	Deputy Town Administrator/Emergency Preparedness Coordinator Melissa Wiley, 303-903-6114
	Director of Communications/Community Engagement Gabi Rae, 720-491-7083
	Communications & Marketing Manager Amber Luttrell, 303-827-9648
	Fire Chief Mountain View Fire Protection District Dave Beebe, 303-434-8416
	Office of Emergency Management Director Mike Chard (Boulder County), 303-565-7878
	Officer of Emergency Management Director Roy Rudisill, (Weld County), 970-381-0417

Town Administrator/Emergency Manager	
Town Administrator Contacts:	Town of Erie Mayor Jennifer Carroll, 614-271-0522
	Mayor Pro Tem Adam Haid, 303-808-1206 Trustee Sara Loflin, 303-819-6531 Trustee Ari Harrison, 303-725-6317 Trustee Brandon Bell, 303-506-3542 Trustee Bill Gippe, 720-838-3593 Trustee Christiaan van Woudenberg, 720-317-7815
	Town Attorney Kendra Carberry, 303-579-5687

Deputy Town Administrator	
Deputy Town Administrator Contacts:	Director of Public Works Todd Fessenden, 970-401-2145
	Director of Finance (Interim) Vik Runkle, 303-909-7602
	Director of Parks & Recreation Patrick Hammer, 720-215-1775
	Director of Planning/Development Fred Starr, 720-989-6076

5. Key Staff Activation List/Board of Trustees – Insert Continued:

Director of Public Works	
Director of Public Works Contacts:	Operations/Maintenance Division Manager Jody Lambert, 303-591-8600
	Facilities Manager Dennis Buck, 303-263-0993
	Water/Wastewater Division Manager, Bruce Chameroy, 303-591-8536

Director of Parks & Recreation	
Director of Parks & Recreation Contacts:	Parks Division Manager Mike McGill, 303-901-4655
	Recreation Division Manager Rachel Wysuph, 720-201-0582
	Tactical Operations Center (TOC) Staff from Parks & Rec Charlene Leroy, 303-995-3280
	Tactical Operations Center (TOC) Staff from Parks & Rec On Call Supervisor

Finance Director	
Finance Director with Assistance from HR Director Contacts:	Director of Human Resources (HR), Alicia Melendez, 720-312-9940
	Director of Information Technology (IT) Denise Jakan, 303-990-3131
	Director of Economic Development Julian Jacquin, 314-795-9173
	Operations Administrative Manager Amy Teetzel, 303-808-0777
	HR Operations Manager Tracy Schoenebeck, 720-352-7070
	Deputy Finance Director Stephanie Furman, 303-819-4438
	Risk Manager Lori Wisner, 303-525-9391
	DEI Manager Alberto De Los Rios, 305-479-4311

Planning & Development Director	
Planning & Development Director Contacts:	Tactical Operations Center (TOC) Staff from Planning & Development Town Engineer David Pasic, 303-319-9446

6. Emergency Contacts - County

BOULDER COUNTY

OEM DIRECTOR
MIKE CHARD
C) 303-565-7878
mchard@bouldercounty.org

OEM DEPUTY DIRECTOR
ANDREW NOTBOHM
C) 303-915-8852
anotbohm@bouldercounty.org

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WELD COUNTY
Updated 08.24.2021

OEM DIRECTOR
ROY RUDISILL
WELD COUNTY
W) 970-400-3990
C) 970-381-0417
rrudisill@co.weld.co.us

OEM COORDINATOR
DAVID BURNS
WELD COUNTY
W) 970-400-3993
C) 970-515-2541
dburns@weldgov.com

OEM COORDINATOR
DENISE BRADSHAW
WELD COUNTY
W) 970-400-3996
C) 970-397-1076
dbradshaw@weldgov.com

7. <u>Emergency Contacts – State</u>

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III. BASIC PLAN

1. <u>Intent</u>

The **Town of Erie Emergency Operations Plan (EOP)** establishes the structure for a coordinated response to various types of natural, technological and manmade emergencies as well as disasters or terrorist attacks. It has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 2018 (under HB 18-1394) and is aligned with the National Response Framework (NFR) and the National Incident Management System (NIMS). The plan meets the requirements of other State and Federal guidelines for local emergency management plans and programs.

Since disasters differ in important ways, it is impossible to plan for every contingency, the key intent of this plan is to provide a means to utilize all available resources to:

- MITIGATE or prevent potential emergencies or disasters when possible;
- PREPARE to deal efficiently with the effects of emergency events;
- RESPOND to the incident to save lives and protect property; and
- RECOVER rapidly from the incident.

All Town departments tasked in this plan are responsible for developing and maintaining operating procedures and providing training necessary for implementing the assigned duties and functions outlined in this document.

A vital component of this plan is individual and family emergency preparedness. Local officials and relief workers will be on the scene after a disaster and will not be able to reach everyone immediately. Individuals could get help in hours, or it may take days. Basic services such as electricity, gas, water, sewage treatment and telephone service may be cut off for days, even a week or longer. Family may need to evacuate at a moment's notice. In an effort to promote individual and family emergency preparedness, the Town advises residents to prepare an Emergency Kit with essential food, water and supplies for a minimum of three days (72 hours) per person, and a similar amount for any pets.

The EOP is to be used when a situation calls for multiple Town departments, if outside resources are not needed, to integrate into a single command structure in which identified personnel will respond to the Towns' Tactical Operations Center (TOC). During these situations, should an

incident escalate beyond the capabilities of the Town, the Town leadership will coordinate with either/both the Boulder County (BC) or Weld County (WC) Office of Emergency Management (OEM) for assistance as appropriate. Should this situation occur, identified Town of Erie personnel will respond to the appropriate County Emergency Operations Center (EOC) as staffing allows.

2. Purpose and Mission

The Town of Erie provides service to the community, which extends into two counties; Boulder County to the west and Weld County to the east. Each county has its own Emergency Operations Plan (EOP). The Town of Erie's Emergency Operations Plan (EOP) is designed to help employees and community members be better prepared. The Town of Erie will integrate portions of both Boulder and Weld County's EOPs when appropriate.

This plan describes the emergency management procedures for the Town of Erie and delineates roles and responsibilities during disasters or emergencies for Town departments with the main goal of protecting life and property. The mission is outlined as follows:

I. To coordinate all emergency management protocols in an effort to protect people, property, economy and the environment of the Town of Erie.
II. This plan is applicable to all natural, technological and man-made disasters. It provides a basis for incorporating all individuals and organizations with disaster responsibilities into the emergency program, continuity of government and a guideline for local preparedness, response and recovery operations.
III. This plan follows the State of Colorado's Emergency Operations Plan guidelines.
IV. This plan stands alone while also sharing general emergency management planning concepts with neighboring jurisdictions including Boulder and Weld Counties.

3. Scope

The Erie EOP uses the all-hazard approach which addresses a full range of complex and constantly changing requirements in anticipation of/or in the response to threats or acts of major disasters (natural or technological), terrorism and other emergencies. The Erie EOP does not specifically address long-term reconstruction, redevelopment or mitigation but it does delineate the incident management roles and responsibilities of Town departments and other entities involved in emergency management.

4. <u>Continuity of Government</u>

The purpose of the Continuity of Operations Plan (COOP) is to provide a means of ensuring the continuity and preservation of the Town of Erie government during a major emergency or disaster. Disasters can interrupt, paralyze, or destroy the ability of local government to carry out its functions. Therefore, it is important for each level of government to have the capability to preserve, maintain and reconstitute its ability to carry out essential functions. A separate COOP has been completed and updated by each Town of Erie Department Head and maintained to ensure the continued function of local government. This document is stored on WEBEOC. In addition, a copy will be maintained in Laserfische. Hard copies shall be printed and maintained by each Department Head. Annual training sessions, to include tabletops or drills, are recommended.

