EMERGENCY OPERATIONS PLAN

JANUARY 2016

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Appendices may be created, revised and adopted independent of the base plan.

INTRODUCTION AND PURPOSE OF THE EMERGENCY OPERATIONS PLAN

The Pitkin County Emergency Operations Plan (EOP) describes the structure and guidelines for managing a major emergency or disaster affecting Pitkin County. The EOP consists of the Base Plan and fifteen Emergency Support Function (ESF) Annex documents. The EOP is important in the mission of reducing the vulnerability to all natural and manmade hazards; minimizing the damage, and assisting in the recovery from any type of incident that occurs. Our goal is to have a disaster resilient community meaning, an ability to resist, absorb, and recover from a disaster emergency. This plan is a part of a larger system of interrelated plans at the local, state and federal levels. The Pitkin County EOP has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Act, C.R.S. 24-33.5-701, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG 101, version 2), The National Response Framework (NRF), and the National Incident Management System (NIMS). The National Incident Management System (NIMS) contains the nationally accepted and practiced Incident Command System (ICS), which will be used in Pitkin County for the management of any emergency or disaster event. The interrelated nature of the plans and incident management are designed to allow maximum coordination and cooperation between responders from all levels of government. Nothing in this plan alters the existing authorities of individual departments and agencies.

The Pitkin County EOP is intended to be used when a situation requires multiple Agencies or Departments to be involved in coordination and integration with outside agencies and entities, an emergency declaration, or when an incident escalates beyond the capabilities of Pitkin County and it is necessary to seek Regional, State, and/or Federal Assistance. The Pitkin County Emergency Manager is the coordinator of the processes outlined in the EOP. The decision to open the Pitkin County Emergency Operations Center (EOC) will be made by the Pitkin County Emergency Manager in collaboration with the Pitkin County Sheriff, the Incident Commander, or their designee. The Emergency Manager will activate the appropriate Emergency Support Functions (ESF) depending on what incident support is needed. Having key personnel co-located in the EOC for the duration of the emergency expedites decisions and promotes face to face coordination. Redundant systems are available within the EOC to provide communications between the EOC representatives and their respective field personnel. Most incidents that occur in the County are handled by the Pitkin County Incident Management Team (PCIMT) and there is no need for the EOC to be activated.

PITKIN COUNTY RESOLUTION

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF PITKIN COUNTY, COLORADO REPEALING RESOLUTION NO. 032-2012
(EMERGENCY OPERATIONS PLAN) AND
ADOPTING AN UPDATED PITKIN COUNTY EMERGENCY OPERATIONS PLAN.

RESOLUTION NO. _____2015

Recitals:

1. The Board of County Commissioners of Pitkin County, Colorado last adopted an Emergency Operations Plan (EOP) for Pitkin County on March 28, 2012 by Resolution No 032-2012, and

2. Section 24-33.5-707 (8) of the Colorado Revised Statute states each local and inter-jurisdictional disaster agency shall prepare and keep current a local or inter-jurisdictional disaster plan for its area. This EOP revision reflects updates to the plan and changes to Colorado Revised Statutes, and

3. The Pitkin County EOP is important to the mission of reducing the vulnerability to all natural and manmade hazards; minimizing the damage; maximizing life safety, and assisting in the recovery from any type of incident that occurs.

4. The Board of County Commissioners has determined that it is in the best interest of the citizens of Pitkin County to adopt the updated Emergency Operations Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Pitkin County, Colorado that: Resolution No. 032-2012 adopting the Emergency Operations Plan for Pitkin County is hereby repealed and the updated Emergency Operations Plan for Pitkin County adopted.

INTRODUCED AND FIRST READ ON THE _____ DAY OF_____,
2015 AND SET FOR SECOND READING AND PUBLIC HEARING ON THE
_____DAY OF _____ 2015.

NOTICE OF PUBLIC HEARING AND TITLE AND SHORT SUMMARY OF THE RESOLUTION PUBLISHED IN THE ASPEN TIMES WEEKLY ON THE _____ DAY OF _____, 2015.

NOTICE OF PUBLIC HEARING AND THE FULL TEXT OF THE RESOLUTION POSTED ON THE OFFICIAL PITKIN COUNTY WEBSITE (www.pitkincounty.com) ON THE _____DAY OF _____ 2015.

ADOPTED AFTER FINAL READING AND PUBLIC HEARING ON THE _____ DAY OF _____ 2015.

PUBLISHED BY TITLE AND SHORT SUMMARY, AFTER ADOPTION, IN THE
ASPEN TIMES WEEKLY ON THE _____ DAY OF _____, 2015.

POSTED BY TITLE AND SHORT SUMMARY ON THE OFFICIAL PITKIN
COUNTY WEBSITE (www.pitkincounty.com) ON THE _____DAY
OF_____ 2015.

ATTEST: BOARD OF COUNTY COMMISSIONERS

By: _____   By: _____
    Jeanette Jones   Steve F. Child, Chair
    Deputy County Clerk

                                         Date: _____

APPROVED AS TO FORM: MANAGER APPROVAL

_____   _____
John Ely, County Attorney   Jon Peacock, County Manager

AUTHORITIES – FEDERAL, STATE, PITKIN COUNTY, MUTUAL AID AGREEMENTS

FEDERAL:

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

2.   Post-Katrina Emergency Management Reform Act of 2006

3.   National Planning Framework (NFR)

4.   Homeland Security Act and Information Sharing Act 2002

5.   Homeland Security Presidential Directive 5: Management of Domestic Incidents

6.   Homeland Security Presidential Directive 8: National Preparedness

7.   Comprehensive Preparedness Guide 101 version 2 (CPG-101 v2)

8.   Plain Writing (Language) Act of 2010

9.   American with Disabilities Act of 1990

STATE:

1.   Colorado Disaster Emergency Act of 1992 C.R.S. 24-33.5-700 t Series (Part 21 of Article 32, Title 24, Colorado Revised Statutes, 2012 as amended)

2.   Colorado State Emergency Operations Plan

PITKIN COUNTY HOME RULE CHARTER (P.C.H.R.C.):

1.   P.C.H.R.C. 2.1   County Commissioners

2.   P.C.H.R.C. 2.7   Commissioners to Exercise Powers of County

3.   P.C.H.R.C. 2.7   Powers of the Board

4.   P.C.H.R.C. 2.7   Fire Planning Authority

5.   P.C.H.R.C. 2.7   County Board of Health

6.   P.C.H.R.C. 2.7   Local Disaster Emergencies

7.   P.C.H.R.C. 5.2   County Manager

8.   P.C.H.R.C. 5.3   County Attorney

9.	P.C.H.R.C. 5.4	Office of Treasurer
10.	P.C.H.R.C. 5.5	Office of Clerk and Recorder
11.	P.C.H.R.C. 5.6	Office of Assessor
12.	P.C.H.R.C. 5.7	Sheriff Custodian of Jail
13.	P.C.H.R.C. 5.7	Sheriff to Act as Fire Warden
14.	P.C.H.R.C. 5.7	Duties of Sheriff in Coordination of Fire Suppression Efforts for Prairie and Forest Fires
15.	P.C.H.R.C. 5.7	Sheriff to Execute Writs
16.	P.C.H.R.C. 5.7	Sheriff to Preserve Peace – Command Aid
17..	P.C.H.R.C. 5.7	Local and Inter-Jurisdictional Disaster Agencies and Services
18.	P.C.H.R.C. 5.7	Sheriff as Designated Emergency Response Authority (DERA)
19.	P.C.H.R.C. 5.8	Office of Coroner Authority
20.	P.C.H.R.C. 5.9	Office of Surveyor

MUTUAL AID AGREEMENTS:

1.	State of Colorado Intergovernmental Agreement for Mutual Aid

2.	Annual Wildfire Operation Plan, (signed annually)

PLAN PREPARATION AND CONTACT INFORMATION

This Plan was prepared by the Pitkin County Office of Emergency Management in collaboration with the Pitkin County Public Safety Council. For all information pertaining to this plan, contact:

Pitkin County Emergency Manager
506 E. Main Street, Suite 204
Aspen, CO 81611
Phone: (970) 920-5234

RECORD OF CHANGES

All changes are to be annotated on the master copy of the Pitkin County Emergency Operations Plan. Should the change be significant in nature, updates shall be made to applicable web pages. If not, changes will be reviewed and incorporated into the Plan during the next scheduled update.

Date Revised	Pages Revised	Revised By
March 2012	Entire Document	Pitkin County Emergency Management
September 2015	Entire Document	Pitkin County Emergency Management

RECORD OF DISTRIBUTION

To: City of Aspen

Date: _____

Attached is the Pitkin County Emergency Operations Plan, which serves as a policy level and guidance document. It has been written and approved for use in responding to major incidents and disasters within Pitkin County. All organizations participating in emergency management activities (mitigation, preparedness, response and/or recovery) are to follow the concepts and coordination systems specified in this plan and the accompanying Emergency Support Function Annexes, recognizing that each incident is unique and may require some variations in implementation. This plan supersedes all previous plans.

The plan has been written in consultation with the participating organizations listed. It has been designed to coordinate the activities of various organizations that may not interact on a daily basis, while recognizing the normal mission of the organization. Nothing in this plan is intended to interfere with the delivery of the organization's primary services; although during a crisis, resources may have to be temporarily redirected for the public good.

Signed this the _____ day of _____, 2016.

Municipality: City of Aspen

By: _____

Title: _____

Date: _____

RECORD OF DISTRIBUTION

To: Town of Snowmass Village

Date: _____

Attached is the Pitkin County Emergency Operations Plan, which serves as a policy level and guidance document. It has been written and approved for use in responding to major incidents and disasters within Pitkin County. All organizations participating in emergency management activities (mitigation, preparedness, response and/or recovery) are to follow the concepts and coordination systems specified in this plan and the accompanying Emergency Support Function Annexes, recognizing that each incident is unique and may require some variations in implementation. This plan supersedes all previous plans.

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Signed this the _____ day of _____, 2016.

Municipality: Town of Snowmass Village

By: _____

Title: _____

Date: _____

RECORD OF DISTRIBUTION

To: Town of Basalt

Date: _____

Attached is the Pitkin County Emergency Operations Plan, which serves as a policy level and guidance document. It has been written and approved for use in responding to major incidents and disasters within Pitkin County. All organizations participating in emergency management activities (mitigation, preparedness, response and/or recovery) are to follow the concepts and coordination systems specified in this plan and the accompanying Emergency Support Function Annexes, recognizing that each incident is unique and may require some variations in implementation. This plan supersedes all previous plans.

The plan has been written in consultation with the participating organizations listed. It has been designed to coordinate the activities of various organizations that may not interact on a daily basis, while recognizing the normal mission of the organization. Nothing in this plan is intended to interfere with the delivery of the organization's primary services; although during a crisis, resources may have to be temporarily redirected for the public good.

Signed this the _____ day of _____, 2016.

Municipality: Town of Basalt

By: _____

Title: _____

Date: _____

BASE PLAN

The base plan provides an overview of Pitkin County's emergency management/response program and its ability to prepare for, respond to, and recover from disasters/emergencies. It describes the structure and processes comprising a countywide approach to incident management designed to integrate the efforts and resources of local government, private sector, and non-governmental organizations. The Base Plan includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions. The primary details of the EOP are found in the ESF Annexes. The ESF Annexes are function specific guidelines for the coordination of the delivery of specific services.

It is the intent of this plan and the Pitkin County Office of Emergency Management to have an inclusive relationship with the other municipalities and special districts in Pitkin County. It is understood that all the jurisdictions located within Pitkin County have the authority to create their own plans and not participate in this plan. It is also understood that should any Municipality and Special District within Pitkin County need the support that this plan provides, that resources will be made available under normal mutual aid protocols.

An incident is "owned" by the local jurisdiction having authority (JHA). In other words, the JHA is in charge and the Local, State, and Federal resources are in support of the local JHA. In accordance with this principle, the local and mutual aid resources are expended first, and if the resources are insufficient in any way resources will be requested from the State through Pitkin County Emergency Management. Appendix C contains the Pitkin County Resource Mobilization Plan and State Resource Mobilization Plan.

EMERGENCY SUPPORT FUNCTIONS (ESF) ANNEXES

The primary details of the EOP are found in the Emergency Support Function ESF Annexes. The ESF Annexes detail the missions, policies, structures, and responsibilities of local agencies for coordinating resource and programmatic support to local agencies or other jurisdictions and entities during incidents. The introduction to the ESF Annexes summarizes the functions of ESF Leads and primary and support agencies.

The decision to activate the Pitkin County Emergency Operations Center (EOC) is made by the Pitkin County Emergency Manager in collaboration with the Sheriff, the Incident Commander, or their designee. Activation is based on an analysis of a widespread emergency or disaster that affects, or could impact, all or part of Pitkin County or any municipalities. The Pitkin County Emergency Manager will manage the EOC and ESF Leads.

The personnel assigned to the EOC are expected to have decision making authority to negotiate and coordinate their respective organization's response and recovery activities with the other organizations in order to accomplish common goals and objectives. In addition, personnel assigned to the EOC should have the ability and authority to acquire and allocate resources. ESF Leads and their supervisors will sign the ESF Lead

Commitment Letter, which outlines their role and responsibilities. This letter was approved by the Pitkin County Public Safety Council in 2015. (See Appendix Q)

Most incidents that occur in Pitkin County, municipalities, and special districts are handled by the Pitkin County Incident Management Team and can be monitored by Emergency Management without further need for assistance.

SITUATION OVERVIEW

The following contains excerpts from the Pitkin County Pre Disaster Mitigation Plan (See Appendix M – Pre-Disaster Mitigation Plan)

Location/Geography

Pitkin County is situated in the mountains of west central Colorado, approximately 200 miles southwest of Denver. The county encompasses vast areas of National Forest surrounding private and state owned lands. Pitkin County includes the incorporated communities of Aspen, Snowmass Village, and portions of Basalt; and unincorporated communities of Woody Creek, Old Snowmass, Meredith, Thomasville, and Redstone. Pitkin County is located in the Colorado River watershed. It comprises a land area of 975 square miles, with mountain elevations ranging from 6,625 to 14,259 feet atop Castle Peak. The city of Aspen, the county seat and the county's largest municipality, is located on Colorado Highway 82 with an airport nearby. Highway 82 is the only major roadway in Pitkin County leading into and out of Aspen: via I70 at Glenwood Springs to the north and over the 12,000 foot Independence Pass to the south. Independence Pass is closed during the winter.

Climate

The climate in Pitkin County is a series of extremes. It is typical of high altitude areas with low humidity and intense sunshine. Summer weather is typically warm and dry with temperatures range from 41 to 90 degrees. Temperatures in the winter generally range from 0 to 45 degrees.

Demographics

According to the 2010 Census, there are 17,148 people residing in Pitkin County, which ranks it as the 28th largest population of the 64 counties in Colorado. Of this population, 6,658 people reside in Aspen and 2,826 reside in Snowmass Village. The county has

8,152 households and 12,953 housing units, of which approximately one-third, or 3,807 units are for seasonal, recreational, or occasional use.

Economy

The basic industry in Pitkin County is tourism, including the winter ski industry, summer outdoor recreation, special events, second homes, etc. The real estate and construction industry have traditionally been strong sectors within Pitkin County.

PLANNING ASSUMPTIONS & CONSIDERATIONS

The Pitkin County Emergency Operations Plan is based on planning assumptions and considerations presented in this section.

- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

- Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).

The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from incidents or disasters.

PURPOSE

Emergency Management/Homeland Security Structure

Preparedness

Mitigation & Prevention

Recovery

Response

The purpose of the Pitkin County Emergency Operations Plan (EOP) is to establish a comprehensive, countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery.

