
Colorado

DISASTER EMERGENCY PROCEDURES HANDBOOK FOR LOCAL GOVERNMENTS



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Colorado DEPARTMENT of Local Affairs

Division of Local Government

Office of EMERGENCY MANAGEMENT (OEM)

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24-HOUR EMERGENCY NUMBER (303) 279-8855

DISASTER EMERGENCY PROCEDURES HANDBOOK FOR COLORADO LOCAL GOVERNMENTS

Prepared By
Colorado Office of Emergency Management (COEM)
Disaster Preparedness Improvement Grant Program
(DPIG)

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FOREWORD

Disasters are posing an ever greater threat to our safety and well being. The purpose of this handbook is to acquaint you, as a public official, with your responsibilities in emergency management. It will advise you of certain local government actions that may need to be taken during an emergency incident or in the immediate aftermath of a disaster. This handbook identifies communication channels and procedures through which state and federal resources can be made available to your community.

This handbook is not to supersede your Local Emergency Operations Plan (LEOP) or to serve as a local plan.

- Chapters I & II describe the increasingly important role of emergency management in local government operations.
- Chapters III - V describes:
 - issues to address in the event of a disaster (CEO Checklist);
 - the roles and responsibilities of the Colorado Office of Emergency Management (COEM); and **most importantly**,
 - recommended local actions and reporting procedures for disasters and emergencies.
- Chapter IV describes Colorado statutes defining the disaster related responsibilities of local government.

The Colorado Office of Emergency Management (COEM) is available 24 hours a day to mobilize state and federal emergency resources to support local response and recovery efforts.

The 24-hour state emergency line is (303) 279-8855.

If a disaster has occurred, turn to Chapter V, Page 18.

CHAPTER I - YOUR RESPONSIBILITIES IN EMERGENCY MANAGEMENT AS Public Officials

Increasingly Important With society becoming more and more complex, and more people living and working in hazard prone areas, disasters are posing an ever greater threat to our safety and well being. At the same time, technological developments are creating radiological and chemical hazards--and new challenges for local governments. Colorado is faced with a variety of natural and man-made hazards, including wildfires, floods, landslides, tornadoes, winter storms, dam failures, drought, and earthquakes.

When an emergency occurs in your jurisdiction, **you** - as a key local leader - must be ready to respond. No matter how severe the problem, local government is always first on the scene. That's why emergency management planning is so critically important. As a community leader, emergency management is **your** responsibility.

Remember, When Disaster Strikes, You're On the Line!

You're responsible. As an elected or appointed leader, you are ultimately responsible for protecting your citizens. This public trust is probably included in your oath of office with words like "**to maintain law and order**" or "**to protect lives and property.**" Local citizens expect a reasonable level of protection. And they have a right to it.

You're Accountable. When disaster strikes, citizens rely on you to make the decisions that could directly affect their lives:

- whether or not to call for outside help;
- if and when to order an evacuation; and
- who should be helped first.

The public holds you accountable for your decisions and for the actions of response personnel. In addition to legal and moral responsibilities, there are liability issues involved in the way your community handles the response to an emergency.

And without doubt, the media will subject your decisions and actions to detailed scrutiny both during and after an emergency.

They'll Turn To You. When an emergency occurs, citizens rely on their elected leaders to make informed decisions and to provide timely instruction to the public. The same public that probably never thinks about planning for emergencies in normal times will demand effective leadership during a crisis. People need to know that someone is in charge. **That person is you.**

What You Should Do.

Planning is the key. Good planning and preparation saves lives. That's why it's critical that you work with and support your local emergency manager to make sure your community is prepared to respond to disasters.

An effective emergency management program should have:

- 1) a community hazard analysis;
- 2) a current local emergency operations plan;
- 3) a communications system to enable you to function and to warn citizens of disaster;
- 4) evacuation plans and public shelters;
- 5) a program to inform citizens of ways they can protect themselves;
- 6) trained personnel to handle specialized jobs like controlling hazardous materials; and
- 7) a program to ensure that personnel have the necessary resources to do the job.