5. <u>Legal Authorities</u>

Federal

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

 II.   National Response Framework

III.   Homeland Security Act and Information Sharing Act of 2002

IV.   Homeland Security Presidential Directive 5, Management of Domestic Incidents

 V.   Homeland Security Presidential Directive 8, National Preparedness

VI.   National Incident Management System (NIMS)

      Standards of Good Practice: National Fire Protection Agency 1600, Disaster/Emergency Management and Business Continuity Programs, the Emergency Management Standard by the Emergency Management Accreditation Program (EMAP) and the Community Planning Guide CPG 101 v2 located on line under:

      https://www.fema.gov/media-library/assets/documents/25975

State

VII.   Colorado Disaster Emergency Act of 2018 (24-32-2107, et. seq., C.R.S. 1992), Colorado

VIII.   Colorado State Emergency Operations Plan

Local/County

    IX.   Joint Agreement Establishing Office of Emergency Management between the County of Boulder, Colorado and the City of Boulder, Colorado, 1993. (Agreement revised February 15, 2005). Seems spread out with spaces under each….

    X.   Town of Erie Resolution 07-108 (August 28, 2007), a resolution adopting the National Incident Management System (NIMS).

    XI.   Town of Erie Resolution 16-2019 (May 28, 2019), a resolution adopting a Town of Erie Emergency Disaster Preparedness Ordinance.

6. <u>Multi-Agency Coordination (MACS)</u>

A key component of National Incident Management System (NIMS) and Incident Command Structure (ICS) is the Multi-Agency Coordination System (MACS). As the name implies, MACS provides the structure to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident-related information and coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies.

In Boulder County, the MACS activities will be conducted from the Boulder Emergency Operations Center (BEOC), and similarly in Weld County. The EOC positions which would need to be filled regardless of county would include: EOC Manager, Planning Section and Logistics along with the "Core" Emergency Support Functions (ESFs).

The Core ESFs are identified as ESF 1 – Transportations, ESF 2 – Communications, ESF 3 – Public Works, ESF 4 – Fire, ESF 5- Emergency Management, ESF 6 – Mass Care, ESF 8 – Public Health, ESF 13 – Law Enforcement and ESF 15 – External Affairs. Other ESFs may be added as needed.

As staffing allows, members of the Town of Erie or the Erie Police Department shall respond and fill an EOC role. Typically, a member of the Town's Director of Communications/Community Engagement or Communications/Marketing Manager will respond and fill their role. NOTE: Should the TOC be activated in the Town of Erie, identified Town employees shall respond to the Town to provide support. This would include the Director or Manager from the Town's Communications/Community

Engagement Department. Finance, under the lead of the Finance Director, will be responsible for tracking Town-related expenses, to include the coordination of Finance in support to the EOC or while assigned in the TOC.

7. <u>National Weather Service</u>

The National Weather Service provides the guide for weather advisories, watches and warnings when a threat is present. The NWS also launches Emergency Activation System warnings on television and radio to warn the public of any dangers. Town officials monitor the NWS and also obtain crucial information from both the Boulder County and Weld County Office of Emergency Management. Information provided is forwarded in a timely manner to appropriate Town Staff.

8. <u>Definitions</u>

Emergency Operations Center (EOC) – Emergency Operations Center means the **facility** used to coordinate response among agencies which shall be staffed by emergency management resources, various law enforcement agencies, fire, public works, communications, City Managers, Town Administrators and many more entities.

At times, the Boulder County Emergency Center (BEOC) or Weld County EOC (WEOC) may be staffed by Town of Erie department representatives and government officials. The BEOC is co-located with the Boulder County E-911 center and is designed for continuous operations. The decision to activate the BEOC is made by the Boulder County Sheriff, Boulder County Commissioner(s), Boulder Police Chief, Boulder Fire Chief, the Boulder City Manager, or the Boulder Director of the Office of Emergency Management. Activation of the BEOC shall be supported by the necessary emergency support functions (ESFs) required to respond to the incident. Town of Erie Department Heads or their designees may not be able to fill an ESF position.

The BEOC is the physical location where the incident management functions of Multi-Agency Coordination and Area Command are conducted. The actual address is: 3280 Airport Road, Boulder, Colorado. It is co-located with the Boulder County E-911 center and is designed for continuous operations. The BEOC is co-located with the Boulder County E-911 center and is designed for continuous operations.

The Weld County Emergency Operations Center (WEOC) is the physical location where the incident management functions of Multi-Agency Coordination and Area Command are conducted for WC significant events. The actual address is: 1150 O Street, Greeley, Colorado 80632 and is designed for continuous operations. The decision to activate the WEOC is made by the Weld County Commissioner(s), Weld County Office of Emergency Management or can be requested by other Department heads or Chiefs for first response agencies. Any activation of the WEOC will be supported by the necessary emergency support functions (ESFs) required to respond to the incident. Town of Erie Department Heads or their designee may not be able to fill an ESF position. Significant events in the Town of Erie may possibly require a request for a County EOC activation. In the event of an incident such as severe weather which effects most, if not all parts of the county, overall incident management may be conducted from the appropriate EOC.

Emergency Support Functions (ESFs) – Emergency Support Functions (ESFs) positions are utilized in Emergency Operations Centers (EOCs) when needed for emergency management. The ESFs provide support, resources, program implementation and services which are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure and help communities return to normal operations following a catastrophe or disaster.

Incident Command System (ICS) – An ICS is a standardized approach to the command, control and coordination of emergency response providing a common hierarchy within which responders from multiple agencies/departments can be effective.

National Incident Management System (NIMS) – Under this doctrine, NIMS provides a common, nationwide approach to enable the whole community to work together to manage all threats and hazards. NIMS applies to all incidents, regardless of cause, size, location or complexity.

Tactical Operations Center (TOC) – Tactical Operations Center means the facility used to coordinate response among departments within the Town of Erie in the event of a catastrophe or disaster. It may be utilized at other times dependent upon the situation. The decision to activate the TOC is made by the Town of Erie Emergency Management Director (Town Administrator), the Chief of Police, or the Mountain View Fire Rescue Chief.

Most incidents which occur in the Town of Erie are handled by field incident command and there is no need for the TOC to be activated. There are other incidents where a TOC activation is appropriate,

even though an incident command system is not needed in the field. Significant events that affect either Boulder or Weld County will likely require a field incident command, the activation of the Erie TOC and a county EOC activation. The Erie Police Department; Leon A. Wurl Service Center; Erie Community Center and Town Hall are equipped to serve as the EOC for the Town of Erie.

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

Disaster - As defined by Colorado Revised Statutes 24-33.5-703 disaster means "the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, hostile military or paramilitary action, or a condition of riot, insurrection, or invasion existing in the state or in any country, city, Town, or district in the state."

Emergency - The Robert T. Stafford Disaster Relief and Emergency Assistance Act defines an emergency as "any other occasion or instance for which the President determines that Federal assistance is needed to supplement local, State and tribal efforts to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States."

Planned Event - A planned event is one in which the basic structure is understood well in advance, allowing for pre-planning of resources and a response framework. Examples may include political rallies, demonstrations, sporting events and significant community activities. Such processes may involve efforts at all levels of government and between government and private sector and

nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources.

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

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

Response – Response activities address the short-term, direct effects of an incident. These activities include: taking immediate actions to preserve life, property and the environment, meeting basic human needs and to maintain the social, economic and political structure of the affected community. Response also includes the execution of emergency operations plans and incident mitigation activities designed to limit loss of life, personal injury, property damage and other unfavorable outcomes.

Recovery – Recovery involves actions and implementation of programs necessary to help individuals, communities and the environment directly impacted by an incident to return to normal where feasible. These actions assist victims and their families, restore institutions to regain economic stability and confidence, rebuild or replace destroyed property, address environmental contamination and reconstitute government operations and services. Recovery actions often extend long after the incident itself. Recovery programs may include hazard mitigation components designed to avoid damage from future incidents.

