

Basic Plan

LEGAL AUTHORITIES

Federal:

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (P.L. 93-288, as amended by P.L. 100-707).

State:

1. Colorado Disaster Emergency Act of 1992 (Part of 21 of Article 32, Title 24, Colorado Revised Statutes, 1996 as amended).

Local:

1. Cheyenne County, Colorado Reference No. MCM 89-29 (1) and (2), Feb. 28, 1989.

PURPOSE

The purpose of the Cheyenne County Emergency Operations Plan is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities before, during and after major emergencies and disaster events that affect unincorporated areas of the counties as well as incorporated areas that have agreements with Cheyenne County and/or rely on Cheyenne County for the provision of emergency management assistance.

EMERGENCY MANAGEMENT POLICIES

- This emergency operations plan has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other state and federal guidelines for local emergency management plans and programs.
- The contents of this plan are intended to provide a basis for the coordinated management of the types of emergencies and disaster events that may occur in Cheyenne County. All municipalities are encouraged to maintain their own response and recovery plan. Other organizations and special districts are encouraged to develop and maintain current standard operating procedures (SOP's) to include checklists necessary for implementing assigned duties and functions.
- The **Emergency Management Director** for the county is responsible for regularly scheduled plan updates and revisions and for developing a training and exercise program to familiarize county, municipal and other emergency officials with provisions of the plan (including volunteer organizations, media, and appropriate private sector organizations).
- A nationally recognized **Incident Command System (ICS)** such as NWCG and NIMS, is the adopted method and organizational structure for managing emergency

response operations. In larger incidents, the ICS structure will be extended and supported by activation of the **Cheyenne County Emergency Coordinating Center (ECC)**, located at **51 S 1st St.** Activation and staffing of the ECC is the responsibility of the Cheyenne County Emergency Management Director. In the absence of the Emergency Manager, the Sheriff or the designee will activate the ECC. The ECC is to serve as the coordination point for supplemental resources and intergovernmental assistance. The ICS principles are nationally accepted for addressing all types of hazards and for integrating multiple agencies, jurisdictions and disciplines into a coordinated relief effort.

CONCEPT OF OPERATIONS

- **Cheyenne County** is responsible for emergency response operations in unincorporated areas of the county and in cooperation with the following municipalities and communities:

Arapahoe
Cheyenne Wells
Kit Carson
Wild Horse

- Disasters and large-scale emergencies are rarely confined to one jurisdiction. Although only a portion of Cheyenne County is likely to be impacted by a single disaster or emergency event, a multi- jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of the county and municipal governments, private and volunteer organizations, and state and federal governments.
- Emergency response agencies in Cheyenne County request resources through pre-arranged mutual aid arrangements (usually discipline-specific, such as fire, law enforcement or emergency medical services). All local governments and special districts within Cheyenne County are responsible for coordinating with one another and for providing mutual aid within their capabilities in accordance with established written agreements.
- Based on the assessments of emergency conditions by the designated Incident Commander in the field, the Emergency Management Director, County Administrator, County Department Heads and Board of County Commissioners (and/or municipal leadership) may be notified and advised of the situation and the need to report to the county (and/or municipal) ECC.
- “Routine” emergencies will be managed in the field under the ICS structure. As an emergency escalate ICS remains in place, but is extended to the broader emergency management network within the ECC to help support ICS and to carry out the additional functions that are needed (e.g., damage assessments, coordination of

outside agencies and volunteers, intergovernmental relations, etc.). Activation of the ECC is particularly important when needed resources are scarce or when multiple requests for similar resources are generated from the field.

- At the time of an emergency or disaster, authorization to spend a cap of 25% (as determined by the County Finance Director) is permitted to prevent delays in handling the incident.

The **Colorado Office of Emergency Management (OEM)** at Camp George West Golden is available 24 hours a day to provide advice and technical assistance to the County and to provide state resources or coordinate other supplemental assistance in support of local emergency management actions. A formal declaration of a disaster by the Cheyenne County Board of County Commissioners (and/or by affected municipalities) may be required as a precondition of some forms of state assistance or to expedite state assistance. OEM is also the state agency responsible for processing requests for state and federal disaster assistance.

DESIGNATED ROLES AND RESPONSIBILITIES

The following County entities have the listed responsibilities relevant to emergency operations.

Cheyenne County Board of Commissioners

- Approval of Cheyenne County resource and funds for disaster or emergency purposes once the cap of 25% of the Cheyenne County Contingency fund has been depleted.
- Formal declaration of a county disaster to access state and federal funding.
- Issuance of official orders or proclamations regarding population protection or temporary social restrictions, such as evacuation orders, establishment of a curfew, and enactment of price controls.
- Issuance of formal requests to the Governor's Office (through Colorado OEM) for the declaration of a state emergency for the purposes of obtaining state and/or federal assistance.
- For Hazardous Materials incidents the DERA for Cheyenne County is the Sheriff's department and the Colorado State Patrol.