**All of the above is required by the
Colorado Disaster Emergency Act of 1992.**

In preparing for disasters, most communities rely on their emergency management coordinator. They are responsible for promoting effective coordination among emergency service agencies and for ensuring community compliance with all federal and state requirements. Your legal counsel can assist you in addressing potential liability issues and local technical staff can help you in recommending ways to mitigate future hazard losses.

But remember, emergency planning is not the emergency manager's job alone. An effective program requires your involvement and support as well as a team effort by all department heads. The emergency management coordinator doesn't have the authority to mandate the cooperation of all the team, but you do and it's your responsibility to see that all do their part.

Makes Good Sense

A good emergency management program can make the difference in your community's ability to save lives, keep property loss to a minimum and help people in time of disaster. And there are other benefits as well -- emergency management planning builds support from constituents by demonstrating your responsiveness to citizens' needs. It provides you with a way to work with community groups and identify local resources -- and it can lead to better teamwork among governmental departments and to better cooperation between public and private sectors of our society. Emergency management also gives you personal credibility in your community when you provide effective leadership during and after a disaster.

Key Partners

Public Officials: You have a legal and moral obligation to protect the lives and property of your constituents. You are ultimately responsible for how effectively your community responds to and recovers from a disaster.

The Emergency Manager: They are responsible for developing, organizing and exercising your community's emergency operations plan. They coordinate planning among a multitude of governmental personnel and departments, community groups and volunteers.

Local Government Department Heads and Personnel: They are responsible for assisting in planning and ensuring the best use of all your community's resources. When a disaster occurs, local government personnel should be prepared to temporarily support overall relief efforts. Their training and skills in working together are vital to effective community response and recovery efforts.

Volunteer, Fraternal, Civic and Religious Groups: They help emergency personnel in a variety of ways, such as opening and managing emergency shelters and helping in rescue and cleanup operations in the aftermath of a disaster.

The Public: Citizens expect you to provide effective leadership by planning for emergencies in advance and protecting public health and safety when a disaster occurs. They rely on you for warning information and for official instructions on how they can protect themselves when a crisis occurs. They also look to you to know when and how to request state or federal assistance, should it be necessary.

CHAPTER II - CEO EMERGENCY MANAGEMENT CONSIDERATIONS

To be effective, a Local Emergency Operations Plan (LEOP) must be updated, exercised regularly, and familiar to those with assigned responsibilities. Meet with your emergency management coordinator often to make sure your community is prepared for a disaster. Here are some questions to get you started...

Planning

- What kinds of disasters and emergencies could occur in your community? Do you have a current Hazard Analysis?
- What mitigation procedures, such as zoning or building codes, have been implemented to prevent or reduce the effects of disasters in your community?
- Are hazardous or radiological materials stored in or transported through your community?
- How recently has your community's emergency operations plan been updated?
- How often are exercises conducted to test the plan?
- Does your emergency operations plan reflect population shifts and account for new industries and land uses?
- Are members of your emergency management team getting the training and support they need?
- Are you aware of the training opportunities offered by the Colorado Office of Emergency Management (COEM) and at the Federal Emergency Management Agency (FEMA)?

- What plans do you have for working with the media in an emergency?
- What plans are there for protecting and communicating with schools in your jurisdiction in an emergency? What about plans for the hospitalized, handicapped, or prisoners?

Systems

- What kinds of warning and emergency communication capabilities does your community have? Does it have Emergency Alert System linkages?
- Are local emergency responders trained to operate according to the Incident Command System?
- Do you have an Emergency Operations Center (EOC) with communications to help coordinate emergency management efforts?
- Is your EOC properly equipped and maintained in working order?
- Does your emergency management team have the necessary equipment to do the job?
- Do you have enough shelters and a shelter management staff for people who must be relocated in an emergency? Can they handle stranded tourists or motorists?

Information You Must Have

- Do you know your legal responsibilities in planning for emergencies?
- Do you know your authorities and limitations in directing an emergency response?

- How have you prepared to deal with the liability issues involved in emergency response?
- Do you know what resources and funding the federal and state government can provide for emergency management? Do you know how to apply for them?
- Do you know what you are required to do during a disaster to qualify for federal and state relief funds?
- Do you know what cooperative agreements exist between your community and surrounding communities that can provide aid in times of emergency?
- How effectively is emergency planning information getting to all of your constituents?
- Have you enlisted local news media cooperation?
- Do you have a public information program to inform citizens of ways they can prepare themselves and their families for potential emergencies?
- Does your program include volunteers and plans for using them during an emergency?
- Do you involve local businesses and industries in your preparedness planning?

