

## **EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION**

Joint Lead Agencies: Conejos County Sheriff's Office  
Conejos County Road and Bridge

Supporting Agencies: Conejos County Administration  
County Police Departments  
Conejos County Emergency Manager  
County School Districts  
Conejos County 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 a disaster in Conejos County.

### **II. Scope**

The provision of transportation support involves roads, bridges, transit, rail, airports. 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 transit, roads and bridges, rail, and airport during the recovery phase from an emergency or disaster.
2. Coordination between local, state, and federal agencies, cities, special purpose jurisdictions, and private partners.

### **III. Situation & Assumptions**

#### **Situation**

Conejos County will periodically experience emergency and disaster situations, which will damage transportation infrastructure, i.e. roads, highways, railways, bridges, airports, etc., and interrupt normal transportation operations that will inhibit the restoration of essential public services. Transportation infrastructure and facilities may be weakened or destroyed, requiring repair, strengthening, or demolition to ensure safe operations. Personnel, equipment, and supplies resources may be insufficient to meet demands. Additionally, equipment in the immediate event area may be inaccessible or damaged.

## **Assumptions**

1. Local and regional transportation infrastructure will sustain damage. Disaster response and recovery activities, which require use of the transportation infrastructures, may be difficult to coordinate.
2. Access to the event area will be dependent upon the re-establishment of ground, air, rail and water routes. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
3. Rapid assessment of the event area should be made to determine critical response time and potential workload. Significant numbers of personnel with engineering and constructions skills and construction equipment may not be available within the affected area.
4. The immediate use of transportation infrastructure for response and recovery activities may exceed the capabilities of the area, and require assistance from State and Federal government resources to supplement efforts.
5. Each agency and jurisdiction is responsible for the inspection, repair and operation of its own facilities, equipment, and vehicles, as well as those agencies with agreements or responsibility to maintain facilities.

## **IV. Concept of Operations**

### **General Operations**

1. Lead and Support Agencies are responsible to coordinate the tasks of transportation response and provide recovery support and services.
2. Requests for assistance that are received and prioritized by local jurisdictions should be forwarded to the Conejos County EOC for essential coordination between and among the various jurisdictions and agencies.
3. When requests exceed the capability of jurisdictions, agencies, and other partners, ESF 1 staff of the Conejos County EOC will request assistance from the Colorado Division of Emergency Management.
4. During large and/or regional events, the Conejos County EOC will serve as a central location where various transportation representatives will assemble to assist in prioritizing and collaborative coordination of county and/or regional transportation.

### **Organization**

Activation of this ESF 1 may be called to meet the needs of a local or wide-spread event. Because a wide-range of emergencies may require the implementation of this plan, the lead organization during those activations may shift depending on the incident and the coordination will require a collaborate lead of “unified command.” The coordination of this ESF will rely on the relationships and collaboration of all Lead and Support Agencies

involved.

## **V. Responsibilities**

**Lead Agencies** shall endeavor to:

1. Provide an assessment of damages and operational status of transportation facilities and structures to the Conejos County EOC.
2. Assist in making temporary emergency repairs, bypasses or alterations to provisionally restore transportation lifelines, facilities and structures.
3. Predetermine and manage access to critical lifeline routes and communicate status to the Conejos County EOC.
4. Coordinate with local agencies regarding lifeline routes and maintaining those routes by conducting debris clearing.
5. Assist other first responders (fire, police, emergency medical services, public works) with barricades and contributing other traffic related supplies and expertise.
6. Assist the Joint Information Center (JIC) by providing transportation system status.
7. Return activities to normal levels as soon as possible following the emergency or disaster, unless involved with recovery activities.
8. Develop a disaster recovery plan that addresses the long-term restoration and continuity of transportation services and facilities following an emergency or disaster.

### **Public Works**

1. Coordinate with neighboring jurisdictions in support of this ESF (i.e., reroutes, lifelines, restoration, etc.).
2. Determine the usable portion of the area's transportation system and coordinate and control emergency traffic regulations in conjunction with appropriate law enforcement agencies.
3. Communicate transportation status and needs to the Conejos County EOC.

**Support Agencies** should provide support to primary agencies in order to rapidly reconstitute the transportation functions and operations in the Conejos County area.

### **Sheriff Office**

1. Assist in emergency traffic controls.

2. Provide law enforcement resources to assist with special emergency or disaster requirements.
3. Provide air assets to support response and recovery efforts following a disaster or emergency.
4. Assist with maintaining traffic flow and enforcing transportation usage priorities.

#### **Conejos County School Districts**

1. Provide support by coordinating buses to assist in the movement of people.
2. Provide a detailed assessment of damages and the operational status of bus bases, facilities and equipment.
3. Make temporary emergency repairs to provisionally restore bus bases, facilities and equipment.
4. Provide resources for the temporary and permanent repair and restoration of bus bases, facilities and equipment.
5. Provide personnel, communication assistance, buses, non-revenue vehicles and equipment to assist Conejos County with emergency operations, in the response and recovery phases of a disaster.
6. Return services to normal levels as soon as possible following the emergency or disaster.

#### **Alamosa Airport**

1. Conduct temporary repairs to provisionally response airport operations.
2. Ensure priority air flights continue to operate, subject to safety procedures.
3. Provide, as needed, airport facilities and space for a disaster staging area.

#### **VI. Resources ( see ESF 7B Recourse)**

1. Buses
2. Towing
3. Animal Transport

## **VII. Appendices**

- A. Evacuation

## **VIII. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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## **EMERGENCY SUPPORT FUNCTION 1A EVACUATION**

Joint Lead Agencies:           Conejos County Sheriff's Office  
  Local Law Enforcement  
  Fire Departments / Districts

Supporting Agencies:           American Red Cross  
  Conejos County Emergency Management Coordinator  
  Conejos County Emergency Communications Center  
  Conejos County Administration  
  Conejos County Animal Control  
  Conejos County Road and Bridge  
  Conejos County Commissioners  
  Conejos County Planning

### **I. Purpose**

The purpose of this Emergency Support Function (ESF) is to provide for an organized and coordinated evacuation of the population of Conejos County following a natural, technological, or man-made disaster.

### **II. Situation & Assumptions**

#### **Situation**

1. There are populated areas within Conejos County that are in proximity to hazardous materials production/storage facilities. Designated hazardous material transportation routes transect through Conejos County. The residents in these areas may have to be evacuated in the event of a hazardous materials incident.
2. There are flood plains in Conejos County that affect populated areas. In addition there are several dams that could flood populated areas downstream if they fail.
3. In addition to the hazards listed in 1 and 2 above, mass evacuation may be required in the event of a natural or manmade hazard.
4. Only the Governor of the State of Colorado may order evacuations. However, the Colorado revised statutes authorizes township and municipal police and fire departments and the County Sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the Sheriff and the Chiefs of these organizations are empowered to determine the need and request evacuations during emergencies.

In Conejos County, when time allows, all evacuation directives should be coordinated with the Emergency Management Board and the Emergency Management Coordinator, before they are released to the public.

## **Assumptions**

1. The public will act in its own interest. If there is advance warning, a large number of residents may spontaneously evacuate a threatened jurisdiction before an evacuation directive is given.
2. The evacuation of Conejos County residents to an adjacent county should be done in coordination with the Emergency Management Coordinator and Red Cross representatives of the hosting county.
3. According to the Highway Capacity Manual referenced in FEMA CPG 2-15, the following capacities for an ideal evacuation movement are:
  - a. 1,200 vehicles per hour per lane in two-lane undivided rural roads,
  - b. 2,000 vehicles per hour per lane in multi-lane rural highways with two or more lanes in each direction, and
  - c. 2,400 vehicles per hour per lane in multi-lane divided freeways or expressways with limited access.
4. Emergency Public Information will be released to and received by evacuees telling them the routes to take to shelters.
5. Evacuees without vehicles will be transported by school buses and/or other transportation resources. Assembly points where evacuees may board buses should be announced by radio and/or bull horns in the affected areas.
6. People who refuse to follow evacuation instructions will be left alone until all who are willing to leave have evacuated. Then -- time and conditions permitting -- further efforts may be made to persuade the "stay-puts" to evacuate.
7. While most hazards that threaten Conejos County could occur at any location in the county, it is possible to anticipate some potential evacuation zones for HAZMAT incidents, flooding, and wildfire. Potential evacuation zones for other hazards are impossible to identify in advance.

## **III. Concept of Operations**

Generally, the law enforcement agency of jurisdiction will act as **Evacuation Lead**, unless otherwise delegated by that agency head. Evacuation Lead will ensure that any evacuations are carried on as efficiently and safely as possible.

The Emergency Management Coordinator is responsible for initiating the activities listed under Mitigation and Preparedness.

### **Mitigation**

1. Identify areas that may require evacuation.
2. Discourage development, particularly residential, in flood plains and other hazardous areas.

3. Develop emergency public information messages for areas where the risk population and the evacuation routes can be predetermined.
4. Task individuals in police and fire departments, Sheriff's Office and elected officials in municipal and county governments to develop SOP detailing their assigned responsibilities in the event of an emergency evacuation.
5. Include procedures for evacuation assistance in mutual-aid agreements.
6. In cooperation with municipal and county government and private industry, determine the critical industries/organizations in Conejos County and the critical workers necessary to provide services during an emergency. List these industries and workers and prepare security passes for their use to gain access to an evacuated area

### **Preparedness**

1. In cooperation with county and municipal school superintendents, develop listing and location of school buses and 24-hour number.
2. Identify special needs population groups (handicapped, senior citizens, day care centers) who may require special assistance during evacuation. Advise fire and rescue forces to maintain files of the special needs groups in their jurisdictions.
3. Work with law enforcement organizations, and any private Correctional Facility officials in Conejos County to develop prisoner evacuation SOP.
4. Plan evacuation routes from identified hazards.

### **Response**

The Conejos County Emergency Manager, Conejos County Sheriff, Conejos County Police Chief's and Conejos County Fire Chief 's of affected jurisdictions, are responsible for response phase activities and recovery.

1. Evaluate the need for an evacuation and coordinate with the Emergency Management Board for the affected jurisdiction if time is sufficient.
2. Notify hospitals, nursing homes, schools, day care centers, retirement communities and other special needs facilities to activate emergency plans/SOP and assist them as needed.
3. Notify law enforcement organizations in affected areas to activate emergency SOP.
4. Systematically notify residents in affected area to assure notification. List addresses notified and mark homes with chalk or tape to prevent duplication of efforts.
5. Provide traffic control for evacuating population.
6. Provide crowd control at the site.

7. Provide public information for evacuees.
8. Maintain liaison with EOC representatives by radio from the Incident Command Center at the scene.
9. Coordinate with Emergency Medical Services (EMS) for medical, transportation and related support for the handicapped and elderly during the evacuation emergency.
10. Notify school superintendents and/or bus company officials of additional vehicle needs and routes.
11. Notify Red Cross to open shelters in safe areas.
12. Provide security for evacuated area.
13. Designate and maintain staging areas outside the hazard area for continual resource and personnel support.
14. Provide passes to critical workers with assignments within the evacuated areas.

#### **Recovery**

The Emergency Management Board, Fire Departments, Law Enforcement Departments, and the Emergency Management Coordinator have primary responsibility for recovery activities.

1. Monitor area in cooperation with other response organizations and review findings in order to determine when the environment is safe.
2. Coordinate the order to return with the Executive Policy Group of the affected jurisdiction(s).
3. Designate return routes and provide appropriate public information to evacuees.
4. Provide barriers to keep sightseers away from area.
5. Coordinate with utility providers for resumption of services.
6. Protect and preserve the vacated area until the return of occupants.
7. Maintain listing of expended resources and man hours.

#### **IV. Direction & Control**

1. The Incident Commander is responsible for direction and control of evacuation operations at the scene.
2. The Incident Commander should coordinate with the Emergency Management Board of the affected jurisdiction and the Emergency Management Coordinator before an evacuation directive is issued, if time permits.

3. The Incident Commander should coordinate with Evacuation Lead in the EOC for material support, release of emergency public information, and briefings to officials.
4. The Transportation Lead directs the use of school buses and coordinates requests for additional transportation resources with the Evacuation Lead in the EOC.

**Policies and Procedures**

1. The highest level officer of the first responding agency on the scene of an emergency is the Incident Commander until relieved of the duty by a higher ranking officer of the affected jurisdiction. The Incident Commander coordinates with the Emergency Management Board of the affected jurisdiction before an evacuation directive is given.
2. The Evacuation Coordinator is responsible to obtain and document the resources needed for response and brief the Emergency Management Board in the EOC.
3. Police of the affected jurisdiction and mutual-aid police departments will provide movement control for the evacuation and support fire departments in notification efforts.
4. Critical workers are responsible for moving essential resources from the area to be evacuated and relocating those essential resources to safe sites outside the evacuated area.

**V. Hazard Analysis**

**HAZMAT Fixed Sites**

The following are the largest fixed facilities in Conejos County with hazardous materials in sufficient quantities that could require evacuation in the event of an accident:

- |                                    |                               |        |
|------------------------------------|-------------------------------|--------|
| 1. Conejos Propane- La Jara        | Jarvies gas station- Manassa  | 6. ROG |
| 2. Amerigas Propane - Romeo        | gas station-Antonito          |        |
| 3. First Stop gas station- La Jara | 7. Monte Vista Coop – La Jara |        |
| 4. Gibson’s gas station- La Jara   | 5.                            |        |

**HAZMAT Transportation Routes**

See CDPS Hazmat Map Appendix A

**Flood Plains and Flash Flood Zones**

See FEMA HAZUS Flood Map Appendix B

**Key Evacuation Routes**

1. Highway 17
2. U.S. 285
3. Highway 142
4. Highway 160

**Mass Care Facilities (Shelters)**

See ESF 6 Shelter list

**Special Needs Facilities / Long Term Care Facilities**

See Appendix List C

**Animal Mass Care Centers**

1. Conejos County Humane Society
2. Conejos County Fairgrounds
3. Producers
4. Feed Lots

**VI. Responsibilities**

**Lead Agencies shall endeavor to:**

1. Review known information about the emergency situation and make recommendations to the Board of Conejos Commissioners and the Emergency Management Coordinator on the appropriate evacuation options to implement.
2. Determine any scene(s) where IC(s) may have already evacuated. If so, identify perimeters and verify extent of abandonment.
3. Identify assembly areas for picking up people that do not have their own transportation.
4. Identify evacuation routes.
  - a. Estimate the traffic capacity of each designated evacuation route.
  - b. Determine the current condition and state of evacuation route(s).
  - c. Select evacuation routes from risk area to designated mass care facilities.
  - d. Examine access to evacuation routes from each part of the risk area.
  - e. Prepare the evacuation movement control plan.
  - f. Coordinate with law enforcement officials.
5. Identify mass care facilities appropriate to the evacuation and coordinate with the ESF6 or the owner/operators of facilities to ensure their timely activation.
6. Assist, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situations.

**Conejos County Sheriff and City Police Department's**

1. Provide traffic control during evacuation operations. Operational considerations include:
  - a. Route assignment departure scheduling.
  - b. Road capacity expansion.
  - c. Entry control for outbound routes.
  - d. Perimeter control on inbound routes.
  - e. Traffic flow, including dealing with breakdowns.
2. Support fire departments in providing notification to evacuees.
3. Assist in the evacuation of the risk area, as necessary.
4. Provide security in evacuated areas.

5. Establish perimeter and crowd control.
6. Assist in public information.
7. Secure, protect, and house any prisoners that must be evacuated.
8. Coordinate law enforcement activities with EOC.

#### **Conejos County Fire Departments and Fire Protection Districts**

Designate an Incident Commander at the scene and provide for direction and control of the evacuation in coordination with EOC of the effected jurisdiction.

1. Notify EOC of need for buses or other transportation resources..
2. Provide liaison to EOC for coordination of material/personnel support.
3. Notify individuals to be evacuated.
4. Determine when environment is safe for return of evacuees.

#### **Support Agencies**

Provide support to primary agencies in order to rapidly reconstitute the transportation functions and operations in the Conejos County area.

#### **Conejos County Director of Road and Bridge**

Verify the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.) that will be used to evacuate people.

#### **American Red Cross**

Activate staff and open mass care facilities outside the evacuation area when directed to do so by appropriate authority.

#### **Health Care Facilities**

1. Ensure patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
2. Ensure transport and medical care are provided for the patients being evacuated.
3. Ensure continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

#### **Conejos County School Districts**

1. Evacuate students from school buildings when the situation warrants or when directed to do so by appropriate authority.