Mitigation – Mitigation activities are designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during or after an incident. Mitigation measures are often developed in

accordance with lessons learned from prior incidents. The National Response Framework distinguishes between hazard mitigation and incident mitigation. Hazard mitigation includes any cost-effective measure which will reduce the potential for damage to a facility from a disaster event. Measures may include wildfire mitigation, zoning and building codes, floodplain property acquisitions, home elevations or relocations and analysis of hazard-related data. Incident mitigation involves actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

9.   Situation

The Town of Erie is listed in the Boulder County Multi-Hazard Mitigation Plan, which includes the Weld County portion of Erie. The following excerpt is from the Boulder County Multi-Hazard Mitigation Plan:

"The most significant hazards for Erie are floods, expansive soils, and severe winter storm. Refer to Section 4.3 Vulnerability Assessment for detailed vulnerability to the flood hazard. Other hazards which could impact Erie include dam failure, drought, hailstorm, earthquake, extreme heat, lightning, subsidence, tornado, windstorm, West Nile Virus and Pandemic Flu. Due to its location on the plains in eastern Boulder County, the Town has a slightly higher risk from tornados than other communities in this plan."

I.   Geography

a.   Situated in the north-central part of Colorado, northwest of Denver, the incorporated area of the Town of Erie encompasses approximately 19.8 square miles. The Town is located in Boulder and Weld Counties. Erie's Planning Area spans 48 square miles, extending from the north side of State Highway 52 south to State Highway 7, and between US 287 on the west and Interstate 25 to the east.

b.   Erie's transportation infrastructure consists of approximately 157.4 miles of streets, RTD and Boulder County funded bus routes and Erie Municipal Airport (4,700 ft. runway). No commercial flights operate from Erie Municipal Airport. The Regional Transportation District (RTD) owns the railroad line which passes through Erie. The railroad line is not currently in operation. Plans for a Regional Commuter Rail System may begin operations in the future. There are also plans for a multi-modal regional transportation station in Erie at I-25.

II. Demographics

    a. According to the 2020 Census, Erie's population as of April 2020 is 30,038.

    b. The median age for Erie residents is 37.

    c. There are approximately 10,332 households in Erie.

III. Climatology

    a. Erie's climate is a series of extremes. In winter, temperatures can plunge to minus 30°F and hover below 0°F for days on end. These cold spells are often followed by periods of unseasonably warm weather. Temperatures may climb into the 60s in January and February.

    b. Winter brings snowstorms which regularly dump a foot or more of snow. Some of the most powerful winds recorded in the continental United States have occurred in Boulder County in December and January; gusts of more than 120 mph are not uncommon.

    c. During the summer, temperatures can be in the upper 90s. These hot temperatures are moderated by low humidity that can drop into the single digits at times. The semiarid climate produces an average of 18.17 inches of moisture annually which means most days have at least some sunshine.

    d. Average Temperatures for Erie: January, High 46.8°F; July, High 83.2°F; annual average, 59.8°F.

V. Hazard Analysis Summary

This plan is written in a generic, "all-hazards" style which not only covers natural hazards such as floods and winter storms, but mentions man-made and technological hazards as well. In-depth information on these and other hazards is found on line under the Boulder County Multi-Hazard Mitigation Plan located via:

https://assets.boulderoem.com/wp-content/uploads/2014/10/MHMP-Final-2015.pdf.

Technological hazards and human-caused incidents can be found in the Boulder Emergency Operations Plan/Hazard Specific Annexes.

a. Natural Hazards Common to Erie

Flooding* - Local flooding, usually caused by heavy stationary thunderstorms, most often occurs in the spring, summer and possibly even in early fall months. Damage potential is greatest within 20 — 30 vertical feet of an existing streambed. Areas in and below land

burned by wildfire have an increased risk of flooding. The Coal Creek West Line Overflow begins south of Erie, where floodwaters from Coal Creek overtop the UPRR, and flow northerly, independent of Coal Creek, through the fully developed area of Erie before returning to Coal Creek north of the Town. The main sources of flooding on Coal Creek are heavy thunderstorms in spring and summer. Flooding can become especially severe when these thunderstorms follow rapid snowmelt or prolonged rainy weather.

Boulder County experienced a major flood event in 2013 which also impacted the Town of Erie. During this event, East County Line Road/Weld County Road 1 became flooded for several days along with the 100 block of Cheesman and the 800 block of Briggs. Due to the heavy rains from storms from the east, Erie was actually the first jurisdiction affected by this flood.

Severe weather - Severe weather produces such events as extreme heat, high winds, snow, ice, heavy rainfall, tornadoes, flooding or a combination thereof. Strong winds, microbursts and downdrafts can create localized damage. Boulder and Weld County have experienced several large severe weather incidents.

Thunderstorms and Hail - Thunderstorms are a common weather occurrences in Erie. They occur mostly during the summer months and are capable of producing lightening, heavy rain, strong winds, hail, flash flooding and tornadoes. Lightening associated with dry thunderstorms can also cause wildfires. Severe thunderstorms and hail have caused localized flooding, power outages and other related problems. The hail season runs from March through October.

Tornadoes - Tornadoes are a common threat to those who live along the Front Range and on the Eastern plains of Colorado. Tornadoes have occurred in nearly all counties within Colorado including Boulder County. The effect of damaging tornadoes is increasing as more people and businesses are locating in threatened areas. The tornado season is considered to be April through October with May and June having the greatest risk months. In August 2013, the Town of Erie experienced a "micro-burst" which damaged property south of Erie Parkway and East County Line Road.

Drought - Even in high moisture years, Colorado rainfall does not provide a consistent, dependable water supply throughout the year. Severe drought results in devastating economic consequences for agriculture, forestry, wildlife management, the environment

and tourism. Recorded drought history includes severe droughts in 1894, 1930-1937, 1976-1977, 2002 and 2012. Wildfire as a result of drought can affect the watershed for the County.

b. Other Hazards Common to Erie

Dam failure - Dam failure is a technological threat. There are 24 Class I (High Hazard) and 16 Class II (Moderate Hazard) dams in Boulder County – not including both Erie Lake Dam and Prince Reservoir in Erie. In 2000, the Erie Lake Dam had concrete replaced as well as the spillway. The failure of any of these dams has the potential of causing extensive property damage and possibly the loss of life. Many of these dams were constructed in the early 1900's, making age a concern.

Terrorism – The residents of Erie and Erie's public and private infrastructure are at risk for terrorism (domestic and international) and national security incidents. These incidents could take the form of threats and hoaxes, chemical, biological, radiological, nuclear, small-scale conventional weapons or explosives, large improvised explosives or cyber-attacks.

Hazardous materials - Hazardous materials used in industry, agriculture and homes pose a daily hazard to people and the environment. Residents are vulnerable to the adverse effects of accidental leakage of hazardous materials or a deliberate act using these materials. BOEM and the Boulder County Local Emergency Planning Committee (LEPC) prepare and maintain the Hazardous Material Incidents Title III Emergency Response Plan which is located: www.bouldercountyhazmat.org/resources.html. This plan contains a framework for response arising at any facility required to report under EPA guidelines (storage of hazardous materials above thresholds and subject to planning requirements under Title III of the 1986 Superfund Amendments and Reauthorization Act). In addition information regarding the Emergency Planning and Community Right-to-Know Act may be found: https://www.epa.gov/epcra. The steady growth in the use of chemicals has resulted in an increased need to transport these materials. Trucks transporting hazardous materials are restricted to designated routes.

c. Other Hazards Less Likely to Affect Erie

Although unlikely, other hazards less likely to affect the Town of Erie include wildfires, landslides and earthquakes.

d. Consequences of Disasters

Disaster planning is based on the premise all disasters present similar concerns which demand multi-agency/discipline response at all levels of government and the private sector. Dealing with these concerns is the goal of this EOP. By establishing baseline consequences, stakeholders can be identified and actions can be taken to address the issue(s).