Community Relations

- How effectively is emergency planning information getting to all of your constituents?
- Have you involved local news media in cooperative planning efforts?

- Do you have a public education program to inform citizens of ways they can prepare themselves and their families for potential emergencies?
- Does your emergency management program involve volunteer agencies, church groups, and social or civic organizations?
- Does your program include volunteers and plans for using them during an emergency?
- Do you involve local businesses and industries in your preparedness planning?

CHAPTER III
THE CEO EMERGENCY MANAGEMENT CHECKLIST

Background Information

Notified by: _____

Phone#: _____

Time: _____

Type of
Emergency: _____

Location

- CEO reporting point, open routes and means; communications channels

Incident Size-up

- Type
- Magnitude
- Best/Worst case

Damage

- Injuries/deaths
- Area (size)
- Property damage
- Other impacts

Resources

- Incident command status
- Int./Ext/ resources committed
- Int./Ext. resources required
- Emergency Operations Center (EOC) status and location
- Other authorities notified?

1. Immediate Action

- Interface with the Incident Command Structure.
- Begin personal log.
- Establish contact with local emergency manager.
- Direct all staff to assess and report on problems, resources, shortfalls, policy needs, and options.
- Establish and participate in regular staff briefing and damage assessment updates.
- Issue emergency declarations as needed.
- Remind staff to keep complete logs of actions and financial records.
- Begin liaison with CEOs from neighboring jurisdictions and officials from outside agencies who can provide needed support.

2. Personal

- Tell family your destination and how to contact you
- Take medications, toiletries, and clothes (Have a personal 72-hour kit prepacked)
- Take list of peers to contact for advice
- Remember that your role is policy making, not operational
- Take personal tape recorder
- Other things to remember:

3. Legal

- Contact legal advisors

Review legal responsibilities and authorities:

- ▶ emergency declarations
- ▶ chain of succession
- ▶ intergovernmental aid
- ▶ social controls (curfews)
- ▶ price controls
- ▶ other restrictions

- Monitor equity of service based on needs and risks

- ▶ maintain balance between public welfare and citizen's rights

- Have status of contracts reviewed

4. Political

- Recognize accountability

Check provisions for public officials

- ▶ space at Emergency Operations Center (EOC)
- ▶ periodic updates
- ▶ staff updates on politically sensitive issues, such as life and property losses, service interruptions, etc.