2. Close school facilities and release students from school when directed to do so by appropriate authority.
3. Provide buses and drivers for evacuation, as requested by the EOC/Incident Commander.

#### **Conejos County Humane Society**

1. Based on information from the EOC on the high-hazard areas in the jurisdiction, make an initial estimate of the numbers and types of animals that may need to be evacuated.
2. Coordinate with the EOC to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, zoos, pet stores, animal shelters, etc. and wildlife (as appropriate) from the risk area.
3. As appropriate, mobilize transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
4. Implement evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
5. As appropriate, dispatch search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.

#### **Municipalities**

1. Develop a roster of essential employees who must remain during an evacuation.
2. Develop plans for the relocation of essential documents and resources.

#### **Colorado National Guard**

1. National Guard resources must be requested by a local official, through the Conejos County Office of Emergency Management, via the authority of the County Commissioners.
2. Inform EOC of evacuation support availability from local military installations and provide liaison after support has been requested by the locality.
3. Coordinate use of shelter facilities on military properties.
4. Provide logistics support for evacuation operations when possible.
5. Assist law enforcement in providing security for evacuated area.

#### **All Tasked Organizations**

Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

## **VII. Resources**

Appendix B to ESF 7B Resource List

## **VIII. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

## **EMERGENCY SUPPORT FUNCTION 2 COMMUNICATIONS**

Joint Lead Agencies: Alamosa Regional Communications Center  
Conejos County Information Services  
Conejos County Phone Services

Supporting Agencies: Conejos County Sheriff's Office  
Conejos County Police Departments  
Conejos County Emergency Management  
County Fire Departments  
National Warning System (NAWAS)  
National Weather Service (Pueblo)

### **I. Purpose**

The purpose of this Emergency Support Function (ESF) is to set forth the communications procedures and capabilities to be employed in the event of a large-scale emergency in Conejos County. The ESF also provides for the necessary communications links with response entities, telecommunications support and IT system support, while at the same time coordinating all communications efforts to support the EOC.

### **II. Situation & Assumptions**

#### **Situation**

The Conejos County Regional Communications Network consists of:

1. Conejos County 800 MHz Radio Communications system operated by the Alamosa Regional Communications Center.
2. Digital Trunked Radio System (DTRS) maintained by the State of Colorado and the Consolidated Communications Network of Colorado.
3. Colorado Crime Information Center System (CCIC).

Additional communications resources are:

1. Telephone systems, including mobile and cellular phones, pager systems.
2. Radio/television Emergency Alert System (EAS).
3. County Phone System, Global Connect.

#### **Assumptions**

1. An emergency or disaster of any nature may impact communications systems adversely. Such incident-related traffic, in addition to normal system-wide traffic, will often overload normal communications availability.

2. No single warning system exists in Conejos County that will alert the public of all threatening disaster or emergency situations.
3. There will be occasions when there is not time or mechanism to provide warning.
4. The core of any emergency communications network is the existing communications system currently in use. In the early stages of an incident, this system will be used for virtually every form of traffic. Therefore dispatchers and system users must be prepared to delay or reroute nonessential radio traffic.
5. The keystone to emergency communications planning is redundant capability.
  - a. If one system fails, the capability exists to revert to another and decisions to implement alternate systems will be made known to communications systems users.
6. Following initial warning, the task of keeping the public informed of what actions to take to prevent injury or property loss lies with the PIO function within this plan.
7. Alternate communications systems such as amateur radio will be used when normal communications systems are overwhelmed or inadequate. (pg. 73 ESF 2A Communication Systems)

### **III. Concept of Operations**

All agencies will use their own assigned radio channel for communications to the greatest degree possible. Use of other channels will be coordinated by the EOC or the Incident Commander, who will notify the EOC as soon as possible.

Other forms of communication is recommended during disaster situations which include: Telecommunications, Facsimile, E-mail, Text Messaging, Cell phones, Satellite Phone Two –Way Radio .

A list of Conejos County radio talk groups and mass communications media is included at the end of this ESF.

#### **EOC Activation**

1. Upon arrival at the EOC, the Emergency Manager will prepare the EOC for activation and ensure that additional EOC staff is notified as required. The Emergency Manager will contact ACS and Phone Services for set up of technology systems.
2. Agency and Functional representatives will report to the EOC upon notification of EOC activation.
3. EOC Staff will secure and make operable such communications equipment and supplies as are necessary to carry out their assigned duties.

#### **Emergency Communications**

The ARCC is vital to the operations of the EOC. Its purpose is to provide both primary and backup communications support for the EOC.

1. The ARCC can be operated continuously for the duration of the emergency.
  - a. Staffing should be maintained during periods of full activation of the EOC.
2. Primary communications between EOC and ARCC can be conducted by radio and land-line telephone.
  - a. If primary communications systems are inoperable, information should be relayed by cellular telephones, email, or instant messaging.
  - b. Amateur radios will be utilized to provide backup communications to disaster sites and shelters, lodging and feeding facilities.
3. Radio operators for the various communications equipment will be supplied by Departments/Agencies communicating on that equipment.

### **EOC and Alternate Radio Communications**

The following agencies/departments will deploy radio operators with radios to the EOC:

1. Law Enforcement (affected jurisdiction)
2. Emergency Medical Services
3. Public Works (affected jurisdiction)
4. Department of Public Health

Alternate sources of radio communications in Conejos County include:

- 
- ARES (Amateur Radio Emergency Service)

### **Alternate EOC**

The Conejos County Nursing Service and Public Health acts as the alternate EOC when the primary EOC is not available. In the event the primary and secondary EOC is unavailable for activation, the Conejos County Sheriff's Office may be used as an alternate EOC.

### **Mobile Command Post/Communications Trailer (Pending)**

This Bus can be made available through the Conejos County Emergency Management Office. Installed two way radio communications include state wide common frequencies for public safety and emergency management agencies.

## **IV. Responsibilities**

### **Alamosa Regional Communications Center**

1. Collect and disseminate emergency and non-emergency information via established and alternate communications channels to the appropriate public safety agency/department and/or EOC.
2. Facilitate mutual aid requests for public safety agencies.

3. Maintain all internal communications equipment, supplies and backup systems.
4. Respond to the direction of the appropriate authority in the utilization and dispatch of resources.
5. Relay public works and utility information to the appropriate agencies or departments.
6. Conejos County emergency Manager serves as the primary originator for activating the Global Connect- Code Red within the County.

#### **Conejos County Office of Emergency Management**

1. Maintain EOC and mobile communications equipment, supplies and backup systems
2. Coordinate all communications elements in the EOC.
3. Has alternate responsibility for activating the Global Connect- Code Red for incidents occurring within the County.
4. Organize amateur radio support as an auxiliary communications system.

**Support Agencies should provide support to primary agencies in order to rapidly reconstitute the communications functions and operations in the Conejos County area.**

#### **Conejos County Sheriff's Office & County Police Departments**

1. Assist the Alamosa Regional Communications Center as required with communications outside planned frequencies.
2. Make additional department frequencies and communications facilities available to the greatest degree practical.

#### **Fire Departments and Fire Protection Districts**

1. Assist the Alamosa Regional Communications Center as required with communications outside planned frequencies.
2. Make additional department or district frequencies and communications facilities available to the greatest degree practical.

#### **All Tasked Organizations**

This includes the organizations (Fire Department, Law Enforcement, Public Works, Emergency Management, PIO, Health and Medical, etc.) that are directly involved or support emergency response operations. During emergency operations, all departments should:

1. Maintain existing equipment and follow established procedures for communicating with their organization personnel performing field operations.

2. Keep the EOC informed of their current operations at all times and maintain a communications link with the EOC.
3. Provide backup communications capabilities for the EOC.
4. Provide a backup communications link between the EOC and mass care facilities, as needed, through use of mobile and portable radio units.
5. Activate backup or alternate communications systems, as necessary.
6. Maintain emergency communications systems as long as necessary.

## **V. Appendices**

- A. System
- B. Warning

## **VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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**EMERGENCY SUPPORT FUNCTION 2 A  
COMMUNICATIONS SYSTEMS**

**I. Conejos County Communications Radio Frequencies & Talk Groups**

<b>24-hour Dispatch</b>	Colorado State Patrol Dispatch (Alamosa) DTRS	719-589-5807
<b>Law Enforcement</b>	Conejos County Sheriff DTRS	719-376-2196
	La Jara Police Dept. Manassa Police Dept. Antonito Police Dept.	719-274-5886 719-843-5207 911
<b>Town Hall</b>	La Jara Town Hall Manassa Town Hall Antonito Town Hall	719-274-5363 719-843-5207 719-376-2355
<b>Fire Service</b>	Conejos County Fire Department DTRS Fire Primary	911
<b>EMS</b>	Conejos County EMSs DTRS EMS Primary	911
<b>Hospital</b>	Conejos County Hospital DTRS	719-274-5121
<b>Emergency Management</b>	Conejos County Emergency Management DTRS Primary	719-580-4133
<b>Public Works</b>	Don Martinez	719-376-5772 Ext 4
<b>Public Health</b>	Samantha Escobedo	719-274-4307
<b>State DTRS Talk Groups</b>	MAC 1-16	
<b>Local Mutual Aid Talk Groups</b>	MAC 1,4, ARCC 5,6	

**II. Fixed & Mobile Facilities**

**Alamosa Regional Communications Center (ARCC)  
Conejos County EOC (CCEOC)**

1. Everbridge
2. Wireless Cellular Phones

3. National Warning System (NAWAS)
4. ARCC - IPAWS
5. Internet Text and Email

**Emergency Operations Center (EOC)**

1. DTR Radios
2. Landline Phones
3. Wireless Cellular Phone
4. Satellite Phone
5. Fax
6. Internet Text and Email
7. HAM Radio

**III. Media Communications**

Station	Frequency	Contact	Telephone/Fax
KALQ/KGIW	93.5 FM/1450 AM		589-6644
KZBR	97.1 FM		206-3030
KASF	90.9 FM		587-7871
KRZA	88.7 FM		589-8844
KYDN	95.3 FM		
KSPK	102.3 FM		589-3446/738-3636
KSLV	1240 AM		852-3581

**IV. Alternate Communications**

**Additional Fleet Radio Systems**

1. None at this time

**Amateur Radio (ERIC DUNN)**

1. Voice and pack set radio capabilities on 2 meters
2. Long range voice communications in HF band
3. Contact persons:
  - a. Eric Dunn Phone Numbers in CC EOC – EOP hard copy

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## **EMERGENCY SUPPORT FUNCTION 2 B WARNING**

Joint Lead Agencies: Alamosa Regional Communications Center  
Conejos County Office of Emergency Management

Supporting Agencies: Conejos County Sheriff's Office  
Local Police Departments  
Local Fire Districts / Departments

### **I. Purpose**

In a rapid onset disaster such as a tornado or major hazardous materials incident, the Alamosa Regional Communications Center will alert appropriate response agencies, municipalities, and communities via telephone, day-to-day communications networks, and tone-alert radio systems.

### **II. Situation & Assumptions**

#### **Situation**

Conejos County is subject to a wide range of hazards, which allow for varying degrees of warning. The county is served for emergency warning by a combination of NOAA weather radio, EAS (through radio and cable TV), outdoor warning sirens, telephone, and/or patrols by the law enforcement or other emergency personnel.

#### **Assumptions**

This annex assumes the following:

1. NOAA weather radio is available to the majority of Conejos County residents through the local NOAA radio repeater located in Conejos County.
2. Many emergencies facing Conejos County may allow for some period of emergency warning.
3. The great majority of Conejos County residents have access to radio and television for emergency alerts.
4. Conejos County residents and visitors can be reached by one or more of the county's warning systems.
5. Some people will not hear, or will not heed, emergency warnings.

### **III. Concept of Operations**

#### **Emergency Alert System (EAS) (Conejos County & ARCC uses Everbridge)**

The Emergency Alert System (EAS) provides the principal means of disseminating warnings and other emergency information to the most people in the general area, limited by the number of other people that are not tuned to local radio and television

broadcasts.

- The National Weather Service issues “Watch and Warning” information to Conejos County about flash floods and severe winter or summer storms.
- The Emergency Alert System (EAS) signal is received by the LP1 (KUNC) and rebroadcast. Other local stations and cable providers monitor this LP1 and repeat all emergency broadcasts.
- Conejos County Emergency Management will contact operators of the radio stations to ensure proper notification.
- Participating EAS television and radio stations are listed at the end of ESF2 Appendix A.

### **Wireless Notification (Radio & Pagers)**

Wireless notification is accomplished through utilization of the existing VHF radio frequencies for public safety agencies, as well as text-paging accomplished through existing text messaging and paging services.

### **Call Down Lists**

The Alamosa Regional Communications Center will maintain a list of county emergency personnel and 24-hour contact information for municipal and community officials, police and fire agencies, school district, utility services, and volunteer agencies and other organizations outside of the county government.

The Office of Emergency Management, on a regular basis will contact all jurisdictions, agencies and offices to ensure that all emergency contact information is current and accurate.

### **Sirens and Outdoor Warning Systems**

Several Municipalities have warning sirens at various locations in the county. These are listed at the end of this ESF.

## **IV. Responsibilities**

### **Alamosa Regional Communications Center**

The Alamosa Regional Communications Center (ARCC) is a 24-hour a day, seven days per week operational facility that can receive notifications of actual imminent emergency situations from a variety of sources, including:

- National and State Warning Systems messages, over radio and Colorado Crime Information Center (CCIC) terminal;
- National Weather Service (NWS) flood warnings and severe weather advisory information, provided by telephone and radio from NWS offices;
- law enforcement officers, fire, EMS personnel, and public works personnel in the field;
- Private Citizens' call to 911 and other reports received at area communications and dispatch facilities.
- Other sources.

### **Emergency Manager**

1. Maintains primary responsibility for emergency warnings.
2. When notified of an emergency situation, reports to the EOC.
3. Implements call down rosters to alert emergency responders or provide situation updates when required.
4. Activates public warning systems to include EAS. By protocol, activation may be initiated by the ARCC.
5. Implements contingency plans to provide warnings if established warning system fails to work.
6. Coordinates warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.
7. Works with the PIO to ensure pertinent warning information is provided to the print media for distribution to the public.
8. Issues cancellation of warning notice or otherwise ensures emergency responders and the public are aware of the fact that the emergency situation is terminated.
9. Advise the Board of Conejos County Commissioners when to issue warnings to the public.

**Support Agencies should provide support to primary agencies in order to rapidly activate the warning functions and operations in the Conejos County area.**

#### **Law Enforcement & Fire Departments**

1. Assist the Emergency Management Coordinator as required with warning activation and dissemination of warnings to the public.
2. Ensure to the greatest degree practical that the public have received and comply with all warnings.

#### **All Tasked Organizations**

Upon receipt of a warning message or signal, initiate internal organization notification actions to:

1. Alert employees and volunteers assigned emergency response duties to the emergency situation.
2. As appropriate to the situation:
  - a. Suspend or curtail normal business activities.
  - b. Recall essential off-duty employees.
  - c. Send non-critical employees home.
  - d. Evacuate the organization's facilities.

3. If appropriate, augment the EOC's effort to warn the public through the use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

## **V. Resources**

### **Conejos County Warning Reception Systems**

1. NAWAS (National Warning System)
2. NOAA Weather Radio ( National Oceanic Atmospheric Administration)
3. EAS Broadcasts (Emergency Alert System)
4. Internet
5. EMWIN (Emergency Managers Weather Information Network)

## **VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan (March 2007), ESF 2
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF) May 2008, Annex ESF #2.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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**EMERGENCY SUPPORT FUNCTION 3  
PUBLIC WORKS & ENGINEERING**

Joint Lead Agencies: Conejos County Road and Bridge  
Conejos County Planning

Supporting Agencies: Conejos County Commissioners  
Emergency Management Coordinator  
Conejos County Assessor

**I. Purpose**

To provide for coordination of county and city public works departments, engineering services and structural engineers to protect maintain and restore roads, structures, and lifelines exclusive of water.

**II. Concept of Operations**

1. Emergency engineering services provide for:
  - a. The inspection of public works infrastructure for structural condition and safety.
  - b. Demolition of unsafe structures.
  - c. Debris and wreckage clearance.
  - d. Temporary repair of essential facilities.
  - e. Damage assessment.
  - f. Transportation system restoration and maintenance.
2. Departments will provide engineering services within their own jurisdictions as necessary.
3. Neighboring jurisdictions will provide support as requested through mutual aid pacts.
4. The Conejos County Planner is designated as the County Flood Coordinator and will direct flood operations within the unincorporated area.
5. Each jurisdiction shall be responsible for its own emergency repairs and restoration of services.
6. Each jurisdiction will forward damage assessment and situation reports to the EOC.
7. Conejos County Road and Bridge will provide a liaison to the EOC upon request.

