

## EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions (ESFs) provide the structure for coordinating county activities in support of incident operations and in response to community needs. The ESFs outlined in this section are common emergency operations in most emergency and disaster incidents regardless of the type of hazard involved. Regardless of the section in which an ESF may reside, that entity works in conjunction with other EOC functions and ESFs to ensure that appropriate planning and execution of missions occur. A number of these functions are also implemented, to some extent, in the field using ICS incident management procedures. All of the functions described in this section are potentially active EOC operations in the event of a large-scale emergency or disaster in Larimer County. Activation of each of these functions provide for the integration of multiple partners with subject-matter expertise in a variety of areas of incident response and recovery.

The Director of Emergency Management or EOC Manager may direct the activation of an ESF depending upon the activation level of the EOC. Upon ESF activation, an ESF will coordinate with the EOC Manager or Section Lead and collaborate with the other ESFs in the EOC.

### ESF Member Roles and Responsibilities

Each ESF Annex identifies the primary and support agencies/departments pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies/departments designated for each component to ensure seamless integration of and transition between preparedness, response, mitigation and recovery activities. ESFs with multiple agencies/departments designate an ESF Lead for the purposes of the pre-incident planning and coordination of primary and supporting agency efforts throughout the incident.

### Primary Agencies / Departments

An ESF Lead is the primary agency or department with specific authorities, roles, resources, responsibilities, and/or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies and the specific responsibilities of those agencies are articulated within the relevant ESF Annex. When an ESF is activated in response to an incident, the primary agency or department is responsible for:

- Supporting the EOC Manager and coordinating closely with the other primary and support agencies and departments
- Orchestrating county support within their functional area for the affected area
- Providing staff for the operations functions at the EOC
- Notifying and requesting assistance from support agencies
- Managing mission assignments and coordinating with support agencies, as well as appropriate local and state officials, operations centers and 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

- Conducting situational and periodic readiness assessments
- Executing contracts and procuring goods and services as needed and with expertise from the finance section
- Ensuring financial and property accountability for ESF activities
- 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

**Support Agencies**

Support agencies and departments are those entities with specific capabilities or resources that support the primary agency or department in executing the mission of the ESF. When an ESF is activated, support agencies and departments are responsible for:

- Conducting operations, when requested by the EOC Manager or ESF Lead that support the primary agency, consistent with their own authority and resources
- Participating in planning for short- 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 standards
- Assisting in the conduct of situation assessments
- Furnishing available personnel, equipment, or other resource support as requests by the EOC Manager or ESF Lead
- Providing input to periodic readiness assessments
- Maintaining trained personnel to support interagency emergency response and support
- 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

**Emergency Support Function Responsibilities**

<b>ESF</b>	<b>SCOPE</b>
<b>ESF 1 - Transportation</b>	Aviation / airspace management and control Transportation safety Restoration and recovery of transportation infrastructure Movement restrictions Damage and impact assessment to transportation infrastructure
<b>ESF 2 - Telecommunications and Information Technology</b>	Coordination with telecommunications and information technology industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of national cyber and information technology resources Oversight of communications within Larimer County GIS support to the incident and EOC

<b>ESF 3 - Public Works and Engineering</b>	<p>Infrastructure protection and emergency repair                  Infrastructure restoration                  Engineering services and construction management                  Emergency contracting support for life-saving and life-sustaining services</p>
<b>ESF 4 - Firefighting</b>	<p>Coordination of structural and urban firefighting activities                  Support to urban firefighting operations</p>
<b>ESF 4a - Wildland Firefighting</b>	<p>Coordination of wildland firefighting activities                  Support to wildland firefighting operations</p>
<b>ESF 5 - Emergency Management Situational Awareness and Planning</b>	<p>Coordination of incident management and response efforts                  Issuance of mission assignments in support of incident ops                  Incident support and consequence management planning                  EOC Management</p>
<b>ESF 6 - Mass Care / Disaster Housing</b>	<p>Mass care                  Disaster Housing                  Emergency Assistance</p>
<b>ESF 6a - Human Services</b>	<p>Human Services                  Emergency Assistance</p>
<b>ESF 6b - Household pets and Service Animals</b>	<p>Household pet and service animal care and sheltering                  Safety and well-being of household pets</p>
<b>ESF 6c - Voluntary Organizations Active in Disaster</b>	<p>VOAD coordination                  Emergency individual assistance                  Long-term Recovery Group coordination</p>
<b>ESF 7 - Logistics / Resource Management</b>	<p>Comprehensive incident logistics planning, management, and sustainment capability                  Resource management (facility space, office equipment and Supplies, contracting services, resource ordering and tracking</p>
<b>ESF 8 - Public Health</b>	<p>Public health                  Environmental Health                  Long-term care and Assisted Living disaster services</p>
<b>ESF 8a - Behavioral Health</b>	<p>Behavioral health services and support</p>