- Establish and evaluate policy decisions throughout the incident

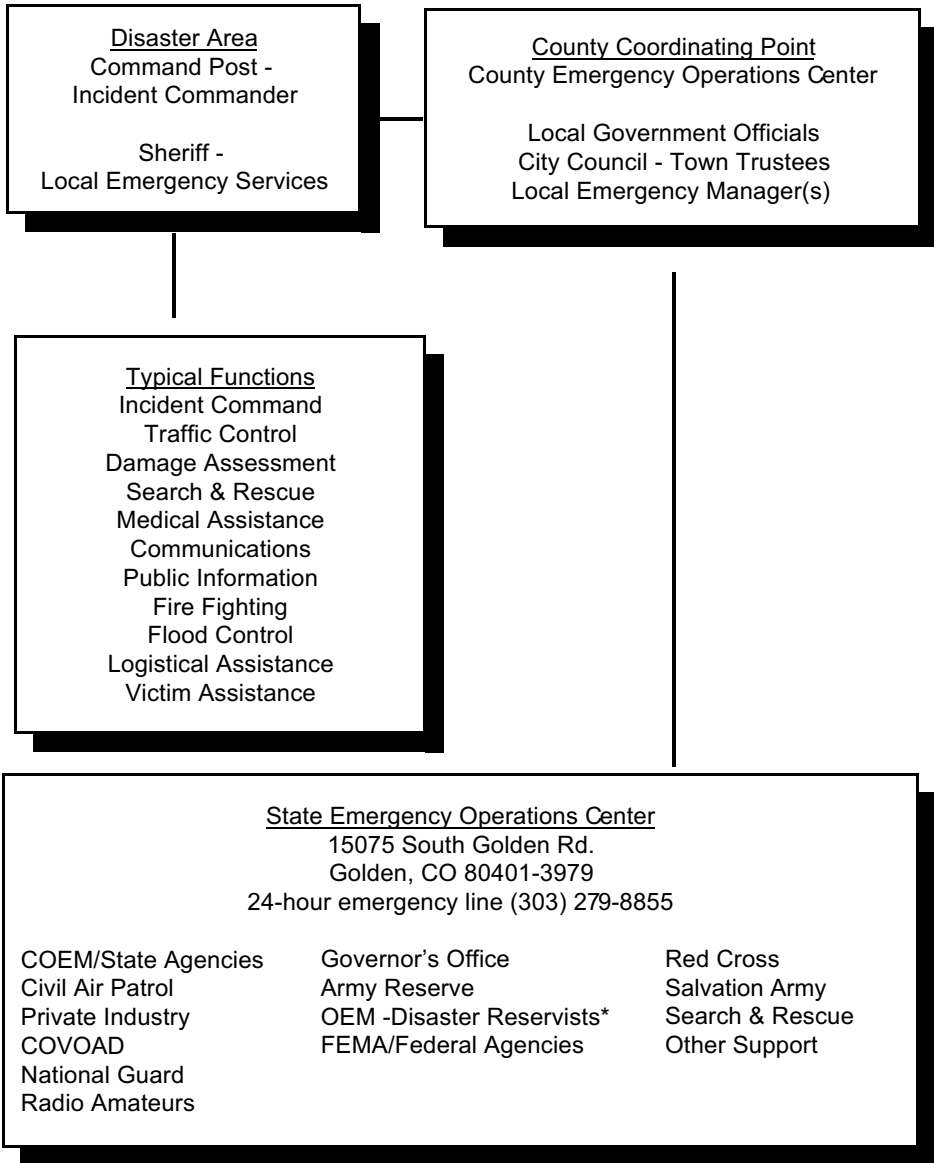
- Utilize elected officials to request assistance from public and private organizations

5. Public Information

- Check plans for public information and media relations to ensure that:
 - ▶ a single PIO is designated
 - ▶ local media resources are utilized to provide public information
 - ▶ a media center is established
 - ▶ all releases are approved by the designated PIO
 - ▶ briefing for news media are established and limited media access to disaster scenes is provided

Additional Notes

COORDINATED LOCAL-STATE-FEDERAL DISASTER OPERATIONS



* COEM maintains an informal list of individuals who have expressed interest in assisting in a volunteer capacity in the event of a disaster.

CHAPTER IV - THE COLORADO OFFICE OF EMERGENCY MANAGEMENT

The Colorado Office of Emergency Management (COEM) is located at Camp George West in Golden, Colorado. The Office coordinates state emergency assistance and manages the State Emergency Operations Center (EOC), Emergency Telephone Number (24 hour) 303-279-8855.

OEM responds to specific requests from local governments and coordinates supporting efforts of the state and federal governments in order to help minimize the impacts, frustrations, and confusion that often accompany a disaster. COEM operates through a management process that coordinates various actions in each of the four emergency management phases shown below:

COMPREHENSIVE EMERGENCY MANAGEMENT

Mitigation

Floodplain Management
Dam Safety
Zoning
Building Codes
Protective Works
Hazard Awareness
Mitigation Planning

Preparedness

Hazard Analyses
Plans
Training
Exercises
Public Education
Warning Systems

Response

On-Scene Control
Law Enforcement
Fire Services
Emergency Medical Services (EMS)
Damage Assessment
Mutual Aid

Recovery

Disaster Declarations
Temporary Housing
Individual/Family Assistance
Public Facility Restorations
Debris Clearance
Economic Recovery

COEM also administers a number of federal grant programs. If you are interested in grant information, call our main telephone number, (303) 273-1622.