The following issues are considered primary consequences anticipated in any disaster: displaced individuals, injured/ill people, fatalities, damaged or destroyed property, loss of emergency and essential services, loss of critical infrastructure, economic damage, financial impact/unplanned expenses, environmental damage/increase health and safety hazards, psychological damage, companion animal issues, livestock and wildlife issues and debris.

10. Planning Assumptions

The Town of Erie government must continue to function under all threat, emergency and disaster conditions. Continuity of government/continuity of operations plans shall be developed in accordance with this Plan and the National Response Framework.

I.   Incidents will typically be managed by the Town of Erie government level. Erie should not plan on the arrival of State or Federal response until approximately 24 – 72 hours after the incident has concluded.

II. Personal preparedness and self-help are paramount for residents of Erie. The BOEM provides materials and classes to assist the public with personal preparedness activities. In addition, Town of Erie employees and residents are occasionally offered Emergency Preparedness training by the Erie Police Department.

III. An emergency or disaster can occur at any time and at any location. Warning time available to implement this plan will vary from little or no warning to days or weeks, depending on the type of hazard.

IV. Information sharing occurs across multiple levels of government, the community and private sector. The public expects government to keep them informed and to provide guidance and assistance in these situations. When provided information, the public can be expected to make sound personal decisions when presented with clear and concise information.

V.   The premise of the National Response Framework, the State EOP, along with the BEOP and Weld County EOP presumes all levels of government share responsibility for working together to prevent, prepare and respond to an emergency or disaster event.   This assumption pertains to the recovery state as well.

VI.   Local government officials will do their best with their responsibilities regarding public safety and protection of property. The Town has limited staff and resources. Town staff will be called upon to perform non-routine tasks in support of disaster response and recovery. Mutual aid may be requested on an as-needed basis.

VII.   With the increased possibility of terrorism, any biological or technological incident must be approached as if it could be an act of terrorism.

VIII.   The National Incident Management System (NIMS), will be used as the incident Management system for all levels of response. The Incident Command System (ICS) will be also be utilized.

IX.   The Boulder County Emergency Operations Center (BEOC) or Weld County Emergency Operations Center (WEOC) will be requested for incidents which could overwhelm the Town's resources or for incidents impacting multiple communities including Erie.

X.   The Town of Erie shall comply with resource ordering through either the Boulder County OEM or Weld County OEM when the situation dictates.

11. Concept of Operations

It is the responsibility of the Town of Erie to reasonably protect life, property and the environment from the effects of emergencies or disasters within our community. Town of Erie officials have the primary responsibility for emergency management activities which eliminate or reduce hazardous events and for the preparation for, response to and recover from significant emergency and disaster events which do occur.

The Town of Erie outdoor warning sirens are tested on the 1st Monday of every month from April – August, at 10:00 am and 7:00 pm. One siren is located at the Mountain View Fire Protection located at Erie Parkway and Bonanza Drive and the second siren is located at Mountain View Fire Rescue Station 8 located at 400 Bonanza Drive. These sirens should activate prior to a flood, tornado or other disaster.

Residents or those who work in the Town of Erie should sign up for the Everbridge Emergency Notification System for their mobile phones via the Boulder County OEM.

I. If a disaster emergency occurs within Erie, immediate response by the Town, emergency agencies and county government(s) concerned will be required. Trained personnel accomplishing prearranged plans and procedures will be prepared to make a coordinated effort necessary to meet a threat to life and/or property.

II. When response to a disaster emergency exceeds Town of Erie government capabilities, assistance may be requested from Boulder or Weld County. As Boulder County and Weld County OEMs work closely together and since routine and emergency communications for the Town of Erie are managed through the Boulder Regional Communications Center, the Town Emergency staff will request the Boulder Emergency Operations Center (BEOC) be activated for incidents which could overwhelm the Town's resources.

III. The Town of Erie Emergency Manager (Town Administrator), the Erie Chief of Police, the Mountain View Fire Protection District Chief, or the Town of Erie Emergency Preparedness Coordinator (Deputy Town Administrator), will make and coordinate requests for assistance with the BOEM and/or WOEM.

IV. This EOP is based on the concept emergency response functions will generally modify the normal daily operation of local government. Day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

V. The EOP may be activated fully or in part by the Town of Erie Emergency Manager (Town Administrator), the Erie Chief of Police, the Mountain View Fire Protection District Chief, or the Erie Deputy Town Administrator (Emergency Preparedness Coordinator), as the situation requires.

VI. Essential Tactical Operations Functions (TOC) for the Town of Erie only and the Essential Support Functions (ESFs) for the County EOC are detailed in following the Erie EOP. Threat specific responses to hazards which impact the Town of Erie are also delineated in the annexes of this plan.

VII. An analysis of the major hazards facing the Town of Erie is provided in the Boulder County Multi-Hazard Mitigation Plan on file with the Boulder Office of Emergency Management.

12. <u>Phases of Emergency Management</u>

<u>Below are basic descriptors of the four phases (they are fully defined in the definitions):</u>

- Mitigation – this involves actions to interdict, disrupt, pre-empt or avert a potential incident. Mitigation includes obtaining homeland security intelligence and law enforcement efforts to prevent terrorist attacks.

- Preparedness – under the NIMS, preparedness encompasses developing plans, training and preparing should a disaster or any nature occur in the Town of Erie.

- Response – the response to address the immediate and short-term actions to preserve life, property, environment and the social, economic and political structure of the community.

- Recovery – involves actions and implementation of programs needed to help residents, businesses and the community return to normal.

13.   Priorities

The Town of Erie has listed the operational priorities in order of importance:

    I. Save human lives;

       Treat the injured;

       Warn the public;

       Shelter persons in place;

       Evacuate people;

       Shelter and care for those evacuated;

       Save animals – domestic pets and livestock; and

       Coordinate with Public Health Officials.

    II. Protect Property

    III. Protect the Environment

    IV. Stabilize the Economy

    V. Recover and Restore the Community

14.   Roles and Responsibilities

All Town of Erie Department Directors are responsible for preparing plans and their employees should a disaster occur, providing pertinent disaster training for their employees and developing continuity of operations plans (COOP) for carrying out assigned primary and support duties. Department plans

shall adhere to the general principles and structure of the NIMS concept. Department Heads and Managers should take the ICS 700 and 800 on-line classes. In addition, Department Directors shall:

- Identify functions to be performed during an incident and assign responsibility for performing those functions.

- Provide representatives as needed to the Erie TOC to coordinate emergency response functions with those of other agencies represented therein unless representatives will respond to the appropriate County EOC;

- Ensure the TOC or EOC is informed during an incident by reporting events and activities in a timely fashion;

- Maintain complete and accurate records of all incident costs and expenditures to include personnel qualification, time, overtime, vehicle mileage, goods, machine hours and emergency disbursements; and

- Ensure complete and current resource lists and on-call personnel lists are provided to the TOC or EOC in a timely basis to assist in providing resources and personnel for large-scale incidents.

Specific roles are detailed below:

I. **Town Administrator, (Designated Emergency Manager):**
- Notify the Mayor; have the Mayor declare a local disaster as appropriate;
- Provide direction to Department Heads before, during and after a disaster;
- Establish/supervise public information from the Public Information Officer (PIO);
- Issue public proclamations relative to emergency disaster matters;
- Activate TOC;
- Authorize and approve emergency, post emergency or disaster recovery operations; and
- If responding to a county EOC activation, serve on and with the Board of Directors who make up the Policy Group. During an emergency, the Board of Directors have the authority to direct resources as necessary.