<b>ESF 8b - Emergency Medical and Hospital Services</b>	Emergency Medical Services Hospital and in-patient disaster services
<b>ESF 8c - Fatality Management</b>	Mass Fatality Management
<b>ESF 9 - Search and Rescue</b>	Life-saving assistance Search and rescue operations (urban and wildland)
<b>ESF 10 - Hazardous Materials Response</b>	Oil and hazardous materials (chemical, biological, radiological, nuclear, explosive, etc.)
<b>ESF 11 - Natural and Cultural Resources</b>	Natural and cultural resources protection and restoration Historic properties protection and restoration
<b>ESF 11a - Agricultural Resources</b>	Nutrition assistance Animal and plant disease and pest response Food safety and security
<b>ESF 12 - Energy</b>	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast
<b>ESF 13 - Public Safety and Security</b>	Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control
<b>ESF 14 – Community Recovery and Mitigation</b>	Social and economic community impact assessment Short and long-term recovery assistance to communities Analysis and review of mitigation program implementation
<b>ESF 15 - Public Affairs / External Affairs</b>	Emergency public information and protective action guidance Media and community relations
<b>ESF 16 – Schools / Universities</b>	Support to schools and universities affected by the incident Resource support to incidents (facilities, supplies, etc) affecting the community as whole

<b>ESF 17 –</b>	Financial tracking and oversight
<b>Finance and</b>	Procurement
<b>Administrative Support</b>	Documentation control
	Administrative support

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### ESF Matrix

The matrix provides a quick reference tool to identify the respective role and relationships of county agencies and departments to the Emergency Support Functions of all hazards response and recovery. A more specific description of both ESF's related activities and the respective roles and responsibilities of the stakeholders is available in the ESF Annex section of this plan.

- P = Primary Responsibilities
- U = Unified Responsibilities
- S = Supporting Responsibilities

The letter "P" indicates the agency that is the designated primary or lead for all activities related to the specific ESF. These agencies have a statutory, county or functional responsibility to coordinate the activities of all agencies that have responsibilities under this ESF.

The letter "U" indicates the lead in accomplishing that ESF may be shared by more than one agency, or the lead may be situation dependent.

The letter "S" indicates other County agencies and/or departments that may have resources that could be used in support of the ESF. Agencies designated "P" or "U" are responsible for coordinating the efforts of agencies designated as "S" in support of the accomplishment of the ESF.

This matrix is a guideline for agencies with pre-designated roles. This should not restrict adaptation or flexibility during disaster/emergency response and recovery.

It should be noted that the ESFs are related. For example, ESF 13-Public Safety, may need to coordinate with ESF 1-Transportation and ESF 15-Public Affairs. Also, although ESFs are subdivided in some cases (i.e. a, b, c), this is done for clarity of roles. In the EOC, these subcomponents would work together under one ESF if multiple subcomponents are needed for a particular incident.