### **III. Responsibilities**

#### **Emergency Management Coordinator will:**

1. Maintain public works resource information as identified by public works agencies and departments.
2. Assist the public works liaison in the EOC as requested.

#### **Public works agencies/departments will:**

1. Identify critical facilities and routes within their jurisdictions and provide this information to Emergency Management Coordinator.
2. Identify and provide local and agency resource information to Emergency Management Coordinator.
3. Assess and report damage to Emergency Management Coordinator.
4. Coordinate removal of debris and wreckage as necessary to facilitate open transportation routes and detours for the first response community.
5. Provide barricade and road/bridge closure equipment as needed.
6. Request additional resources exclusive of mutual aid through the EOC.
7. Develop and maintain suggested operating procedures outlining emergency, disaster and catastrophic responsibilities and activities.
8. Provide equipment and manpower as requested and if available.

#### **Conejos County Land Use and County Code Enforcement will:**

1. Develop and maintain procedures for evaluation, assessment and placarding of county and municipal facilities.
2. Provide damage assessment information during and following a major emergency, disaster or catastrophic event to the EOC.
3. Develop and maintain lists of structural engineers and other resources critical to damage assessment and determining structural integrity of buildings.
4. Develop and maintain suggested operating procedures.

### **III. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.

3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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## **EMERGENCY SUPPORT FUNCTION 4 FIRE FIGHTING**

Joint Lead Agencies:	Conejos County Fire Departments Conejos County Sheriff
Supporting Agencies:	Emergency Management Coordinator Conejos County Police Department Conejos County Road and Bridge Alamosa Regional Communications Center American Red Cross Salvation Army Local Faith Based Organizations

### **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. Situation & Assumptions**

#### **Situation**

Conejos County has a long history of spring brush fires affecting ranches and structures in various areas of the County. This threat is calculated as a function of historical fire frequency and size. There are a multitude of other areas in the County which rate severe and extreme for risk and frequency.

#### **Assumptions**

1. Wildfires which exceed the capabilities of local and county resources will occur.
2. Wildfires will threaten lives, property, and natural resources.
3. Successful suppression and extinguishment of catastrophic wildfires will require organized interagency cooperation at all levels of government.

### **III. Concept of Operations**

Conejos County is responsible for providing wildfire warning, response and victim assistance for its residents and for visitors to the county. The Conejos County Sheriff's Office has the statutory obligation for wildfire suppression in unincorporated areas of the county.

Wildfires that exhaust local resource capabilities may result in a local disaster declaration and requests for state and/or federal assistance (through Colorado DEM).

## **Conejos County Fire Preparedness Levels & Criteria**

Fire suppression operations will be based on the following preparedness levels in Conejos County. These are local levels consistent with USDA/Northern Dispatch Center guidelines:

### ***Level 1***

No large fire activity occurring within the NDC area. Most units have LOW to MODERATE fire severity adjective. Little or no commitment of NDC resources locally or nationally.

### ***Level 2***

One or more Units experiencing MODERATE to HIGH fire severity adjective. Class A, B, and C fires occurring and a potential exists for escapes to large (project) fires. Resources within the NDC area are handling the situation. The potential exists for requesting additional resources from RMACC.

### ***Level 3***

Two or more units experiencing incidents requiring a major commitment of NDC resources, additional resources and mobilization through RMACC. Potential for fires becoming Class C or larger. Fire severity adjective is HIGH to VERY HIGH on one or more of the units, or a majority of the local reinforcement resources are committed to regional and national responses along with listed fire severity and weather conditions. NDC will notify all cooperators who are party to the AOP of the current fire situation at level 3.

### ***Level 4***

One or more units experiencing incidents requiring Type I or II teams, potential for numerous incidents exist and/or numerous other incidents being reported or are in progress, draining local resources. Mobilization from RMACC in progress, the fire severity adjective is HIGH to EXTREME in the area, or most of the local resources are committed to regional and national responses along with listed fire severity and weather conditions.

### ***Level 5***

Most NDC resources are committed to multiple incidents and/or major incidents. The majority of requested resources will take more than 24 hours to fill. Fire Danger Severity is VERY HIGH to EXTREME, or most of the local reinforcement resources are committed to regional and national responses alone with listed fire severity and weather conditions.

## **IV. Responsibilities**

### **Fire Departments and Fire Protection Districts**

1. Implement Incident Command upon arrival.
2. Provide mutual aid assistance based on prior agreement.
3. Filing of Wild land Incident Reports with the District Forester

4. Provide public education and wildfire hazard awareness efforts for emergency responders and vulnerable communities.
5. Internal training of agency personnel in wildfire containment and suppression measures.
6. Initiate procedures for requesting needed resources (e.g., heavy equipment, aircraft, firefighters, engines, etc.).

#### **Conejos County Sheriff's Office**

1. Confirm wildfire reports and initial assessment of nature of threats to people and property.
2. Notify Colorado State Forest Service at 24-Hour Emergency Fire Call Number (719)-587-0915 (May thru Oct.) with confirmation of a wildfire or notification, as required, of Area and District Offices of the Colorado State Forest Service upon confirmation of a wildfire report.
3. Notify Colorado DEM at 24-Hour Emergency Number (303) 279-8855 upon confirmation of a wildfire report when Fire Preparedness Level 4 is reached.
4. Assist in direction and control of wildfire suppression activities from an Incident Command Post near the fire scene.
5. Provide traffic and access control points and security in and around wildfire scenes.
6. Activate mutual aid agreements in order to request resources and assistance from neighboring jurisdictions.
7. Coordinate public information about the wildfires, including press releases and media tours of the affected areas.
8. Establish a media center away from both the wildfire scenes and the EOC and schedule joint media briefings by involved jurisdictions and agencies.

#### **Emergency Management Coordinator**

1. Brief County Commissioners regarding fires which may grow large enough to warrant out of the ordinary expenditures.
2. Be acquainted with wildfire hazard areas and vulnerable subdivision locations; cooperate with fire agencies, regional state forester, and federal wildfire agencies to disseminate awareness materials.
3. Activate and manage the Conejos County EOC as necessary.
4. Activate damage assessment team and appoint team coordinator to assess and document wildfire damages to public and private property.

5. Assist, as needed, in implementing or coordinating established procedures for keeping records of county expenses, including commitments of personnel, equipment, and other resources to wildfire response efforts in conjunction with Incident Command, City and/or Conejos Co. Finance and Purchasing.
6. Advise County Commissioners on the need for a formal declaration of a disaster or emergency and act as Liaison to Colorado DEM as necessary.

#### **Alamosa Regional Communications Center**

1. Dispatch fire, rescue, medical, and/or Law Enforcement, as needed.

#### **Conejos County Road and Bridge**

1. Clear debris from county roads and highways and place road barricades as requested by the Incident Commander.
2. Deliver road signs and barricades to assist law enforcement personnel at locations identified by the Incident Commander.
3. Create, enlarge or improve access for emergency vehicles, including access to water draft locations.
4. Provide water tankers or other transportation support for fire fighting efforts, as requested, through existing or mutual aid sources.
5. Provide graders, dozers and other such heavy equipment as may be called for by the Incident Command Staff; private sector resources to be accessed as required.

#### **V. Resources**

Rocky Mountain Area Coordination Center – Lakewood CO1  
Colorado Division of Emergency Management  
Colorado State Forest Service  
United States Forest Service

#### **VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.



## **EMERGENCY SUPPORT FUNCTION 5 EMERGENCY MANAGEMENT**

Lead Agency: Conejos County Emergency Management  
Conejos County Sheriff's Office

Supporting Agencies: Conejos County Commissioners  
  
Conejos County Police Departments  
Conejos County Fire Districts  
Conejos County Nursing Service and Public Health  
  
Conejos County Road and Bridge  
National Weather Service  
Colorado Division of Emergency Management

### **I. Purpose**

Information reporting and analysis is the process of collecting, reporting and evaluating disaster related information. Decision-makers and operations personnel in the Conejos County EOC, as well as those in the Colorado MACC use such information for the following purposes:

1. To determine the magnitude and impact of the disaster.
2. To identify the problem areas.
3. To warn of further hazards.
4. To analyze disaster-related needs compared to local response.
5. To alert additional response agencies for potential missions.
6. To develop plans for recovery efforts.

### **II. Concept of Operations**

The capability to respond to and recover from any disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

All response and support agencies/departments shall be prepared to furnish situation reports, damage assessment information, periodic update reports, and other such reports as may be requested by the Emergency Management Coordinator.

All reports will be furnished to the Emergency Management Coordinator in the format that conforms with State formats as provided by CDEM.

The Emergency Management Coordinator will coordinate all requests for assistance from the State and Federal government if local resources are not adequate and the following criteria have been met:

1. A declaration of emergency or disaster has been promulgated.

2. Local resources are being used to the fullest extent possible.
3. Local government will assume reasonable financial responsibilities.
4. The situation is or will be beyond the capability of local agencies.
5. Specific assistance is necessary from the State.

### **III. Responsibilities**

#### **County Agencies**

1. As resources and personnel develop, collect, evaluate, and forward timely situation reports to the Emergency Management Coordinator and damage assessment data using approved forms. Refer to ESF 14 (Recovery) and ESF 20 (Damage Assessment) for further guidance.
2. In accordance with state and local law, develop and process a resolution or ordinance that is the Declaration of Emergency when a disaster occurs requiring action beyond normal capabilities to protect life and property. The Emergency Management Coordinator may provide assistance to the County Commissioners and/or City Council in drafting the Declaration of Emergency.
3. Convey all requests for state and federal assistance through DEM.

#### **Other Agencies and Organizations**

1. Collect, evaluate and forward timely situation reports (Sit Reps) to the Emergency Management Coordinator using approved forms.
2. Develop and process the local resolution or ordinance that is the Declaration of Emergency when a disaster occurs requiring action beyond normal capabilities to protect life and property. Notify and/or forward Declaration of Emergency document to Emergency Management Coordinator as soon as it is completed.
3. Convey all requests for government assistance through Emergency Management Coordinator.
4. Collect, evaluate and forward timely damage assessment reports to Emergency Management Coordinator. Damage assessment data should be collected, assimilated and reported using approved forms.

### **IV. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

## **EMERGENCY SUPPORT FUNCTION 6 MASS CARE, SHELTER, HUMAN SERVICES**

Joint Lead Agencies: Conejos County Department of Human Services  
Conejos County Office of Emergency Management

Supporting Agencies: Conejos County School Districts  
Conejos County Commissioners  
City Emergency Management (Mayors-Town Councils)  
Conejos County Nursing Service and Public Health  
American Red Cross  
Conejos County Humane Society

### **I. Purpose**

To provide for the utilization of public and private facilities to shelter displaced persons; and to organize and maintain the capability to furnish basic needs to individuals in the event of an emergency, disaster or catastrophic event.

The purpose of this annex is to provide the coordination of sheltering, feeding, bulk distribution of supplies, and emergency first aid following an emergency or disaster requiring the assistance of county government; and to operate a Disaster Welfare Information (DWI) system to collect, receive, and report information about the status of victims and assist with family reunification within the affected area. The Department of Human Services will coordinate all government-funded programs.

### **II. Assumptions**

1. Experience has shown that under local emergency conditions, a high percentage (50 percent or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters. Thus, the entire community does not require shelter.
2. Because Conejos County is both a host and risk area, shelters have been identified for receiving evacuees from hazardous areas.
3. Populations with special needs have been identified such as hospital and prison groups, the elderly and handicapped.

### **III. Concept of Operations**

#### **Mass Care**

1. The American Red Cross has the responsibility by federal mandate to provide mass care, which includes shelter (long term, as defined in this plan) and feeding.

2. Public shelter may be required for the short-term (0 - 6 hours) and/or the long term (6 hours and greater).
3. Conejos County Human Services will coordinate shelter and mass care requirements with the American Red Cross at the request of the Incident Commander.
4. Interim short-term shelter resources will be developed at the local level to address immediate response needs.

#### **Emergency Welfare and Individual Assistance**

1. The Conejos County Nursing Service and Public Health will provide information concerning significant public health and environmental issues to the EOC.

#### **IV. Responsibilities**

##### **American Red Cross / Conejos County Department of Human Services**

1. Identify, open, staff and manage all mass care shelters determined necessary through consultation with Emergency Management and Human Services
2. When directed, coordinate the necessary actions to ensure mass care facilities
3. Ensure availability of appropriate mass care information through PIO.
4. Upon termination of emergency, submit a mass care expenditure statement to appropriate authorities for reimbursement.

##### **Mass Care Shelter Manager(s)**

1. When notified, stand by for further instructions or report to assigned mass care facility, as appropriate.
2. Open mass care facilities as directed.
3. Provide for appropriate evacuee information through PIO.
4. Provide appropriate evacuee services.
5. Close the facility in a professional manner.
6. Submit mass care facility status report to the Mass Care Lead. The report identifies the equipment and supplies that are needed to restock the facility and any other problems that will need to be resolved before the facility is used again.

##### **Emergency Management Coordinator**

1. Make recommendations to the Board of Conejos Commissioners on the number and locations of the mass care facilities to be opened.
2. Coordinate with the PIO to facilitate dissemination of information to the public on both the location of the mass care facilities that will be opened and directions to them.

3. Coordinate with the Mass Care Lead to activate the jurisdiction's mass care facilities.

#### **Conejos County Sheriff and Police Departments**

1. Provide security at mass care facilities as needed.
2. Provide traffic control during evacuee movement to mass care facilities.
3. Maintain order in mass care facilities.
4. If necessary, provide an alternative communications link between the mass care facility and the EOC through a mobile radio unit.

#### **Conejos County Road and Bridge**

Assist utility companies with maintaining power, water supply, and sanitary services at County owned facilities if used as a mass care shelter during emergency conditions.

#### **Public Information Officer (PIO)**

Make public announcement about availability of mass care facilities and animal shelters and their locations.

#### **Education Dept./ School Superintendent**

1. Provide access to schools as required for use as mass care facilities.
2. Designate and secure areas in schools not assigned for shelter use.
3. If appropriate, assist with personnel to manage and staff mass care facilities.
4. Shelter students in school buildings when the situation warrants or when directed to do so by the appropriate authority.

#### **County Animal Response Team**

1. Open and staff animal shelters as required.
2. Provide appropriate animal mass care information through PIO.
3. When appropriate, terminate shelter operations and close the facility.

#### **Colorado National Guard (if available)**

1. Inform ARC representative of mass care facilities available on military installations.
2. Coordinate use of mass care facilities on military installations.
3. Provide logistical support for mass care operations.

#### **Other Volunteer Organizations**

If appropriate, assist with personnel to manage and staff mass care facilities.

## **V. Appendices**

- A. American Red Cross Resources List
- B. List of Shelters in Conejos County

## **VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

<b>Appendix A to ESF 6          MASS CARE RESOURCES LIST</b>
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**This document is available in the OEM office**

Facility	Location	Contact
South Conejos Fire Protection District		Phone numbers – See EOP in CC EOC
Antonito Fire Station	38791 St. Hwy 17 Antonito Co,	Paul Duran
SCFPD		Paul Duran
Fox Creek Fire Station	28309 St. Hwy 17 Fox Creek Co,	
Romeo Fire Station	116 Main St. Romeo Co.	Steve Sorensen
Manassa Fire Station	316 Main St. Manassa Co,	Richard Martin
La Jara Fire Station	718 Broadway La Jara Co,	Austin Valdez
Capulin Fire Station	11944 County Rd 8 Capulin, CO 81124	Lionel Valdez
Carmel Fire Station		Justin Rogers
Rocky Mountain Fire	17 Record Bridge Road	Peggy Bell



## **EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT**

Joint Lead Agencies: Conejos County Office of Emergency Management  
Conejos County Sheriff's Office

Supporting Agencies: American Red Cross  
Conejos County Nursing Service and Public Health  
Conejos County Road and Bridge  
Colorado State Division of Emergency Management  
Federal Emergency Management Agency

### **I. Purpose**

The purpose of this Emergency Support Function is to provide logistical and resource support following an emergency or disaster. Resource support involves the provision of services, personnel, commodities and facilities and recovery phases of an emergency or disaster.