Cheyenne County Administrator

- Declaration of county emergency. In the absence of the County Administrator, the declaration may be made by any one of the following positions in the order listed:
 - Sheriff
 - Emergency Manager
- Coordination, commitment and direction of Cheyenne County government activities in support of emergency or disaster relief efforts.
- Issuance of directives to county departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed.
- Intergovernmental liaison and initiation of formal requests for outside assistance from

other local jurisdictions.

Cheyenne County Attorney

- Provision of legal counsel and assistance to County Commissioners and to other county officials before, during and after disaster and emergency incidents in the county.
- Draft and/or review emergency contracts, memoranda of understanding and intergovernmental agreements.
- Preparation of legal documents (disaster declaration, resolution or regulations required to facilitate emergency operations).

Cheyenne County Sheriff's Department

- Implementation of the Incident Command System (ICS), including determining the locations of Incident Command Post (ICP) and establishing necessary positions and functions (i.e., planning, finance, logistics, operations and public information).
- Assessment of emergency conditions and determination of required levels of immediate assistance.
- Implementation of available public warning measures.
- Conducts and coordinates search and rescue operations.
- Determination of the need for population evacuations and provisions of instructions to uniformed law enforcement personnel regarding evacuation operations.
- Coordination of volunteer amateur radio resources to augment primary communications and provide back-up capabilities.
- Provision of law enforcement, traffic control, and access control within the disaster area(s) and in other areas of the country.
- Provision of aviation support to include search and rescue, rapid transportation and aerial observational
- Establishment of locations for temporary shelters, in coordination with the fire department and in cooperation with American Red Cross.
- Provision of security measures at ICP, ECC, temporary emergency shelter, temporary morgues, and in evacuated and disaster-implicated areas, if available.
- Coordination of wild land fire suppression in unincorporated areas of Cheyenne County.
- Coordination of uniformed reserve forces and non-uniformed explorer scouts.
- Development and maintenance of standard operating procedures (SOP's)

Cheyenne County Department of Emergency Management

- Coordination of resources to support the Incident Commanders' requirement.
- Activation and management of the Cheyenne County Emergency Coordination Center (ECC).
- Emergency situation assessment and recommendations to the County Administrator and Sheriff concerning the need for local disaster declarations, restrictions, curfews or other temporary social restrictions.
- Preparation of situation reports and damage assessment reports for the County Administrator.
- Establishment of communications with Colorado OEM for purposes of providing

- situation reports and forwarding requests for state assistance.
- Technical support to ECC staff and other county personnel with respect to resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed.
 - Plan maintenance, training and exercises.
 - Develops standard operating procedures (SOP) for Emergency Coordinating Center (ECC).

Cheyenne County Administration Department

- Procurement of emergency-related supplies and materials and administration of vendor contracts for emergency services and equipment (**Purchasing**).
- Resource tracking, record-keeping and documentation of disaster-related costs and financial commitments (**Finance/Budget**).
- Participation with other departmental representatives on county damage assessment team at ECC and on local-state field damage survey teams, as needed (**Finance/Budget and Risk Management**).
- Provision of emergency public information and establishment of procedures for coordinated releases of disaster-related information to news media and the public. (**Public Information Officer**).
- Establishes and maintains an incident related financial record keeping system. (**Finance/Budget**).
- Development and maintenance of standard operating procedures (SOP's). (**Finance/Budget/Purchasing and Risk Management**).

Cheyenne County Assessor and Mapping

- Contribution of personnel, records and other resources to support damage assessment function (participation on ECC damage assessment team).
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Clerk and Recorder

- Provide for safe keeping of vital records.
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Animal Control

- Establishment of measures for animal control, including the coordination of animal relief measures, the assurance of their care, and the search for their owners.
- Assist shelter managers with problems associated with displaced persons bringing pets to shelter facilities.
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Coroner

- Provisions of temporary morgue and mortuary services.
- Identification, verification, autopsies (if determined by Coroner, as necessary) and disposition of deceased persons.
- Protection of personal effects of deceased persons.
- Notification of relatives of deceased persons.

- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Facilities

- Restoration of public facilities, services, and utilities.
- Development of evacuation plans for county facilities.
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Information Management

- Provision of information services and telecommunications support to ECC (**IMD**).
- Provision of technical support/resources for information management activities during disaster recovery efforts (**IMD**).
- Provision of county maps, aerial photography and survey control information (**Geographic Information Systems**).
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Department of Health and Environment

- Coordination of outside health resources providing assistance to Cheyenne County, in cooperation with EMS agencies.
- Assistance to ECC staff in assessing overall health and medical resource needs during response and recovery operations and maintenance of situation status information within the ECC.
- Provision of 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.
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Human Services Department

- Assist the American Red Cross, Salvation Army and other volunteer organizations in the provision of emergency shelters, temporary housing and other assistance to displaced citizens by maintaining current listings of available shelters.
- Assist in the coordination of overall efforts of volunteer organizations and other (spontaneous) volunteers, in coordination with the Colorado Volunteer Organizations Active in Disasters (COVOADS).
- Provision of resources for stress counseling/crisis counseling for disaster victims and disaster relief workers.
- Administration of Individual and Family Grant Program in Presidential-declared disasters in Cheyenne County.
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Road and Bridge

- Provision of transportation services in support of emergency response and recovery efforts (e.g., movement of county personnel, equipment and supplies to designated staging areas) (**Fleet**).
- Removal of debris, clearance of public right-of ways, and planning for street/route recovery operations, with priority assigned to critical emergency services life lines (**Road and Bridge**).

- Provision of personnel and heavy equipment in support of search and rescue operations **(Road and Bridge)**.
- Provision of personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures **(Road and Bridge)**.
- Restoration of damaged county roads and bridges and other related infrastructure **(Road and Bridge)**.
- Provision of personnel for structure and facility inspection to determine safety of individual structures (business, residences and public buildings) and to identify needed repairs (or to implement condemnation procedures when necessary) **(Building)**.
- Participation with representatives of other county departments on Cheyenne County damage assessment team at ECC and on local-state field damage survey teams, as needed **(Building, Road and Bridge)**.
- Development and maintenance of standard operating procedures (SOP's).

Cheyenne County Planning and Development Department

- Participation in long-term disaster recovery and hazard mitigation planning to ensure the compatibility of community redevelopment plans and hazard mitigation measures with the comprehensive county land use plan and other community development plans.
- Development and maintenance of standard operating procedures (SOP's)

Cheyenne County Incident Management Group (IMG)

- Responsible for primary management functions,
- Will coordinate incident by objectives identified by the IMG.
- Will follow the unity and chain of command within the IMG structure.
- Will use a standardized Incident Command System.
- Provide for personnel and resource accountability.
- Develop the Incident Action Plan.

The following entities will be called upon to provide the following services:

Cheyenne County School Districts

- Provide for the safety and protection of pupils and school personnel.
- Coordinate with Cheyenne County, municipalities, fire departments/fire protection districts, in coordination with Cheyenne County American Red Cross, to provide schools as temporary shelters, when needed.
- Provide buses for evacuation and transportation, when needed.
- Development and maintenance of standard operating procedures (SOP's).

Amateur Radio Operators

- Provide emergency communications support, as requested by the Sheriff.
- Development and maintenance of standard operating procedures (SOP's).

American Red Cross/Salvation Army

- Provision of immediate assistance to disaster victims, including food, water, shelter, clothes, physical and mental health counseling and referrals.

- Establishment and management of emergency shelters for mass care, in cooperation with Cheyenne County Human Services Department and affected municipalities, including registration, feeding, lodging, and responding to public inquires concerning shelter residents.
- Provision of temporary and immediate housing for displaced disaster victims.
- Provision of food, beverages and other assistance to emergency response personnel and emergency relief workers.
- Management of donated goods, including cash, food, cleaning supplies, blankets, building materials, tools, work gloves, toiletries and personal items.
- Provision of damage assessment information upon request.
- Coordination of mental health services (in cooperation with Cheyenne County Human services Department).
- Development and maintenance of standard operating procedures (SOP's).

PLAN MAINTENANCE, TRAINING AND EXERCISES

Authority for maintenance and regular updates of this plan rests with the Emergency Management Director and the Cheyenne County Emergency Management Department. The Emergency Management Department may conduct exercises and training sessions to ensure that all departments and offices with assigned responsibilities understand provisions of the plan.

Department, offices and other organizations with authorities identified in the plan are encouraged to conduct their own exercise and training sessions. Staff participation in periodic exercises provides the best opportunities for refining plans and procedures in preparation for the actual disaster and emergency events; the Emergency Management Director will coordinate multi-agency and multi jurisdictional exercises

CHECKLIST FOR PLAN MAINTENANCE, TRAINING AND EXERCISE

- Ensure that ICS policies and procedures are communicated to all agencies that may become involved in emergency response operations.
- Provide ICS and ECC training and exercise opportunities to all agencies and officials with emergency management responsibilities.
- Encourage all agencies with emergency responsibilities to develop and maintain current internal procedures for carrying out assigned functions, where appropriate.
- Conduct multi agency and multi jurisdictional exercises to improve coordination and reduce overall training costs.
- Establish procedures for distributing plan revisions to all agencies with assigned responsibilities.