Emergency Support Function	ESF 1: Transportation	ESF 2: Communications	ESF 3: Public Works and Eng	ESF 4: Firefighting	ESF 4a: Wildland Firefighting	ESF 5: EM / Sit Awareness and Planning	ESF 6: Mass Care and Disaster Housing	ESF 6a: Human Services	ESF 6b: Household Pets and Service Anim	ESF 6c: Voluntary Orgs Active in Disaster	ESF 7: Logistics Support / Resource Mgmt	ESF 8: Public and Environmental Health	ESF 8a: Behavioral Health	ESF 8b: Emergency Medical & Hospital Sv	ESF 8c: Fatality Management	ESF 9: Search and Rescue	ESF 10: Oil and Hazardous Materials	ESF 11: Natural and Cultural Resources	ESF 11a: Agriculture / Large Animal Respon	ESF 12: Energy	ESF 13: Public Safety and Security	ESF 14: Community Recovery	ESF 15: Public Affairs / Extrnal Affairs	ESF 16: Schools / Universities	ESF 17: Finance and Admin Support		
Board of Commissioners	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		
County Manager	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Sheriff's Office	S	S	S	S	U	U	S	S	S	S	U	S	S	S	S	U	U	S	U	S	P	S	S	S	S	S	
County Attorney	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Human Resources											S											S			S		
Emergency Management	S	S	S	S	S	U	S	S	S	S	U	S	S	S	S	S	S	S	S	P	S	P	S	S	S	S	
Public Affairs / PIO						S																S	P	S	S	S	
Assessor						S																S	P	S	S	S	
Clerk and Recorder						S																	S		S	S	
Coroner												S		P								S				S	
District Attorney																						S				S	
Treasurer																						S			S	S	
911 Comms / LETA		U		S	S	S				S				S		S	S				S		S		S	S	
Emergency Medical Svcs				S	S	S	S			S	S	S	S	U	S	S	S				S		S		S	S	
Fire Depts / Districts				P	U	S				S	S	S	S	S	S	U	U				S		S		S	S	
Community Development						S														S		S			S	S	
Natural Resources					S					S								P	S							S	
Agricultural Board																			U							S	
Larimer GIS				S	S	S																S				S	
Criminal Justice Svcs																						S				S	
Facilities and Info Tech.		U				S				S											S	S	S		S	S	
Financial Services						S				S																P	S
Health Department				S	S	S	S	S		S	P		S	S		U			S			S	S	S		S	S
Human Services								P																			S
Public Works	P	P				S				S												S	S	S		S	S
Fairgrounds and Events						S			S	S										S			S			S	S
Larimer Co. Extension												S							S								S
Housing Authority						S	P																				S
ARES		S	S	S	S	S				S	S	S	S	S	S	S	S				S	S				S	S
American Red Cross						S	S			S	S	S										S					S
Larimer Humane Society						S		P		S	S																S
Larimer VOAD						S	S			P	S	S															S
Salvation Army						S	S			S	S																S
Larimer School Districts					S	S	S		S	S	S									S							U
Colorado State University					S	S	S		S	S	S									S							U
Touchstone Health Ptrns						S	S	S	S	S	S	P	S	S								S	S	S	S		S
Hospitals						S	S			S	S	S	S	U	S		S					S	S	S	S		S
Private Sector	S	S	S	S	S	S	S			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Municipal Agencies	S	S	S	S	S	S	S			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
State Agencies	S	S	S	S	S	S	S			S	S	S	S	S	S	S	U	S	S	S	S	S	S	S	S	S	S
Federal Agencies	S	S	S	S	S	S	S			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

**ESF 1 ANNEX: TRANSPORTATION**

**Definition:** Provides for coordination, control, and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies. This also includes reporting damage to transportation infrastructure as a result of an incident; coordinating alternate transportation services (air, surface, and rail); coordinating the restoration and recovery of the transportation infrastructure; and coordinating and supporting prevention, preparedness, mitigation among transportation infrastructure stakeholders at the state and local levels.

**Activation Criteria:** The EOC Manager and/or Public Works will activate this ESF, as needed, to meet established or anticipated transportation needs during disaster response and recovery operations.

**Lead Agency:** Public Works Division

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Emergency Management, Sheriff's Office, CDOT, private Sector, municipal, state and federal agencies

**Roles and Responsibilities:** Provides for coordination, control, and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

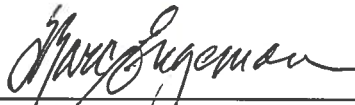

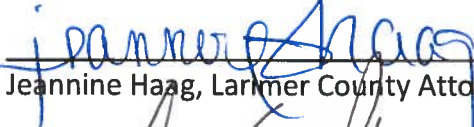


**ESF 1-Transportation Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the Incident Command staff(s) or Expanded Dispatch as appropriate
3. Determine current and anticipated transportation resource needs based on information provided by the IC staff, EOC or Expanded Dispatch
4. Contact supporting agencies to determine the availability of transportation resources to meet current and anticipated transportation needs
5. Assess and report the availability of transportation resources
6. Coordinate the delivery of transportation resources with the IC staff, EOC or Expanded Dispatch
7. Evaluate damage to facilities, coordinate with other public agencies, mobilize staff and resources, and make decisions on the restoration of services
8. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management
9. Document transportation resource support and coordinate information with the EOC Gatekeeper for accountability purposes
10. Provide information for Situation reports and Briefings

- 11. Ensure that training is provided within Public Works for personal preparedness and readiness to respond to emergencies and disasters
- 12. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 1, Transportation, of the Larimer County Emergency Operations Plan.