The Pitkin County EOP incorporates best practices and procedures from various incident management disciplines – homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety – and integrates them into a unified coordinating structure.
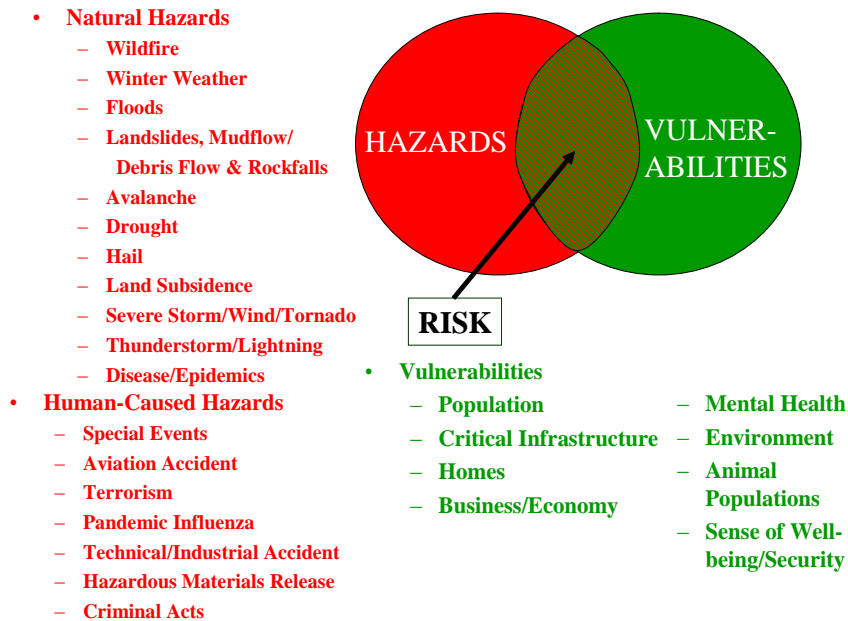
The Pitkin County EOP provides the framework for interaction with local, private sector, and nongovernmental organizations. It describes capabilities and resources and establishes responsibilities, operations processes, and protocols to help protect against natural and manmade hazards; save lives; protect public health, safety, property, and the environment; and reduce adverse psychological consequences and disruptions.

SCOPE

The Pitkin County EOP recognizes and incorporates the various jurisdictional and functional authorities of local agencies, private-sector organizations and non-governmental organizations. This plan is applicable to all agencies and organizations that may be requested to provide assistance or conduct operations in the context of actual or potential incidents within the county.

This plan addresses the full spectrum of activities related to incident management. The Pitkin County EOP focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard.

Hazards + Vulnerability=Risk

- **Natural Hazards**
  - Wildfire
  - Winter Weather
  - Floods
  - Landslides, Mudflow/ Debris Flow & Rockfalls
  - Avalanche
  - Drought
  - Hail
  - Land Subsidence
  - Severe Storm/Wind/Tornado
  - Thunderstorm/Lightning
  - Disease/Epidemics
- **Human-Caused Hazards**
  - Special Events
  - Aviation Accident
  - Terrorism
  - Pandemic Influenza
  - Technical/Industrial Accident
  - Hazardous Materials Release
  - Criminal Acts

HAZARDS

VULNER-ABILITIES

RISK

- **Vulnerabilities**
  - Population
  - Critical Infrastructure
  - Homes
  - Business/Economy
  - Mental Health
  - Environment
  - Animal Populations
  - Sense of Well-being/Security

- Incidents or disasters may:
  - Occur at any time with little or no warning in the context of a general or specific threat or hazard.
  - Require significant information sharing across multiple jurisdictions and between public and private sectors.
  - Span the spectrum of incident management to include prevention, preparedness, response, and recovery.
  - Involve multiple, highly varied hazards or threats on a local, regional, or national scale.
  - Result in numerous casualties; fatalities; displaced people, property loss, disruption of normal life support systems, essential public services, basic infrastructure; and significant damage to the environment.
  - Impact critical infrastructures across sectors.
  - Overwhelm capabilities of local governments and private sector infrastructure owners and operators.
  - Attract a sizeable influx of independent, spontaneous volunteers and supplies.
  - Require prolonged, sustained incident management operations and support activities.

- Top priorities for incident management are to:
  - Save lives and protect the health and safety of the public, responders, and recovery workers.
  - Ensure security of the homeland.
  - Prevent an imminent incident, including acts of terrorism from occurring.
  - Protect and restore critical infrastructure and key resources.
  - Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution.
  - Secondary to life safety and infrastructure protection and based on resource availability, protect property and mitigate damages and impacts to individuals, communities, and the environment.
  - Facilitate recovery of individuals, families, businesses, governments, and the environment.

- Departments and agencies at all levels of government and certain Non-Government Organizations (NGO), such as the American Red Cross, may be required to deploy to incidents or disasters on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.

EMERGENCY/DISASTER DECLARATION PROCESS

Pitkin County, Municipal Governments, and Special Districts are recognized as autonomous layers of government and are expected to perform under their scope of authority and responsibility. The Chief Executive Officer of the County, Municipality, or Special District will make declarations of emergencies or disasters in accordance with the State's Emergency/Disaster Declaration Resolution template (See Pitkin County Emergency/Disaster Declaration Resolution Declaring Local Disaster template). Any emergency/disaster declarations received by the County Emergency Manager or their designee will be forwarded to the State of Colorado, Division of Homeland Security and Emergency Management. Pitkin County will support but has no fiscal responsibility to any Municipal Government or Special District after receipt of their declaration. For planning assumptions local jurisdictions should not plan on the arrival of significant State resources ordered for 12 to 24 hours after the incident. Federal resources may not arrive until 48 to 72 hours after the incident unless resources are locally based.

C.R.S. 24-33.5-707. Each political subdivision is within the jurisdiction of and served by the Office of Emergency Management. A Municipality or Special District will go through the County to declare a disaster. The County Emergency Manager will promptly forward the Disaster/Emergency Declaration to the State. The declaring entity must demonstrate that ability to manage the disaster has been exceeded in three areas; damage, resources, and funding ability. (1) Provide damage reports that demonstrate severe impacts to life, property and critical infrastructure. (2) Demonstrate that available local resources are committed or exhausted. (3) Show immediate lack of ability to fund costs associated with the disaster or demonstrates exigency and imminent funding deficits due to the disaster response.

The declaring entity shall submit a Disaster Declaration Resolution template per the Pitkin County Emergency Operations Plan's requirement for the execution of a disaster declaration agreement. The following template shall be modified and completed and is the principle structure for completing a formalized written agreement document.

C.R.S. 24-33.5-709, Local Disaster Emergencies

(1)   A local disaster may be declared only by the principal executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record-keeping agency and with the office of Emergency Management.

(2)   The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

(3)   No inter-jurisdictional disaster agency or official thereof may declare a local disaster emergency unless expressly authorized by the agreement pursuant to which the agency functions. An inter-jurisdictional disaster agency shall provide aid and services in accordance with the agreement pursuant to which it functions.

**PITKIN COUNTY EMERGENCY/DISASTER DECLARATION
RESOLUTION DECLARING LOCAL DISASTER
RESOLUTION NO. _____ -- _____**

Recitals:

1. The _____Manager has advised the Board/Council of _____ of a disaster, pursuant to Section 24-33.5-709, Colorado Revised Statutes, currently present in the unincorporated (or_____) area of Pitkin County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from _____ requiring emergency action to avert danger or damage, which occurred on _____ (inclusive period of incident); and

2. The cost and magnitude of responding to and recovery from the impact of _____ is far in excess of the county's available resources; and

3. The County (or_____) Manager has recommended that the Board/Council declare a local disaster; and

4. It would be appropriate and in the interests of the public health and safety, and would further protect property, for the Board to implement said recommendation; and

5. Pursuant to C.R.S. § 24-33.5-709 the Chief Executive Office is authorized to declare a local disaster.

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the Chief Executive Officer of_____hereby declares that there is a local disaster in the unincorporated (or_____) area of Pitkin County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from _____ requiring emergency action to avert danger or damage.

2. The effect of this declaration of disaster shall be to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

BE IT FURTHER RESOLVED that the Chief Executive Officers of all other cities, towns, villages, or special districts in Pitkin County affected by said disaster are urged to proclaim similar declarations and to cooperate with Pitkin County as necessary to cope with this incident.

BE IT FURTHER RESOLVED that this resolution shall be effective upon the date and time given below, and shall remain in effect for a period not to exceed seven days thereafter except by or with the consent of a majority of the members of the Board. Two copies will be filed promptly with the State of Colorado, Division of Homeland Security and Emergency Management and the Pitkin County (or____) Clerk and Recorder.

SIGNED AND EFFECTIVE at _____, Colorado this _____ day of _____ _____, 20___, time _____.

Pitkin County Board of County Commissioners (or Council/Special District)

By: _____
Chair

ATTEST:

_____
County Clerk

PLAN MAINTENANCE

Pitkin County EOP revisions and all subsequent revision supersedes all previous editions and is effective immediately for planning, training and exercising, and preparedness and response operations.

This Plan shall be maintained and kept current by all parties on the following schedule:

Pitkin County EOP, will be updated every third (3) year or as needed.

- All changes, revisions and/or updates to the Plan shall be forwarded to the Pitkin County Emergency Manager for review, publication and distribution to all holders of the Plan following the efforts of the lead agency to coordinate with its supporting agencies. If there are any changes, revisions and/or updates, by the lead agency, the Pitkin County Emergency Management shall be notified in writing.
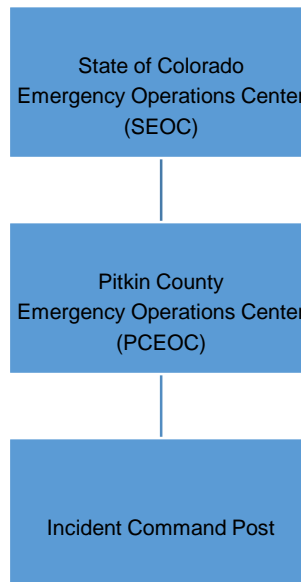
CONCEPT OF OPERATIONS

Pitkin County Incident Management Team (PCIMT)

The PCIMT has been established to organize and support the local Incident Commander in the response and management of any local jurisdiction's most serious, complex, and costly incidents. Incidents will be managed in a safe and economical manner taking into consideration incident objectives, resource values, as well as social, environmental and other issues. The PCIMT is responsible for directing on-scene incident management and maintaining command and control of on-scene incident operations. The PCIMT is required to complete the Incident Complexity Analysis form and file it with the State EOC when requesting resources from the State. (See Appendix C – State Mobilization Plan, Incident Complexity Analysis and Form) The Sheriff has oversight of the Pitkin County Incident Management Team. There will be times when the PCIMT is requested to assist with all-hazard emergencies both within Pitkin County and regionally. The Sheriff will hold the ultimate authority on the deployment of the team

Emergency Operations Center (EOC)

The support and coordination components consist of an Emergency Operations Center (EOC). A priority in the EOC is to provide resource support to the PCIMT and provide situation reports to policy groups. The EOC provides a central location for operational information sharing and resource coordination in support of on-scene efforts. Emergency Support Function teams staff the EOC and are managed by the Pitkin County Emergency Manager. The Pitkin County Emergency Manager is also the conduit to the State of Colorado for resource assistance and other State and/or Federal assistance.

State of Colorado
Emergency Operations Center
(SEOC)

Pitkin County
Emergency Operations Center
(PCEOC)

Incident Command Post

ESF ROLES AND RESPONSIBILITIES

ESF Leads

The ESF Lead is the designated representative, who has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The ESF teams are multi-jurisdictional subject experts. Responsibilities of the ESF Lead include:

- Developing and maintaining an ESF resource list
- Pre-Incident planning and coordination
- Maintain ongoing contact with ESF primary and support agencies
- Conduct periodic ESF training meetings
- Coordinate efforts with corresponding private-sector organizations
- Coordinate ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate
- The ESF Lead is the assigned representative to the Emergency Operations Center when activated and is responsible for staffing their ESF position
- Annually all ESF Leads will attend a Pitkin County Public Safety Council meeting to report on team development and progress to support the Pitkin County Incident Management Team (IMT) during a disaster emergency in Pitkin County

Primary Agencies

A local agency designated as an ESF primary agency serves as a local executive representative to accomplish the ESF mission. When an ESF is activated, the primary agency is responsible for:

- Orchestrating local support within their functional area for an affected jurisdiction
- Provide staff for the operations functions at fixed and field facilities
- Notifying and requesting assistance from support agencies
- Managing mission assignments and coordinating with support agencies
- Working with appropriate private-sector organizations to maximize use of all available resources
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities
- Executing contracts and procuring goods and services as needed
- Ensuring financial and property accountability for ESF activities
- Planning for short-term and long-term incident management and recovery operations
- Maintaining trained personnel to support interagency emergency response and support teams

Support Agencies

When an ESF is activated in response to an incident, support agencies are responsible for:

- Conducting operations, when requested by the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participation in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first responder standards.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency.
- Participation in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Providing information or intelligence regarding the agency's area of expertise.

EMERGENCY SUPPORT FUNCTIONS (ESF) AND SCOPE

The Pitkin County EOP applies a functional approach that groups the capabilities of multi-jurisdictional local departments and agencies into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during incidents or disasters. The response to actual or potential incidents/disasters is typically provided through a full or partial activation of the ESF structure as necessary

Each ESF is composed of primary and support agencies. The Pitkin County EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs reflect the resource kind and type categories identified in the NIMS. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to the ESF annexes.

Based on the information the Pitkin County Emergency Manager receives from the Sheriff, the PCIMT Incident Commander, or their designee, the Pitkin County Emergency Manager will decide on level of EOC activation. Many events can be managed by the County Emergency Manager and do not require further activation. The County Emergency Manager will issue a Pitkin Alert notifying ESFs of an activation and clearly stating which ESFs are to report to the EOC.

The EOC operates on three levels of activation:

- Level One: Full activation of the EOC, all ESF Leads report to EOC.
- Level Two: Limited ESFs told to report to the EOC.
- Level Three: Monitoring and support of an incident by the County Emergency Manager.

ESF #1—Transportation – Civil transportation support, restoration/recovery of transportation infrastructure, movement restrictions and damage and impact assessment.

ESF #2—Communications – Coordination with telecommunications industry, restoration/repair of telecommunications infrastructure, protection and restoration of information resources and warnings and/or notifications.

ESF #3—Public Works and Engineering – Infrastructure protection, emergency repair, infrastructure restoration, engineering services, construction management and critical infrastructure liaison.

ESF #4—Firefighting – Firefighting activities and resource support.

ESF #5—Emergency Management – Coordination of incident management efforts, management of Emergency Operations Center (EOC)

ESF #6—Mass Care Housing and Human Services – Mass care, disaster housing, human services and sheltering.

ESF #7—Resource Support – Resource support (facility space, office equipment and supplies, contracting services, etc,) and financial management.

ESF #8—Public Health and Medical Services – Public health, medical (EMS & Hospital), mental health, mass fatality and mortuary services.

ESF #9—Search and Rescue – Life-saving assistance.

ESF #10—Oil and Hazardous Materials Response – Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) response, hazardous materials response, environmental safety and short and long term cleanup.

ESF #11—Agriculture – Nutrition assistance, animal and plant disease pest response, food safety and food security.

ESF #12—Energy and Public Utilities – Energy infrastructure assessment, repair and restoration, energy industry utilities coordination and energy forecast.