II. **Town of Erie Chief of Police:**
- Implement the Town of Erie Emergency Operations Plan, either all or in part, as determined by the situation;

- Coordinate efforts related to emergencies, disasters and incidents of significance;
- Determine critical resource needs and acquire resources;
- Coordinate mutual aid assistance;
- Activate and operate the TOC as needed;
- Determine the need for evacuation and relocation and establish sites in coordination with the Parks and Recreation Director;
- If responding to a county EOC activation, serve on and with the Law Enforcement Leaders who make up the Police Group; and
- Maintain the Erie EOP.

III. **Deputy Town Administrator, (Designated Town of Erie Emergency Preparedness Coordinator):**
- Develop mutual aid assistance agreements;
- Prepare emergency or disaster declarations for issuance by the Mayor as necessary;
- If responding to a county EOC activation, serve on and with the Board of Directors who make up the Policy Group should the Town Administrator not be available. During an emergency, the Board of Directors have the authority to direct resources as necessary.
- Schedule and conduct local training programs and exercises;
- Maintain liaison with Town, County, state and Federal agencies; and
- Review/update the EOP on a yearly basis.

IV. **Erie Police Department (EPD):**
- Provide a member to staff the TOC;
- Under direction of the Command Staff, establish and maintain law and order throughout the Town;
- Notify key Town officials regarding the nature of the emergency or disaster;
- Assist the Mountain View Fire Protection District (MVFPD) with search and rescue activities;
- Control traffic and access to the scene of a disaster;
- Establish a field command post if required; and

- Initiate evacuation of persons or persons who are or may be threatened by imminent disaster, after advising the Town Administrator of the need. EPD shall take necessary action to evacuate threatened persons in an emergency situation without consulting the Town Administrator – however, the EPD will inform the Town Administrator of their action(s) as soon as possible.

V. **Mountain View Fire Protection District (MVFPD):**
- Provide a member to staff the TOC;
- Notify key Town officials regarding the nature of the emergency or disaster;
- Coordinate and direct search and rescue activities;
- Control fires and respond to hazardous material incidents;
- Establish a field command post when needed;
- Coordinate aircraft and aviation support as required; and
- Initiate evacuation of persons or persons who are or may be threatened by imminent disaster, after advising the Town Administrator of the need. MVFPD shall take necessary action to evacuate threatened persons in an emergency situation without consulting the Town Administrator – however, the MVFPD will inform the Town Administrator of their action(s) as soon as possible.

VI. **Boulder Regional Communications Center:**
- Allocate and manage communication frequencies and resources;
- Issue warnings to the hearing impaired through the TDD system; and
- Maintain coordinated communications for emergency activities through the established BEOC or Erie TOC. Consideration should be made for establishing a "Patch" to Weld County Dispatch if needed.

VII. **Communications & Community Engagement Director / Communications & Marketing Manager:**
- Ensure appropriate communications are frequently provided to internal and external customers; and
- Provide a member to the TOC or the appropriate EOC.

VIII. **Public Works Director:**
- Provide a member to staff the TOC;

- Develop and implement plans and procedures for the central control and repair of all transportation needed to assist emergency utilization of all Town vehicles. Privately owned resources and facilities may be utilized as authorized by the Town Administrator in accordance with the disaster;

- Advise the Town Administrator in the establishment of priorities for decontamination, rehabilitation and restoration of damaged Town property and other essential facilities necessary to operate local government which contribute to the emergency welfare of the populations;

- Coordinate the repair and restoration of water systems, water treatment and wastewater collection systems;

- Emergency shutdown of utilities to prevent damage and monitoring the repair and restoration of water distribution including provisions of systems to provide emergency sources of electricity, gas and potable water;

- Assist in facilities protection and emergency repairs to Town buildings, streets, utilities and other essential facilities based on the priority.

- Provide damage assessment information to the Emergency Management Director on streets, buildings and equipment belonging to the Town and under the control of the Public Works Department;

- Provide emergency traffic engineering and traffic control measures in coordination with the EPD;

- Assist in decontamination of Town facilities, streets, areas and equipment during a radiological environment or hazardous material spill; and

- Provide direction to the Public Works road maintenance supervisors and other supervisors as appropriate.

- Compile necessary paperwork regarding disaster relief assistance which can be presented to the State and Federal Government.

IX. **Director of Planning and Development Services:**
- May need to provide a member to staff the TOC;
- Identify significant population concentrations within the Town;
- Develop and coordinate a damage assessment system; and
- Conduct mitigation studies and make recommendation which will reduce disaster vulnerability.

X.   Human Resources Director and Finance Director:

- May need to provide a member or members to staff the TOC;

- Monitor injuries and/or deaths of Town employees. Notify Risk Manager and ensure appropriate documentation is completed and maintained;

- Establish and coordinate a record keeping system which will reflect all disaster-related expenditures and costs; and advise the Town Administrator on Personnel and Finance matters. Finance should follow appropriate procurement policies to include Federal procurement procedures based on 2 CFR 200.318.

XI.   Recreation Division Manager:

- Utilize the Erie Community Center (ECC) for disaster relief; and

- Liaison with the American Red Cross.

XII.   Boulder County or Weld County Coroner:

- Advise the Town Administrator, BOT and the Health Department on matters pertaining to the disposition, handling and identification of the dead;

- Organize mortuary and graves registration support teams;

- Establish a morgue and direct the identification and burial of the dead; and

- Provide information to next of kin concerned deceased individuals.

XIII.   Boulder County or Weld County Animal Rescue:

- Weld County has an Animal Rescue Team which can help with sheltering and collection of animals. They also have several people on the team who can support large animal rescue and find locations for sheltering animals. Contact may be made through the Weld County Officer or Emergency Manager, W) 970-304-6540 or C) 970-381-0417.

- Boulder County (through ESF 11 Animal/Livestock) handles all large and small animal evacuations. Agreements are in place through the Boulder County Humane Society of Boulder County for household pets. In addition, there is an agreement with local ranchers for transport and sheltering of livestock at the Boulder County Fairgrounds.

XIV. **American Red Cross:**
- Provide emergency nursing care, food and shelter to disaster victims as required;
- Provide clothing and/or personal care articles to disaster victims;
- Provide feeding for operations personnel in the TOC and in the field;
- Register displaced persons and provide information services;
- Register volunteers working disaster operations;
- Provide casualty locate information to the TOC or County EOC as appropriate;
- Assist in damage assessment of private property; and
- Staff Disaster Assistance Centers.

XV. **Superintendent of Schools (Both BVSD and SVVSD):**
- Ensure the safety and protection of students and school personnel; and
- Provide transportation (buses) upon request from the EOC or Erie TOC.

XVI. **Town of Erie Attorney:**
- Function as the principal legal advisor to the Town Administration, BOT and Department Directors;
- Interpret laws and regulations issued by the Federal and State Government; and
- Prepare and recommend resolutions, proclamations and other legal documents for BOT action.

XVII. **State Government**

The Colorado Division of Emergency Management (CDOEM) is responsible within their statutory CRS 24-33.5-703 to provide assistance and support to local jurisdictions when local resources are unable to cope with an incident of significance. These agencies are responsible for implementing assigned Colorado State Emergency Functions when the State EOP is implemented. The operations role, responsibilities and intra-organizational relationships of State departments are described in detail in the assigned State Emergency Function Annexes.

XVIII. **Federal Government**

The Federal government has responsibilities to respond to national emergencies and to provide assistance to states when an emergency or disaster exceeds their resource capability. The Department of Homeland Security has the overall responsibility for the coordination of Federal emergency/disaster relief programs and supporting local and State government capabilities with resources. The roles and responsibilities of Federal resource providers are outlined in the National Response Framework.

XIX. Non-Governmental Organizations

Several non-governmental organizations will provide assistance to meet essential needs during an incident. Some organizations with existing memorandums of understanding, memorandums of agreement or mutual aid agreements with the Boulder/Weld County have been assigned supporting roles to specific emergency support functions.