 _____ Marc Engeman, Public Works Director	<u>11-18-14</u> _____ Date
 _____ Linda Hoffmann, County Manager	<u>11-18-14</u> _____ Date
 _____ Jeannine Haag, Larimer County Attorney	<u>11 25 14</u> _____ Date
 _____ Justin Smith, Larimer County Sheriff	<u>11-24-14</u> _____ Date
 _____ Lori Hodges, Emergency Management	<u>11/18/14</u> _____ Date



**ESF 2 ANNEX: TELECOMMUNICATIONS AND INFORMATION TECHNOLOGY**

**Definition:** Provide communications, IT support, GIS and data products to response and recovery efforts of first response and County agencies. Provide the required temporary telecommunications, and the restoration of the telecommunications infrastructure. Provide emergency warning, and information and guidance to the public. Facilitate the requirements and resources needed to provide for backup capability for all means of communication.

**Activation Criteria:** The EOC Manager / Emergency Manager will request the Facilities and Information Management Division to activate this ESF, as needed, to meet established or anticipated needs for communication, information technology, geographic information systems, and computer support needs during disaster response and recovery operations. In most cases, Larimer County Sheriff's Office IT support and Dispatch will likely be the first response due to their proximity to the EOC.

**Lead Agency:** Facilities and Information Management Division and 911 Communications

**Supporting Agencies:** Board of County Commissioners, County Manager, Sheriff's Office, County Attorney, Emergency Management, Amateur Radio Emergency Services (ARES), the private sector, municipal, state and federal agencies

**Roles and Responsibilities:** Provide radio, telephone, geographic information systems (GIS), GPS and computer support services. Coordinate with other ESFs as needed.

**ESF 2-Telecommunications and Information Technology Checklist**

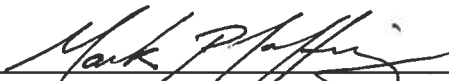

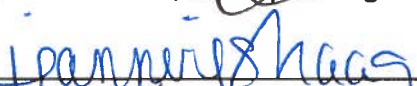

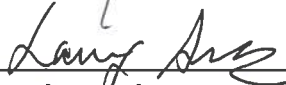

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff, Incident Command staff(s) or Expanded Dispatch as appropriate
3. Determine current and anticipated telecommunications and IT needs based on information provided by the IC staff, EOC or Expanded Dispatch
4. Contact supporting agencies to determine the availability of telecommunication and IT resources to meet current and anticipated needs
5. Assess and report the availability of telecommunications resources
6. Provide support to communications operations for the incident and Larimer County overall, including volunteer support through the Amateur Radio Emergency Services
7. Coordinate the delivery of telecommunication, GIS and IT support with the IC staff, EOC or Expanded Dispatch
8. Coordinate mutual aid and private sector vendor resource needs through the proper resource request procedure and maintain documentation for financial reimbursement
9. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management
10. Document telecommunication and IT support and coordinate information with the EOC

Gatekeeper for accountability purposes

11. Coordinate damage assessment for all communications infrastructure and establish priorities for restoration of services with priority given to first responders and the EOC
12. Provide updates for Situation Reports and Briefings
13. Ensure that training is provided within Telecommunications and Information Technology and communications centers for personal preparedness and readiness to respond to emergencies and disasters
14. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 2, Communications, of the Larimer County Emergency Operations Plan.

 _____ Mark Pfaffinger, Facilities and Information Mgmt Division	11/18/14 _____ Date
 _____ Linda Hoffmann, County Manager	11-18-14 _____ Date
 _____ Jeannine Haag, Larimer County Attorney	11 25 14 _____ Date
 _____ Justin Smith, Larimer County Sheriff	11-24-14 _____ Date
 _____ Larry Arave, Amateur Radio Emergency Services	11-19-14 _____ Date
 _____ Lori Hodges, Emergency Management	11/18/14 _____ Date

**ESF 3 ANNEX: PUBLIC WORKS AND ENGINEERING**

**Definition:** Evaluate, maintain and restore public roads, bridges and drainage. Support private sector access in support of the restoration of critical private infrastructure (i.e., electrical, gas, communications and water lines). Provide for debris clearance, road, highway and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged buildings.