ESF #13—Public Safety and Security – Warnings-Notifications-Evacuations, facility and resource security, security planning, technical and resource assistance, public safety/security support, support to access, traffic and crowd control.

ESF #14—Long Term Community Recovery and Mitigation – Social and economic community impact assessment, long term community recovery assistance to local governments and the private sector, mitigations analysis and program implementation.

ESF #15—External Affairs – Emergency public information and protective action guidance, media and community relations, support to on scene incident management and management of Joint Information Center (JIC).

EMERGENCY SUPPORT FUNCTION #1 – TRANSPORTATION ANNEX

ESF Coordinator/Lead:
Designated Transportation Representative

Primary Agencies:
Transit Agencies (RFTA, TOSV, Eagle Cty)
Law Enforcement Jurisdictions
Aspen/Pitkin County Airport
Pitkin County Emergency Management
Public Works Agencies

Support Agencies:
Animal Services Jurisdiction(s)
Fleet Maintenance
Pitkin County Regional Emergency Center
Human Resources Departments
School Districts (AE-1, RE-1)

Introduction

Purpose
Emergency Support Function (ESF) #1 – Transportation provides support to the Office of Emergency Management (OEM) by assisting local government entities, voluntary organizations, nongovernmental organizations, and the private sector in the management of transportation systems, fleets and infrastructure during all hazards, threats or in response to incidents. ESF #1 also participates in prevention, preparedness, protection, response, recovery and mitigation activities.

Scope
ESF #1 embodies considerable expertise and public and private sector transportation relationships. RFTA provides transportation assistance in all hazards incident management, including the following activities.

- Provide and coordinate emergency transportation for evacuation and to shelter locations.
- Provide staff to the Emergency Operations Center (EOC).
- Monitor and report status of and damage to the transportation system and infrastructure as a result as a result of the incident.
- Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinate and support prevention, preparedness, protection, response, recovery, and mitigation activities among transportation stakeholders with the authorities and resource limitations of agencies.
- Coordinate mutual aid requests.
- Coordinate the movement of goods, equipment, animals, and people.
- ESF #1 Coordinators provide relevant situational awareness and threat information reports to the EOC.

Policies

Primary responsibility for management of incidents involving the transportation of significant numbers of persons rests with ESF #1.

ESF#1 coordinates the provision of transportation assets and services (including contracts or other agreements for transportation assistance) for responders, equipment, and goods, consistent with the ESF #7 – Logistics Management and Resource Support Annex.

The ability to sustain transportation services, mitigate adverse economic impacts, meet societal needs and move emergency relief personnel and commodities will hinge on effective transportation decisions at all levels.

During mass evacuations ESF #1 coordinates and provides transport for persons, including persons with functional and access needs. Consistent with the Post-Katrina Emergency Management Reform Act, EFF #1 is responsible for evacuation of service and companion animals in conjunction with ESF #11

Concept of Operations

General

The ESF #1 is the single point to obtain key transportation-related information, planning, and emergency management. The ESF #1 structure integrates RFTA and support agencies with their capabilities and resources into the County Emergency Operations Plan.

Initial response activities that ESF #1 conducts during emergencies include the following:
- Provide and coordinate immediate emergency shelter and evacuation transportation;
- Coordinate mutual aid requests;
- Monitor and report the status of and damage to the transportation system and infrastructure in coordination with ESF #1 at the Colorado Department of Transportation, and ESF #3;
- Identify temporary alternative transportation solutions to be implemented by others when primary systems or routes are unavailable or overwhelmed.
- All approved requests for local assistance and mission assignments for transportation support are submitted to ESF #1 for action.
- The ESF #1 Coordinator(s) designate a representative(s) to the EOC as required.

In addition to the above initial activities, ESF #1 provides longer-term coordination of the restoration and recovery of the affected transportation systems and infrastructure, in coordination with ESF #3,

Actions: Initial Actions

Coordinating Entity(s): Immediately upon notification of a threat or an imminent or actual incident, consideration is given toward:
- Establishing a Emergency Operations Center (EOC);
- Providing appropriate representation, when requested at the EOC and/or the Incident Command Post (ICP).

Actions: Continuing Actions
- ESF #1 staff coordinates the acquisition of transportation services to fulfill mission assignments in support of all ESFs when required.
- The EOC and ESF #1 staff coordinates with appropriate Federal, State and local entities to facilitate the movement of people and goods to, from, and within the incident area, and participates in decisions regarding issues such as movement restrictions, critical facilities closures, and evacuations.
- The EOC and ESF #1 staff is responsible for the administrative support of individuals involved in regional emergency transportation operations and for managing all financial transactions undertaken through mission assignments issued to ESF #1.

Responsibilities

All ESF #1 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #1; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #1 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #1 annex.
- Develop, revise, update, and maintain ESF #1 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #1 activities.
- Provide ongoing status reports as requested by the ESF #1 lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24hour Staffing capabilities, as well as, forwarding this callout information to ESF #2 Communications.
- ESF #5 makes initial contact with the affected jurisdictions and reviews capabilities and shortfalls as a means of determining initial response requirements for county, regional and State support.
- Maintain up-to-date rosters for notifying personnel and 24 hour Staffing capabilities, as well as, forwarding this callout information to ESF #2 Communications.
- Conduct periodic tabletop and mock training exercises activating ESF #1 to improve coordination, communications, and performance.

Primary Agency: RFTA

- Coordinates the provision of transportation services in support of Federal, State and local agencies; and voluntary organizations. Advises with Pitkin County

Public Works and the Colorado Department of Transportation on the recovery, restoration, and safety/security of the transportation infrastructure. Manages the EOC ESF #1. Provides trained personnel to staff ESF #1 responsibilities at the EOC or any other temporary facility in the impacted area.

- Manages the financial aspects of the ESF #1 response.
- Works with other Federal, State and local transportation departments and industry partners to assess the damage to the transportation infrastructure and analyze the impact of the incident on transportation operations and report promptly as changes occur.
- Coordinates and implements, as required, emergency-related response and recovery functions performed under statutory authorities, including the prioritization and/or allocation of civil transportation capacity. Advises with appropriate agencies regarding hazardous material containment response and movement, and damage assessment, to include safety and security, related actions concerning movement restrictions, closures, quarantines, and evacuations.
- Provide technical assistance to local government entities in evacuation or movement restriction planning, and determining the most viable transportation networks to, from, and within the incident area, as well as alternate means to move people and goods within the area affected by the incident.
- Identifies resource requirements for transportation and coordinates their allocation.

Primary Agencies

Law Enforcement Agencies

- Participates in a Unified Command role to provide transportation related incident management within their respective jurisdictions.
- Provide staffing to the EOC when requested.

Transit Agencies (TOSV, RE1, ECO, CME)

- Provides staffing to the EOC ESF #1 when requested
- Provides mass transportation guidance and assistance as necessary to support emergency activities.

Aspen/Pitkin County Airport

- Provides staffing to the EOC ESF #1 when requested.
- Provides transportation assets when possible.
- Air Traffic Control Tower (ATCT) coordination.

Public Works Agencies

- Participates in a Unified Command role to provide transportation related incident management within their respective jurisdictions.
- Provides staffing to the EOC ESF #1 when requested.

- Provides resources for damage assessment and transportation systems maintenance as needed.
- Provides technical assistance for ESF #1.

Support Agencies

Fleet Maintenance

- Provides support in the emergency operations and restoration
- Assists in restoring the transportation infrastructure.

Animal Control Agencies

- Provides animal issue support as necessary
- Provides traffic direction assistance when possible.
- Through ESF #1, identifies and arranges for the use of Federal, State, and local assets and resources in support of the ESF #1 role.

EMERGENCY SUPPORT FUNCTION #2 – COMMUNICATIONS ANNEX

ESF Coordinator/Lead:
Pitkin County Communications Director

Support Agencies
Pitkin County PIO Group
Private Sector (ARES, RACES)

Primary Agencies
Pitkin County Regional Emergency Dispatch Center (PCREDC)
Information and Technology Departments
Pitkin County Emergency Management

Introduction

Purpose
Emergency Support Function (ESF) #2 – Communications ensures the provision of communications support to Federal, State, local and private-sector response efforts during an emergency incident.

Scope
ESF #2 coordinates local actions to provide the required telecommunications, and the restoration of the telecommunications infrastructure. ESF #2 supports all County agencies in the procurement and coordination of telecommunication services from the telecommunications and information technology (IT) industry during an incident response.

Communications is information transfer and involves the technology associated with the display, transfer, interpretation, and processing of data among persons, places and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

When appropriate, communications services may be provided through various National-Level Programs, including the Shared Resources High-Frequency Radio Program (SHARES), Telecommunications Service Priority Program (TSP), Government Emergency Telecommunications Services (GETS), and Wireless Priority Service (WPS).

Policies
The Pitkin County Emergency Operations Plan (EOP) serves as the basis for planning for the utilization of national telecommunications assets and resources in support of emergencies. This plan is the formal plan applicable to all agencies who are signatories to the plan.

The mission of the EOP is to assist in:
- The exercise of the telecommunications functions and responsibilities;
- The coordination of the planning for and provision emergency preparedness communications for all circumstances, including crisis or emergency, attack, recovery, and reconstitution.
- Federal, State, local, and tribal officials, nonprofit organizations, and private-sector entities respond to the vast majority of incidents acting under authorities or through agency or interagency contingency plans.
- The Aspen Pitkin County Communications Center is the primary agency with functional responsibilities for the EOP Communications Annex.
- The Pitkin County Emergency Operations Center (EOC) facilitates coordination between local entities and the State in the event of multi-jurisdictional ESF #2 operations.
- Jurisdictional Information and Technology Departments are responsible for cyber incident response coordination among agencies and, upon request, State, local, tribal, and private-sector entities will respond to any incident with cyber-related issues (e.g., significant cyber threat and disruptions, crippling cyber attacks against the Internet or critical infrastructure information systems, technological emergencies, and declared major disasters and emergencies).

Concept of Operations

General
- The Pitkin County Regional Emergency Dispatch Center (PCREDC) is activated at the onset of an incident or disaster.
- When activated, ESF #2 coordinates and supports telecommunications requirements of the incident(s).
- The Pitkin County Regional Emergency Dispatch Center has authority to activate two separate warning systems; the Emergency Preparedness Network (EPN) or the Emergency Alert System (EAS) to effectively notify and warn citizens.
- Telecommunications management occurs on a bottom-up basis: decisions are made at the lowest level, with only those issues requiring adjudication or additional resources referred to the next higher management level.
- The PCREDC controls communications assets in the incident area and coordinates their use with the Incident Commander. Other agencies that provide telecommunications assets in support of the response also control their assets, but coordinate use with the PCREDC.
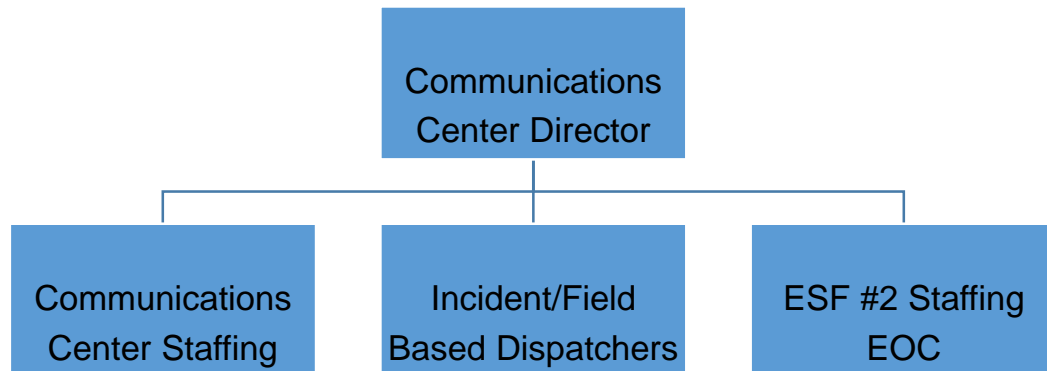
Organization
- **Dispatch Center:** The Pitkin County Regional Emergency Dispatch Center (PCREDC) is the primary organization for incident management communications. The PCREDC staff processes anticipated/actual damage, identifies communications requirements, monitors the developing situation/response, renders status reports, and coordinates service provisioning and restoration as required. The PCREDC Director appoints ESF #2 representatives to the Emergency Operations Center (EOC) providing for 24-hour coverage if required.
- **Regional:** When ESF #2 is activated, the PCREDC may request assistance from other communication centers in the Northwest All-Hazards Emergency

Management Region. Assistance may be deployed to the scene of an incident, to assist in the PCREDC or at the EOC.

- **State:** Whenever an EOC is activated in Pitkin County, the Colorado Division of Emergency Management Duty Officer shall be notified. Following notification of the Duty Officer, additional telecommunications resources may be obtained through the Colorado State Resource Mobilization Plan.