### **II. Assumptions**

A significant emergency or disaster may severely damage and limit access to the resource infrastructure as we know it today.

The government's support of the response to the emergency or disaster event may be severely impacted. No guarantee of a perfect response system is expressed or implied by this ESF. Government can only endeavor to respond based on the situation, information and resources available at the time of the disaster.

1. The normal forms of communications and utilities may be severely interrupted during the early phases of an emergency or disaster.
2. Transportation to affected areas may be cut off or delayed because of damage to roads, bridges, airports, and other transportation means.
3. Following an emergency or disaster, there may be a need to provide resources, goods and services to the affected areas.
4. Fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels, and hand tools may be needed. Conejos County does not have sufficient supplies and equipment on hand for long-term use.
5. Disaster response and recovery may be limited by the inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical and shelter resources.

6. There may be delays in all normal services such as police, fire, EMS, public works, transportation and water/sewer and utilities response due to damage to facilities and equipment and shortages of personnel.
7. There may be a shortage of critical drugs and medicines at medical facilities due to limited storage capabilities.
8. The management of logistics of resources support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location of vendors and suppliers.

### **III. Concept of Operations**

#### **Resource Lead**

The Emergency Management Coordinator will act as Resource Lead of the emergency or impending emergency, unless these tasks are otherwise delegated by the Emergency Management Coordinator. When warning is available, the Resource Manager will notify suppliers with whom agreements exist of the intent to activate the agreements.

Upon arrival at the EOC, the Resource Lead may assemble a resource management team to report to the EOC issues regarding Needs, Supply, and Distribution.

Resource requests beyond the capacity of day-to-day operations will be received and processed by the Resource Lead.

In emergency situations that require the use of resources from multiple departments of County or City Government, each department should track its own resources and maintain internal financial records.

1. Designated emergency personnel and other departmental representatives within the EOC should have access to up-to-date resource lists and should have the authority to commit resources of their organization to emergency relief efforts.
2. If a state or federal disaster is declared in Conejos County, accurate emergency logs and expenditure records must be kept ensure maximum reimbursement of eligible emergency costs incurred during the emergency or disaster.
3. Inter-departmental coordination of resource and financial information may be needed in order to determine cumulative disaster expenditures and costs.

#### **ICS/EOC Interface**

Monitoring and management of resources committed to an emergency incident is an important aspect of emergency management, regardless of whether direction and control is exercised from the field or from the EOC.

1. For incidents that are managed from the field, the resource tracking function is staffed and managed by the ICS Planning Section.

2. When the Conejos County EOC facility is activated, resource management activities may be undertaken to help coordinate information for elected and other local officials present at the EOC.
3. The function may be transferred to the EOC as an incident winds down or when a decision is made to relocate overall incident management activities to the EOC.

#### **IV. Responsibilities**

##### **Incident Commander**

1. Identify resource needs, including human resources, and identify the number, skills, capabilities, equipment, staging area and estimated length of time that resources will be needed and provide these requests to the Resource Manager.
2. Provide instruction, safety briefing and a supervisor prior to releasing all personnel to operations.
3. Maintain records of time in and out of scene for each resource used.

##### **Resource Lead**

1. Direct and supervise all aspects of resource support, including needs assessment, supply, distribution and demobilization of resources.
2. Coordinate with the Incident Commander and the Emergency Management Board regarding needs and priorities for meeting them.
3. Monitor potential resource shortages in the jurisdiction and advise the Emergency Management Coordinator, Conejos County Board of County Commissioners on the need for action.
4. Identify facilities/sites that may be used to store needed resources and donations.
5. Determine the need for and direct activation of facilities necessary for the coordinated reception, storage, and physical distribution of resources.
6. Make arrangements for work space and other support needs for resource management staff.

##### **Conejos County Chief Financial Officer**

Oversee the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction.

##### **Conejos County Nursing Service and Public Health**

Coordinate the receipt and distribution of the Strategic National Stockpile with regards to mass prophylaxis. Supplies and medicines for the treatment of patients will be coordinated between the State Conejos County Nursing Service and Public Health and local hospitals.

### **All Tasked Agencies**

1. Provide staff knowledgeable in a particular resource category to provide technical assistance regarding needs and procurement, as appropriate.
2. Provide updated emergency resource listings on a regular basis or as requested by Resource Manager.
3. Make personnel/resources available as needed in an emergency.

### **V. Appendices**

- A. Volunteer Management
- B. Resource List

### **VI. References**

1. FEMA/National Donations Steering Committee, Donations Management Guidance Manual, January 1995.
2. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan ESF 7
3. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 Annex ESF #7.
4. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

## **EMERGENCY SUPPORT FUNCTION 7 A VOLUNTEER MANAGEMENT**

Lead Agency: Conejos County Office of Emergency Management

Supporting Agencies: Conejos County Nursing Service and Public Health  
American Red Cross  
United Way  
Conejos County COAD  
Conejos County Human Resources

### **I. Purpose**

To provide for the recruitment, effective use, registration, management, documentation and accountability of volunteers and volunteer organizations.

### **II. Situations & Assumptions**

1. Volunteers are a valuable resource and can act as a force multiplier following a disaster.
2. Members of the public will often join the efforts of rescue, first aid, and fire suppression in their own areas and neighborhoods as spontaneous, unaffiliated, volunteers. In large disasters, public safety officials will not be able to discourage all such assistance, regardless of the inherent dangers.
3. Volunteers of all types have varied levels of training, skills, knowledge and abilities.
4. Volunteer organizations shall mean all religious, civic, unions, leagues, groups, teams, or organizations that may be able to provide a service during a major emergency disaster or catastrophic event.
5. Volunteer organizations have different missions and assets to assist the fulfillment of those missions. Some of those missions include mass care, sheltering and other temporary services
6. Efforts to educate and train the public regarding proper emergency response strategies and skills will strengthen the effect of volunteers and lessen rescue-related injuries and deaths.
7. Activities specifically designed for volunteer groups are incorporated into the ongoing planning and programs of local emergency management organizations.

### **III. Concept of Operations**

Volunteer resources that are made available by volunteer organizations will be coordinated through the Emergency Management Coordinator.

The agencies representative of the SLV Citizen Corps Council will seek the development and maintenance of Citizen Corps Programs and recruit, register and train volunteers for these programs. The five Citizen Corps Programs are:

1. Community Emergency Response Team (CERT)
2. Neighborhood Watch
3. Medical Reserve Corps
4. Fire Corps
5. Volunteers in Police Services

When human resource needs are beyond the capability of government agencies, additional resources can be requested through the Emergency Management Coordinator. Requests will include the following information:

1. Skills required, if any.
2. Supplies and equipment needed, if any.
3. Approximate numbers of personnel required.
4. Approximate length of time necessary.
5. Staging area or assembly point location.

#### **IV. Responsibilities**

##### **Emergency Management Coordinator**

1. Recruit, register and train volunteers prior to an emergency, disaster or catastrophic event.
2. Provide field registration kits and trained personnel to support registration in the field or at staging areas.
3. Develop plans and protocols to effectively utilize local volunteer and non-governmental resources.
4. Serves ad liaison between local government and volunteer organizations for disaster related activities and coordinates response actions of such organizations.

##### **Incident Commander**

1. Identify human resource needs, including volunteer resources, and identify the number, skills, capabilities, equipment, staging area and estimated length of time that volunteers will be needed and provide these requests to the Resource Manager.
2. Provide instruction, safety briefing and a supervisor to all volunteers prior to releasing all personnel to operations.
3. Maintain records of time in and out of scene for each volunteer used.

## **V. Volunteer Teams**

1. American Red Cross
2. Conejos County CERT Teams
3. Salvation Army (Cooperating Ministry)
4. Conejos County Sheriff's Posse
5. Conejos County Sheriff's Reserves
6. Conejos County Explores Post
7. Conejos County Local Churches

## **VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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**Appendix B to ESF 7  
RESOURCE LIST**

***For County Government, See Emergency Contact Numbers above.***

**Colorado Division of Emergency Management State EOC - (720) 852-6657**  
**24-Hour Emergency Line: - (303)-279-8855**

**American Red Cross (Denver) - 1-800-417-0495**

**Cooperating Agencies**

Conejos County Nursing Service and Public Health- 719-274-4307  
 24 Hour Number (Dispatch) (Alamosa)- 911/589-5807  
 Dam Safety/Division of Water Resources (Alamosa)- 719-589-6683

Municipalities and Fire Districts

**State Agencies**

Colorado State Patrol - 719-587-6712  
 CSP ( Cameron Decker)- 719 589-5807  
 Colorado Division of Emergency Management (24 Hr) - 303-279-8855  
 DHSEM Field Manager (David Osborn)- 719 587-5213  
 Colorado Dept. Public Health – Spill Report Line - 877-518-5608  
 Colorado Dept. of Transportation Region IV - 970-385-1402  
 24 HR Emergency Number call CSP Dispatch - 719-589-5807

Ambulance Services

Conejos County EMS Services – Ernest Abeyta  
 24 HR Number - 911

Communications

- Alamosa Regional Communications Center (ARCC) - 719-589-5807
- Volunteer Amateur Radio Organizations - Marcus Sigman
- Emergency Alert System (EAS) -- Everbridge 911

Damage Assessment

- Conejos County Assessor (Naomi Keys) - Home # 719-376-5585  
Work # 719-376-5453
- Conejos County Finance Department (Gary Gurule) - 719-376-5772 Ext 2
- Conejos County Road and Bridge (Don Martinez) - 719-376-5772 Ext 4
- Conejos County Planning Division (Linda - Land Use) - 719-376-2014 Ext 4
- Conejos County Road and Bridge (Don Martinez) - 719-376-5772 Ext 4
- Conejos County OEM (Rodney King) - 719-580-4133
- American Red Cross (Private Residences, Bill Werner) - Cell #  
Work # 719-587-3314
- Colorado Division of Emergency Management 24 hour - 303-279-8855

Debris Removal

- Conejos County Road and Bridge (Don Martinez) - 719-376-5772 Ext. 4

- Private Commercial Contractors
- State Government Resources - 303-279-8855
- Colorado Division of Emergency Management - 970-247-7674
- Colorado Dept. of Transportation - 970-385-1402
- Colorado Army National Guard - 303-279-8855
- Emergency Services (Law Enforcement, Fire Fighting, EMS, Search and Rescue)
- Conejos County Sheriff's Office - 719-376-2196
- Civil Air Patrol -
- Colorado Army National Guard (Through State) - 970-247-7674
- Urban Search and Rescue (Through State DEM) -
- Emergency Victim Assistance
- Conejos County Human Services - 719-376-5455
- Conejos County Victim's Advocate - 719-376-2196
- American Red Cross (Denver) - 1-800-417-0495
- Salvation Army 1-800-999-1865
- Civic Groups/Clubs/Churches

**Volunteers**

- Conejos County CERT/CART– (Alamosa) Cynthia Ford -
- Evacuation Centers
- See “Pre-selected Shelter List” in ESF6A- High Schools/Churches/Red Cross
- Health and Medical
- Conejos County Hospital - 719-274-5121
- EMTs from Conejos County EMS Services - 911
- Local doctors/dentists
  - Bryan Jackson 719-376-2308
  - Vaughn Jackson 719-274-4500

**Dentists**

- Eugene Christensen - 719-843-5386
- Alamosa Dental Clinic - 719-589-9691
- Robert Antiel - 719-589-2257
- Daniel Avant - 719-589-5804
- **Medical/nursing associations**
  - Juniper Village - 719-852-5138
  - Evergreen - 719-589-4951
  - La Jara- 719-274-5109 Ext. 4
- **Nursing homes**
  - SLV Care Center - 719-589-9084
  - Rio Grande Inn 719-274-3311

**Local veterinarians**

- Jeremy Sowards – Rock Creek Animal Clinic - 719-274-
- Konishi Veterinary Hosp. - 719-589-4293

Heavy Equipment

- Conejos County Road and Bridge Department (Dump Trucks, Trailers, Graders,

Dozers, Loaders, Tractor Backhoes, Excavators, Street Sweepers, Equipment  
 Transport Trailers, etc.) - 719-376-5772

Facility	Size/Capacity	Location	Contact	Notes
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Ext# 4

- Conejos County Sheriff's Office and Posse -719-376-2196
- Private Commercial Contractors
- Other Local Government Resources
- State Government Resources (Colorado Department of Transportation, Colorado National Guard)

Hospitals

- Conejos County Hospital - 719-274-5121
- San Luis Valley Regional Medical Center - 719-589-2511

Morgue/Mortuary Services

- Conejos County Coroner (Richard Martin) - 719-588-5019
- Mutual Aid Assistance -
- National Funeral Director's Association -
- Disaster Mortuary Services Team (DMORT) -
- State Body Identification Team - Conejos County Coroner 719-588-5019
- Local Mortuary Businesses - Romero's Funeral Home 719-589-9200
- , Rodgers Funeral Home 719-843-5514

Public Information Resources

- Emergency Alert System (EAS) and NOAA radio
  - Global Connect
  - ARCC Code Red

Transportation Resources

- Conejos County Sheriff's Office Posse - 719-376-2196
- Conejos County Road and Bridge - 719-376-5772 Ext. 4

Points of Arrival, Receiving, and Staging Areas:

Shelter Facilities

Conejos County Arena Complex	70	17705 US Hwy 285, La Jara Co. 81140	719-274-5806	OEM Office
North Conejos School Districts	100	17889 St. Hwy 285, La Jara Co.	719-274-5178	CHS
Conejos County Sheriff's Office		14044 Cnty Rd. G.5, Antonito Co.	719-376-2196	
CC District # 1		12981 Cnty. Rd. G.6 Conejos Co.	Waldo Madrid	
CC District # 2		414 Main St. Manassa Co.	Dale Montoya	
CC District # 3		17800 St. Hwy 136 La Jara Co.	Iggy Lucero	

LDS Church	250	135 Hwy 285 La Jara Co. 81140	Todd Mortensen
LDS Church	250	350 Main St. Manassa Co. 81141	Kirk Jarvies
LDS Church	150	755 Main St. Sanford Co. 81151	Kirk Jarvies
LDS Church	150	28050 Hwy 17 Antonito Co. 81120	Kirk Jarvies

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Warehouses and Other Storage Facilities.

Facility	Size/ Capacity	Location	Contact	Notes
Ace Storage		W Cramer & 106.5 Rd. Alamosa	719-480-9672	
Adcock Mini Storage		3104 Adcock Circle, Alamosa	719-589-1971	
C & R Storage		315 Gilpin Ave, Ft. Garland	719-379-3436	
Cotton Grove Storage		237 Broadway Alamosa	719-587-3307	
D & D Storage LLC		2515 Chico St. Alamosa	719-587-0191	
Enterprise Mini Storage		2415 Mullins Ave, Alamosa	719-589-5297	
Gunbarrel Storage		1820 N Hwy 285 Monte Vista	719-852-3663	
M & M Storage		131 Price Ave, Alamosa	719-589-6377	
Mini-Max Storage		Hwy 136 Sanford	719-558-7953	
SLV Storage		701 San Juan Ave, Alamosa	719-580-2217	
U-Loc-It Security-Self Storage		6720 Cramer Rd. Alamosa	719-589-5996	
Valley Moving & Storage		701 San Juan Ave. Alamosa	719-589-6852	
West Side Storage		15451 Hwy 160 Del Norte	719-657-2713	
PRO-SHED LLC		0573 Hwy 160 Alamosa	719-852-4800	
J & J Self Storage		1005 10 <sup>th</sup> St. San Luis	719-206-0576	
AAAA Self Storage		1419 Hwy 160 Monte Vista	719-852-2716	

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## **EMERGENCY SUPPORT FUNCTION 8 HEALTH, MEDICAL & MORTUARY**

Joint Lead Agencies: Conejos County EMS Services  
Conejos County Nursing Service and Public Health  
Conejos County Coroner

Supporting Agencies: Conejos County Fire Protection Districts  
Local clinics and care centers  
American Red Cross  
Conejos County Office of Emergency Management  
Conejos County Department of Human Services

### **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. Situation & Assumptions**

#### **Situation**

Conejos County has one major medical facility within its jurisdiction, with a total of 17 beds and with the ability to effectively treat 17 critically injured patients during normal circumstances.

#### **Assumptions**

The underlying assumption of this plan is that an incident could generate casualties exceeding treatment capabilities of the county's resources.

### **II. Concept of Operations**

The Director of Conejos County Nursing Service and Public Health or his/her designee will be designated lead for this ESF. ESF8 Lead ensures that all health and medical organizations and resources are deployed as effectively and efficiently as possible.