12.   Incident Types

NIMS/ICS establishes the following as an aid to categorize the size and magnitude of an incident. The Town will utilize these levels when describing an incident to responders and others within the NIMS/ICS including County/State and/or Federal officials. They are scaled such that a Type V is the least complex and a Type I is the most complex. Below are brief descriptions of Type V – Type I.

Type V – NO TOC OR COUNTY EOC ACTIVATION NECESSARY – typically involves one or two single resources with up to six personnel needed to mitigate the incident. An example is a traffic stop or vehicle fire.

Type IV – TOC OR COUNTY EOC ACTIVATION MAY BE NECESSARY – several resources are required to mitigate the incident which is usually limited to one operation period. An example is a small grass fire or multi-vehicle accident.

Type III – TOC OR COUNTY EOC ACTIVATION MAY BE NECESSARY – requirements exceed initial response and multiple agencies may become involved. The incident may extend into multiple operation periods; written IAPs are required for each operation period. An example could involve a large structure fire, a blizzard, flooding or a school hostage situation.

Type II – TOC AND COUNTY EOC ACTIVATION IS NECESSARY – this incident extends beyond the capabilities for local control and is expected to last throughout multiple operation periods. Written IAPs are required for each operation period. The EOC Policy Group has overall oversight of the incident and the County OEM is responsible for the incident complexity analysis. An example could be an act of terrorism or flooding where a significant number of residents are affected.

Type I – TOC AND COUNTY EOC ACTIVATION IS NECESSARY – this is the most complex incident type and requires national resources to safely and effective manage the incident. The County EOC and State EOC are activated; the incident has significant impact on the county; and operations

personnel often exceed 500 per operational period. An example could be a pandemic flu situation or widespread hostile actions.

<h2 style="background-color:#8B1A1A; color:white; text-align:center;">TOWN OF ERIE TACTICAL OPERATIONS CENTER (TOC)</h2>

Based on the current size of the Town, the Town will typically utilize a TOC strategy rather than filling the ESF positions. When the tactical operations center (TOC) is activated as the Town of Erie's command post, Department Heads or their designee(s) will staff the TOC as appropriate. Shift assignments will be made to maintain 24/7 hours of operation. Typically, the TOC would be staffed in either eight (8) hour or twelve (12) hour shifts with the following departments:

- 1 Representative from Erie PD

- 1 Representative from Communications/Marketing unless this representative has been sent to the County EOC.

- 1 Representative from Public Works

- Possibly 1 Representative from Parks & Rec

- Possibly 1 Representative from Planning

- Possibly 1 Representative from either Finance or HR

- Possibly The Town Administrator and/or a BOT member as needed

- Information Technology (IT) staff will be tasked with setting up the TOC with adequate computers and phones. They will also need to maintain connectivity until the TOC is deactivated.

Individuals staffing the TOC, will remain in their normal roles based on their current assignment per department. Note: All overtime (OT) accrued for a specific incident will be properly documented and tracked in PayCom.

The goal of the TOC is to assist members in the field with resource needs to include scheduling, food, breaks, and other necessary items/resources needed to get the Town back to normal operations. Members of the TOC will also liaison with County EOCs should they be activated.

For a catastrophe or other disaster which is much larger than the Town of Erie can reasonable handle, the majority of Town resources may be sent to the field while other resources may be sent to the appropriate County EOC to assist.

Those responding to a County EOC would fill the ESF roles listed on pages 38-55 as appropriate based on their skill level and expertise.

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TOWN OF ERIE EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTIONS – SHOULD RESPONSE TO THE COUNTY EMERGENCY OPERATIONS CENTER BE NECESSARY

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EMERGENCY SUPPORT FUNCTIONS (ESF) OVERVIEW

When an emergency or disaster situation occurs, there are certain common types of assistance likely to be required. These common types of assistance have been grouped functionally into areas termed Emergency Support Functions (ESF).

Town of Erie departments and organizations have been assigned responsibilities for developing, implementing and maintaining these functions. Assignments are made based on the department's programmatic, or regulatory authorities and responsibilities. Emergency Support Function Annexes contain detailed information associated with a specific ESF. In the event a local emergency requires BEOC activation, Town of Erie ESFs will work directly with corresponding County, State, and Federal ESFs.

Departments and agencies are assigned to lead or supporting roles as related to the Emergency Support Functions and the development of the corresponding annexes. The responsibilities of each of these positions are:

1. Lead – Responsible for planning, coordinating and tasking support departments and agencies in the development of policies, procedures, roles, and responsibilities and requirements of the ESF and its operational requirements. Develops and maintains the ESF Annex to this plan.

2. Supporting – those assigned a supporting role for a given ESF will cooperate with the lead department in carrying out the assigned missions and will cooperate in Emergency Support Function development, training and exercising.

Departments not assigned to specific Emergency Support Functions will serve as a reserve of material and personnel resources, which may be required to perform previously unassigned tasks or supplement other response agencies.

Town of Erie Emergency Support Functions (ESF) Matrix			
		Lead Agency	**Support Agency**
ESF 1A	Transportation	Public Works	Police, Parks, Airport
ESF 1B	Evacuations	Police	MVFPD, BOEM,WOEM
ESF 2A	Communications	Information Technology	Police, GIS
ESF 2B	Warning	BOEM,WOEM	Police
ESF 3	Public Works & Engineering	Development Services	Public Works
ESF 4	Fire Fighting	MVFPD	Police
ESF 5	Emergency Management	Police	Administration
ESF 6	Mass Care, Shelter, Human Services	Administration	Police, Recreation
ESF 7	Resource Management	Finance/Risk	Public Works, Town Clerk
ESF 8	Public Health, Medical & Mortuary	Boulder/Weld Cty.	Police
ESF 9	Search & Rescue	MVFPD	Police

ESF 10	Hazardous Materials	BOEM, WOEM	Public Works, Police, MVFPD
ESF 11	Animal Care and Control	BOEM, WOEM	Police, DPW, Administration
ESF 12	Energy & Utilities	Public Works	Xcel Energy, United Power, Qwest, Oil & Gas Industry
ESF 13	Public Safety	Police	MVFPD
ESF 14	Recovery & Restoration	Administration	Finance, Town Departments
ESF 15	Public Information	Administration	Town Director of Comm & Community Engagement and Comm & Marketing Manager

Agency Key:

BCCC = Boulder County Communications center   BOEM = Boulder Office of Emergency Management
CISD = Communication & Information Services Division   DPW = Town of Erie Department of Public Works
GIS = Town of Erie Geographic Information System   MVFPD = Mountain View Fire Protection District
WCCC = Weld County Communications Center
WOEM = Weld County Office of Emergency Management

ESF 1A: TRANSPORTATION	
Town of Erie Lead:	**Public Works**
Town of Erie Support:	**Police Department**
	Parks Division
	Erie Municipal Airport

I. Purpose: The purpose of this Emergency Support Function (ESF) is to provide organization, mobilization and coordination of transportation services and resources during and after an emergency or disaster in Erie.

II. Scope: The provision of transportation support involves roads, bridges, transit, rail, and Erie Municipal Airport. Activities within the scope include:

1. Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;

2. Facilitating damage assessments to establish priorities and determine needs of available transportation resources;

3. Coordinating restoration and temporary repair of critical transportation facilities and systems including roads, bridges, airport, transit, and rail during the recovery phase from an emergency or disaster;

4. Manage access to critical lifeline routes and communicate status to the EOC;

5. Assist other first responders (fire, police, emergency medical services) with barricades and contributing other traffic related supplies and expertise;

6. Assist with maintaining traffic flow and enforcing transportation usage priorities; and

7. Provide, as needed, airport facilities and space for a disaster staging area.

ESF 1B: EVACUATIONS	
Town of Erie Lead:	**Police Department**
Town of Erie Support:	**Administration**
Supporting Agencies:	**MVFPD**
	SVVSD
	BOEM and WOEM
	Boulder/Weld County Sheriff's Office

I. Purpose: Provide for an organized and coordinated evacuation of a particular population of the Town of Erie following a natural, technological, or man-made disaster.