CHAPTER V - LOCAL GOVERNMENT ACTIONS DURING THE DISASTER EMERGENCY PERIOD

1. Initial Report

Reporting Disaster/Emergency Information

Upon confirmation of a Disaster or Emergency Event:

- A. Activate your local warning systems
- B. Implement your Local Emergency Operations Plan (LEOP)
- C. Mobilize local emergency response resources
- D. Activate Local Emergency Operations Center (EOC)
- E. Contact COEM at the 24-hour emergency telephone number (303) 279-8855

Lead time is critical. Early warning will allow the COEM Duty Officer to place resources on stand-by and alert federal government agencies as necessary.

CHAPTER V (CONT.) - LOCAL GOVERNMENT ACTIONS DURING THE DISASTER EMERGENCY PERIOD

Contact Radio Frequencies:

State Patrol Channel 3:	154.905
Local Government Radio	45.24
Emergency Management Channel	45.20
Radio Amateur Civil Emergency Services	3990.5

CCIC - Colorado Crime Information Computer:

Terminal Address "EOC"

Telephone

24-hour Emergency Telephone
Number (303) 279-8855

Non-Emergency Telephone
Number (303) 273-1622

FAX

FAX Telephone Number
(Auto-Answer) (303) 273-1795

**INITIAL NOTIFICATION TO COEM
INITIAL LOCAL EMERGENCY ACTIONS**

**Information to Communicate By
Telephone or Radio to COEM**

County/City _____

Name of Reporter _____ Title _____

Telephone No. _____ Time _____

1. Type and Location of Emergency/Disaster _____

2. Date, Time or Estimated Time, of Onset _____

3. Number of Persons

Killed: _____

Injured: _____

In Danger: _____

4. Special Assistance, Manpower or Equipment Which May be
Needed to Save Lives and Protect Property _____

5. Location of Local EOC/Disaster Headquarters _____

6. Person in Charge _____

2. Initial Situation Assessment

A. Assess the situation accurately and provide ongoing information flow from the field to local EOCs.

B. Provide Situation Reports from local EOCs to COEM/SEOC

**24 HOUR EMERGENCY TELEPHONE
NUMBER
(303) 279-8855
COLORADO OFFICE OF EMERGENCY
MANAGEMENT
15075 South Golden Road
Golden, Colorado 80401-3979**

COEM will advise appropriate departments of State Government, and request the Governor, and Federal Agencies to provide the necessary support.

Update Situation Reports as new information is secured.

INFORMATION TO COMMUNICATE BY
TELEPHONE OR RADIO TO COEM
24 HOUR EMERGENCY NUMBER (303) 279-8855

This report of damage/expected damage should be used to request support from COEM. It will save valuable time if the person reporting is an ELECTED OFFICIAL with authority to request assistance.

INITIAL DAMAGE REPORT

Information to Communicate by Telephone or Radio to COEM
24-Hour Emergency Number (303) 279-8855

This report of damage/expected damage should be used to request support from COEM. It will save valuable time if the person reporting is an ELECTED OFFICIAL with authority to request assistance.

1. Reporting Location _____

2. Type of Disaster/Emergency _____

3. Area Affected _____

4. Number of Persons Killed, Injured, or Endangered
Killed: _____
Injured: _____
Endangered: _____

5. Damage to Essential Facilities _____

6. Damage To Public Property _____

7. Damage To Private Property _____

8. Types of Assistance Needed _____

3. Record Keeping of Local Expenditures

In a major disaster, many types of local government expenditures may be reimbursable under state and federal disaster assistance programs.

Documentation of all expenses and resource commitments should begin at the onset of a disaster. Be aware that you may be responsible for the cost of requested resources.

Personnel responsible for record keeping and documentation of disaster related costs should be pre-designated and trained to perform duties within an EOC environment.

The basic rule is to maintain proof of any disaster-related expenditure. Some examples are:

- Records of Overtime Compensation to Employees
- Receipts - Purchase Orders
- Contracts Let For Emergency Repairs
- Equipment Logs (including Work Site)
- Receipts for Rented or Leased Equipment
- Issue Slips for Supplies Used

4. Local Declaration of a Disaster or Emergency

24-32-2109. LOCAL DISASTER EMERGENCIES

- (1) A local disaster may be declared only by the chief 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.
- (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.

The declaration should be made when it is determined that the needed response to a disaster or emergency event is at or beyond the normal capability of local government agencies.