The ESF8 Lead is specifically responsible to:

1. Coordinate outside health and EMS Council resources providing assistance to Conejos County, in cooperation with EMS agencies.
2. Assist EOC staff in assessing overall health and medical resource needs during response and recovery operations and maintenance of situation status information within the EOC.

3. Support the provision environmental health services and technical support, including the identification of chemical hazards, sources of contamination, or unsanitary conditions that present health hazards to the general public; establish and provide staffing for public health services in designated shelters as directed.

#### **Conejos County EMS Services (EMS)**

1. EMS shall include "pre-hospital" basic life support, advanced life support and transport services provided by fire departments, private or hospital-based units and hospital emergency rooms. EMS' primary objective is to continue providing on a broader scope, emergency medical evaluation, treatment and transportation of injured or sick victims pertinent to the type of disaster.
2. In the event of a declared emergency, disaster or catastrophic event that causes mass casualties, each jurisdiction shall render necessary care in accordance with the Conejos County Mass Casualty Plan (Appendix A of ESF 8).
3. Emergency medical service agencies may also be called upon to establish and staff local provisional emergency medical care facilities and may also be called upon to provide health care services to local evacuation centers until such time as hospitals are available and accessible.

#### **Conejos County Hospital**

1. In the event of an emergency, disaster or catastrophic event, Conejos County Hospital is the county's Hospital Control.
2. Other hospitals or care centers in the region will assess their capability and report information to Hospital Control in accordance with hospital emergency plans. (San Luis Valley Medical Center).
3. Aid station locations and capabilities will be developed at the municipal level within the zones for medical observation areas. Both primary and alternate locations should be identified.

#### **Other Health Care Facilities**

Other health care facilities in the county include the Urgent Care, La Jara Medical Clinic, Antonito Medical Clinic. Additional Hospitals in adjacent counties is Conejos County Hospital, and San Luis Valley Regional Medical Center.

#### **Conejos County Nursing Service and Public Health**

The Conejos County Nursing Service and Public Health will assess community needs following a declared emergency, disaster or catastrophic event and coordinate all public health issues.

#### **Conejos County Coroner**

1. Conejos County Coroner has jurisdiction over bodies of all deceased persons who come to their death suddenly when in apparent good health without medical attention within the thirty-six (36) hours preceding death.
2. The Conejos County Nursing Service and Public Health will assist the Conejos County Coroner in coordinating mortuary services as needed to ensure

communicable disease control principles are followed and death certificates are issued.

### **Mental Health Providers**

All mental health providers will coordinate their response with Conejos County Nursing Service and Public Health.

## **III. Responsibilities**

### **Conejos County EMS Services**

1. Establish incident command system.
2. Execute reliable situation assessment and casualty count and provide it to the EOC.
3. Provide triage, treatment and transportation functions. In cases of mass casualty, implement the Conejos County Mass Casualty Plan.
4. Assist local medical professionals in establishing and staffing local, provisional emergency medical care facilities in the event of a major regional event or if hospital services are unavailable or overwhelmed.
5. Establish, facilitate and coordinate prearranged aircraft landing zones for emergency airlift of critically injured, sick patients and incoming supplies.
6. Assist in temporary staffing of evacuation shelters for evaluation and minor treatment of evacuees if resources and personnel are available.

### **Conejos County Hospital**

1. Advise the appropriate ESF 8 representative in the EOC of conditions of the hospital and number and type of available beds.
2. Execute health and medical operations as directed ESF 8.
  - a. Implement internal and/or external hospital disaster plan.
  - b. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
  - c. Establish and maintain field and inter-hospital medical communications.
  - d. Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken.
  - e. Assist in organizing and operating necessary clinics available in this area for emergency service.
3. Contribute to field medical care.
  - a. Establish necessary first-aid stations.
  - b. Organize first-aid teams for emergency operations.
  - c. Prepare litter-bearer and ambulance teams as required.
  - d. Provide medical guidance as needed to EMS.

- e. Coordinate with EMS, other hospitals, and any medical response personnel at scene to ensure that casualties are transported to the appropriate medical facility.
  - f. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or biological agents to other patients and staff.
4. Manage blood collection as required.
    - a. Establish blood collecting centers and store blood for emergency use.
  5. Provide administrative and information support to health and medical operations.
    - a. Establish office services sufficient for the operation of health and medical services.
    - b. Furnish liaison with transportation, communications, and supply.
    - c. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
    - d. Provide patient identification information to the American Red Cross upon request.
    - e. Keep accurate records of all personnel available to accomplish the mission of health and medical services.
    - f. Prepare and execute plans for training personnel for appropriate duties during an emergency.
    - g. Gather and publish necessary vital statistics.

**Other Health Care Facilities**

1. Provide necessary assistance for Conejos County Hospital for the management, reception, treatment and discharge of patients, similar to that listed above.

**Conejos County Nursing Service and Public Health**

1. Coordinate and provide environmental health services to ensure a safe food and water supply, proper disposal of human wastes, hazardous wastes and solid wastes.
2. Assist with mortuary services by issuing death certificates and burial permits.
3. Coordinate and provide communicable disease control services, including general sanitation, disease identification and isolation, immunization and prophylaxis.
4. Provide support to the EMS general medical and mental health systems with public health and clinic nursing staff.
5. Assist in the coordination of access to non-emergency medical care for the public.
6. Provide a representative to the EOC for coordination of public health services.
7. Provide coordination of local health-related information with State and Federal health agencies.

8. Provide education and information to the public regarding sanitation and disease prevention.
9. Declare a public health emergency as needed to provide protection for the general public.

#### **Conejos County Coroner**

1. Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and locating and notifying the next of kin.
2. Establish temporary morgue sites.
3. Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality numbers.
4. Coordinate with:
  - a. Search and rescue teams, hospitals, EMS, and other emergency responders.
  - b. Funeral directors, morticians, and assets for transportation of deceased persons.
  - c. Other pathologists.
  - d. The ARC for location and notification of relatives.
  - e. Dentists and x-ray technicians for purposes of identification.
  - f. Law enforcement agencies for security, property protection, and evidence collection.
  - g. Coordinate with Conejos County Nursing Service and Public Health regarding identification of the deceased.
  - h. Coordinate with assisting agencies from outside Conejos County, including other coroners, Disaster Mortuary (DMORT) teams, etc.

#### **Mental Health Organizations**

1. Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community care-givers during response and recovery.
2. Provide outreach to identify and serve those in need of mental health support.
  - a. Coordinate with the PIO to arrange for dissemination of information to the public.
  - b. Coordinate with ESF6 to identify shelter occupants that may require assistance.
3. Have inpatient psychiatric facilities take the following actions:
  - a. Implement the facility's appropriate disaster plan.
  - b. Provide for the care, safety, and continued treatment of hospital residents.
  - c. Coordinate with appropriate authorities for the safe evacuation of residents.
  - d. Provide resources and support to the community-based mental health system in responding to the disaster mental health needs of impacted communities.

#### **American Red Cross**

1. Assist with emergency health and medical services.

- a. Provide first aid and other related medical support at temporary treatment centers, as requested, and within capability.
  - b. Provide supplementary medical, nursing aid, and other health services upon request, and within capability.
2. Assist with personal welfare of disaster victims and workers.
    - a. Provide food for emergency medical workers, volunteers, and patients, if requested.
    - b. Assist with the reunification of the injured with their families.
    - c. Provide assistance for the special needs of the handicapped, elderly, and those children separated from their parents, within capability.
  3. Provide information as required.
    - a. Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, aid stations, and field triage units to collect, receive, and report information about the status of victims.
    - b. Assist in the notification of the next of kin of the injured and deceased.

#### **IV. Appendixes**

- A. Mass Casualty Incident
- B. Strategic National Stockpile Plan

#### **V. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

## **EMERGENCY SUPPORT FUNCTION 8 A MASS CASUALTY INCIDENT**

Joint Lead Agencies: Conejos County EMS Services  
County Fire Departments  
Conejos County Coroner

Supporting Agencies: Conejos County Office of Emergency Management  
Conejos County Emergency Communications Center  
Conejos County Department of Public Health and Environment  
Conejos County Hospital

### **I. Purpose**

To provide a framework and organization for a unified and coordinated multi-agency response by pre-hospital and hospital agencies to aid victims of any type of mass casualty incident (MCI).

### **II. Situation & Assumptions**

This plan is based on the National Incident Management System (NIMS) version of the Incident Command Structure (ICS).

Success of this MCI plan depends on upon the effective cooperation, organization, and planning among health care professionals and out-of-hospital EMS agencies, local government representatives, and other individuals and agencies associated with emergency response and support.

The Colorado Simple Triage and Rapid Treatment Method (S.T.A.R.T.) will be utilized by all EMS agencies for patient assessment, evaluation and transportation.

Local and regional mutual aid will be utilized to the extent possible.

### **III. Concept of Operations**

Mass Casualty Incidents will be classified by levels, following assessment using Colorado S.T.A.R.T.

**Level 0** – (Mini) Multiple casualty situation resulting in 2 – 5 surviving victims

**Level I** – Multiple casualty situation resulting in 6-10 surviving victims.

**Level II** – Multiple casualty situation resulting in 10-30 surviving victims.

**Level III** – Multiple casualty situation resulting in more than 31 or more surviving victims.

### **MCI Plan Activation**

This MCI plan may be activated by the following standards:

1. Incident Commander at the scene of the MCI according to existing information and protocols.
2. ESF 8 Lead agency representative, or designee.
3. It is strongly recommended that the MCI plan be activated through the Alamosa Regional Communications Center.
4. Person authorized to request activation of the plan should identify themselves and request to activate the MCI plan. This person should give a brief summary of the incident. This information should include time of incident, location, initial numbers of patients involved and re-contact information (call back number, radio channel, etc.)

## **IV. Responsibilities**

### **All Agencies**

1. Maximum use of emergency personnel.
2. Concentration on patients most likely to be saved (proper triage).
3. Rapid transport having priority of Advised Life Support on the scene.
4. Provide ALS while en-route to hospitals.
5. Reserving on-scene ALS for those patients having to wait for transport.
6. All responding personnel working in a directed and coordinated effort under Incident Command System.
7. Incident Command should brief the Communications Center about situation and status of the incident.
8. EMS personnel will not operating within the hot zone of a hazardous materials or weapons of mass destruction incident scene, unless otherwise trained and equipped with appropriate PPE.
9. EMS personnel will, whenever possible, limit their exposure to known or suspected contaminated persons.
10. Secure access and egress to the scene to prevent future injuries and expedite patient transportation.

## **Pre-Hospital EMS**

1. Communicate information and status of MCI to all responsible agencies.
2. Establish medical operations:
  - a. **Triage:** Determine number of victims, their status and priority for treatment and transport.
  - b. **Extrication:** The specialized strategy of removing a victim from entanglement or entrapment, and transfer of victims to patient staging area preparatory to transport.
  - c. **Treatment:** The extent of patient treatment in the field will vary with the type of incident and the type of injury.
  - d. **Transport:** Transfer of the patient to an appropriate health care facility. Options include ground or air ambulance, bus, police car, or private vehicle.

## **Hospital Operations**

1. Coordinate with on-scene units to communication bed status, direct or divert patients to other facilities, and ensure proper decontamination, if required.
2. Provide emergency medical care to patients arriving at their facilities.
3. Establish and staff remote medical care facilities.
4. Coordinate and direct air ambulance operations.
5. Maintain patient identification records and establish system to release patient information as appropriate to family members and public.

## **Fatality Management**

The Conejos County Coroner maintains primary responsibility for the medical investigation, management and transportation of persons who die under the circumstances of an MCI. It is critical that the Coroner be notified as early as possible in any instance of an MCI with fatalities.

## **Alamosa Regional Communications Center**

1. Receive, record, and forward incident information to and from units and agencies involved in MCI response.
2. Provide logical support as requested by the Incident Commander.
3. Obtain and communicate location of incident operations, resource staging, entrance and egress routes, safety hazards and transportation obstacles.
4. Make notifications as required to area hospitals, Dispatch Supervisor, Emergency Management Coordinator, jurisdiction agency heads, and City or County administration.

## **V. Resources**

## **VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.
4. Northeast Colorado RETAC Mass Casualty Plan Version 5.0 Adopted by Conejos County Commissioners 2008

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## **EMERGENCY SUPPORT FUNCTION 9 SEARCH & RESCUE**

Joint Lead Agencies:           Conejos County Sheriff's Office  
  Conejos County Fire Departments  
  Conejos County Police Departments

Supporting Agencies:         Conejos County Office of Emergency Management  
  Alamosa Regional Communications Center  
  American Red Cross

### **I.        Purpose**

To provide for the effective utilization of search and rescue resources and provide for the control and coordination of various types of search and rescue operations involving persons and/or their property in distress, resulting from an emergency, disaster or catastrophic event.

### **II.       Situation & Assumptions**

#### **Situation**

Search and rescue incidents occur throughout Conejos County that require air, ground and water search and rescue operations, in order to protect and preserve life and property.

1. Requests for Search and Rescue assistance, coming through the Sheriff, originate from several sources, including, but not limited to:
  - a. The public, as a result of hearing, seeing, becoming aware of, or being involved in an incident that may require search and rescue resource assistance.
  - b. Official government sources, such as the Federal Aviation Administration, the Air Force Rescue Coordination Center, the National Park Surface, State agencies, or local government agencies.
  - c. The lost or stranded individual themselves through the use of distress signals, such as smoke, flares, lights, flags, radio communications, emergency locator transmitters, or emergency position indicating radio beacon signals.
2. Search and Rescue missions are conducted to locate and assist:
  - a. Overdue, lost, missing or downed aircraft.
  - b. Overdue, lost, missing, disabled, stranded, or sinking vessels.
  - c. Overdue, lost, missing, stranded, injured, or trapped persons.
3. Rescue Operations may include:
  - a. Extrication from vehicles, collapsed buildings, confined spaces, etc.

- b. Rope rescue from mountainous terrain to include buildings, bridges, and accidents.
- c. Swift water rescues to include tubing, swimming and rafting accidents.

### **Assumptions**

- 1. A missing or lost person is always considered to be alive and needing rescue until such time that a person of authority (such as the Sheriff) concludes that there is no chance of survival.
- 2. The safety of the rescue personnel is foremost in any operation.
- 3. Inclement weather may be a factor in any search and rescue activity, restricting the types of resources to be used, the length of time they can be used and even the locations to be searched.
- 4. In a Terrorist or WMD event, the incident scene is also a crime scene and care must be taken to protect evidence.

### **III. Concept of Operations**

- 1. Conejos County Sheriff Office directs all SAR operations, including all operations and activities on land, water, and air.
- 2. The Incident Command System shall be used at all incidents.
- 3. If mutual aid is initiated, each agency should follow their own SOP.
  - a. The Civil Air Patrol should control an air search for incidents involving civil aircraft, if the search area covers more than Conejos County except for air carrier aircraft, aircraft carrying persons of national or international importance, or aircraft on interstate flights.
- 4. Ground Search and Rescue Operations
  - a. Conejos County Sheriff's Office will coordinate ground Search and Rescue operations within Conejos County. These operations can include, but are not limited to: rural, urban, wilderness, and collapsed building Search and Rescue.
  - b. Ground search and rescue operations will follow a Unified Incident Command.
  - c. Any resources required in excess of those available locally should be requested by the Sheriff through the Colorado Search and Rescue Board.
- 5. The United States Air Force directs searches for downed or mission military aircraft and aircraft conducting people or things of significance, or aircraft of international origin.

### **IV. Responsibilities**

#### **Conejos County Sheriff's Office**

The Conejos County Sheriff's Office is responsible for all search and rescue operations within the county, assisted by the Civil Air Patrol, County Police Departments, and supported as appropriate by the Conejos County Office of Emergency Management.

1. Prepare an Incident Action Plan for the effective use of available resources as a part of this plan.
2. Be the official responsible for coordination of all search and rescue operations within the political subdivision.
3. Makes use of the SAR capability and resources available within Conejos County, and request assistance from the Colorado Search and Rescue Board, if it is determined such additional assistance is required.
4. Review and critique SAR operational activities, as appropriate.
5. Establish and maintain a personnel mobilization system, so that members can be available upon short notice.
6. Support their unit logistically, including messing and shelter for periods of twenty-four hours in the field.
7. Develop unit training schedules, to include training in specialty areas, medical techniques, and realistic training exercises.
8. Maintain operational records, as required.
9. Maintain narrative and statistical records of emergency services rendered. Assist Civil Air Patrol with ground SAR support, as needed.
10. Participate in unit critique and evaluation of performance following each operation.