FIGURE 1. Emergency Communications Staff

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                    Communications
                    Center Director
                          |
        ┌─────────────────┼─────────────────┐
  Communications     Incident/Field      ESF #2 Staffing
  Center Staffing   Based Dispatchers        EOC
```

Actions: Pre-Incident
- Works closely with Pitkin County entities and private-sector coordinators to ensure the latest technology is available to all agencies participating in the response effort.
- Coordinate intergovernmental, nongovernmental organization and private-sector preparedness efforts as they pertain to critical infrastructures supporting telecommunications.
- Develop and issue information collection guidelines and procedures to enhance assessment, allocation, and coordination of government and industry telecommunications assets in the event of an emergency incident.

Actions: Incident Period
- If ESF #2 is activated, the PCREDC notifies the PCREDC Director. The PCREDC Director, in coordination with the Incident Commander(s), determines the appropriate level of response for ESF #2 elements.

The PCREDC:
- Alerts all appropriate personnel when ESF #2 is activated.
- Advises the EOC when communications problems are expected in the incident area to enable activation of other communication resources.
- Indentifies telecommunications assets available for use within the affected area;
- Facilitates the implementation of a pre-established incident communications plan (ICS form 205) or the development of an incident specific communications plan.
- Obtains information from ESF #1 – Transportation relative to road, rail, and other transportation conditions in the area and whether they can be used to get mobile telecommunications systems into the area.

The EOC:
- Assesses the availability of commercial telecommunications for location of the incident(s);
- Determines from ESF #7 – Resource Support, the location of possible incident facilities in the area (e.g., staging areas or camps) and the communications needs for those facilities;
- Forwards unresolved telecommunications requests to the State EOC.
- Coordinates telecommunications support from State and other local governments, and voluntary relief organizations (ARES and RACES) as necessary.

Other Department and Agencies:
- Until the EOC and ESF #2 are operational, the primary response agency(s) accumulate damage information.
- Adhere to pre-established incident radio plans (minor, major and airport) as appropriate.

Actions: Post-Incident
Post-incident actions include:
- Develop, coordinates, and execute service and site restoration plans;
- Conducts measurements necessary to identify damaged critical infrastructure assets; repair, reconstitute, and secure communications; and coordinate actions to protect these assets from further damage;
- Evaluates the incident to identify lessons learned;
- Completes post-incident reporting; and
- Develops initiatives to mitigate the effects of future incidents.
- Prepares and processes any required reports;
- Recommends release/termination-of-use of outside telecommunications resources when they are no longer required; and
- Maintains a record for audit of all telecommunications support provided.

Responsibilities
All ESF #2 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #2; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #2 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #2 annex.
- Develop, revise, update, and maintain ESF #2 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #2 activities.
- Provide ongoing status reports as requested by the ESF #2 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities for all of the ESFs.
- Conduct periodic tabletop and mock training exercises activating ESF #2 to improve coordination, communications, and performance.

Primary Agencies

PCREDC, IT and Emergency Management Departments: The Director/manager delegates staff to accomplish the ESF #2 mission.

Prevention and Preparedness
- Manages and directs prevention and preparedness efforts in areas of agency expertise.
- Monitors the status of situations that have the potential for developing into an incident requiring additional communications resources.
- Assesses the impact on existing telecommunications services.

Response and Recovery
- Manages and directs response and recovery efforts in areas of agency expertise.
- Supports the EOC as required, in accordance with standard operating procedures outlined in the EOP.
- Ensures that all information regarding potential and/or actual incidents with significant telecommunications implications are brought to the attention of the EOC in a timely manner.
- Coordinates responses activities with Incident Commander(s) and the EOC as necessary.
- Coordinates with ESF #12 – Energy, regarding communications industry requests for emergency fuel resupply and safe access for telecommunications work crews into incident areas.
- Monitors recovery efforts and, as required, coordinates the provision of telecommunications services needed by the incident(s).
- Provides reports to the EOC as directed.
- Coordinates the restoration and/or rerouting of existing telecommunications services and the provisioning of new telecommunications services.
- Coordinates with telecommunications service providers to facilitate the prioritizing of requirements as necessary when providers are unable to satisfy all telecommunications services requirements, when there are conflicts between multiple incidents, or when the allocation of available resources cannot be fully accomplished at the incident level.
- Coordinates with appropriate government and industry representatives in support of EOC requests to meet user requirements for communication assets.

Support Agencies

Pitkin County Emergency Management:
- Provides communications support to State and local officials to assist in disseminating warnings to the populace concerning risks and hazards.
- Develops, in cooperation with the PCREDC and IT Departments, plans and capabilities for, the Emergency Alert System (EAS), Emergency Preparedness Network (EPN), PCAlert (Pitkin Alert) and other notification systems
- Maintains a record of all equipment and services provided.

Pitkin County PIO Group:
- Use Joint Information System (JIS) protocols to deliver consistent and accurate information to the incident(s), the EOC and the public.

Private Sector:
- Radio Amateur Civil Emergency Service (RACES) and Amateur Radio Emergency Service (ARES) may be called upon to assist with emergency communications needs for the EOC.

EMERGENCY SUPPORT FUNCTION #3 – PUBLIC WORKS AND ENGINEERING ANNEX

ESF Coordinator/Lead:
Designated Public Works Representative

Primary Agencies:
Pitkin County Road & Bridge/Engineering
City of Aspen Streets/Engineering
Town of Basalt Public Works/Engineering
Town of Snowmass Village Public Works/
  Engineering

Support Agencies:
CDOT
Pitkin County Environmental Health
Pitkin County Emergency Management
Pitkin County Facilities Management
Pitkin County Landfill

Introduction

Purpose
ESF #3 is structured to provide public works and engineering-related support for the changing requirements of domestic incident management to include preparedness, prevention, response, recovery, and mitigation actions. Specific duties include, but are not limited to provide for debris clearance, roads, highways and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged buildings.

Scope
ESF #3 actions include conducting pre and post-incident assessments of public works and infrastructure. To evaluate, maintain and restore public roads, bridges, and drainages. Support private sector access in support of the restoration of critical infrastructure (i.e., electrical, gas, communications, and water distribution) throughout Pitkin County.

In the event of an incident involving criminal or terrorist acts, responding personnel will work to preserve evidence and will fully coordinate all activities with on-scene law enforcement and the Incident Commander.

Situation
A disaster may result from natural or technological hazards or from an act of terrorism that produces extensive damage and results in a large volume of requests to save lives, alleviate suffering and restore transportation corridors. When notified of an emergency situation, Public Works entities will mobilize the necessary available resources to meet demands within their respective jurisdictions. If the situation is large enough to require additional support from multiple public works agencies, if multiple jurisdictions are affected or if multiple private sector resources are necessary then the request for Pitkin County EOC activation should be made to assist with resource mobilization.

Planning Assumptions

- Local governments are responsible for their own public works and infrastructures and have primary responsibility for incident prevention, preparedness, response, and recovery.
- Assistance may be needed to clear debris, perform damage assessment, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs.
- Access to the disaster area will often be dependent upon the re-establishment of transportation routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate life-saving emergency response activities.
- Rapid damage assessment of the disaster area will be required to determine potential workload.
- Emergency environmental and legal clearances will be needed for handling and storage or disposal of materials from debris clearance and demolition activities.
- Significant numbers of personnel with engineering and construction skills along with construction equipment and materials will be required from outside the disaster area.
- The State of Colorado maintains a computer-based resource mobilization inventory of public works equipment that could be utilized to manage corridors and clear debris as needed from affected roadways.

Concept of Operations

- In response to an emergency, the first responder will assess the extent, type and severity of the area. The status of transportation corridors will be determined. Damage assessment is a key component to receiving disaster assistance. The quicker that a detailed damage assessment can be completed, the quicker a disaster declaration, if warranted, can be declared resulting in financial assistance from that point forward. If damage is beyond the capabilities of an agency's resources to mitigate, Pitkin County EOC activation should be requested.
- Responding equipment will contact the local Incident Commander for instructions and clearance before proceeding to enter any affected area. They will work with trained personnel in areas deemed safe by the Incident Commander to clear debris in un-contaminated areas and will support those involved in direct handling of the hazardous materials contaminated debris.
- The Pitkin County Public Works Director or designee will be the ESF #3 Lead when the Pitkin County EOC has been activated. The ESF #3 Lead will be responsible for coordination of all county-wide agencies providing support under ESF #3.
- In small magnitude emergencies, requests fro assistance may be handled over the telephone. In larger magnitude events, the ESF #3 Lead will respond to the EOC to coordinate a response from a centralized location. If the State Emergency Operations Center (SEOC) is activated, the county ESF #3 Lead will coordinate closely with the State ESF #3 Lead.
- ESF #3 will maintain copies of all information to be compiled into a Master Log of the event.

Organization and Responsibilities
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #3; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #3 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #3 annex.
- Develop, revise, update, and maintain ESF #3 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #3 activities.
- Provide ongoing status reports as requested by the ESF #3 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this call-out information to ESF #2 - Communications.
- Requests for additional resources and/or support are normally made by the Public Works representative through the Incident Commander to the Pitkin County Regional Emergency Dispatch Center. When the EOC has been activated, requests for resources and/or support will be made through the ESF #3 Lead at the EOC.
- ESF #3 actions include conducting pre and post incident assessments of public works and infrastructure.
- ESF #3 will assist in executing emergency contract support for life-saving and life-sustaining services.
- Provide technical assistance to include engineering expertise, construction management, contracting, and real estate services.
- Provide emergency repair of damaged infrastructure and critical facilities and other recovery programs.
- Indentify staff that will be prepared to act as a representative on a Field Operations Team.
- Designate an Emergency Response Coordinator.
- Conduct periodic tabletop and mock training exercises activating ESF #3 to improve coordination, communications, and performance.

Financial Management
Each entity will be responsible for its own finances. In the event that disaster assistance becomes available, have detailed records supporting necessary expensed will be necessary in order to receive the maximum available assistance (which will rarely exceed 75% of the actual amount claimed).

EMERGENCY SUPPORT FUNCTION #4 – FIREFIGHTING ANNEX

ESF Coordinator/Lead:
Designated Fire Representative

Primary Agency:
Aspen Fire Protection District
Basalt & Rural Fire Protection District
Carbondale & Rural Fire Protection District
Snowmass-Wildcat Fire Protection District

Support Agencies:
Ambulance Districts
Law Enforcement Agencies
Pitkin County Emergency Management
Public Works Agencies
Mountain Rescue - Search and Rescue
Aircraft Rescue and Fire Fighting (ARFF)

Introduction

Purpose
Emergency Support Function (ESF) #4 – Is responsible for the coordination of firefighting activities, including the detection and suppression of fires on State and local lands and providing personnel, equipment, and supplies in support of agencies involved in urban, rural and wildland firefighting operations.

Urban Search and Rescue (USAR) is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by any emergency or hazardous event when they cannot remove themselves. USAR includes technical rescue activities such as dive rescue and heavy lifting. Alpine/rural/wilderness search and rescue activities (emergency incidents involving locating missing individuals, mountain rescue, locating downed aircraft, etc.) are addressed in ESF #9.

Scope
The management of a large firefighting operation is complex, often involving many different agencies and local jurisdictions. Fires resulting from or independent of, but coincident with, a catastrophic event will place extraordinary demands on available resources and logistics support systems. ESF #4 supports structural and wildfire operations through close coordination with other local, State, and Federal agencies. ESF #4 coordinates firefighting support to disaster response and recovery operations that may not be directly fire related.

Policies
- Priority is given to firefighters and public safety and protecting property, in that order.
- Processes and procedures approved by the National Fire Protection Association (NFPA) and/or National Wildland Coordinating Group (NWCG) are the guiding principles for firefighting.

- Coordination with, and support of, State and local fire suppression organizations is accomplished through mutual aid agreement with adjacent organizations, and in cooperation with the Colorado Division of Fire Safety and Colorado Division of Emergency Management when resources beyond existing mutual aid are necessary.
- Implement alert/activation for USAR resources through the Colorado Division of Emergency Management.
- National level support for wildfire is accomplished through the National Interagency Coordination Center (NICC) located at the National Interagency Fire Center (NIFC) in Boise, ID.
- Suppression organizations operate under the National Incident Management System (NIMS)/Incident Command System (ICS).
- The coordinator for ESF #4 – Firefighting is a fire agency representative not directly involved in the firefighting incident or event.

Concept of Operations:

General
- Cities, towns, counties, fire protection districts, and other fire protection organizations are responsible for requesting activation of the Emergency Operations Center (EOC) when incident exceeds local capabilities.
- Pitkin County EOC (i.e., outside county mutual aid is needed or multiple incidents are occurring requiring firefighting resources).
- Pitkin County EOC facilitates coordination between local entities and other counties or the State in the event of multi-jurisdictional ESF #4 operations.

Organization:

Actions

Pre-Incident
- Participates in planning, exercising and evaluating the Pitkin County Emergency Operations Plan (EOP).
- Maintains current data in the Colorado State Resource Mobilization and/or Federal ROSS database as appropriate.
- Maintains WEB EOC.

Incident
- Upon notification, a Fire Service Representative will be assigned and respond to the EOC to serve as the ESF #4 Lead.
- The ESF #4 Lead is responsible for situation awareness (incident situation and damage assessment information for all incidents) and determination of resource needs from the local Incident Commander(s).
- The ESF #4 Lead coordinates incident resource needs and determines and resolves as necessary, issues regarding resource shortages and resource ordering issues.
- The ESF #4 Lead gathers and maintains current inventories of available fire service facilities, equipment, and key personnel throughout Pitkin County during an incident(s).

- The ESF #4 Lead implements the Colorado Emergency Resource Mobilization Plan.
- The ESF #4 Lead assumes responsibility for coordinating and tracking fire resources mobilized through the EOC.
- The ESF #4 Lead assists the Incident Commander(s) in planning for and acquiring relief resources to replace or rotate with committed resources for extended operations.
- The ESF #4 Lead collects appropriate records of costs incurred during an event for all fire resources.
- The ESF #4 Lead requests supporting agencies document any lost or damaged equipment and personnel or equipment accidents.

Post-Incident
- Maintain adequate resources to support local operations and plan for a reduction of resources.
- Upon request, ESF #4 will provide firefighting resources for recovery efforts.
- Conduct After Action Reviews (AAR) of incident actions with teams involved to improve future operations.
- Coordination with ESF #14 personnel for recovery and mitigation efforts.
- Inform agencies providing resources where to send records.

The specific recovery actions following an emergency will be determined by the event.

Additional wildfire specific actions will be outlined in the current version of the Annual Operating Plan (AOP) for wildland fires.

Responsibilities
All ESF #4 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #4; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #4 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #4 annex.
- Develop, revise, update, and maintain ESF #4 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #4 activities.
- Provide ongoing status reports as requested by the ESF #4 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.

- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this call-out information to ESF #2 - Communications.
- Conduct periodic tabletop and mock training exercises activating ESF #4 to improve coordination, communications, and performance.

EMERGENCY SUPPORT FUNCTION #5 – EMERGENCY MANAGEMENT ANNEX

ESF Coordinator/Lead:
Pitkin County Emergency Manager

Primary Agency:
Pitkin County Emergency Management
All ESF Teams

Support Agencies:
Pitkin County Administration
Pitkin County Attorney's Office
Ambulance Districts
American Red Cross
Pitkin County Regional Emergency Dispatch Center
Colorado Division of Homeland Security and
  Emergency Management
Environmental Health
Fire Agencies
Health and Human Services
Law Enforcement
Public Information Officers Group
Public Works Agencies

Introduction

Purpose
Emergency Support Function (ESF) #5 – Emergency Management is responsible for supporting overall activities of local government for incident management. ESF #5 provides the core management and administrative functions in support of the County Emergency Operations Center (EOC). The Pitkin County Emergency Manager or their designee manages the Pitkin County EOC and ESF Leads required to report to an EOC activation.

Scope
- ESF #5 serves as the support ESF for all local departments and agencies across the spectrum of incident management from prevention to response and recovery.
- ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions.
- ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual incidents. This includes alert and notification, coordination of Emergency Operations Center, deployment and staffing of resources, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State and Federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Policies