**Contact Colorado OEM
24 HOUR EMERGENCY NUMBER
(303) 279-8855
15075 South Golden Road
Golden, Colorado 80401-3979**

Sample Disaster Declaration

Disaster / Emergency Declaration

WHEREAS, _____ County suffered serious damage to roads, bridges, homes, businesses, and other public and private facilities caused by excessive snow melt and unreasonably heavy rains, which occurred on _____; and
(date)

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the county's available resources;

Now **THEREFORE**, be it resolved, that the board of county commissioners of _____ County, Colorado, declare this to be a disaster area,

DATED AT _____, COLORADO
THIS ____ DAY OF _____, (DATE)

CHAIRMAN

BOARD OF COUNTY COMMISSIONERS

**NOTE: Supply two (2) copies to COEM -
15075 S. Golden Road, Golden,
Colorado 80401-3979.
COEM will forward one (1) copy to the
Governor's Office.**

5. Situation Reports

During any disaster/emergency operation, daily reports of threats, damages, response actions, and anticipated needs are necessary for efficient coordination of outside resource requirements. Local officials should supply Daily Situation Reports in a format similar to the one below:

1. Nature of Disaster/Threat and Current Magnitude _____

2. Deaths and Injury (Total to Date) Deaths: _____
Injuries: _____
3. Damage/Potential Damage
Utilities _____
Public Property _____
Private Property _____
4. Resources Committed and Reserves _____
Local Resources _____
Outside Resources _____
5. Volunteer Activities - Search & Rescue, Etc. _____

6. Local Government Actions
Activation of Emergency Plan _____
Staffing of EOC _____
Evacuation _____
7. Additional Assistance Needed _____

6. Damage Assessment

The following forms (from COEM Damage Assessment Handbook) can be used to tabulate initial reports and estimates of damages. Damage assessment activities performed by a team of local personnel at the EOC should begin as soon as reliable estimates become available (see your Local Emergency Operations Plan). Outside resources may also be available to perform detailed damage assessment functions.

- Assign a damage assessment coordinator. Good candidates are building officials, assessors, real estate brokers/agents and city/county managers or administrators.
- Perform a windshield survey to identify immediate problems and the most seriously damaged areas. Use cameras and take plenty of film.
- Obtain maps of damaged areas and highlight infrastructure, residential, business, and agricultural damages.
- Divide damaged areas on maps into sectors to assist inspection teams and reduce duplication of effort.
- Document all local costs and expenditures and be sure records are accurate, legible, and complete.
- Complete situation reports based upon damage assessment information.
- Determine the need for outside technical support.

CONTACT COEM or your local American Red Cross Branch for additional information.

Initial Damage Assessment Report Form INT-92-105, Page 1 of 3
Initial Damage Assessment Report

1. Reporting location _____

 (Name of county/city) (date & time)

NOTE: If this is a county report but does not include all affected cities and towns in the county, specify the city or towns excluded.
 (Example: Arapahoe County less Englewood)

2. Area affected _____

3. Cause of damage _____

 (flood), tornadoes, etc.)

4. Persons (insert number in space provided)

A. Killed _____ B. Injured _____ C. Sick _____
 D. Displaced _____ E. Missing _____ F. Hospitalized _____

5. Damage to essential facilities (indicate capability lost and estimated \$ loss)

A. Hospital % _____ \$ _____ D. Communications % _____ \$ _____
 B. Power Plants % _____ \$ _____ E. Railroads % _____ \$ _____
 C. Food Availability % _____ \$ _____ F. _____ % _____ \$ _____

6. Damage to Public Property

A. Roads % _____ \$ _____ E. Water Treatment % _____ \$ _____
 B. Bridges % _____ \$ _____ F. Sewage Plants % _____ \$ _____
 C. Schools % _____ \$ _____ G. Distribution Lines % _____ \$ _____
 D. Irrigation Districts % _____ \$ _____ H. Airports % _____ \$ _____

7. Damage to Private Property

A. Dwelling Units % _____ \$ _____ C. Farms & Ranches % _____ \$ _____
 B. Commercial Facilities % _____ \$ _____ D. Livestock % _____ \$ _____

8. Are there large accumulations of debris? Yes _____ No _____ (If yes, explain in remarks)

9. Is the reporting government intact enough to fulfill its governing functions? Yes _____ No _____

Initial Damage Assessment Report Form INT-92-105, Page 2 of 3

10. Dollar amount of reporting government resources which have been committed to alleviating damage, loss, hardship or suffering?