#### **Fire Departments and Fire Protection Districts**

The Fire Departments and Fire Protection Districts will conduct rescue operations commensurate with the availability of equipment and the degree of specialized training of their personnel.

#### **Civil Air Patrol**

1. Conduct air search operations when looking for downed aircraft, as required by the Conejos County Sheriff's Office.
2. Support the unit logistically, including messing and shelter for periods of twenty-four hours in the field.
3. Develop unit training schedules to include training in specialty area, medical techniques, and realistic exercises.
4. Maintain operational records, narrative and statistical records of emergency services rendered.

5. In addition to the above, the Civil Air Patrol should provide the following as required:
  - a. Aerial radiological monitoring.
  - b. Aerial courier and messenger service.
  - c. Aerial surveillance of surface traffic.
  - d. Aerial photographic and reconnaissance flights.
  - e. Aerial damage survey and reconnaissance flights.
  - f. Aerial search and reconnaissance flights in support of ground or water search and rescue missions.
  - g. Aerial transport of emergency personnel or Search and Rescue team members, supplies, and equipment to and from disaster/emergency or Search and Rescue missions.
  - h. Aerial transport and delivery of emergency and vital supplies to remote and isolated areas.

## **V. Resources**

1. Civil Air Patrol (CAP)
2. County Police Departments
3. Department of Corrections

## **VI. References**

1. Memorandum of Understanding between the State of Colorado and the Colorado Division of the Civil Air Patrol.
2. Memorandum of Understanding between the State of Colorado and the Air Force Rescue Coordination Center.
3. Memorandum of Understanding between the State of Colorado and the Colorado Search & Rescue Board.
4. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
5. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
6. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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## **EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS (HAZMAT)**

### **I. Purpose**

To provide guidance for hazardous materials incident notification and response, and off-site emergency planning and notification procedures as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA).

### **II. Concept of Operations**

#### **General**

1. For the purposes of this plan, a hazardous material is defined as "any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property or the environment".
2. Local government has the primary responsibility for protecting life and property threatened by hazardous materials incidents, except where this has been specifically preempted by State or Federal law or regulation.
3. The Regional Emergency Planning Committee (REPC), as established by Title III of SARA, is the group that coordinates the community planning for hazardous materials and the Community Right-to-Know program established under the Act.
4. The Emergency Management Coordinator has been designated the Designated Emergency Response Agency as required under SARA for Conejos County and the cities and towns covered by the Conejos County LEPC.
5. The LEPC is responsible for the hazardous materials plan in accordance with SARA Title III.
6. Conejos County/Conejos Office of Emergency Management will maintain files of information provided by reporting facilities under Title III to support the LEPC. These files include, but are not limited to, the following information:
  - a. The names and addresses of facilities that have reported as required by Title III.
  - b. The name and contact telephone number of the Facility Emergency Coordinator.
  - c. Planning information including hazard analysis, capability assessment, lists of chemicals, transportation routes, and Tier II forms.
  - d. Community Right to Know information that has been submitted by facilities.
7. This appendix outlines the general off-site emergency procedures as required by Title III of SARA for facilities in Conejos County. On-site emergency procedures are in individual facility plans.

## **Notification**

The Alamosa Regional Communications Center provides a single point of contact for notification of hazardous materials incidents. Any local agency or Title III facility becoming aware of a hazardous materials incident should immediately notify the 9-1-1 dispatch center by telephone or radio. The 9-1-1 dispatch center will attempt to get as much information about the incident as possible.

## **Response**

1. Response to hazardous materials incidents in Conejos County will follow the concept of Incident Command .
2. The Incident Commander is responsible for assessing the situation and making determinations of appropriate actions.
3. The EOC will be activated if requested by Incident Command or by a response agency to support on-scene operations. On-scene agencies should provide the EOC with Situation Reports on operations and needs.

## **III. Responsibilities**

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

1. Act as the Designated Emergency Response Authority (DERA) for Unincorporated Conejos County.
2. Maintain files on hazards and the location of said hazards in the county and provide copies to all impacted agencies, as appropriate.
3. Maintain the lists of equipment, supplies and personnel for response.
4. Coordinate all response requests of the hazardous material team from municipalities.
5. Coordinate with the Hazardous Material Response Team to provide training to Local Fire Departments and / or Districts.
6. Assist in creating and revising the Conejos County Hazardous Materials Emergency Response Plan (ESF 10)
7. Coordinate exercises with the Hazardous Materials Response Team, Local Fire Departments and / or Districts and the Local Emergency Planning Committee. The evaluation of the exercises will help in the revision of the Hazardous Materials Emergency Response Plan.
8. Coordinate with the Conejos County Nursing Service and Public Health for the supervision of the cleanup of hazardous material spills.
9. Coordinate reimbursement fees from involved parties in a hazardous substance spill.

## **Union Colony Fire Rescue Authority, Hazardous Materials Response Team**

1. Provide trained personnel certified to the operation and technician levels of the current edition of the National Fire Protection Association (NFPA) Standard 472.
2. Provide specialized equipment and supplies.
3. Assist first responder training for county fire departments.
4. Provide technical assistance to county fire departments.
5. Coordinate with Conejos County office of Emergency Management on resource needs.
6. Respond to hazardous material spills at the request of the Office of Emergency Management throughout Conejos County.

## **Municipal Fire Departments/Districts**

1. Participate in unified command for hazardous substance incident.
  2. Initially assess hazardous substance incidents.
  3. Request the Hazardous Materials Response Team through the Conejos County Office of Emergency Management, or Colorado State Forest Service if the incident is deemed beyond capability and / or equipment availability of local Fire Department or District.
  4. Participate in training for first responders to the NFPA 472 level deemed sufficient for safety of responding fire personnel, and the community.
  5. Assess and identify department/district vulnerabilities for hazardous substance incidents and provide the information to the Conejos County Office of Emergency Management
  6. Provide information to the Conejos County Office of Emergency Management of any hazardous substance incidents, whether or not the Hazardous Materials Response Team is requested.
  7. Coordinate with the Hazardous Materials Response Team when requested, according to mutual aid agreement.
  8. Provide documentation of financial expenses for reimbursement to the Conejos County Office of Emergency Management (DERA) for compilation and administration
  9. All county Fire Departments/Districts are encouraged to contact the Union Colony Hazmat Team with any questions regarding hazmat spills and/or training needs.

## **San Luis Valley Regional Hazmat**

1. Train personnel in hazardous materials response.
2. Purchase and maintain equipment and supplies for hazardous material vehicles.
3. Provide documentation of financial expenses for reimbursement to the Conejos County Office of Emergency Management for compilation and administration.
4. Develop a training program for county Volunteer Fire Departments and / or District's.
5. Assist in creating and revising the Conejos County Hazardous Materials Emergency Response Plan (ESF 10)
6. Participate in planning and organization of annual exercises.

## **Conejos County Nursing Service and Public Health**

1. Provide technical expertise to the Hazardous Material Response Teams, local municipal Fire Districts / Departments, and the Office of Emergency Management.
2. Provide assistance and information regarding laboratory evaluation and laboratory location for substances requiring identification.
3. Provide assistance and information regarding human health and environmental health dangers associated with incidents or circumstances involving hazardous materials.
4. Provide documentation of financial expenses of Conejos County Nursing Service and Public Health employees for reimbursement. Provide copies of expense documentation to the Conejos County Office of Emergency Management for compilation and administration.
5. Provide oversight for the clean-up and recovery of the hazardous substance. This may include, but not be limited to the following: establishment of remediation parameters, review and approval of a remediation plan, assistance with determining an appropriate contractor.
6. If a spiller/at fault party can not be identified or is unable to procure a contractor in a timely manner, the Conejos County Department of Public Health and Environment in cooperation with the Conejos County Office of Emergency Management will contact a contractor for cleanup of the hazard. The Conejos County Office of Emergency Management will coordinate payment of the contractor and any reimbursement

opportunities with other government agencies.

### **Local Law-Enforcement**

1. Maintain a perimeter control of hazardous substances.
2. Coordinate the evacuation of residents in danger of exposure to hazardous substances.
3. Coordinate incident command with the Hazardous Materials Response Team, Fire District / Department, and Colorado State Patrol.
4. Provide security within the evacuation area.
5. Coordinate a press briefing area upon request.
6. Maintain coordination with the Conejos County Office of Emergency Management during hazardous substance incident.
7. Provide documentation of financial expenses for reimbursement to the Conejos County Office of Emergency Management for compilation and administration.

### **Conejos County Road and Bridge Department**

1. Provide equipment and materials for containment of hazardous substances at the request of the Conejos County Office of Emergency Management.
2. Support local public works departments, in response to hazardous substance spills.
3. Provide documentation of financial expenses for reimbursement to the Conejos County Office of Emergency Management for compilation and administration.

### **Local Emergency Planning Committee**

1. Provides coordination among members for emergency planning, training and public information.
2. Establishes and maintains a Community Right-to-Know system as required by the Act.
3. Establishes and maintains other records as required by SARA Title III, including, but not limited to, emergency contacts, hazard analyses, capability assessments and Tier II information.

### **Reporting Facilities (IAW SARA Title III)**

1. Designate Facility Emergency Coordinators and notify the Local Emergency Planning Committee of any changes.
2. Provides initial and updated emergency contacts, hazard analysis, capability assessments, Tier II information, Material Safety Data Sheets or list of chemicals, and other required information to the Local Emergency Planning Committee, State Emergency Response Commission, and the local Fire Department as required by the Act.
3. Develop appropriate on-site emergency plans and response procedures for facility personnel in the event of a hazardous materials incident.
4. Update Tier II forms annually to the Local Emergency Planning Committee, State Emergency Response Commission and the local Fire Department.
5. Provide Section 313 information to the Environmental Protection Agency, if required.
6. Develop procedures for determining if there has been a release of chemicals in accordance with the Act and appropriate on-site response procedures for facility personnel.
7. Provide emergency notification and follow-up written notice of any release in accordance with the Act and this plan.

### **IV. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.
4. Conejos County LEPC Oil and Hazardous Material Response Plan 2008

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**EMERGENCY SUPPORT FUNCTION 10 A  
WEAPONS OF MASS DESTRUCTION**

Joint Lead Agencies: Conejos County Sheriff's Office  
Union Colony Fire Hazmat Team  
Conejos County Department of Public Health and  
Environment

Supporting Agencies: Conejos Office of Emergency Management  
Conejos County Department of Human Services  
Conejos County Road and Bridge

**Under Development**

**I. Purpose**

**II. Situation & Assumptions**

**III. Concept of Operations**

**IV. Responsibility**

**V. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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**EMERGENCY SUPPORT FUNCTION 11**  
**Animal Care and Control**

Lead Agency: Conejos County Sheriff's Office Animal Control Unit /CART

Supporting Agencies: Conejos County Nursing Service and Public Health  
American Red Cross  
Conejos County Road and Bridge  
Conejos County Emergency Management

**I. Purpose**

The purpose of this ESF is to provide for the well-being of service animals, pets, livestock, to preserve and maintain the livestock industry, from an emergency that could be caused by disease, a natural disaster, or an act of terrorism, and to safeguard the lives, health and safety of Conejos County residents and visitors from the effects of animal disease or large-scale mortality.

**II. Situation & Assumptions**

**Situation**

1. Conejos County is home to four major categories of animals:
  - a. Livestock: Agriculture is a major industry of Conejos County, and there are a large number of sizable ranches and farms with a large livestock population of diverse species, including cattle, horses, sheep, goats, and swine, along with exotics such as llamas and ostriches.
  - b. Service animals: A small number of service animals are located in various parts of the County.
  - c. Pets: Many Conejos County residents own pets, and these are located throughout all residential and farm areas of the County.
  - d. Wildlife: Conejos County is a largely rural environment and a large variety of wild species are found throughout the County.
  
2. There are two major categories of emergency that may affect animals in Conejos County:
  - a. Natural disaster, such as a flood, tornado, wildfire, drought, blizzard or heat, has the potential to claim the lives, in large numbers, of livestock in Conejos County.
  - b. Foreign animal disease (FAD), introduced accidentally or intentionally. The intentional terrorist introduction could be from

radical groups from within our own country or from a foreign group with different political views.

## **Assumptions**

### **Animal Disease Emergency**

Disasters in the past decade have shown that damage to production agriculture can be not only an economic crisis to individuals and communities but, especially in animal production agriculture, can prove to be an environmental and public health challenge.

- 1 FAD can be used as a weapon of mass destruction, causing enormous economic damage. It may also pose as a vehicle or reservoir for zoonotic diseases that may threaten human life and ability to feed the nation. If a zoonotic disease is diagnosed the public health officials must be notified.
- 2 All reportable disease outbreaks shall be treated as an emergency or disaster unless determined otherwise by the State Veterinarian.
- 3 Accredited veterinarians will immediately report any reportable disease to the State Veterinarian's Office. Any foreign animal disease or parasite will also be reported. The diseases on the OIE list A and B are also reportable diseases. A current list of these diseases can be obtained from the State Veterinarian's Office or from the website <http://www.oie.int/>. (See also Appendix L-1 to this Annex.)
- 4 Rocky Mountain Animal Health Laboratory, Colorado State University Diagnostic Laboratories (Fort Collins, Rocky Ford, and Grand Junction) will immediately report any of the diseases mentioned in the above list of diseases.
- 5 Upon the suspicion of a FAD (foreign animal disease) the State Veterinarian's Office will be notified and coordinate the investigation of the FAD. The State Veterinarian's Office will contact a FADD (foreign animal disease diagnostician) and request them to respond to the location of the suspected incursion for specimen collection. The specimens will then be flown to the foreign animal disease diagnostic laboratory (FADDL) on Plum Island, New York for conformation of the disease. Once a confirmed diagnosis is made the AVIC (Accredited Veterinarian in Charge) and the State Veterinarian will work in concert to provide the technical expertise in the control and eradication of the disease.

## **III. Concept of Operations**

### **A. Local Response**

The Conejos County Animal Control Unit will coordinate and support the appropriate agencies to:

1. Protect the public from disease or injury from animals, animal industry, or production agriculture which have been negatively impacted by an emergency or disaster.
2. Protect animals, to the greatest degree possible and consistent with resource demands for protection of human life, from the effects of emergencies or disasters in Conejos County.

3. Provide for the disposition of animal carcasses when mortality significantly exceeds normal levels due to a disaster or emergency.
4. These functions will also include, but not be limited to, facilitating the evacuation of animals.

**B. State and Federal Assistance**

1. The Colorado Department of Agriculture, the primary State agency in the event of an animal health emergency, may request activation of the state emergency operations plan in support of such an emergency.
2. Emergency operations necessary for the performance of this function include, but are not limited to:
  - a. A natural disaster that would allow for the evacuation of animals and a request from a local emergency management organization for disasters;
  - b. A natural disaster that exceeds the capabilities of the local emergency management organization to deal with animal evacuation;
  - c. An unusual disease condition, the diagnosis of an emerging disease, or the diagnosis of an OIE list A or List B disease.
  - d. A natural disaster affecting animals declared by the Governor; or
  - e. The State Veterinarian deems animal health emergency measures necessary.
3. Acts of terrorism may be directed to the nation's food supply, either as the target or as a vehicle of chemical and biologic weapons of mass destruction. Acts of terrorism are a federal crime, and the response to such events are authorized and outlined in the United States Government Interagency Domestic Terrorism Concept of Operations (the CONPLAN).
  - a. The Federal Bureau of Investigation (FBI) is recognized as the primary federal agency in acts of terrorism.
  - b. All other activities will proceed as consequences of such an event as described in the CONPLAN.
  - c. At such time as the Attorney General of the United States relieves the FBI of the primary federal agency status, the event will proceed according to the Federal Emergency Operations Plan, the extraordinary state of emergency and uniform methods for the specific events, state emergency operations plan and this ESF.

**IV. Responsibilities**

**1. Board of Conejos County Commissioners**

Issue animal evacuation instructions, or an animal evacuation directive, as recommended by the Emergency Management Board.

**2. Conejos County Animal Control Unit Commander**

Coordinate with support agencies and organizations such as the state and local veterinary medical organizations, humane organizations, animal rescue groups, and private sector entities

to:

3. **Emergency Manager**

1. Make recommendations to the Board of Conejos County Commissioners concerning evacuation, quarantine, destruction, or disposal of animals.