- ESF #5 is responsible for establishing the local support infrastructure in the affected municipality or county in anticipation of requirements for prevention, response, and recovery assistance.
- Requests for County, Special Districts, or Municipalities disaster declarations to enable funding through State and Federal assistance programs are coordinated through the Pitkin County Manager and/or Pitkin County Chief Executive Officer and the Pitkin County Emergency Management Office.
- Resource allocation and taskings are coordinated through ESF #5 using procedures outlined in the Emergency Operations Plan (EOP).
- ESF #5 staff identifies and resolves resource allocation issues identified at the EOC.
- ESF #5 staff provides the informational link between the Pitkin County EOC and the State EOC. ESF #5 serves as the centralized conduit for local situation reports to the Pitkin County EOC and State EOC from the various incidents and ESFs.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure a seamless resource response to affected jurisdictions.
- ESF #5 and ESF #14 maintains an on call workforce of trained and skilled reserve employees to provide surge capacity to perform essential emergency management functions on short notice and for varied duration.
- The Pitkin County Emergency Manager is responsible for notifying the State and local emergency management organizations, of potential threats to enable elevation of operational response postures or the pre-positioning of assets.

Concept of Operations

General

- ESF #5 provides a trained and experienced staff to fill positions within the EOC.
- The EOC is staffed by ESF #5 and other ESFs, as required by the Pitkin County Emergency Manager.
- ESF #5 coordinates operations and situational reporting to the State.

Initial Actions

EOC

- When an incident occurs or has the potential to occur, The Pitkin County Emergency Manager in collaboration with the Pitkin County Sheriff, the Incident Commander, or their designee will make a decision on activating the Pitkin County EOC at the appropriate level and staff with the appropriate ESFs.
- ESF #5 maintains constant communications with the incident(s) and the State Emergency Operations Center and provides periodic updates to coordinate operations.
- ESF #5 provides situation reports and other information as required to the State EOC and local municipalities.
- ESF #5 activates the ESFs required to handle the threat or incident(s) at hand, issues initial activation mission assignments, and establishes reporting and communications protocols with the activated agencies and departments.
- ESF #5 requests from the State EOC the deployment of special teams including the Colorado National Guard, Colorado Type 3 Incident Management Teams, the

National Emergency Response Team, Mobile Emergency Response Support, Nuclear Incident Response Team, National Disaster Medical System, Civil Support Teams, and Urban Search and Rescue Teams.
- ESF #5 determines which ESF positions need to be staffed in the EOC from activation to demobilization.

Planning and Management Activities
- ESF #5 helps maintain situational awareness of the threat or incident(s), and ensures that situations or incidents receive timely, equitable, and comprehensive assistance, in coordination with the State EOC, from onset to closeout of the incident.
- As the operation progresses from the pre-incident phase through response and into recovery, ESF #5 continues to provide immediate, short-term, and long-term planning functions in coordination with the other ESFs engaged in the operation and with those who are operating under agency statutory authorities.
- ESF #5 coordinates with the State for recovery operations until the operation is suspended and no longer necessary.

Responsibilities
All ESF #5 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #5; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #5 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #5 annex.
- Develop, revise, update, and maintain ESF #5 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #5 activities.
- Provide ongoing status reports as requested by the ESF #5 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Conduct periodic tabletop and mock training exercises activating ESF #5 to improve coordination, communications, and performance.

Primary Agency
As the primary agency, Pitkin County Emergency Management:
- Monitors assets and capabilities to prevent and respond to an incident(s) and coordinates with local, regional, State and private agencies and organizations.

Supporting Agencies
- Support agencies' responsibilities and capabilities are outlined in the EOP and ESF Annexes.
- Support agencies provide personnel to the EOC as requested, to assist ESF operations and provide reports to ESF #5.

- All support departments and agencies, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the responsibility of each department/agency.

EMERGENCY SUPPORT FUNCTION #6 – MASS CARE, HOUSING AND HUMAN SERVICES ANNEX

ESF Coordinator(s)/Lead(s):
Designated Health & Human Services Rep.

Primary Agencies:
Pitkin County Health & Human Services (PCHHS)
  (which includes Adult and Family Services, Senior
  Services, Economic Services, Veterans' Services)
American Red Cross (ARC)

Support Agencies:
Pitkin County Agencies:
      Administration
      Animal Services
      Attorney
      Commissioners
      Community Development
      Emergency Management
      Environmental Health
      Facilities Management
      Finance
      GIS
      Housing
      Human Resources
      IT
      Sheriff
Pitkin County Regional Emergency
  Dispatch Center (PCREDC)
Alpine Legal Services
Aspen Valley Hospital
Ambulance Districts
Aspen Community Foundation
Aspen Homeless Shelter
Aspen/Pitkin County Coalition of Emergency
  Services Providers (CEAP)
Community Health Services/Public Health
Fire Services
Pitkin County Landfill
Mind Springs Health
Mountain Family Health Centers/Basalt
Mountain Valley Developmental Services
Salvation Army
RFTA
AE-1 and RE-1 School Districts
United States Postal Service
Valley Life For All
West Slope 211

Introduction

Purpose
Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services coordinates the delivery of local mass care, emergency assistance, housing and human services when daily response and assistance needs exceed normal system capabilities.

Emergency planning requires plans that are flexible to meet the needs of the situation at hand. Emergencies may come in the way of natural disasters, manmade disasters and other events. The situation and needs of the citizens will determine which centers and/or shelters are open, for how long and by whom.

Incidents that require multiple municipalities to participate; cause depletion of local resources; and/or multiple incidents occurring simultaneously will require the establishment of a county EOC or IMT. If State resources are requested, all operations must coincide with the Colorado State Emergency Operations Plan, Emergency Support Function #6.

Based on the county's hazard analysis, there are several emergency and disaster scenarios that may require a mass care response, including severe storms, floods, HazMat incidents, fires, and road closures.

Scope
ESF #6 is organized into four primary functions: Mass Care, Emergency Assistance, Housing, and Human Services:
- **Mass care:** Includes the coordination of nonmedical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
- **Emergency Assistance:** Includes assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional 'mass care' services provided at the emergency shelter are addressed. These services include: support to evacuations (including registration and tracking of evacuees); evacuation, sheltering, and other emergency services for household pets and service animals; support to specialized and/or medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.
- **Housing:** Includes the provision of assistance for short and long-term housing needs of victims.
- **Human Services:** Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for functional and access needs populations.

Pitkin County Government supports ESF #6 functional areas; however, it is expected that State and Federal support and assistance will be provided when the needs in functional areas of work are beyond the scope of the Pitkin County Government. It is also understood that many of the emergency assistance, housing, and human services functions will be provided through the establishment of a Disaster Assistance Center (DAC).

Definitions
Evacuation centers and emergency shelters include the use of pre-identified
Sites in existing facilities within an area of risk, creation of temporary facilities or the temporary construction of shelters, and use of facilities outside the incident area should evacuation be necessary.

Evacuation Center – A temporary short term facility, which provides shelter from the elements, restroom facilities and information dissemination. Usually for displacement of 12 hours or less.

Emergency Shelter – A temporary longer term facility, which provides shelter from the elements, sanitary facilities to include restroom and shower facilities, sleeping accommodations, food services, information dissemination, disaster health services (DHS) and disaster mental health services (DMH).

Disaster Assistance Center (DAC) a centralized location where many emergency assistance, housing, and human services functions will be provided following a disaster.

Department Operations Center (DOC) ESF #6 Support. The County Departments will establish and make available their offices for planning and coordination of field support.

Emergency Operations Center (EOC) – the central location of incident command where ESFs are represented to coordinate all aspects of disaster response.

Assumptions
- People are generally not inclined to evacuate unless clear and concise information is provided regarding the nature of hazards and they are given directions for evacuation routes and evacuation center/shelter locations.
- There are not sufficient in-county resources to meet the needs of mass care during an emergency or disaster.
- Local grocery stores, restaurants and other businesses may support the initial shelter/feeding operations by donating emergency supplies.
- For an out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
- A high percentage of evacuees will seek shelter with family or friends, or in commercial facilities rather than go to a public evacuation center or emergency shelter.
- Stranded motorists prefer to remain in or near their vehicles in the event that roads clear and they may continue their travel, depending on the anticipated duration of road closures.
- Evacuees will be provided with public information concerning the emergency.

- Pitkin County Animal Control will provide for companion animal sheltering in close proximity to human shelters whenever possible.
- Pitkin County Animal Control will also coordinate livestock services as resources allow.
- Needs may be present before, during, or after an incident in one or more areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.
- Pitkin County Government supports ESF #6 functional areas; however, it is expected that State and Federal support and assistance will be provided when the needs in functional areas of work are beyond the scope of the Pitkin County Government.

Organization and Responsibilities
PCHHS leads ESF #6 (Mass Care) with a strong collaboration with ARC as a primary agency partner. PCHHS is primarily responsible for providing general public mass care as part of a broad disaster relief program enacted by the U.S. Congress and through the provisions of an agreement between the ARC and the State of Colorado.

The ARC shall be contacted for emergency shelter management in Pitkin County. If displaced persons are to be housed for a period of longer than 12 hours, the emphasis should be on shelters rather than evacuation centers. If more than one mass care facility is required, ESF #6 agencies will coordinate the provision of additional sites for disaster victims. This includes, but is not limited to, the creation of temporary facilities, such as, tent cities, the construction of temporary shelters, and the use of similar facilities outside of the disaster area(s). ARC collects information on disaster victims but only shares this information if affected individuals sign a "consent to share" form. ARC offers clients the opportunity to voluntarily register on the ARC "Safe + Well" website, allowing family members to connect with them.

Pitkin County agencies will coordinate with other ESF #6 agencies to meet the housing and human service needs resulting from an incident. Pitkin County agencies will work to ensure temporary housing functions are addressed and provided as needed. PCHHS will assist the victims with temporary human services and economic assistance programs utilizing local, State and Federal resources. Mental health functions will be provided by appropriately trained and/or certified mental health providers, coordinated through PCHHS and ESF #8.

Individuals in need of additional response assistance may include those who have disabilities, who live in institutional settings, who are elderly, who are from diverse cultures, who have limited English proficiency or who are non-English-speaking, who are children, or who are transportation disadvantaged.
The local response community recognizes the varying and special requirements of individuals who require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

The local response community recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed, and that children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

All ESF #6 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #6 annex.
- When requested, deploy a representative to the EOC or IMT to assist with ESF #6 activities.
- Provide ongoing status reports as requested by the ESF #6 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this call-out information to ESF #2 - Communications.
- Participate with ESF #8 Lead (Health and Medical) to ensure that emergency medical services are available to disaster victims and emergency workers at all mass care facilities.
- Work closely with all other ESF #6 agencies for collecting information on disaster victims and making that information available to family members outside the disaster area(s). This information will include casualty lists, and any other relevant information released through local hospitals and emergency operations centers.
- Participate in periodic tabletop and mock training exercises activating ESF #6 to improve coordination, communications, and performance.

Concept of Operations

Mass Care:
The coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, collecting and providing information to victims, and coordinating bulk distribution of emergency relief items.

- Initial response activities focus on meeting urgent mass care needs of victims.
- Either an Incident Commander or an appropriate city or county official will determine the need for opening evacuation centers or emergency shelters and commencing mass care operations based on the situation. The opening of emergency shelters will be coordinated with the Pitkin County Emergency Manager or designee.
- An emergency or disaster resulting in any sort of evacuation will immediately necessitate the need for an Evacuation Center. Evacuation Centers will be opened:
    o At the onset of an incident where it is determined that evacuation is necessary, or

- As it is identified that persons are displaced by the emergency or disaster.
  - Emergency Shelters will be opened if the emergency or disaster creates displaced victims and it is anticipated that they will remain displaced for greater than 12 hours.
  - For road closures resulting in stranded motorists, Evacuation Centers will be established. Emergency Shelters will be opened:
    - If motorists will be stranded for longer than 12 hours because no routes of passage are accessible, or
    - If weather conditions create other hazards for motorists if they remain in their vehicles.
  - Disaster victims requiring medical treatment and/or hospitalization should be directed or transported to the nearest available medical facility. The Pitkin County Medical Surge trailer is designated to support alternate care medical facilities or hospital overflow.
  - Evacuation Centers and Emergency Shelters shall remain open only as long as absolutely required.
  - At each official county mass care facility, the county will provide communications and security, to the extent possible. At each official mass care facility in municipalities, the City or Town will provide communications and security, to their extent possible.
  - ARC bears the direct cost of operating shelters and does not request reimbursement from the local jurisdiction.

Emergency Assistance:
The Office of Emergency Management (OEM) in coordination with the PCHHS will coordinate assistance, resources, and technical assistance in support of shelters. The support of unaffiliated volunteers and unsolicited donation and voluntary agency coordination will be coordinated by the PCHHS and/or its designated partners

Housing:
The ESF #6 housing function addresses needs of victims in the affected areas, and is accomplished through implementation of programs and services designed to determine victim needs and the provision of housing assistance for short and long term housing of displaced victims. Pitkin County agencies and municipalities will:
  - Coordinate with the EOC or IMT to provide the most effective, expedited and efficient plan of action to provide housing assistance.
  - Facilitate short and long term solutions for victims, which may include rental assistance, temporary housing, loans for the repair and/or replacement of primary residences, etc.
  - Determine the available habitable housing units, within or adjacent to the incident area for use as emergency temporary housing.

Human Services:
The PCHHS along with other Pitkin County agencies will assist with the provision of victim related recovery efforts, such as, mental health counseling, support for persons with special needs and coordination of financial assistance programs. PCHHS and partners will:

- Coordinate and assess the situation and implement an appropriate plan based on the resources available to assist all victims.
- Support various services impacting individuals and households, including a coordinated system to address victims' incident related recovery efforts through crisis counseling and other supportive services.
- Coordinate and identify individuals with special needs within the impacted area, to include the elderly, people with disabilities, and people communicating in languages other than English (including sign language).
- Coordinate immediate, short-term assistance for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with a disaster, act of terrorism, and/or incident of mass criminal violence.
- Support expedited processing of new Federal benefit claims (e.g., Social Security, veterans' benefits, and Federal tax refunds) disaster unemployment assistance and disaster legal services.
- Ensure water, ice, and other emergency commodities and services requirements are delivered to appropriate entities.

Recovery

Recovery efforts are initiated concurrently with response activities. Close coordination is required among those agencies responsible for response operations and recovery activities and other organizations providing assistance. Recovery operations should include:
- Public information regarding safe re-entry to damaged or affected areas.
- Continued coordination with the EOC or IMT to support on-going activities.
- Identification and provision of long-term housing resources.
- Development of a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for critical needs and necessary expenses.
- Participation in after action reviews, critiques, and reports.
- Changes to standard operating procedures and this ESF #6 plan to improve future operations.

ESF Development, Maintenance, Support, and Training

Development and Maintenance:
The Office of Emergency Management (OEM) is responsible for the development and maintenance of ESF #6 Mass Care.

This ESF #6 Annex will be reviewed periodically, revalidated, and necessary revisions will be incorporated. The revision process will incorporate changes based upon periodic drills and exercises as appropriate.

Support:
All organizations that support this ESF #6 will develop and maintain their own organization's updated Standard Operating Guides (SOG/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Emergency Manager, as necessary.

Training:
The Emergency Manager will exercise this ESF periodically, as necessary. Training to and exercise of individual support agencies' SOG/SOP that support this ESF are the responsibility of each respective organization.

Appendices
I. Protocol for shelter operations
II. Mental Health deployment
III. Mutual Aid agreements

EMERGENCY SUPPORT FUNCTION #7 – RESOURCE SUPPORT ANNEX