	PERSONNEL	MATERIALS	EQUIPMENT
Emergency Services	_____	_____	_____
Road Bridges	_____	_____	_____
Law Enforcement	_____	_____	_____
Fire & Rescue	_____	_____	_____
Other Services	_____	_____	_____
Contractual Services	_____	_____	_____

Sub Total \$ _____ \$ _____ \$ _____
 TOTAL RESOURCES \$ _____

11. Assistance required to cope with the disaster or emergency (check [✓] requirement)

PUBLIC NEEDS	WATER SUPPLY	FLOOD FIGHTING
_____ Restore Power	_____ Drinking	_____ Dike Building
_____ Communications	_____ Sanitary Sewers, Etc.	_____ Sandbagging
_____ Transportation	_____ Fire Fighting	_____ Pumps
_____ Secure Area	_____ Other (Specify)	_____ Other (Specify)
_____ Debris Clearance		

VICTIM NEEDS	ADMINISTRATION
_____ Search and Rescue	_____ Activate EOC
_____ Evacuation	_____ Public Announcements
_____ Food	_____ Maps Available for:
_____ Shelter	_____ General Disaster Area
_____ Clothing	_____ Specific Damage Sites
_____ Medical	_____ Location of EOC, DAC, field offices
_____ Other (Specify)	_____ Other

(Explain items checked in remarks)

Initial Damage Assessment Report Form INT-92-105, Page 3 of 3

12. Location of Emergency Operations Center (EOC) _____
Telephone Number of EOC _____
Other Communications _____

13. Amount of local government funding available and expected to be appropriated to meet the needs of this disaster _____

14. Remarks _____

15. Name and Title of Person Filing Report _____

Date and Time _____

Note: Forms to complete the Initial Damage Assessment Report are located in the Colorado Damage Assessment Handbook.

COEM 24-Hour Emergency Telephone Number (303) 279-8855

COEM Fax Number (303) 273-1795

**CHAPTER VI - COLORADO STATUTES DEFINING THE DISASTER
RELATED RESPONSIBILITIES OF LOCAL GOVERNMENTS**

It's your responsibility to be aware of standards and requirements established by this act and to maintain a copy within your disaster agency (reproductions are available through COEM).

What the Act Does in General

An Act
Title 24, Government - State
Article 32, Public Safety
Part 21
Office of Emergency Management

24-32-2101 Short Title. This Part 21 shall be known and may be cited as the "**Colorado Disaster Emergency Act of 1992**".

24-32-2102 Purposes and Limitations. (1) The purpose of this Part 21 is to:

- (a) Reduce vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural or manmade catastrophes, civil disturbances, or hostile military or paramilitary action;
- (b) Prepare for prompt and efficient search, rescue, recovery, care, and treatment of persons lost, entrapped, victimized, or threatened by disaster or emergencies;

- (c) Provide a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by disasters;
- (d) Clarify and strengthen the roles of the governor, state agencies, and local governments in prevention of, preparation for, response to, and recovery from disasters;
- (e) Authorize and provide for cooperation in disaster prevention, preparedness, response, and recovery;
- (f) Authorize and provide for coordination of activities relating to disaster prevention, preparedness, response, and recovery by agencies and officers of this state and similar state-local, interstate, federal-state, and foreign activities in which the state and its political subdivisions may participate;
- (g) Provide a disaster and emergency system embodying all aspects of pre-disaster and pre-emergency preparedness and post-disaster and post-emergency response; and
- (h) Assist in prevention of disasters caused or aggravated by inadequate planning for regulation of public and private facilities and land use.

Disaster Defined in the Act

- (1) "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage; volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action.