4. **Conejos County Sheriff**

The Sheriff's Office will:

1. Support animal evacuation operations as required.
  - a. Provide traffic control during animal evacuation operations.
  - b. Support fire departments in providing notification to livestock owners.
  - c. Assist in public information.

5. **Conejos Director of Public Works**

Assist as requested in animal evacuations and in disposal of dead livestock.

6. **Public Information Officer (PIO)**

1. Disseminate information on appropriate actions for the human population to protect themselves from the effects of animal diseases or livestock mortality.
2. Disseminate information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind in an evacuation.

7. **Conejos County Nursing Service and Public Health**

Ensure that appropriate actions are taken to protect the human population from the effects of animal diseases or livestock mortality.

8. **Colorado Department of Agriculture**

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

1. Coordinate with appropriate agencies and organizations to ensure operational readiness
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.
  - a. Such SOPs will be developed for surveillance and response to pests of crops and horticulture.
  - b. These procedures will relate to catastrophic disaster and diseases that pose a significant impact on human life property or the economy.
3. Respond to a declaration of disaster for any catastrophic or "all hazard" event to
  - a. Coordinate and support the appropriate agencies to protect the public from disease or injury from animals, animal industry or production agriculture which have been negatively impacted by and emergency or disaster. This function will also include, but not be limited to, facilitating the evacuation of animals.
  - b. Provide personnel, supplies, equipment and facilities as authorized.

9. **Supporting State Agencies**

Colorado State agencies and Federal agencies tasked to support animal emergencies include:

1. Colorado Brand Inspection
2. Colorado Cooperative Extension Service
3. Colorado State University and State Diagnostic Laboratories
4. Department of Public Safety
5. Division of Emergency Management
6. Forest Service
7. Colorado Division of Wildlife
8. Colorado Veterinary Medical Association
9. Department of Corrections
10. Colorado National Guard
11. United States Department of Agriculture (USDA)
12. Environmental Protection Agency

10. **Livestock Owners**

Livestock owners are expected to cooperate with Conejos County agencies in all matters concerning human and animal safety with regards to livestock.

1. Provide for safe disposition of normal livestock deaths.
2. Obtain qualified veterinary care and notify the Conejos County Animal Control Unit immediately in the case of suspected FAD or other animal diseases with potential to escalate to emergency levels.
3. Obey all animal quarantine orders.
4. Obey and assist with animal evacuation directives.
5. Provide the Conejos County Sheriff's Office, Conejos County Nursing Service and Public Health, and Emergency Management Office with the number and location of dead livestock.
6. Cooperate with Conejos County Nursing Service and Public Health to ensure safe disposition of large numbers of dead livestock.

## **V. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.



## **EMERGENCY SUPPORT FUNCTION 12 ENERGY & UTILITIES**

Joint Lead Agencies: Conejos County Emergency Management  
Xcel Energy  
Qwest  
Verizon  
Conejos County Water District

Supporting Agencies: Conejos County Road and Bridge  
Conejos County Planning Services  
Conejos County Department of Human Services  
American Red Cross

### **I. Purpose**

To provide for the effective restoration of electric power, natural gas and telephone service to Conejos County during and after an emergency, disaster or catastrophic event.

To provide for the allocation, coordination or possible reduction of utility services and petroleum products should it become necessary.

### **II. Situation & Assumptions**

#### **Situation**

The utilities providing services in Conejos County are both public and privately owned. During an emergency, disaster or catastrophic event they will restore service, maintain customer service and release information to the public, media and their employees.

#### **Assumptions**

Critical facilities within Conejos County are individually responsible to ensure their own continuous operations through bulk fuel stores, properly rated and operable emergency generators, redundant communications resources. Many of these resources, however, are not maintained in quantities sufficient to maintain full operations over long periods of time.

### **III. Concept of Operations**

1. When services are disrupted to the extent that restoration is not possible for an extended period of time, the utility will provide Conejos OEM with locations of reduced or no service, and provide an estimated time of restoration, if possible.

2. Coordination and prioritization of requests from local jurisdictions, cities, towns and public agencies for restoration of services to essential buildings and facilities will be accomplished at the Emergency Operations Center.
3. When availability of services is limited, the utility will make a public appeal to obtain voluntary reduction of consumption.
4. If additional reductions are necessary, the electric utilities will reduce delivery to major industries and rotate available services to pre-selected locations throughout the County.

#### **IV. Responsibilities**

1. Utilities providing services in Conejos County will make every effort to restore service, and continue normal and emergency customer services during an emergency, disaster or catastrophic event.
2. In the event of disruption of services, utilities also shall use radio, press and other means of informing the public of the status of restoration and the public needs to obtain alternate services.
3. At the request of Conejos County OEM, utilities will provide liaison personnel who will represent the Utility, provide situation reports and damage assessments, and respond to requests for coordination or assistance to the EOC.
4. Conejos County OEM will provide utilities with the physical locations of essential buildings and facilities within the municipalities and Conejos County.
5. Prior to and during an emergency/disaster, utilities will arrange and coordinate clearance of and egress on roads and rights of way with public works agencies, the Conejos County Sheriff's Office and municipal police departments.

#### **V. Reference**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

**EMERGENCY SUPPORT FUNCTION 13  
PUBLIC SAFETY & SECURITY**

Joint Lead Agencies: Conejos County Sheriff's Office  
Local Law Enforcement

Supporting Agencies: Conejos County Office of Emergency Management  
Alamosa Regional Communications Center  
Colorado State Patrol  
Colorado Department of Corrections  
Conejos County Fire Departments  
Conejos County EMS Services

## **I. Purpose**

To delineate the available emergency law enforcement resources for use in natural, man made or terrorist disasters and other widespread emergencies, and to provide instructions for utilizing state and local law enforcement agencies to save lives and property and mitigate the effects of a disaster or accident.

## **II. Situation & Assumptions**

### **Situation**

During disaster situations, the need for law enforcement services increases quickly. Usually, additional duties such as evacuation and facility security develop.

### **Assumptions**

1. Adequate law enforcement resources are available locally or within the state. Existing mutual aid agreements and the Colorado National Guard will provide backup.
2. Resources available from local & State law enforcement agencies include:
  - a. 4x4 vehicles
  - b. Canine Units - Ammunition, Narcotics, Search, Tracking
  - c. Detention Officers
  - d. Field programming and reprogramming of communications equipment
  - e. Mobile communication vehicle
  - f. Emergency / Backup Power
  - g. Hazardous Material Response
  - h. Hostage negotiation
  - i. Investigation units
  - j. Personnel
  - k. Night vision equipment
  - l. Operations / Incident Command vehicles
  - m. SWAT/ERT teams
  - n. Training Rooms and Instructors
  - o. Digital/Video Cameras

### **III. Concept of Operations**

1. Law enforcement agencies shall be called upon to perform a wide range of functions, including but not limited to:
  - a. Incident command of law enforcement-oriented emergencies, disasters and catastrophic events.
  - b. Maintaining law and order.
  - c. Traffic control.
  - d. Provide control and limited access to the disaster area.
  - e. Property protection.
  - f. Warning.
  - g. Evacuation.
  - h. Search and rescue.
  - i. Damage assessment reporting.
  - j. Liaison with other first response agencies.
2. A law enforcement-oriented emergency, disaster or catastrophic event is any large scale emergency situation where the maintenance of law and order is the primary focal point, i.e., hostage or terrorist activity, riot and civil disturbance as declared by the chief officer of the law enforcement agency/department.
3. The Conejos County Sheriff's Office will function as the law enforcement coordinator for county-wide emergencies, disasters and catastrophic events.
4. Each department involved in the operations of the disaster should maintain and follow their individual chains of command as established in each department's standard operating guidelines, and should cooperate to the fullest extent possible within the Unified Command Structure.

### **IV. Responsibilities**

#### **Conejos County Sheriff**

1. Provide a representative to the EOC with the authority to coordinate law enforcement functions.
2. Coordinate and control traffic, warn and evacuate the public, control access to affected areas and protect property.
3. Advise the Emergency Management Board on law enforcement matters.
4. Develop and maintain suggested operating procedures (SOPs) to support emergency responsibilities and functions.
5. Manage law enforcement resources to provide assistance upon request from municipalities if available.

6. Provide damage assessment and situation reports to the EOC to the maximum extent possible.
7. Establish an on-scene command post and coordinate with support agencies.
8. During emergencies, competent authority should activate police and sheriff reserve personnel to augment full-time law enforcement personnel.

### **Colorado State**

Supporting State agencies include:

1. Colorado Department of Public Safety
2. Colorado State Patrol.
3. Colorado Division of Emergency Management
4. Colorado National Guard
5. Colorado Bureau of Investigation
6. Department of Natural Resources
7. Department of Revenue
8. Attorney General's Office
9. Parole and Probation Officers
10. Brand Inspectors

### **Local, State, Federal Cooperation**

1. Law enforcement activities remain under the control of the Conejos County Sheriff.
2. The state has concurrent responsibility with local jurisdictions for certain offenses.
3. The federal government has responsibility for enforcement of federal laws, though state and local officers have authority to enforce and make arrests for certain federal violations.
4. In an extreme disaster emergency the Governor may assume the authority within the disaster area, to exercise all police power constitutionally vested in the state.
5. In the event of a terrorist event the FBI will assume the responsibility of lead agency and will respond to any terrorist threat or event.
6. The U.S. Attorney General has the authority to declare an event to be an act of terrorism.

## **V. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan March 2007
2. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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## **EMERGENCY SUPPORT FUNCTION 14 RECOVERY**

Joint Lead Agency: Conejos County Board of County Commissioners  
Office of Emergency Management

Supporting Agencies: Conejos County Road and Bridge  
Conejos County Planning Department

American Red Cross  
Conejos County Sheriff's Office  
County Police Department  
County Fire Departments

### **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. Situation & Assumptions**

#### **Situation**

Following any emergency or catastrophic event, timely and accurate information must be collected regarding resource needs for assisting government agencies, businesses, organizations and residences to return to normal operations.

#### **Assumptions**

Recovery needs for government agencies, businesses, organizations, and residences will often exceed current capabilities and resources. Deployment of resources for recovery will be based on issues of life safety, physical security, property preservation, and environmental needs.

### **III. Concept of Operations**

1. The capability to respond to and recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.
2. All response and support agencies/departments should be prepared to furnish situation reports, damage assessment information, periodic update reports and

other such reports as may be requested by Conejos County Office of Emergency Management.

3. All reports will be furnished to Conejos County Office of Emergency Management in the format that conforms with standard formats as provided by Conejos County Office of Emergency Management.
4. 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:
  - a. A declaration of emergency or disaster has been promulgated.
  - b. Local resources are being used to the fullest extent possible.
  - c. Local government will assume reasonable financial responsibilities.
  - d. The situation is or will soon be beyond the capability of local agencies.
  - e. Specific assistance is necessary from the State (an identifiable service).

#### **IV. Responsibilities**

##### **Local Jurisdictions**

1. Collect, evaluate and forward timely situation reports to the EOC using standard Situation Report forms.
2. Develop and process the local resolution or ordinance that is the Proclamation of Emergency when a disaster occurs requiring action beyond normal capabilities to protect life and property. Notify and/or forward Proclamation of Emergency document to Conejos County Office of Emergency Management as soon as it is completed.
3. Convey all requests for state and federal assistance through Conejos County Office of Emergency Management.
4. Collect, evaluate and forward timely damage assessment reports to Conejos County Office of Emergency Management. Damage assessment data should be collected, assimilated and reported using forms found in this plan.

##### **Conejos County Office of Emergency Management**

1. Conejos County Office of Emergency Management will ensure that a proclamation of emergency/disaster has been issued in accordance with state and local regulations.
2. Conejos County Office of Emergency Management is responsible for submitting requests for assistance to the State and Federal government.
3. Compiles and transmits data related to the situation reports, update reports, emergency proclamations, and assessment reports received from agencies and jurisdictions to the Colorado Division of Emergency Management.
4. Conducts initial assessment of damage to homes, businesses, farms, and personal property. Completes damage assessment forms for the private sector.

5. Supports activities of Individual Preliminary Damage Assessment Teams and Public Preliminary Damage Assessment Teams.
6. Complete Supplemental Justification for Presidential Declaration Request as needed.
7. Maintains a supply of forms.
8. Compiles after action reports.

**V. Appendices**

- A. Situation Reporting and Analysis with Situation Report Form (SITREP)

**VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

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**Appendix A to ESF 14  
Situation Reporting & Analysis**

**Conejos County Sit Report Number \_\_\_\_\_**

<b>SITUATION ASSESSMENT REPORT</b>						
Report Date:	Report Time:	Period Being Covered				
		Start Date:	End date:			
Describe the Incident:						
Hazardous Material: Y <input type="checkbox"/> N <input type="checkbox"/>		Incident Location:		Incident Date:		Incident Time:
Agent:						
Known and Anticipated Impact Requiring Immediate Response						
# of Citizens				Structures		
Fatalities:	Injured:	Displaced:	Sheltered:	# Destroyed		# Threatened
				Residence		
				Commercial		
				Other		
Impact on Services						
Emergency Services						
Power						
Communications						
Water						
Roads/Bridges						
Commerce (food & fuel)						
Other						
Shelters Locations						
Location 1						
Location 2						
Location 3						
Location 4						
Actions to Date						
ESF 1a						
ESF 1b						
ESF 2						
ESF 3						
ESF 4						

ESF 5	
ESF 6	
ESF 7	
ESF 8a	
ESF 8b	
ESF 8c	
ESF 9	
ESF 10	
ESF 11	
ESF 12	
ESF 13a	
ESF 13b	
ESF 14a	
ESF 14b	
ESF 15a	
ESF 15b	

First Responders Activities	
Agency	Activity

EOC Recall and Activation				
Name	Function/Location	Phone #	Email Address	Activated?
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>
				Y <input type="checkbox"/> N <input type="checkbox"/>

				Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Service Organization Support</b>				
American Red Cross				
Salvation Army				
Org 3				
Org 4				
Org 5				
<b>Private Sector Outreach/Coordination</b>				
Volunteer Organization Activation				
Food, fuel, power and communications services				
<b>Request for Assistance</b>				
What has been requested/received	Mutual Aid:			
	Basic Logistics:			
New request for assistance				

Prepared By:	Phone #
Email Address:	
<p><b>Please submit this Situation Assessment Report by most expedient available means to the Conejos County Office of Emergency Management:</b></p> <p><b>Email address   rodney@co.conejos.co.us</b>  <b>Fax #                   719-</b>  <b>Voice report – telephone # 719-580-4133</b></p>	

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**EMERGENCY SUPPORT FUNCTION 15  
PUBLIC INFORMATION & AFFAIRS**

Lead Organizations: Conejos County Office of Emergency Management  
Conejos County Sheriff's Office

Supporting Agencies: Conejos County Nursing Service and Public Health

## 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. Situation & Assumptions

### Situation

**Primary Media** available to Conejos County for dissemination of Emergency Public Information include:

1. Emergency Alert System (EAS) radio and television stations;
2. Radio stations and cable outlets that are not part of EAS;
3. Newspapers;
4. Internet

Media serving Conejos County may be harmed by the following hazards:

1. Power failures
  - a. Power failures may prevent outlets from broadcasting.
  - b. In the event that broadcast outlets have emergency power, widespread power failures may prevent the public from receiving transmissions and accessing the internet.
  - c. Power failures may prevent newspapers from printing.
2. Damage to media facilities may prevent them from operating.
3. Destruction or blockage of transport routes due to flooding, snowfall, or emergency use may prevent newspapers from being distributed.

In the event that primary media cannot function, the following **Back Up Media** means exist to disseminate emergency public information:

1. Telephone call-down to priority institutions and endangered members of the public;

2. Vehicles equipped with public address systems;
3. Printed materials posted and distributed at key locations throughout the county;
4. Employees and volunteers going door to door.

The **Audience** in Conejos County is approximately 8,435 people.

Of these:

1. Approximately all have access to EAS broadcast through AM or FM radio.
2. Approximately all have access to television.
3. Approximately 50% have access to the internet.

### **Assumptions**

1. Centralized control and dissemination of factual, official information is necessary to assure a well informed public, to avoid or minimize the release of misinformation, and to deflate rumors.
2. The Public Information program requires use of all available media to provide the public with official news, information, instructions and procedures. This is vitally important should a local incident or a severe international crisis situation develop.
3. Sufficient alert time may or may not be available prior to the emergency or disaster striking for providing information and instructions to the news media for dissemination to the general public. All efforts will be made to alert the public before and/or during any incident.