ESF Coordinator/Leads:
Pitkin County Emergency Manager
Pitkin County Finance

Primary Agency:
Pitkin County Emergency Management
City of Aspen Finance
Town of Snowmass Village Finance
Town of Basalt Finance

Supporting Agencies:
Ambulance Districts
American Red Cross
Fire Service
Hospitals
Law Enforcement
Metropolitan Districts
Other Local Government
Pitkin County Health & Human Services
Private Sector
Public Works Agencies
RFTA
School Districts

Introduction

Purpose
The purpose of Emergency Support Function ESF #7 – Resource Support is to support logistical and resource support to entities involved in emergency response and recovery efforts for an emergency or disaster that impacts Pitkin County.

The Pitkin County Resource Mobilization Plan and the State Resource Mobilization Plan are attached by reference. The JHA is responsible for payment of resources ordered through the EOC. The Pitkin County or JHA Emergency Procurement Policy will be followed.

Scope
ESF #7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster.

ESF #7 also provides for logistical support for requirements not specifically identified in the other emergency support functions and may be resources unique to the emergency itself. Resource support also involves the effort and activity necessary to evaluate, locate, procure, and provide essential material resources throughout the event. Resource support activities must be ongoing and coordinated in the local EOC and in field incident command posts.

Situation
- During emergency and disaster conditions, communities and possibly the entire county may be isolated due to problems with the transportation and communication infrastructure.

- The PCREDC may become inundated with emergency telephone calls and resource capabilities can be overwhelmed. The Incident Commander will notify PCREDC to pass resource requests to the Pitkin County EOC.
- The EOC shall have the capacity to facilitate foreseeable logistical requirements; however, there will be shortages of a wide variety of supplies, personnel and resources to support a very large incident or numerous simultaneous smaller incidents and to provide basic human needs for emergency population survival.

Planning Assumptions
- All ESF #7 support agencies will be notified and tasked to provide 24-hour representation as necessary. Successful sustained emergency and disaster operations are contingent upon an efficient and effective resource support function.
- Each support agency is responsible for ensuring sufficient program staff is available to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis.
- Individuals representing agencies supporting the staffing of the ESF #7 will have extensive knowledge regarding resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.
- Transport of resources may require staging areas and support from ESF #1 (Transportation).
- Staging areas will be pre-determined to the degree possible.

Concept of Operations
- Capabilities and resources committed to ESF #7 will be allocated and coordinated by the EOC based upon the policy group and Incident Management Team priorities.
- The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local resources outside the impacted area.
- Support which cannot be provided from these sources will be obtained through the State EOC through the Pitkin County Emergency Manager and/or commercial sources.
- Logistical support necessary to save lives will receive first priority.
- Massive requests for resources will be accompanied by a disaster declaration, which should also include provisions for changes in procedures for purchasing. The Pitkin County Emergency Procurement Policy will be in place.

Organization and Responsibilities
During an emergency or disaster, the primary and support agencies of ESF #7 will assign personnel to the EOC. In addition, ESF #7 will:
- Take orders, place orders, track orders, and pay for orders to support incident needs.

Organization
- Operate under the direction of the EOC Manager.
- Operate during the emergency in the EOC.
- Maintain liaison with other ESFs and appropriate parties. This will be accomplished through the coordination of the EOC Manger.

- At the tasking of the EOC Manager, take action if another ESF requires assistance in obtaining needed items. ESF #7 finds a source for needed items and provides to the requesting ESF the name of the contact person, the price, and schedule for when the material can be made available at the established location.
- Pitkin County Finance Department personnel will be available to ESF #7 when the EOC is activated. The JHA will also staff ESF #7. When needed, for example of long activation periods or intense activation over a short time frame, finance personnel from other support agencies may be called into the EOC to participate in ESF #7. Support agency personnel may be asked to help locate sources of needed items while posted at their own agencies. Purchasing needs that cannot be handled from the Incident Command Post(s) will be sent to the EOC.

Responsibilities

All ESF #7 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #7; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #7 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #7 annex.
- Develop, revise, update, and maintain ESF #7 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #7 activities.
- Provide ongoing status reports as requested by the ESF #7 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Conduct periodic tabletop and mock training exercises activating ESF #7 to improve coordination, communications, and performance.

Pitkin County Emergency Management
- Responsible for allocating and coordinating resources and support activities through ESF #7. Designated county departments will furnish resources as required.
- Such support will be terminated at the earliest practical time.
- Enlist support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
- Serve as the primary agency for ESF #7.

Finance Management
- The Pitkin County Finance Director or designee is notified when the EOC is activated.

- Expenditures for cost tracking and recovery are documented during the incident response and will continue through the incident recovery and close out period through WEB EOC.
- The EOC Manager and Finance Department will work with ESF #7 personnel in keeping the Pitkin County Administration and Commissioners appraised of expenditures based upon standard accounting procedures.
- Each support agency is responsible for tracking its own costs associated with ESF #7 operations using Standard procedures established by the support agency's standard accounting and tracking procedures.
- In concurrence with the EOC, each support agency will file for reimbursement of costs it incurs through its own agency's accounting and reimbursement filing system.
- Each support agency is responsible for monitoring staff hours using its own tracking system and requesting financial reimbursement for staff hours incurred in association with ESF #7 operations.
- The EOC will provide appropriate forms and provide guidance to complete forms for efficient tracking and reimbursement.

EMERGENCY SUPPORT FUNCTION #8 – PUBLIC HEALTH AND MEDICAL SERVICES ANNEX

ESF Coordinator/Lead:
Designated Health/Medical Representative

Primary Agencies:
Pitkin County Health & Human Services
Community Health Services, Inc.
Aspen Valley Hospital
Ambulance Districts
Pitkin County Coroner

Support Agencies:
American Red Cross
Mind Springs Health
Fire Departments
Law Enforcement Agencies
Pitkin County Emergency Management
Pitkin County Environmental Health
City of Aspen Environmental Health
Public Works Agencies
Valley View Hospital
Local Medical Providers
Aspen Hope Center
Colorado Department of Public Health and
  Environment (CDPHE)

Introduction

Purpose
The purpose of Emergency Support Function (ESF) #8 – Public Health and Medical Services is to provide a coordinated response for the protection of Pitkin County's public health, emergency medical care, and fatality and mortuary needs in an emergency situation. It provides a structure consistent with the National Response Framework (NRF) and National Incident Management System (NIMS) from which to coordinate emergency activities to protect and provide essential life and health services, and to provide for the respectful and lawful handling of human remains. Services also cover the medical needs of members of the "at risk" or "special needs" population described in the Pandemic and All-Hazards Preparedness Act and in the *National Response Framework (NRF)* Glossary. It recognizes the need for pre-event preparedness and coordination during developing potential health and medical situations.

Scope
The scope of ESF #8 is to provide direct assistance in identifying, and meeting public health and medical needs of victims of an emergency or disaster situation. The direct assistance is categorized in the following core functional areas:
- Assessment and monitoring of health and medical needs,
- Mental health,
- Continuity of water and sanitation services;
- Monitoring of air quality,
- Emergency medical services and care;
- Medical equipment and supplies, including mass casualty trailers,
- Fatality management;
- Mortuary management.
- In-hospital care,

- Food/drug/medical device safety,
- Radiological/chemical/biological hazards consultation,
- Vector control

Policies

The policies guiding actions by the primary responsible agencies under ESF #8 are:
- The primary ESF agencies will be dependant upon the current situation.
- Pitkin County Public Health/Community Health Services, Inc., will be the primary coordinating agency for this ESF in the matter pertaining to Public Health.
- The Aspen Ambulance District will be the primary coordinating agencies for this ESF in matters pertaining to Emergency Medical Care.
- The Pitkin County Coroner's Office will be the primary coordinating agency for this ESF in matters pertaining to Fatality Investigation and Mortuary Management.
- Mind Springs Health will be the primary coordinating agency for this ESF in matters pertaining to mental health.
- Aspen Valley Hospital will be the primary coordinating agency in matters pertaining to medical care.
- The adoption of this Annex to the Pitkin County Emergency Operations Plan (EOP) does not alter or impede the existing authorities of any department or agency supporting ESF #8.
- The EOC or IMT facilitates the coordination of the overall County response including ESF #8 and all other Emergency Support Functions.
- As necessary, during the ESF #8 activations, Pitkin County Public Health/Community Health Services, Inc. will maintain frequent communications with the Colorado Department of Public Health and Environment (CDPHE) Command Center.
- The ESF #8 Lead is responsible for consulting with and organizing State, Federal and local medical subject matter experts, disaster medical and mortuary subject matter experts and teams, as needed.

Situation and Assumptions

Situation
- A comprehensive ESF #8 system and support network is essential at anytime, but becomes vital during emergency situations.
- Pitkin County and its partners have sufficient ESF #8 capability and capacity to handle routine health care, medical services, and mortuary requirements.

Capability Assumptions
- A large-scale emergency situation may significantly increase demand on all public health, mental health, medical, and mortuary requirements in the County.
- The release of toxic or hazardous materials may result in human and environmental contamination.
- During severe weather conditions, County EMS and rescue operations may be temporarily suspended to protect the responders from dangerous conditions.
- Disaster events involving multiple patients, mass care and/or fatalities will be managed according to the Pitkin County Mass Casualty Plan and then the Central Mountains Regional Area Trauma Advisory Council (RETAC) Mass Casualty

Incident Plan as the event expands. This will be coordinated by the on-scene Incident Commander in coordination with the EOC or IMT.

- Disruption of the County's communications systems will severely impede the timely delivery of emergency medical response services and coordination with facilities.
- Many injuries, both minor and relatively severe, will be self-treated by the public.
- EMS has a limited capacity to handle mass casualty incidents and will require significant support from local fire districts and mutual aid from surrounding jurisdictions in order to treat and transport patients.
- Patients from a mass casualty incident will initially be transported to local facilities generating a need for those facilities to activate their disaster plans and requiring coordination of transports to hospitals outside of Pitkin County.
- When local resources can no longer meet the demand of the situation, regional, State and Federal resources may be requested.
- An emergency situation involving large areas of the County may adversely affect local resource response capabilities and damage the existing medical infrastructure.
- Under certain circumstances, it may be necessary to relocate hospital functions and patients, including the seriously ill (surge capacity).
- When local resources can no longer meet the demands of the emergency situation, additional resource requirements will be requested through agreement and/or mutual aid. The County Emergency Manager will request assistance from the State of Colorado ESF #8 through the Colorado OEM or State EOC and specialized teams and assistance from FEMA.
- A significant disaster event may cause injuries to a considerable number of people resulting in physical, biological, or mental health impact throughout the affected area, and create a widespread need for medical care or public guidance.
- Emergency operations for health and mental health services will be an extension of normal agency and facility responsibilities.

Concept of Operations
During an emergency situation in Pitkin County, public health, mental health, medical, and mortuary requirements and outside assistance for health and medical emergency operations will be under the control of the Incident Commander and/or an Incident Management Team and coordinated and prioritized in the Pitkin County EOC or IMT.

Assignment of Responsibilities

General Organization Responsibilities
- The primary agency for this ESF will be established based upon the specific needs of the preparedness planning or incident and will be responsible to organize, coordinate, and supervise emergency Pitkin County public health services, medical service operations, fatality and mortuary management.

Responsibilities
All ESF #8 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).

- Organize ESF #8; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #8 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #8 annex.
- Develop, revise, update, and maintain ESF #8 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #8 activities.
- Provide ongoing status reports as requested by the ESF #8 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capability.
- Conduct periodic tabletop and mock training exercises activating ESF #8 to improve coordination, communications, and performance.

Organization

The community partner roles providing ESF8 response, resources and support are depicted in Table 2.

Table 2: Roles of Pitkin County ESF #8 Partners	
ESF #8 Partners	**Roles**
Pitkin County Public Health	**Disease surveillance & investigation** **Mass prophylaxis** **Risk communication to public** **Guidance to healthcare providers** **Quarantine & isolation orders** **Surge care planning, coordination &** **logistics support** **Volunteer coordination & training** **Environmental health**
Hospitals	**In-patient care** **ER triage** **Surge hospital management staffing**
Emergency Medical Services	**Field triage** **Patient transport**
Private Physicians and Medical Practices	**Outpatient diagnosis & treatment** **Triage** **Patient education** **Surge staffing at triage centers, surge hospitals**
Mental Health	**Mental health & triage** **Crisis counseling**
Coroner	**Mass fatalities management** **Death investigations**
Human Services	**Vulnerable population identification**

RESPONSE

Initial Actions
Pitkin County Public Health
- To the best of its ability, Pitkin County Public Health/Community Health Services, Inc. will provide timely and effective services, including, but not limited to; disease surveillance, health promotion, mitigate the effects of an emergency or event based on the needs of the community.
- If required, Community Health Services, Inc. will establish mass medication sites to dispense needed medication or vaccinations to emergency workers and/or the general public.
- Strategic National Stockpile (SNS) assets, if required, will be requested from CDPHE and Colorado DEM via the Pitkin County EOC. Local distribution of SNS assets is coordinated through Community Health Services, Inc.

- The Pitkin County Public Health Director has the statutory authority to issues written orders for Quarantine and Isolation. The issuance and enforcement of such orders during a public health emergency will be coordinated through the BOCC and with law enforcement.
- The Pitkin County Public Health Director may order inspections of damaged housing, emergency shelters, and public facilities as necessary, to determine the need for emergency repairs, pest control, sanitation, or other health related protective procedures.
- The Pitkin County Public Health Director will coordinate mental health services when requested.

Environmental Health
- The Pitkin County Environmental Health Department and the City of Aspen Environmental Health Department will be the lead agencies in providing for food and water safety and air quality monitoring.
- Environmental Health will coordinate environmental health activities for waste disposal, refuse, food, water, vector/vermin control, air and sanitation.
- Environmental Health will provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.

Mental Health
- Mind Springs Health and Aspen Hope Center, in conjunction with other community resources will provide crisis counseling and mental health support to agencies and people impacted by an emergency situation incident.
- Mental Health will organize, train, and deploy mental health teams for support to emergency operations in the County.
- Mental Health will provide for 24/7 mental health care services during emergency operations to include critical incident stress debriefings for evacuees in emergency shelters, disaster victims, and all personnel that support emergency operations in Pitkin County, including hospital/medical services personnel, and volunteers.
- Mental health will provide sites, as available, for temporary mental health hospital/clinics for mentally ill patients.

Medical Services
- Aspen Valley Hospital, Valley View Hospital and local emergency clinics, when opened, will receive patients during emergency situations.
- EMSystems will be used by the hospitals and/or the EOC to assist with patient assignment and medical transport routing if the needed medical service is not available at the hospital, or there are no bed spaces available.
- Aspen Valley Hospital may also provide for decontamination of contaminated patients on hospital grounds, if required, but may require assistance from outside agencies.
- The Central Mountain RETAC Coordinator may be called upon to provide technical assistance to ESF #8.
- Aspen Valley Hospital will implement plans to provide medical services for a mass casualty/fatality incident in the County, or the surrounding municipalities.

- Potential sites for alternate care include Basalt Afterhours clinic and Snowmass Clinic.
- Aspen Valley Hospital will track patients that come and go from the hospital and communicate with ambulance services.
- Coordinate with the County Emergency Manager.
- Designate liaison to the EOC and the JIC (Joint Information Center).
- Pitkin County has two Mass Casualty Incident (MCI) trailers that have equipment capabilities to handle a number of victims in a treatment area. They are deployed at the request of the Incident Commander.
- Existing emergency medical facilities:
  Aspen Valley Hospital
  24/7 contact phone: (970) 544-1228 (Emergency Room Charge Nurse)
  Valley View Hospital
  24/7 contact phone: (970) 618-6735 (House Supervisor)

Ambulance Districts in Pitkin County
- During emergency medical situations, on-scene incident command functions will be performed by the ambulance district having jurisdiction.
- Medical transport may also be provided by other ambulance providers, fire district personnel, mass transit vehicles, such as, buses, or aviation medical services.
- EMS will prepare or assist in the preparation of plans and SOPs in support of County EMS operations during emergencies and provide for coordination with other emergency services (e.g., fire, law enforcement, hospital, etc.) including private support groups.
- EMS will coordinate emergency medical services with Aspen Valley Hospital, Valley View Hospital and outside agencies and representatives, as appropriate.