II. Scope: The activities within the scope include:

1. Plan evacuation routes from identified hazards;

2. Maintain list of area shelters;

3. Evaluate the need for an evacuation in coordination with Town departments and agencies;

4. Systematic notification of residents in affected area to assure notification;

5. Provide traffic control for evacuating population;

6. Provide security for evacuated area;

7. Release of Emergency Public Information notifying the public, media and evacuees of evacuation routes and shelter locations; and

8. Notify Red Cross and BOEM to open shelters including Special Needs Shelters.

ESF 2A: COMMUNICATIONS	
Town of Erie Lead:	Information Technology (IT)
Town of Erie Support:	Police Department
	GIS
Supporting Agencies:	BCCC and WCCC

I. Purpose: Provide communications and IT support to response and recovery efforts of first responders and Town agencies.

II. Scope: Support of radio, telephone, GIS, and computer network.   The activities within the scope include:

1. Upon arrival at the EOC, the Lead Agency will secure, make operable and maintain such communications equipment, and supplies as are necessary.

    a) IT will assess any damage to existing network, Internet connectivity, server and computer equipment;

    b) IT will check external communication (i.e. Phone system, Internet connectivity, external email and connectivity to other Town facilities); and

    c) IT will setup additional communication and computer equipment.

2. Activate backup or alternate communications systems, as necessary;

3. Assist the Boulder County Communications Center and/or the Weld County Communications Center as required with communications outside planned frequencies; and

4. Make additional department frequencies and communications facilities available to the greatest degree practical.

ESF 2B: WARNING	
Joint Lead Agencies:	**BCCC and WCCC**
	BOEM and WOEM
Supporting Agencies:	**MVFR**
TOWN OF ERIE SUPPORT	**Police Department**

I. Purpose: In a rapid onset disaster such as a tornado or major hazardous materials incident, warning alerts to appropriate response agencies and the public is imperative.

III. Scope: The Boulder and Weld County Communications Centers operate 24-hours a day, seven days per week. These facilities can receive notifications of actual imminent emergency situations from a variety of sources. The BCCC operates Emergency Outdoor Warning Notification Sirens servicing the Town of Erie. The activities within the scope of the Lead Agency include:

1. Maintain primary responsibility for emergency warnings; and

2. Activate public warning systems.

The activities within the scope of the Supporting Agencies include:

1. If appropriate, augment the EOC's effort to warn the public through alternative communication channels;

2. Alert employees assigned to emergency response duties to the emergency situation; and

3. As appropriate to the situation:
    a) Suspend or curtail normal business operations
    b) Recall essential off-duty personnel
    c) Send non-critical employees home
    d) Evacuate the organization's facilities

ESF 3: DEVELOPMENT SERVICES	
Town of Erie Lead:	**Development Services**

I. Purpose: To provide for coordination of public works, engineering services, building division and code enforcement and structural engineers to protect maintain and restore roads, structures and lifelines.

II. Scope: Activities within the scope of this function include:

1. Providing technical assistance to include engineering expertise, construction management and contracting and real estate services;

2. Providing emergency repair of damaged infrastructure and critical facilities; and other recovery programs, including coordinating the restoration and recovery of the transportation infrastructure;

3. The inspection of public works infrastructure for structural condition and safety;

4. Demolition of unsafe structures;

5. Coordinate removal of debris and wreckage as necessary to facilitate open transportation routes and detours for the first response community;

6. Temporary repair of essential facilities;

7. Damage assessment; and

8. Transportation system restoration and maintenance.

ESF 4: FIRE FIGHTING	
Lead Agency:	**MVFPD**
Town of Erie Support:	**Police Department**

I. Purpose: To provide an organized framework using the Incident Command System that will effectively utilize and coordinate available firefighting and emergency medical services apparatus and personnel when the size and nature of the emergency, disaster, or catastrophic events exceeds local capabilities.

II. Scope: ESF 4 manages and coordinates firefighting activities, including fire protection, mitigation, detection and suppression of fires within Town of Erie. It outlines provisions for personnel, equipment and supplies in support of agencies involved in firefighting operations. Activities within the scope of this function include:

1. Addresses the specifics of urban firefighting; and

2. Provides for and assists in the coordination and utilization of interagency fire fighting resources to combat large scale fire emergencies within the Town of Erie.

ESF 5: EMERGENCY MANAGEMENT	
Joint Supporting Agencies:	**BOEM and WOEM**
Town of Erie Joint Lead Agencies:	**Police Department**
Town of Erie Support:	**Administration/Finance**

I. Purpose: Serves as the support ESF for all departments and enterprises across the spectrum of domestic incident management from mitigation to response and recovery. ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response.

II. Scope: During the post incident response phase, ESF 5 transitions and is responsible for support and planning functions. ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. Activities include:

1. Alert and notification;

2. Deployment and staffing of designated emergency response teams;

3. Incident action planning;

4. Coordination of operations, logistics and material;

5. Direction and control;

6. Information management;

7. Facilitation of requests for County, State and Federal assistance;

8. Resource acquisition and management (to include allocation and tracking);

9. Worker safety and health;

10. Facilities management;

11. Financial management; and

12. Other support as required.

ESF 6: MASS CARE, SHELTERING AND HUMAN SERVICES	
Lead Agency:	American Red Cross
Support Agencies:	Boulder/Weld Human Services
	BOEM and WOEM
	Public Health and Environment
	Salvation Army
	Mental Health Organizations
	Boulder/Weld County Humane Society
Erie Supporting Agencies	Emergency Preparedness Coordinator, Police, Recreation Division (ECC Staff)

I. Purpose: To promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual emergencies or disasters. This includes economic assistance and other services for individuals impacted by the incident.

II. Scope: The American Red Cross has the responsibility by federal mandate to provide mass care, which includes shelter and feeding. Mass care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

1. Development of interim short-term shelter resources;

2. Activation of the Town's shelter(s) and mass care facilities;

3. Initiation of shelter plan and/or BOEM Special Needs Operations Plan;

4. Provide security at mass care facilities as needed;

5. Provide traffic control during evacuee movement to mass care facilities; and

6. Open and staff animal shelters as required.

ESF 7: RESOURCE MANAGMENT	
Town of Erie Lead:	**Development Services**
Town Support:	**Finance/Risk Management**
	Town Clerk

I. Purpose: To provide resource support to the incident and affected populations.

II. Scope: Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, contracting services, transportation services (in coordination with ESF 1A), security services and personnel required to support immediate response activities. Specific activities include but are not limited to the following:

1. Availability of up-to-date resource lists by department;

2. Maintenance of accurate emergency logs and expenditure records to ensure maximum reimbursement of eligible emergency costs incurred;

3. Coordination with the EOC and Town Administrator regarding needs and priorities for meeting them;

4. Monitoring of potential resource shortages in the Town and advising the Emergency Management Director and EOC on the need for action;

5. Identification of facilities/sites which may be used to store needed resources and donations;

6. Determination of the need for and direct activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources; and

7. Oversight of the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation.

ESF 8: PUBLIC HEALTH, MEDICAL AND MORTUARY	
Joint Lead Agencies:	Boulder/Weld Departments of Public Health and Environment
Supporting Agencies:	Boulder/Weld Coroner's Office and Boulder County Co-Responders and Town of Erie Co-Responder

I. Purpose: To provide emergency medical, public health, mental health, definitive hospital care, recovery and mortuary services during and after an emergency, disaster or catastrophic event.

II. Scope: ESF 8 provides supplemental assistance to local governments in identifying and meeting the public health and medical needs of victims of an incident. This support is categorized in the following core functional areas: assessment of public health/medical needs (including behavioral health); public health surveillance; medical care personnel; and medical equipment and supplies.