Relevant assumptions about the media include:

1. Local Cooperation on EPI (Emergency Public Information). Local media will cooperate in placing the community's need for EPI ahead of the need for news coverage, at least in the initial warning and response phase of an emergency.
2. External Media Interest. Some events, or even forecast events, can bring many reporters, photographers, and camera crews to an area; this will create heavy demands on the EPI organization, requiring augmentation. External media will be interested less in details than in spectacle and "human interest" stories of universal appeal and quick impact.

### **III. Concept of Operations**

Incident Commanders in the field and local elected officials and other officials at the EOC should be prepared to respond to media inquiries or to designate a spokesperson or public information officer to handle media relations in their absence. 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 county-wide disaster-related information to the public and to the news media.

- In smaller incidents, a single spokesperson from the primary response agency at the scene should be designated to release information about the incident.
- In large or protracted disaster events, a single spokesperson should be designated at the EOC to give media briefings and to approve coordinated news and public information releases.
- A joint information center (JIC) may be established when there is a need to coordinate emergency information from a large number of agencies and/or jurisdictions.

### **Disaster Public Information Officer**

The Emergency Management Coordinator will act as **Disaster Public Information Officer (DPIO)**, unless otherwise delegated by the EMB. The DPIO will establish a Joint Information Center staff the JIC with qualified personnel. Sufficient personnel should be assigned to permit extended hours of operation during an emergency or disaster.

### **Communications Media**

All available communications media will be used to communicate with the public.

1. The best and most rapid means of sending out emergency information to the public is through the broadcast media. It is reliable, immediate, and the general public has a strong reliance on information received over radio and television. This system of communicating with the public in time of emergency or disaster is called the Emergency Alert System (EAS).
2. The Emergency Management Coordinator, as the Disaster PIO, and the local stations will maintain a working relationship and a division of responsibility should activation of the system be necessary.
3. The EAS will be activated according to procedures in ESF 2B Warning of this Plan.

### **Sequence of Events**

1. Upon receipt of information of an intensifying national crisis or impending local emergency or disaster, the Emergency Management Board of Conejos County will activate their public information program as provided for in this ESF.
2. News releases, instructions, or official information originated by the various participating agencies will be channeled through one central authority - the Disaster Public Information Officer (DPIO) as spokesperson for the emergency Executive Board.
3. A Joint Information Center in the vicinity of the Emergency Operations Center will be organized by the DPIO as the official point linking official government information with the media.
4. A Public Inquiry Center located away from the EOC, yet convenient to the general public will be organized by the DPIO to respond in an official capacity to all incident-related inquiries received from the citizenry.

5. Any department/agency/organization desiring to pass information to the public will as a matter of routine obtain release authority from the DPIO and use the appropriate center above for dissemination. Exceptions will be authorized only by the Emergency Executive Board.

### **Phased Activity**

Different hazards allow different amounts of warning time, and different kinds of emergency public information are appropriate for different stages of a developing emergency. This section addresses the actions that the Disaster Public Information Officer may take as appropriate, as an emergency develops.

Forms for creating media statements for each phase of the emergency are located at the end of this Annex.

### **Increased Readiness (e.g., Forecast Event)**

Following are actions that may be taken with more than a day's notice. The list is not all-inclusive.

1. Coordination between Board of Conejos County Commissioners, Emergency Management Coordinator, and other key officials as needed to determine status of plans and timing of actions.
2. Establish and maintain contact with media. Provide preparedness information and any instructions, as cleared by the Board of Conejos County Commissioners.
3. Arrange for accelerated printing of camera-ready EPI material (e.g., evacuation instructions/maps and Family Protection Program leaflets), if needed to supplement/restock existing print material.
4. Ensure distribution of printed material to broadcast media, to pre-selected locations, and/or via newspaper.
5. Monitor media.
6. Augment public inquiry and/or media relations staffs, if needed.
7. Set up any additional facilities for EPI operations (e.g., telephone bank or media center) with support from the Emergency Management Coordinator.

### **Limited Warning Available**

Following are EPI actions that may be taken with limited notice. The list is not all-inclusive.

1. Coordinate with the Board of Conejos County Commissioners and Evacuation Coordinator to determine what protective action will be taken, (limited) evacuation or in-place shelter.
2. Complete "stand-by" EPI instructions with particulars of the event. As the Emergency Management Coordinator to ensure warning system (e.g., EAS, route alerting, door-to-door canvassing) is activated and ensure EPI is being disseminated.

3. Contact media to repeat and update initial warning (especially if not provided through EAS) and provide EPI contact name(s) and telephone number(s).
4. Monitor media.

### **After Impact**

Following are EPI actions that may be taken after the impact of an emergency. The list is not exhaustive.

1. Establish and maintain contact with media. Provide information and any instructions, as cleared by the Board of Conejos County Commissioners.
2. Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.
3. Augment public inquiry and/or media relations staffs, if needed. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center) with support from the Emergency Manager.
4. Arrange for printing of camera-ready EPI material (e.g., Family Protection Program leaflets and health and safety instructions), if needed.
5. Ensure distribution of printed material to broadcast media, to pre-selected locations (e.g., grocery stores), to volunteer groups or other response and recovery personnel that may go into residential areas, and/or via newspaper.
6. Compile chronology of events.

## **IV. Responsibility**

### **Board of Conejos County Commissioners**

1. Serve as primary spokespersons before media, or delegates function to DPIO.
2. Give final approval to release of emergency instructions and information, or delegates function to DPIO.
3. In cases where Incident Command has been established, provide policy guidance on the transfer of authority to release information from the ICP to the EOC should the incident exceed a predetermined level.
4. Designate location for media briefings (e.g., EOC conference room).
5. Approve implementation of any special provisions for media convergence.

### **Emergency Management Board**

Primary responsibility for the Public Information Program rests with the Emergency management Board. They, through the DPIO, should have plans for maintaining contact with all mass media serving Conejos County and municipalities (See Appendix B-3, List of Communications Media).

1. This plan should include an ongoing public relations program to promote an awareness of the rationale behind the need for preparedness to respond to all types of incidents facing Conejos County.
2. Close liaison should be maintained with local and State Public Information Officers and with the news media to facilitate implementation of impending incident information, should it become necessary, and to enhance public awareness of the emergency situation.
3. Appropriate emergency information should be provided where primary language of reader, viewer, listener is not English. Special needs of handicapped and elderly should be considered (deaf, blind, etc.).

### **Disaster Public Information Officer**

The Disaster Public Information Officer is responsible for the overall public information program. The DPIO will:

1. Advise the Emergency Management Board and other local authorities on public information matters, apprising the Board of the public information situation.
2. Establish a single point of contact for public to obtain information concerning missing relatives, available emergency service, restricted areas of entry, and communication availability of such information through coordination with the media.
3. Activate the Joint Information Center when the situation warrants as directed by the Emergency Management Board.
4. Manage liaison with the news media to ensure maximum response capability during an incident, to include distribution of emergency public information materials using all sources available such as newspapers, radio, and television.
5. Prepare news releases during emergency situations and otherwise review, edit and clear material for public release under established policies.
6. Coordinate preparation of Emergency Public Information guidance material for the public based upon hazard analysis impacting county/jurisdictions and disseminate pre-scripted emergency information materials available for use by the media.
7. Release information as authorized, in a professional manner:
  - a. Verify the authenticity of the information.
  - b. Verify that a duplicate release has not already been made.
  - c. Prepare the release in accordance with effective journalistic practices, if time permits, and ensure fair and timely release of the news or information.
8. Ensure that public is able to obtain additional information and provide feedback.
  - a. May establish center for disaster welfare information, and cooperate with any Disaster Welfare Information (DWI) services provided by the ARC.
  - b. Coordinates with appropriate officials (Mass Care, Health and Medical, etc.) to obtain necessary information.

9. Maintain a current and accurate file and record of all information released to the public and news media which will include, but not be limited to:
  - a. Name, address and phone number of the release initiator.
  - b. Text of the news release.
  - c. Substantiating records for the release.
  - d. Date and time received.
  - e. Date and time released.
  - f. How and to whom the news release was issued.
10. Maintain a chronological record of disaster events.

#### **Emergency Management Coordinator**

1. Advise the Board of Conejos County Commissioners on when to disseminate emergency instructions to the public.
2. Assist with news releases and rumor control.

#### **EAS Stations**

1. Store "canned" EPI messages (other than warnings) and disseminate this information at the PIO's request.
2. Disseminate information when requested to do so by the Board of Conejos County Commissioners or their designee.

#### **Local Media Organizations**

1. Store/maintain advance emergency packets for release at the PIO's request.
2. Verify field reports of emergency's development with PIO.
3. Cooperate in public education efforts.

#### **Voluntary Organizations**

1. Provide support to public inquiry telephone lines, as requested by PIO.
2. Provide support in disseminating printed EPI material, as requested by PIO.

#### **All Tasked Organizations**

1. Provide information as requested by PIO.
2. Clear all emergency-related news releases with the jurisdiction's PIO.
3. Provide public affairs officers to support EPI activities, as requested by PIO.
4. Refer media inquiries to PIO.

#### **V. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan (March 2007),
2. Federal Emergency Response Agency; National Response Framework (NRF)

May 2008

3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.
4. 47 CFR , Part 73, Subpart G, Emergency Alert System, as amended

**(RESERVED FOR ADDITIONAL ESFs 16-19)**

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## **EMERGENCY SUPPORT FUNCTION 20 DAMAGE ASSESSMENT**

Joint Lead Organizations: Conejos County Office of Emergency Management  
Conejos County Assessor  
Conejos County Planning Services

Supporting Agencies: Conejos County Road and Bridge  
American Red Cross  
Conejos County Sheriff's Office  
Local Law Enforcement  
Fire Departments / Districts

### **I. Purpose**

To provide a timely, comprehensive damage assessment system with procedures which can provide a reasonably accurate aggregate estimate of Conejos County damages/losses soon after a disaster. This system must be responsive to the needs of Conejos County, and when necessary, meet disaster declaration needs consistent with State and Federal criteria and the impacts resulting from any emergency or disaster.

### **II. Situation & Assumptions**

#### **Assumptions**

6. An emergency or disaster, regardless of type of hazard, requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss and directs attention to the mobilization of human and material resources necessary to cope with the existing situation.
7. While the initial response to an emergency or disaster will come from resources within Conejos County, State and Federal disaster assistance may be required at some time during any given incident.
8. State technical and financial assistance, if such assistance becomes necessary, must be based on a firm, aggregate Conejos County damage/loss estimate.

### **III. Concept of Operations**

1. There are four phases of damage assessment; Windshield. Initial, Preliminary. and Detailed.
2. Local governments are primarily responsible for the Windshield and Initial phases. This should give an accurate idea of the situation and whether or not state and/or federal assistance may be required.

3. In the Preliminary phase, joint local, state and federal teams survey the areas in order to determine if a Presidential Declaration of disaster should be requested or if the state is able to deal with the situation.
4. The Detailed phase only occurs after a Presidential Declaration.
5. Information/data compiled by all jurisdictions will be provided to and consolidated by the Emergency Operating Center and reported to the Office of Emergency Management (OEM) on a scheduled basis.

#### **IV. Responsibilities**

##### **Conejos County Assessor**

An interdepartmental team will be convened at the EOC, under the direction of the Conejos County Assessor, as Damage Assessment Lead, for the purposes of collecting and documenting disaster-caused damages and related impacts. Depending on the nature of the damages, the damage assessment team should include representatives from some or all of the following departments and agencies:

- Conejos County Assessor
- Conejos County Planning Division
- Conejos County Road and Bridge
- Conejos County Finance
- American Red Cross (Private Residences)
- Conejos County CERT (Private Residences)
- Emergency Services such as Conejos County Sheriff's Office, County Police Departments, fire departments, volunteer organizations, etc. for initial damage reports/windshield surveys.

##### **Emergency Management Coordinator**

1. Insure the timely receipt of initial information/data by the Emergency Management Board at the onset of an emergency or disaster.
2. Provide advice/recommendations to the Emergency Management Board on activation of this Emergency Operations Plan.
3. When the Emergency Management Board directs activation of the Emergency Operations Plan, notify the State DEM and provide follow-on reports every 24 hours.

##### **Supporting Agencies**

1. Collect and report initial information/data received from their reporting departments and agencies.
2. Maintain updated information/data throughout the "emergency" and "recovery" phases of the emergency or disaster; ensure supporting documentation is safeguarded for the final detailed damage assessment.
3. Provide a periodic consolidated report to the EOC, when requested.

4. Provide evaluations of present and projected resource impact in responding to the emergency or disaster to the Emergency Management Board, when requested or when deemed appropriate.

## **V. Appendices**

- A. Damage Assessment Guide

## **VI. References**

1. Colorado Department of Local Affairs, Colorado Division of Emergency Management, Colorado State Emergency Operations Plan, March 2006
2. Federal Emergency Response Agency (FEMA); National Response Framework (NRF), May 2008 ESF Annex.
3. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.

## DAMAGE ASSESSMENT LEVEL GUIDE

	General Description	FEMA DL Description	Things to Look For	ARC DL Description	Water Levels		
					FEMA	ARC	Single, Multi Family Homes
10	Structure leveled, foundation, basement damaged. Water above the eaves.	<b>DESTROYED</b> Structure is total loss or permanently uninhabitable. <b>Not economically feasible to rebuild</b>	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone with noticeable distortion to walls.	<b>DESTROYED</b> Structure permanently uninhabitable, can not be repaired	<b>DESTROYED</b> More than 5 ft on first floor More than 2 ft in mobile home	<b>DESTROYED</b> More than 8 feet in structure (first floor)  More than 3 feet in mobile home	More than 8 feet
9	Structure leveled above the foundation. Second floor is gone.						6 to 8 feet
8	Water above first floor. Structure moved off foundation. Walls collapsed.	<b>MAJOR</b> Structure is currently uninhabitable. Extensive repairs are necessary to make habitable.  Will take <b>more than 30 days to repair</b>	Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation.	<b>MAJOR</b> Structure currently uninhabitable, will require extensive repairs	<b>MAJOR</b> 3 to 5 ft in first floor  6 in to 2 ft in mobile home with plywood floors  1 in. to 2 ft in mobile home with particle board floors	<b>MAJOR</b> 6 inches to 8 feet in structure (first floor)  6 inches to 3 feet in mobile home	5 to 7 feet
7	Exterior frame damage. Roof off or collapsed. Accessory/service/outbuildings damaged.						5 to 6 feet
6	Foundation damaged. Insulation damaged. Exterior wall(s) damaged. Production equipment/office equipment damaged.						4 to 5 feet
5	One room destroyed. Exits blocked. Utilities damaged: furnace, water heater, well, septic system.						3 to 4 feet
4	Interior flooring/exterior walls with minor damage. Tree(s) fallen on structure. Business inventory destroyed.	<b>MINOR</b> Structure is damaged, but habitable, will need minor repairs.  Will take <b>less than 30 days to repair</b>	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Attached garage damaged. Damaged septic system.	<b>MINOR</b> Structure currently habitable or requires minor repairs or cleaning to be habitable	<b>MINOR</b> • 2 in. to 3 ft., first floor • <b>Basement</b> • (summer) 5 ft or more in • (winter) 1 ft or more • <b>No Basement</b> 2" - 3' first floor • <b>Crawlspace</b> reach insulation • <b>Sewage</b> 1ft or more basement • <b>Mobile Home</b> , BB to 6 inches	<b>MINOR</b> Less than 6 inches in structure (first floor), flooded basement	2 to 3 feet
3	Smoke damage. Fire escape inoperable. Shingles/roof tiles moved or missing. Fleet/vehicles damaged.						6 inches to 2 feet
2	Chimney damaged. Porch damaged. Carpet on first floor soaked. Parking lot damaged.	<b>AFFECTED HABITABLE</b> Structure has received minimal damage and is <b>habitable without repairs.</b>	Few missing shingles, some broken windows. Damage to air conditioning units/etc. Suspected damage to contents. Some minor basement flooding.	<b>AFFECTED HABITABLE</b> 2 inches or less, first floor Minor basement flooding Summer less than 5 feet Winter less than 1 foot Mobile home, no water in belly board	<b>AFFECTED HABITABLE</b> 2 inches or less, first floor Minor basement flooding Summer less than 5 feet Winter less than 1 foot Mobile home, no water in belly board	<b>AFFECTED HABITABLE</b> Less than 6 inches in mobile home	3 to 6 inches
1	Broken windows. Damage to landscaping. Business signs damaged.						0 to 3 inches

Adapted from FEMA, ARC, various state and county EOPs, private agencies