- Provide tracking system for injured patients.

Fatality and Mortuary
- The Pitkin County Coroner will identify and take charge of the proper recovery of the deceased and any human remains. Coroner will:
- Develop procedures for the recovery, identification, registration and disposition of the dead.
- Be prepared to recruit other professionals and volunteers to assist with sorting, documenting, and identifying human remains, and establishing temporary morgues, as required.
- During a mass fatality incident, coordinate medical examiner and mortuary operations with law enforcement, ambulance services, pathologists, the American Red Cross (ARC), dentists, x-ray technicians, funeral home directors, DMORT, and others as required.
- Additional support services from State or Federal resources (equipment and supplies such as refrigerated trucks, body bags) will be requested by the County Coroner either through the County Emergency Manager or from the Colorado DEM State EOC via the Pitkin County EOC.
- In cases of infectious disease, such as a pandemic, the Coroner works in collaboration with the Pitkin County Public Health, the Emergency Operations Center (EOC) and an Infectious Disease Epidemiologist, to determine which, if any, cases will be considered Coroner's (medical examiner's)

- Provide a tracking system/procedures for human remains.
- Coordinate notification of next of kin, and release remains, and deceased person's personal effects, with local law enforcement, the ARC, clergy services, and mental health services.

Special Response Plans
- A request for Disaster Mortuary Response Team (DMORT) assistance must be made by the County Coroner or Board of County Commissioners (BOCC).
- The Joint Information Center (JIC), established in support of the Pitkin County EOC is authorized to release general medical and public health information to the public after consultation with all impacted agencies and the Incident Commander. To ensure patient confidentiality, the release of medical information by ESF #8 will be in accordance with the Health Information Portability and Accountability Act (HIPAA).
- Special needs populations may be defined as people who have limited knowledge of an event or limited ability to relocate because of a special need. Special needs populations have barriers caused by, but not limited to; language, physical or mental disability, health problem, and age.

Agencies that have information about or resources to reach special needs groups are:

Mind Springs Health	(970) 920-5555
Community Health Services, Inc.	(970) 920-5420
Pitkin County Health & Human Services	(970) 920-5766
Pitkin County Senior Services	(970) 920-5432
Pitkin County Sheriff's Office	(970) 920-5300
Home Care and Hospice of the Valley	(970) 927-6650
Columbine Home Health	(970) 945-8050
Aspen Hope Center	(970) 925-5858
Aspen Homeless Shelter	(970) 544-5545
Aspen Valley Hospital	(970) 544-1366
Aspen Camp for the Deaf	(970) 315-0513
North West Options for LTC	(970) 625-5282
ACRA (tourist population)	(970) 925-1940
Valley Life for All (Gary Bender)	(970) 319-1279

EMERGENCY SUPPORT FUNCTION #9 – SEARCH AND RESCUE ANNEX

ESF Coordinator(s)/Lead(s):
Sheriff's Office

Rescue Leader, Mountain Rescue Aspen

Primary Agencies:
Pitkin County Sheriff's Office
Mountain Rescue-Aspen
Aspen Fire Protection District
Basalt and Rural Fire Protection District
Carbondale and Rural Fire Protection District
Snowmass-Wildcat Fire Protection District

Support Agencies:
Ambulance Districts
Law Enforcement Agencies
Pitkin County Emergency Management

Introduction

Purpose

Emergency Support Function (ESF) #9 – Search and Rescue is broken up into two distinct incident types.
- Structural Collapse (Urban) Search and Rescue (US&R)
  - o Urban Search and Rescue (US&R) is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by any emergency or hazardous event when they cannot remove themselves. Urban search and rescue includes technical rescue activities such as heavy lifting and building collapse.
- Land/Wilderness Search and Rescue
  - o Land/Wilderness search and rescue activities are emergency incidents involving locating missing individuals, mountain rescue and locating downed aircraft. The Land/Wilderness Search and Rescue (SAR) system is integrated around the Pitkin County Sheriff who primarily uses Mountain Rescue Aspen as the core task force prepared to deploy immediately and initiate land/wilderness SAR operations in support of ESF #9. This task force is staffed primarily by local volunteers who are highly trained and experienced in search and rescue operations and possess specialized expertise and equipment. The Colorado Search and Rescue Board (CSRB) is the state level coordinator of out-of-county called upon for mutual aid should the needs of the SAR be anticipated to exceed the resources of MRA.

Scope

Structural Collapse (Urban) Search and Rescue (US&R)
ESF #9 responsibility during incidents or potential incidents requiring a urban SAR response reside with ESF #9 primary agencies that provide timely and specialized urban SAR capabilities. Pitkin County does not have any specialized SAR units but should rely on the local Fire District's for initial response. SAR services include distress monitoring, incident communications, locating distressed personnel, coordination, and execution of rescue operations including extrication and/or evacuation, along with providing medical assistance and civilian services through the use of public and private resources, to assist persons and property in potential or actual distress. The National US&R Response System will be relied upon in Pitkin County for major urban SAR operations. The National US&R system is prepared to deploy and initiate operations immediately in support of ESF #9. The task forces are staffed primarily by emergency services personnel who are trained and experienced in collapsed structure SAR operations and possess specialized expertise and equipment.

Land/Wilderness Search and Rescue
ESF #9 responsibility is granted by statute to the Sheriff of each county in Colorado. Search and Rescue activities may include:
- Searches and rescues in the wilderness or urban areas for lost, missing, or endangered persons.
- Surface or underwater searches of lakes, ponds, or rivers.
- Searching for downed or missing aircraft.

The State of Colorado has signed an agreement with the Air Force SAR Coordinator for the Inland Region in support of the National Search and Rescue Plan. This agreement provides County Sheriffs with the ability to contact Air Force air assets directly or via the Division of Emergency Management (DEM) or the Colorado Search and Rescue Board (CSRB).

Actions

Structural Collapse (Urban) Search and Rescue (US&R)
- All SAR operations will be managed under the Incident Command System.
- Priority is given to emergency responder, public safety and protecting property, in that order.
- Coordination with, and support of, State and local agencies capable of providing SAR resources is accomplished through mutual aid agreements with that adjacent organizations, and in cooperation with the Colorado Division of Fire Safety and Colorado Division of Emergency Management when resource beyond existing mutual aid are necessary.
- Implement alert/activation for state and federal USAR resources through the Colorado Division of Emergency Management (303) 279-8855.
- Upon notification, a qualified member from a participating Fire District will be assigned and respond to the designated EOC to serve as the ESF# 9 lead (this person should not be directly involved in the incident in another way).

- The ESF# 9 lead is responsible for situation awareness (incident situation and damage assessment information for all incidents) and determination of resource needs from the local incident commander(s).
- The ESF# 9 lead coordinates incident resource needs and determines and resolves as necessary, issues regarding resource shortages and resource ordering issues.
- The ESF# 9 lead gathers and maintains current inventories of available emergency service facilities, equipment, and key personnel throughout Pitkin County during an incident(s).
- The ESF# 9 lead Implements the Colorado Emergency Resource Mobilization Plan.
- The ESF# 9 lead assumes responsibility for coordinating and tracking SAR resources mobilized through the EOC.
- The ESF# 9 lead assists the Incident Commander(s) in planning for and acquiring relief resources to replace or rotate with committed resources for extended operations.
- The ESF# 9 lead collects appropriate records of costs incurred during an event for all SAR resources.
- The ESF# 9 lead requests supporting agencies document any lost or damaged equipment and personnel or equipment accidents.

Land/Wilderness Search & Rescue
- ESF #9 is responsible for coordination of land/wilderness search and rescue missions within their assigned areas.
- All SAR operations will be managed under the Incident Command System.
- The Pitkin County Sheriff's Office is responsible for conducting and coordinating all lost, missing and overdue aircraft searches.
- Upon activation of the EOC, a Deputy of the Pitkin County Sheriff's Office will authorize a member of Mountain Rescue Aspen to respond to the designated EOC as the SAR representative under ESF#9 if the incident is a Land/Wilderness Search & Rescue Type incident.
- Additional Land/Wilderness SAR resources can be obtained by contacting the CSRB on call coordinator at (800) 593-2772.

EMERGENCY SUPPORT FUNCTION #10 – HAZARDOUS MATERIALS ANNEX

ESF Coordinator/Lead:
Pitkin County Environmental Health

Primary Agencies:
Pitkin County Landfill
Designated Emergency Response Authority
(DERA)

Support Agencies:
Ambulance Districts
Law Enforcement
Pitkin County Emergency Management
Pitkin County Local Emergency Planning
 Committee (LEPC)
Private Industry
Colorado State Patrol

Introduction

Purpose
ESF #10 provides for a coordinated response to actual or potential oil and hazardous materials incidents. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents.

Scope

- Hazardous materials addressed under the Pitkin County Emergency Operations Plan (EOP) include chemical, biological, radiological, and explosive substances, whether accidentally or intentionally released. These include certain chemical, biological, radiological, and explosive substances considered weapons of mass destruction (WMD).
- ESF #10 describes the lead coordination roles, the division and specification of responsibilities among various agencies, and the regional, and onsite response organizations, personnel, and resources that may be used to support response actions.
- This ESF is intended to provide a coordinated response to an actual or potential release of hazardous materials, resulting from any source, including, but not limited to; transportation incidents, fixed facility incidents, natural disaster (i.e., wildfire, floods, etc.) and/or terrorist attack.

Policies
The Designated Emergency Response Authority (DERA), is the primary response authority for any hazardous materials incident in Pitkin County. The DERA is authorized by State statute to provide support to other local governments at the request of another DERA, or under established mutual aid.

The DERAs for Pitkin County are:
- Colorado State Patrol – for Federal, State and County roads.
- Pitkin County Sheriff's Office – for all other non-federal areas not inside of a municipality.
- Aspen Fire Protection District – City of Aspen
- Basalt and Rural Fire Protection District – Town of Basalt
- Snowmass-Wildcat Fire Protection District – Town of Snowmass Village
- Federal Lands

Federal Occupational Safety and Health Administration (OSHA) 1910.120 and/or National Fire Protection Association (NFPA) standard 472 shall be the guiding documents for hazardous materials response.

Hazardous materials inventory, containment, and emergency planning services are mandated under the Superfund Amendment and Reauthorization Act of 1986 (S.A.R.A.) also known as the Emergency Planning and Community Right to Know Act of 1986. This function shall be carried out by the Local Emergency Planning Committee (LEPC).

Concept of Operations
- Unless otherwise specified herein, the response to hazardous materials incidents shall be handled by the Designated Emergency Response Authority (DERA) for the jurisdiction.
- In the event of a terrorist event, the FBI will be the lead agency with State and local agencies providing support and resources to assist.
- Disposal of hazardous materials (waste) is invariably handled by a private clean-up contractor with the responsible transporter being liable for the costs of the response and remediation of the affected area.

Initial Actions
- The DERA will provide and/or participate in on-scene command and control utilizing unified command when appropriate.
- Deploy hazardous materials response teams to provide technician level response to mitigate an actual or potential release of hazardous materials.
- Provide personnel to manage technical/safety requirements during hazardous material/terrorist incidents.
- Upon activation, a representative will be assigned to the Pitkin County EOC to function as the ESF #10 Lead.
- The ESF #10 Lead is responsible for providing situational awareness to the EOC staff, gathering resource needs of the local incident(s) and providing technical assistance when required by local jurisdictions or the Incident Commander(s).

Responsibilities

All ESF #10 agencies will:

- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #10; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #10 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #10 annex.
- Develop, revise, update, and maintain ESF #10 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #10 activities.
- Provide ongoing status reports as requested by the ESF #10 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this call-out information to ESF #2 - Communications.
- Conduct periodic tabletop and mock training exercises activating ESF #10 to improve coordination, communications, and performance.

EMERGENCY SUPPORT FUNCTION #11 – AGRICULTURE AND NATURAL RESOURCES ANNEX

ESF Coordinator/Lead:
Designated Animal Services Representative

Primary Agencies:
Pitkin County Animal Control
CSU Extension
Pitkin County Environmental Health
Pitkin County Health and Human Services
Pitkin County Land Management

Support Agencies:
Local Private Veterinarian Practitioners
Community Health Services, Inc.
Aspen Animal Shelter
Pitkin County Landfill

Introduction

Purpose
Emergency Support Function (ESF) #11 – Agriculture and Natural Resources supports local efforts to address: (1) provision of nutrition assistance; (2) control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant pest infestation; (3) assurance of food safety and food security under Department of Agriculture (USDA) jurisdictions and authorities; and (4) protection of natural and cultural resources and historic properties (NCH) resources prior to, during, and/or after incidents.

Scope
- Animal and plant disease and pest response includes; implementing an integrated local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.
- ESF #11 ensures coordination with ESF #8 – Public Health and Medical Services, that animal/Veterinary/Wildlife issues in natural disasters are supported.
- ESF #11 should ensure coordination with ESF #6 – Mass Care, Housing and Human Services, when necessary.
- ESF #11 is responsible for the coordination of efforts to prevent, protect, respond to, and recover from, incidents affecting food supplies, plant/animal disease control, natural resource protection and companion animal safety.
- ESF #11 assures the safety and security of the commercial food supply including the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry, laboratory analysis of food samples, control of products suspected to be adulterated, plant closures, food born disease surveillance, and field investigations.

Initial Actions
- Upon notification, an Agency representative will respond to the Pitkin County EOC to function as the ESF #11 Lead.

- The ESF #11 is responsible for providing situational awareness to the EOC and for determination of resource needs for local incident(s)

Responsibilities

All ESF #11 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #11; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #11 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #11 annex.
- Develop, revise, update, and maintain ESF #11 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #11 activities.
- Provide ongoing status reports as requested by the ESF #11 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this call-out information to ESF #2 - Communications.
- Conduct periodic tabletop and mock training exercises activating ESF #11 to improve coordination, communications, and performance.

Primary Agencies:

Pitkin County Animal Control
- Primary agency for issues involving companion animals.
- Assists with the investigation of zoonotic disease.

CU Extension
- Primary agency for issues involving domestic animals, excluding companion animals, and crop plants excluding forest products.

Pitkin County Environmental Health/Pitkin County Land Management
- Primary agencies for the inspection, fumigation, disinfection, sanitation, pest extermination and destruction of animals or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings and take other measures as necessary.

Pitkin County Health & Human Services
- Provides assistance and coordination of food commodities during declared emergencies.

EMERGENCY SUPPORT FUNCTION #12 – ENERGY AND PUBLIC UTILITIES ANNEX

ESF Coordinator/Lead:
ESF Lead, Designated Utilities Representative
ESF Team, Various Utility Agencies

Primary Agencies:
City of Aspen Utilities
Water/Gas/Electric in Pitkin County

Support Agencies:
Aspen Consolidated Sanitation District
Holy Cross Energy
Source Gas
Snowmass Village Water and Sanitation
  District
Town of Basalt Water Department
Mid-Valley Metro Water and Sanitation
  District

Introduction

Purpose
- ESF #12 collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas.
- Responsible for coordinating the restoration and protection of Pitkin County's critical energy systems following a major disaster, emergency, or other significant event requiring response and protection.
- Responsible for providing information to the Pitkin County EOC on system(s) damage and estimation on the impact of these system outages within affected areas.

Scope
- The term "energy" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.
- ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

Initial Actions
- Upon notification, an Agency Representative will respond to the Pitkin County EOC. This representative will serve as a liaison with regulated and unregulated utility companies to facilitate critical infrastructure protection and restoration.
- The ESF #12 Lead is responsible for providing situational awareness for the EOC and determination of resource needs of the local incident(s). Information should include affected areas, estimated outage time and estimated restoration time.
- The ESF #12 Lead is responsible for coordinating requests for assistance from local energy officials, suppliers, and deliverers.
- ESF #12 Lead is responsible for coordinating and tracking assets and resources that may be used in response to any event involving energy or multi-hazard problems.

Responsibilities

All ESF #12 agencies will:

- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #12; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #12 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #12 annex.
- Develop, revise, update, and maintain ESF #12 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #12 activities.
- Provide ongoing status reports as requested by the ESF #12 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this call-out information to ESF #2 - Communications.
- Conduct periodic tabletop and mock training exercises activating ESF #12 to improve coordination, communications, and performance.

EMERGENCY SUPPORT FUNCTION #13 – PUBLIC SAFETY AND SECURITY ANNEX

ESF Coordinator/Lead:
Designated Law Enforcement Representative

Primary Agencies:
Pitkin County Sheriff's Office
Aspen Police Department
Basalt Police Department
Snowmass Village Police Department

Support Agencies:
Ambulance Districts
Colorado State Patrol
Fire Agencies
Pitkin County Emergency Management
Metropolitan Districts
Private Security

Introduction

Purpose
ESF #13 provides a mechanism for coordinating and providing support to local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual incidents or disasters.

Scope
- ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations.
- ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions or capabilities unique to the local government.

Initial Actions
- Upon notification, a Law Enforcement representative will be assigned to respond to the Pitkin County EOC to serve as the ESF #13 Lead.
- The ESF #13 Lead will be responsible for providing situational awareness to the EOC staff regarding law enforcement, public safety and security issues.