STANDARDS SET FORTH IN THE DISASTER ACT WHICH DEFINE THE RESPONSIBILITIES OF LOCAL GOVERNMENT

Standard 1: Requirement for and Minimum Composition of Agency 24-32-2107, Local and Inter-Jurisdictional Disaster Agencies and Services

- Each political subdivision within this State shall be within the jurisdiction of, and served by, the office (COEM) and by a local or inter-jurisdictional agency responsible for disaster preparedness and coordination of response.
- Each County shall maintain a disaster agency, or participate in a local or inter-jurisdictional disaster agency which, except as otherwise provided under this Part 21, has jurisdiction over and serves the entire county.
- The Governor shall determine which municipal corporations need disaster agencies of their own, and require that they be established and maintained. The Governor shall make such determination on the basis of the municipality's disaster vulnerability and capability of response related to population size and concentration. The disaster agency of a county shall cooperate with the disaster agencies of municipalities situated within its borders, but shall not have jurisdiction within a municipality having its own disaster agency. The office shall publish and keep current a list of municipalities required to have disaster agencies under this Subsection (3).
- The minimum composition of a disaster agency shall be a Director or Coordinator appointed and governed by the Chief Executive Officer or governing body of the appointing jurisdiction. The Director or Coordinator shall be responsible for the planning and coordination of the local disaster services.

Any provision of this part 21 or other law to the contrary notwithstanding, the governor may require a political subdivision to establish and maintain a disaster agency jointly with one or more contiguous political subdivisions if the governor finds that the establishment and maintenance of an agency or participation therein is made necessary by circumstances or conditions that make it unusually difficult to provide disaster prevention, preparedness, response, or recovery services under other provisions of this part 21.

Each political subdivision which does not have a disaster agency and has not made arrangement to secure or participate in the services of an agency shall have an elected official designated as liaison officer to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response, and recovery.

Standard 2: Notification of OEM 24 - 32 - 2107

The Mayor, Chairman of the Board of County Commissioners, or other principal executive officer of each political subdivision in the state shall notify the office (OEM) of the manner in which the political subdivision is providing or securing disaster planning and emergency services, identify the person who heads the agency from which the services are obtained, and furnish additional information relating thereto as the division requires.

Standard 3: Prepare and Keep Current a Plan 24 - 32 - 2107

Each local and inter-jurisdictional disaster agency shall prepare and keep current a local or inter-jurisdictional disaster emergency plan for its area.

Standard 4: Identification of Responsibilities and Disaster Chain of Command 24 - 32 - 2107

The local or inter-jurisdictional disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials, and of the Disaster Chain of Command.

The Sheriff of each county shall:

(a) Be the official responsible for coordination of all search and rescue operations within his jurisdiction;

(b) Make use of the search and rescue capability and resources available within the county and request assistance from the office only when and if he determines such additional assistance is required.

Standard 5: Identification of Vulnerabilities as an Aspect of Planning 24 - 32- 2105

"The office shall take an integral part in the development and revision of local and inter-jurisdictional plans... etc."

From the State Emergency Operations Plan (SEOP): - Tasking (local government) - "Identify local vulnerabilities and take all reasonable action to prevent or mitigate disaster."

Standard 6: Inclusion of Prevention and Mitigation Activities in Disaster Planning.

See State Emergency Operations Plan (SEOP) - Local government tasking - as in Standard 5 above.
24 - 32 - 2105

Plan may include:

- Recommendations for zoning, building, and other land use controls, safety measures for securing mobile homes, or other non-permanent or semi-permanent structures, and other preventative and preparedness measures designed to eliminate or reduce disasters or their impact.
- The OFFICE (OEM) shall:
Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this Article and in implementing programs for disaster prevention, preparation, response, and recovery.

Standard 7: Provisions for Recovery Activities in Planning
24 - 33.5 - 705

- Purpose of the Act: 24 - 32 - 2102**
 - Prepare for prompt and efficient search, rescue, recovery, care, and treatment of persons lost, entrapped, victimized, or threatened by disasters or emergencies.
 - Provide a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by disasters.

Standard 8: Provision of Training and Public Information
Sufficient to Identify and Clarify Emergency and
Recovery Roles of Agency Personnel. 24 - 32 - 2107

- The local or inter-jurisdictional disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the Disaster Chain of Command.
- Assist political subdivisions, their disaster agencies, and inter-jurisdictional disaster agencies to establish and operate training programs and programs of public information.

Additional Notes