**Activation Criteria:** The EOC Manager / Emergency Manager will request Public Works & Engineering to activate this ESF as needed to meet established or anticipated needs for public works and engineering support during disaster response and recovery operations.

**Lead Agency:** Public Works Division, Engineering Department

**Supporting Agencies:** Board of County Commissioners, County Manager, Sheriff's Office, County Attorney, Emergency Management, CDOT, Society of American Military Engineers (SAME), private sector, municipal, state and federal agencies

**Roles and Responsibilities:** Provide public works and engineering expertise, staff, equipment and materials in support of emergency and disaster response and recovery operations. Coordinate with other ESFs as needed.

**ESF 3-Public Works and Engineering Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff, Incident Command staff(s) or Expanded Dispatch as appropriate
3. Determine current and anticipated public works and engineering needs based on information provided by the IC staff, EOC or Expanded Dispatch
4. Contact supporting agencies to determine the availability of public works and engineering resources to meet current and anticipated needs
5. Assess and report the availability of resources
6. Coordinate the delivery of public works and engineering support with the IC staff, EOC staff, Expanded Dispatch or appropriate jurisdiction
7. Evaluate damage to facilities, coordinate with other public agencies, mobilize staff and resources, and make decisions on the restoration of services
8. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management
1. Document public works and engineering support and coordinate information with the EOC Gatekeeper for accountability purposes
9. Assist the EOC Planning Section in the development of a County-wide situation assessment
10. Provide updates for Situation Reports and Briefings
11. Ensure that training is provided within Public Works and Engineering for personal

preparedness and readiness to respond to emergencies and disasters  
12. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 3, Public Works and Engineering, of the Larimer County Emergency Operations Plan.

 _____ Marc Engemgen, Public Works Director	<u>11-18-14</u> _____ Date
 _____ Mark Peterson, Engineering Department Director	<u>11/25/14</u> _____ Date
 _____ Linda Hoffmann, County Manager	<u>11-18-14</u> _____ Date
 _____ Jeannine Haag, Larimer County Attorney	<u>11 25 14</u> _____ Date
 _____ Justin Smith, Larimer County Sheriff	<u>11-24-14</u> _____ Date
 _____ Lori Hodges, Emergency Management	<u>11/18/14</u> _____ Date

**ESF 4 ANNEX: FIREFIGHTING**

**Definition:** Manage and coordinate firefighting activities, including the detection and suppression of fires, and provide personnel, equipment, and supplies in support of local, state, and federal agencies involved in rural and urban firefighting operations.

**Activation Criteria:** The EOC Manager, Sheriff, and/or the Fire Service having authority will activate this ESF, as needed, to meet established or anticipated firefighting needs during disaster response and recovery operations.

**Lead Agency:** Local Fire Service Agencies and the Larimer County Sheriff's Office

**Supporting Agencies:** Board of Commissioners, County Manager, County Attorney, Emergency Management, 911 Communications, Emergency Medical Services Agencies, GIS, Larimer Health and Environment, Human Services, private sector, municipal, state and federal agencies.

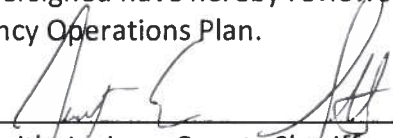
**Roles and Responsibilities:** Support structural and urban firefighting activities through close coordination with other local entities, state agencies and the private sector. Coordinate firefighting support to disaster response and recovery operations that may not be directly fire related.

**ESF 4-Fire Fighting Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff, Incident Command staff(s) or Expanded Dispatch as appropriate
3. Determine current and firefighting needs based on information provided by the IC staff, EOC or Expanded Dispatch
4. Contact supporting agencies to determine the availability of structural firefighting resources to meet current and anticipated needs
5. Assess and report the availability of resources
6. Coordinate the delivery of firefighting support with the IC staff, EOC staff, Expanded Dispatch or appropriate jurisdiction
7. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management
8. Document fire resource support and coordinate information with the EOC Gatekeeper for accountability purposes
9. Assist the EOC Planning Section in the development of a County-wide situation assessment
10. Provide updates for Situation Reports and Briefings
11. Ensure that training is provided within fire service agencies for personal preparedness and readiness to respond to emergencies and disasters
12. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 4, Firefighting, of the Larimer County Emergency Operations Plan.