- The ESF #13 Lead will assist in determining resource needs of the local incident(s) and provide for the mobilization, prioritization, and coordination of law enforcement services.
- ESF #13 will obtain additional resources from outside of Pitkin County through the ESF #7 – Resource Support Lead.
- Unless there is a delegation of authority by the Sheriff or Chief of Police or a Governor's Emergency Declaration or if the Governor chooses to take command of local resources, law enforcement activities will remain under the control of the jurisdiction's chief law enforcement official, generally the Chief of Police or the County Sheriff.

- ESF #13 will mobilize, prioritize, and assign to incident(s) law enforcement teams and resources, as needed, for security, traffic control, evacuation, general law enforcement duties, etc., as well as, personnel for relief or rotation assignment.
- ESF #13 will coordinate with ESF #1 – Transportation and ESF #3 – Public Works and Engineering for assets to support law enforcement operations when indicated.

Responsibilities

All ESF #13 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #13; develop structure, identifying designated ESF Coordinator(s), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #13 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #13 annex.
- Develop, revise, update, and maintain ESF #13 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #13 activities.
- Provide ongoing status reports as requested by the ESF #13 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this call-out information to ESF #2 - Communications.
- Conduct periodic tabletop and mock training exercises activating ESF #13 to improve coordination, communications, and performance.

EMERGENCY SUPPORT FUNCTION #14 – COMMUNITY RECOVERY AND MITIGATION ANNEX

ESF Coordinator/Lead:
Designated County Administrator

Primary Agencies:
Pitkin County Government
City of Aspen Government
Town of Basalt Government
Town of Snowmass Village Government

Support Agencies:
Special Districts
Non-Governmental Organizations
Chamber of Commerce
American Red Cross
Local Economic Development Organizations
Regional Schools

Purpose

This annex for ESF #14 provides the operational framework for a coordinated effort of the community to recover from the adverse physical, economic and environmental effects of natural and technological disasters, civil disturbances, or acts of terrorism. Those efforts may be both short and long term in nature, with goals including the restoration of vital life-support systems; appropriate reclamation of damaged infrastructure, private property and the environment; rebuilding of damage suffered by the local economy, and reducing or eliminating risks from future incidents.

Scope

ESF #14 is responsible for providing a government conduit and administrative means for appropriate Federal, State, military, voluntary and private sector organizations to assist local governments during the recovery and mitigation process. ESF#14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 may provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services). Activities within the scope of this function include

- Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Work with county departments; other local governments; nongovernmental organizations; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the community.
- Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.
- Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Establish procedures/guidelines for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.

- Facilitate recovery decision making across ESFs. Also facilitate awareness of post-incident digital mapping and pre-incident hazard mitigation and recovery planning across ESFs.
- Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available. The Governor may then declare a "State of Emergency" and the provisions of the State Emergency Operations Plan will be implemented.
- If the situation is beyond local and State capability, the Governor may ask for Federal assistance by requesting a Presidential Declaration of an "emergency" or "major disaster". A Presidential Declaration authorizes Federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93288, as amended). The declaration triggers the implementation of Federal disaster assistance programs, which are coordinated by the Federal Emergency Management Agency (FEMA), in cooperation with the Colorado Division of Emergency Management (DEM).
- Response and recovery operations in both State and Federally declared disasters will be conducted in accordance with the standards set forth by the National Incident Management System (NIMS) and the National Response Framework (NRF).
- Long-term recovery and mitigation efforts will be based on a variety of factors and priorities, including public safety, economic development, environmental protection, and preservation of social cultural and historical resources.

Initial Actions

Immediately after any emergency/disaster, response activities to save lives and protect property should have the highest priority. However, recovery activities can be conducted concurrently with response and should commence as soon as possible. Gradually, as the requirement for emergency response diminishes, the need for recovery activities should become the focal point.

Recovery and restoration actions following any emergency or disaster should be determined by the specific event. Recovery plans are based on the damage assessment; on awareness of what shape the recovery should take in the rebuilding of infrastructure, the environment and the economy; and the resources available for that rebuilding. Several federal, state, and local jurisdictions may be involved depending on the hazard and scope of the situation.

Short-Term Recovery Efforts

Typically focus on restarting critical community elements such as utility, economic, and social systems in order to meet people's immediate needs. Initial and short-term recovery activities focus on the safety and welfare of the affected community and restoration of essential services to include:
- Coordinate and conduct initial damage assessment efforts to help guide local decision making and priority setting and to determine the need for supplemental State and Federal assistance.

- Coordinate the restoration of essential public services and facilities (e.g., removal of debris from emergency routes, emergency repairs to hospitals, and public safety facilities). Coordinate relief efforts with voluntary organizations.
- Provide for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, and prioritization and maintenance of essential services.
- Complete steps for formally requesting State and Federal disaster assistance when damage assessment results indicate that impacts exceed local capabilities.
- Coordinate the delivery of State and Federal disaster assistance programs (e.g., Individual Assistance, Public Assistance, Hazard Mitigation) in Presidential declared disasters.
- Identify post disaster hazard mitigation activities to reduce future risks.

Long-Term Recovery Efforts
Includes resumption of full services; large-scale repair and replacement work; economic and resource re-stabilization; organizations' re-adaptation; and assessment of the event. Hazard mitigation is often part of the long-term recovery effort. Hazard mitigation actions are those taken to permanently eliminate or reduce the long-term vulnerability to human life and property from hazards. Long-term recovery efforts focus on redeveloping communities and restoring the economic viability of disaster areas, including:
- Maintain records on all aspects of the recovery effort. Provide guidance and procedures/guidelines for disaster cost documentation and contingency funding for recovery activities including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. Also assess disaster impacts on municipal bonds and insurance, examine taxation issues such as property reassessment and coordination of cost recovery activities including grant applications for governmental entities.
- Provide for coordination of donations to disaster victims, including informing the general public, through the PIO, of specific items needed. Coordinate and integrate the resources and assistance programs of voluntary agencies and other community-based organizations.
- Ensure appropriate policies, agreements, and procedures/guidelines are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.
- Provide environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, river levels, and advice on solid waste disposal and environmental permitting.
- Prioritize essential public facilities and provide for coordination of personnel and resources necessary to make temporary or permanent repairs to public infrastructure damaged in the disaster.
- Ensure all of the county's criminal and legal obligations are met. Provide legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g. state or federal).

- Provide for coordination of the materials, personnel, equipment and facilities for disaster recovery activities.
- Provide for relocation of citizens displaced by a disaster and ensures that housing is available throughout the recovery period. Reestablish an adequate supply of housing, including affordable housing, to replace housing stock destroyed by the disaster.
- Restore the economic base of disaster impacted communities, including lost jobs and employment opportunities.
- Identify hazard mitigation opportunities and implementing long-term hazard mitigation plans, projects and measures

Mitigation
When repairing and restoring services and facilities, investigate alternative plans and activities to potentially reduce future damages and impacts. These activities include:
- Investigate possible mitigation grant projects for reducing future disaster damage and losses.
- Develop and enforce adequate land use regulations and building codes.
- Develop hazard analysis.
- Develop potential mitigation measure to address the hazards identified in the analysis

Responsibilities
All ESF #14 Lead will:
- Organize ESF #14; develop structure, identifying designated ESF Lead(s), primary agencies and support agencies, along with roles, responsibilities, and assignments.
- Recruit dedicated semiprofessional volunteers to assist in damage assessment efforts.
- Coordinate training for members of a Damage Assessment Teams (DAT).
- Establish point of contact with local officials to determine approximate areas affected and extent of damage.
- Develop, revise, update, and maintain ESF #14 annex in compliance with the EOP base plan maintenance requirements.
- Alert and activate the damage assessment teams and provide briefings
- Work to establish a partnership with business and industry to help ensure all available programs are implemented to assist with economic stabilization and recovery.
- Serve as liaisons to state, federal, volunteer and private agencies providing assistance and implementing recovery programs.
- Work with state and federal officials to ensure that mitigation initiatives are considered in rebuilding and redevelopment when feasible and practical.
- Coordinate with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been identified and appropriate local, state and federal assistance is made available to address important community issues.

Pitkin County Emergency Manager
- Coordinate with ESF 14 Countywide damage assessment and recovery efforts.
- Make recommendations to the appropriate governing body(s) concerning requests for disaster declarations.
- Supply technical information, advice, and assistance in procuring available Federal and State emergency assistance.
- Review and verify damage assessment and assistance information.
- Coordinate closely with County entities for assessment/recovery activities.
- Provide regular updates of information to PIO and ESF #5 – Emergency Management for use in the development of information packets, briefing information, displays, news releases, etc.

Primary Agencies
All ESF #14 agencies will:
- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, and documenting the information.
- When requested, deploy a representative to the EOC to assist with ESF #14 activities.
- Provide ongoing status reports as requested by the ESF #14 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24hour staffing capabilities, as well as forwarding callout information to ESF #2 Communications.
- Participate in periodic tabletop and mock training exercises activating ESF #14 to improve coordination, communications, and performance.
- Perform other emergency responsibilities as assigned. The following Pitkin County departments have these specific emergency responsibilities with respect to recovery efforts:

Pitkin County Offices/Departments
- Serve on Damage Assessment and/or Mitigation Teams, as required.
- Coordinate with Emergency Management for the identification of disaster recovery programs and assistance.
- Provide personnel to temporarily support recovery activities as requested by the Emergency Manager.
- Assist in operating phone lines for recovery information.
- Assist employees in solving special employment problems that may arise as the result of a disaster.

Pitkin County Attorney's Office
- Assist in the preparation of disaster declarations and emergency resolutions to expedite recovery efforts.
- Provide legal advice for proposed actions.

Pitkin County Senior Services
- Provide support and assistance to older disaster victims located within Pitkin County, including, but not limited to the following:
- Maintain a presence at the EOC and/or Disaster Recovery Centers. Represent the needs and interests of the aging network and older adults at the EOC.
- Inform older disaster victims and their families of disaster assistance programs and other assistance, including referring older disaster victims to the National Tele-Registration Center and/or assist with the tele-registration process.
- Assist older disaster victims in establishing eligibility and completing applications for disaster assistance programs. Provide follow-up and advocacy to assure that individuals are able to complete the application process and/or receive eligible assistance.
- Inform older disaster victims, aging network staff and emergency management staff of services the area agencies on aging and related service providers can provide including, but not limited to, alternative housing, home repair, chores, meals, and counseling.
- Collaborate with disaster relief organizations to address unmet service needs of older disaster victims.
- Coordinate the Aging Network's presence at Disaster Recovery Centers during a State or federally declared disaster.

Pitkin County Human Services
- Coordinate the implementation of a comprehensive program of emergency assistance to families following a disaster to include:
    - Aid to Dependent Children
    - Emergency Food Stamp Program
    - Inter-County welfare operations
    - Non-deferrable grants
    - Welfare inquiries
    - Medical assistance programs
- Provide representatives, as needed, to give advice and assistance to disaster affected individuals.
- Assist private relief organizations and/or public agencies in distributing emergency supplies.
- Process requests, assist in reuniting families and provide missing person information, as required.
- Assist in the procurement and distribution of food products following a disaster.

EMERGENCY SUPPORT FUNCTION #15 – EXTERNAL AFFAIRS ANNEX

ESF Coordinator/Lead:
Designated PIO Representative

Support Agencies:
Pitkin County Emergency Management

Primary Agency:
Pitkin County PIO Group
County/Municipal Administrators

Introduction

Purpose
The purpose of public information is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a disaster.

ESF #15 coordinates local actions to provide the required external affairs support to local incident management elements.

ESF #15 details the establishment of support positions to coordinate communications to various audiences. The Pitkin County Joint Information Center (JIC) is a physical location where public affairs professionals from organizations involved in incident management activities can work together to provide critical emergency information, crisis communications, and public affairs support.

The Pitkin County JIC serves as the focal point for the coordination and the dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The Pitkin County JIC structure is designed to work equally well for large or small situations and can expand or contract to meet the needs of the incident. The Pitkin County Public Information Officer's (PIO) Group will be responsible for staffing and managing the JIC.

Scope
- ESF #15 applies to all local departments and agencies that may require public affairs support or whose public affairs assets may be employed during a disaster.
- ESF #15 is required during any response or other event where significant interagency coordination is required and when the Pitkin County EOC has been activated.
- ESF #15 provides the resources and structure for the implementation of the Pitkin County Emergency Operations Plan. Incident communications actions contained in the EOP are consistent with the template established in the National Incident Management System (NIMS).
- Under the Incident Command System (ICS)/Unified Command System (UCS), the JIC is led by the Public Information Officer (PIO) whose jurisdiction has authority for the incident. The PIO has three primary responsibilities:

- To gather incident data. This involves understanding how an ICS/UCS operates and develops an effective method for obtaining up-to-date information from appropriate ICS/UCS sections.
- To analyze public perceptions for each incident of the response. This involves employing techniques for obtaining community feedback to provide response agencies with insight into community information needs, their expectations for the role to be played by the response agencies, and the lessons to be learned from specific response efforts.
- To inform the public. That is, to serve as the source of accurate and comprehensive information about the incident and the response to a specific set of audiences.

- When multiple public or private agencies and organizations come together to respond to an emergency or manage an event, efficient information flow is critical to effectively carrying out these PIO responsibilities and meeting the expectations of various publics. The Pitkin County JIC is a centralized "communications hub" that serves to achieve that information flow.
- PIOs will represent their own agency and speak about their agency's involvement in response and recovery operations in an event. The Colorado Division of Emergency Management PIO will be a central point of contact for the State and should be kept informed, utilizing WebEOC whenever possible, about all participating agency news and information releases throughout the response and recovery operations.

Initial Actions
- The Pitkin County Emergency Management Director, or designee, will make the initial decision to activate the JIC during a large scale emergency or disaster affecting Pitkin County. The JIC will be located in close proximity to the EOC.
- If activated to support incident information management, a request may come from the Incident Commander, or the PIO assigned to the incident.
- The request is made to the Pitkin County Regional Emergency Dispatch Center (PCREDC) to notify the PIO Group.
- Upon notification, PCREDC will inform the available PIOs where to respond and to whom they should report to upon arrival.
- The Lead PIO will be the PIO whose agency has statutory authority for the incident or one that has been chosen by the Incident Commander.. If there are multiple agencies with jurisdictional authority, a unified approach should be utilized, when possible.
- The Pitkin County PIO Group may be activated to support on-going information requirements of a specific jurisdiction during any incident, as needed, or may be activated to staff the JIC during any large scale incident.

Responsibilities

All ESF #15 agencies will:

- Operate agency functions within the structure of the Incident Command System (ICS) and the National Response Framework (NRF).
- Organize ESF #15; develop structure, identifying designated ESF Coordinators), primary agencies and support agencies, along with roles, responsibilities, and assignments, documenting this information in ESF #15 annex.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions, documenting this information in ESF #15 annex.
- Develop, revise, update, and maintain ESF #15 annex in compliance with the EOP base plan maintenance requirements.
- When requested, deploy a representative to the EOC to assist with ESF #15 activities.
- Provide ongoing status reports as requested by the ESF #15 Lead.
- Maintain updated resource inventories of supplies, equipment, personnel resources and facilities, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, as well as, forwarding this callout information to ESF #2 Communications.
- Conduct periodic tabletop and mock training exercises activating ESF #15 to improve coordination, communications, and performance.