ESF 8 provides crisis counseling and mental health services to individuals and groups impacted by the incident. Mental health professionals will be mobilized to offer home and community-based services. Substance abuse counselors may be mobilized to provide a source of education and outreach regarding unhealthy coping mechanisms that may include alcohol or drug use as a response to stress. Crisis counseling is a time-limited program designed to assist victims and survivors of a disaster in returning to their pre-disaster level of functioning.

ESF 9: SEARCH AND RESCUE	
Lead Agency:	**MVFPD**
Supporting Agencies:	**Boulder/Weld County Sheriff's Office**
Town of Erie Support:	**Police Department**

I. Purpose: To define procedures for the use of personnel, equipment, services and facilities to aid in searching, rescuing and recovering persons affected by an incident.

III. Scope: Includes a variety of technically different types of rescue such as collapsed structures, trapped climbers and confined spaces to name a few.

ESF 10: HAZARDOUS MATERIALS	
Lead Agency:	MVFPD
Supporting Agencies:	Boulder/Weld County Public Health and Environment
	Boulder/Weld County Haz Mat Response Teams
Town of Erie Support:	Police Department
	Public Works

I. Purpose: To provide for a coordinated response to actual or potential hazardous materials incidents.

II. Scope: MVFPD is the Designated Emergency Response Authority (DERA) for Hazardous Materials within the Town of Erie.

ESF 10 includes the appropriate response and recovery actions to prepare for, prevent, minimize or mitigate a threat to public health, welfare or the environment caused by actual or potential hazardous materials incidents. ESF 10 describes lead coordination roles including division and specification of responsibilities among various agencies, regional, and onsite response organizations, personnel and resources which may be used to support response actions, including the following:

1. Maintain a list of any known hazardous materials facilities/operations within Erie to include address and emergency contact;

2. Request County Hazardous Materials Response Team;

3. Maintain a perimeter control of hazardous substances;

4. Coordinate the evacuation of residents in danger of exposure to hazardous substances. (See ESF 1B);

5. Coordinate incident command with the Hazardous Materials Response Team; and

6. Provide security within the evacuation area.

ESF 11: ANIMAL CARE AND CONTROL	
Lead Agency:	Appropriate Animal Control Agency
Supporting Agencies:	Boulder/Weld Sheriff's Office – Animal Control and Animal Rescue
	Weld County Animal Response Team Boulder Emergency Squad Colorado Animal Response Team
Town of Erie Support:	Police Department – Code Enforcement/ Animal Control
	Public Works

I. Purpose: Provide for the evacuation, transportation, decontamination, care, shelter, treatment, and/or disposal of companion animals, livestock and wildlife impacted by disasters.

II. Scope: The Colorado Department of Agriculture is the primary State agency in the event of an animal health emergency.

The Lead Agency will:

1. Coordinate with appropriate agencies and organizations to ensure operational readiness; and,

2. Develop and maintain standard operating procedures (SOP) for surveillance and response to include, but not limited to, poultry, cattle, swine, dairy, sheep, goats, equine, and companion animal industries as well as wildlife and exotic animals.

Supporting Agencies will:

In the event of the introduction of a foreign animal disease, supporting agencies will work closely with Boulder and Weld County Animal Control Departments/Animal Rescue and Public Health and Environment to ensure an integrated response and appropriate protective measures.

ESF 12: ENERGY AND UTILITIES	
Town of Erie Lead:	**Development Services - Administration**
Town of Erie Support:	**Public Works – Water Treatment**
	Public Works – Water Reclamation
Supporting Agencies:	**Xcel Energy**
	United Power

I. Purpose: To provide for the effective restoration of electric power, natural gas, water, and telephone service to the Town of Erie during and after an emergency, disaster or catastrophic event.

II. Scope: The restoration of utilities and commercial activities is primarily the responsibility of the private sector. Utilities providing services in Erie will make every effort to restore service, and continue normal and emergency customer services during an emergency, disaster or catastrophic event. Activities of the Lead Agencies include:

1. In the event of disruption of services, utilities shall use radio, media and other means of informing the public of the status of restoration and the public needs to obtain alternate services; and

2. When services are disrupted to the extent restoration is not possible for an extended period of time, the utility will provide the Town and/or EOC with locations of reduced or no service and when possible, provide an estimated time of restoration.

Supporting Agencies will:

1. OEM will provide utilities with the physical locations of essential Town buildings and facilities – including shelters and mass care facilities;

2. Coordination and prioritization of requests from the Town for restoration of services to essential buildings and facilities will be accomplished at the Emergency Operations Center; and

3. Ensure activation of backup generators for Town facilities and shelters.

ESF 13: PUBLIC SAFETY	
Town of Erie Lead:	**Police Department**
Supporting Agencies:	**Boulder/Weld Sheriff's Office**

I. Purpose To provide a mechanism for coordinating non-investigative/non-criminal law enforcement, public safety, security capabilities and resources during potential or actual incidents of significance.

II. Scope: The Lead Agency may be called upon to perform a wide range of functions during a large scale emergency, including but not limited to:

1. Incident command of law enforcement-oriented emergencies, disasters and catastrophic events;

2. Maintaining law and order;

3. Traffic control;

4. Provide control and limited access to the disaster area;

5. Property protection;

6. Evacuation;

7. Search and rescue; and

8. Liaison with other first-response agencies.

ESF 14: RECOVERY AND RESTORATION	
Town of Erie Lead:	**Administration**
Town of Erie Support:	**Finance Department**
	Town Departments
Supporting Agencies:	**BOEM and WOEM**

I. Purpose: To provide a framework to collect, report, and evaluate information related to the emergency situation to facilitate the recovery from long-term consequences of a catastrophic event. This includes the identification of needs and the various resources available to meet these needs.

II. Scope: The EOC will coordinate all requests for assistance from the State and Federal government if local resources are not adequate and the following criteria has been met:

1. A declaration of emergency or disaster has been promulgated by the Town;

2. Local resources are being used to the fullest extent possible; and

3. The situation is or will soon be beyond the capability of the Town.

The Lead Agency will:

1. Process the Local Disaster/Emergency Declaration which is the Proclamation of Emergency when a disaster occurs requiring action beyond normal capabilities to protect life and property;

2. Notify and/or forward Local Disaster/Emergency Declaration document to Colorado Office of Emergency Management as soon as it is completed; and

3. Collect, evaluate and forward timely damage assessment reports to Office of Emergency Management.

ESF 15: PUBLIC INFORMATION	
Town of Erie Lead:	**Administration/Town of Erie Director of Communications & Community Engagement and Communications & Marketing Manager**
Town of Erie Support:	**Town Department**

I. Purpose: The purpose of this Emergency Support Function is to establish responsibilities and procedures for the preparation and dissemination of accurate, up-to-date official information to internal and external partners as well as the general public during an imminent county emergency or disaster, or a severe international crisis.

II. Scope: Activities of the Lead Agency shall include:

1. Assure timely dissemination of essential information which will increase survivability and reduce loss of property, before, during and after a disaster;

2. Supply the public & media with accurate and timely news information from a central source so rumors are minimized and disruption of the emergency response is avoided;

3. Develop and maintain appropriate checklist and/or shared operations procedures to carry out the emergency public information functions during disaster operations;

4. Coordinate with department heads and emergency service agencies to familiarize them with the public information system and their role;

5. Provide advice to the Board of Trustees, Town Administrator and Police Chief, as well as act as their agent to carry out the release of information;

6. Release to the public & media only information authorized by the Police Chief or the Town Administrator. The only exception is when a delay would materially increase the hazard to life or property;

7. Withhold all information of questionable accuracy pending verification, unless to do so would unnecessarily endanger life and property; and

8. Maintain records of all information released to the media.