  
\_\_\_\_\_  
Justin Smith, Larimer County Sheriff  
Date 10-30-14

  
\_\_\_\_\_  
Linda Hoffmann, County Manager  
Date 11-18-14

  
\_\_\_\_\_  
Jeannine Haag, Larimer County Attorney  
Date 11-17-14

  
\_\_\_\_\_  
Lori Hodges, Emergency Management  
Date 11/15/14

**ESF 4A: WILDLAND FIREFIGHTING**

**Definition:** Provide for and assist in the coordination and utilization of interagency firefighting resources to combat wildland emergencies.

**Activation Criteria:** The EOC Manager, Emergency Manager or Sheriff will activate this ESF, as needed, to meet established or anticipated wildland firefighting needs during disaster response and recovery operations.

**Lead Agency:** Larimer County Sheriff's Office is the lead agency for the County. This responsibility is shared with the multiple independent fire districts and the agencies responsible for firefighting on lands within the County. The Sheriff's Office (SO) will coordinate the assumption of lead agency responsibilities as indicated by the specific event.

**Supporting Agencies:** Board of Commissioners, County Manager, County Attorney, Emergency Management, 911 Communications, Amateur Radio Emergency Services, Emergency Medical Services Agencies, Public Works, Natural Resources, GIS, Health and Environment, Human Services, private sector, municipal, state and federal agencies.

**Roles and Responsibilities:** Support wildfire field operations through close coordination with other local, state and federal agencies and the private sector. Coordinate wildland firefighting support to disaster response and recovery operations that may not be directly fire related.

**NOTE:** Refer to the Annual Fire Operating Plan (AOP) and the Wildfire Preparedness Plan for additional information on wildfire prevention, preparedness, mitigation, and response.

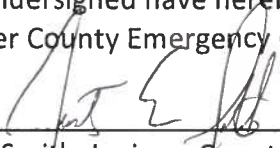

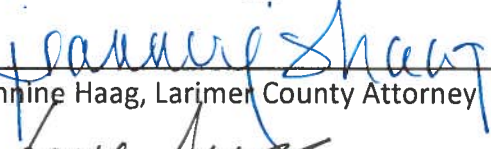
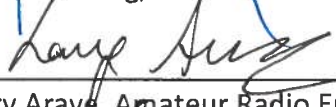
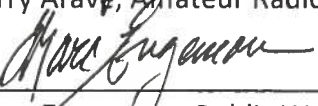
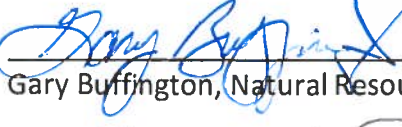
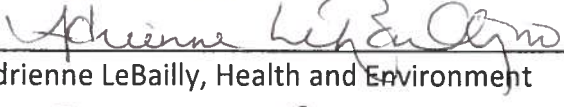

**ESF 4a-Wildland Firefighting Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff, Incident Command staff or Expanded Dispatch as appropriate
3. Determine current and future wildland firefighting needs based on information provided by the IC staff, EOC or Expanded Dispatch
4. Contact supporting agencies to determine the availability of wildland firefighting resources to meet current and anticipated needs
5. Coordinate closely with the ICP and interagency dispatch on all wildland firefighting resource management efforts
6. Assess and report the availability of resources
7. Coordinate the delivery of fire fighting support with the IC staff, EOC staff, Expanded Dispatch or appropriate jurisdiction. (SO or delegated agency)
8. For wildfire related events, requests for resources will be forwarded to the Fort Collins Interagency Dispatch Center (refer to the Annual Operating Plan for details on wildfire response).
9. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and

- request State and Federal assistance through the State Office of Emergency Management
- 10. Document wildland fire resource support and coordinate information with the EOC Gatekeeper for accountability purposes
- 11. Assist the EOC Planning Section in the development of a County-wide situation assessment
- 12. Provide updates for Situation Reports and Briefings
- 13. Ensure that training is provided within fire service agencies and the Sheriff's Office for personal preparedness and readiness to respond to emergencies and disasters
- 14. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 4a, Wildland Firefighting, of the Larimer County Emergency Operations Plan.

 _____ Justin Smith, Larimer County Sheriff	<u>10-30-14</u> _____ Date
 _____ Linda Hoffmann, County Manager	<u>11-18-14</u> _____ Date
 _____ Jeannine Haag, Larimer County Attorney	<u>11-17-14</u> _____ Date
 _____ Larry Arave, Amateur Radio Emergency Services	<u>11-19-14</u> _____ Date
 _____ Marc Engempen, Public Works Director	<u>11-18-14</u> _____ Date
 _____ Gary Buffington, Natural Resources	<u>11-25-2014</u> _____ Date
 _____ Adrienne LeBailly, Health and Environment	<u>11/19/2014</u> _____ Date
 _____ Lori Hodges, Emergency Management	<u>11/17/14</u> _____ Date



**ESF 5 ANNEX: EMERGENCY MANAGEMENT, SITUATIONAL AWARENESS AND PLANNING**

**Definition:** Provide for the overall management and coordination of the County's emergency management operations in support of local response agencies and jurisdictions. Maintain and activate the County Emergency Operations Center as needed. Collect, analyze and disseminate critical information on emergency operations for decision making purposes.

**Activation Criteria:** The Emergency Manager will activate this ESF, as required, to meet current and anticipated special event, response and recovery operations. In addition to activating the EOC any time an Incident Management Team is activated, the Emergency Manager may also activate the EOC as requested by any County agency or in support of local, regional, state or national disaster management activities.

**Lead Agency:** Emergency Management and Sheriff's Office

**Supporting Agencies:** Board of County Commissioners, County Manager, Assessor, Clerk and Recorder, Sheriff's Office, County Attorney, Public Affairs / PIO, Fire Districts/Departments, EMS Services, Amateur Radio Emergency Services, American Red Cross, Salvation Army, and others as appropriate for EOC activation and operations (determined by the Emergency Manager).

**Roles and Responsibilities:** Provide rapid activation and sustained operations of the Emergency Operations Center (EOC) for the effective coordination of local agencies and integration with private, state and federal response and recovery operations. ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. This includes alert and notification, deployment and staffing of designated emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for state and/or federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

**Note:** *This ESF coordinates and supports all ESFs and the overall execution of the Larimer County Emergency Operations Plan.*

**ESF 5-Emergency Management Checklist**

1. Provide personnel support to the EOC when activated
2. Initial notification and recall of EOC/ESF representatives (EM staff, SO staff, BOCC) as appropriate.
3. Establish contact/coordination with the EOC staff, Incident Command staff, Expanded Dispatch and affected jurisdictions as appropriate
4. Assess the situation to determine the level of EOC activation, priorities and immediate actions required for the coordination of joint response efforts and mitigation/recovery

activities

5. Notify dispatch of EOC activation
6. Implement the County EOP in support of ICS field operations.
7. Request status reports as appropriate from affected municipalities and communities
8. Compile and display incident status information, including maps, within the EOC
9. Notify the State Office of Emergency Management of initial and updated situation reports as needed
10. Conduct periodic internal briefings for all EOC personnel
11. Implement procedures to mobilize county resources and procure supplies and contract services from outside sources as needed
12. Coordinate response and recovery resources beyond normal mutual aid, based on requests by the Incident Command staff or county staff as required
13. Collect, evaluate and disseminate emergency information
14. Support/coordinate essential public safety actions such as public warning and evacuation
15. Confirm delegation of authority for approving the use of county resources and for releasing emergency information to the public and news media
16. Manage/coordinate resources, including allocation of facilities, services, personnel, equipment, materials and other critical resources
17. Coordinate municipal and county requests for state and federal assistance
18. Determine 24-hour EOC staffing requirements and provide for shift changes when extended EOC operations and additional support staff are required
19. Implement financial record keeping procedures to track resources and to document all disaster related costs and financial commitments
20. Coordinate functions, such as resource management and public information that are being performed both in the field using ICS and in the EOC to minimize misinformation and duplication of efforts
21. Assess and document damages. Provide results to State OEM
22. Determine the need to declare a local emergency or disaster and/or the need to enact other orders such as evacuation orders, curfews, or orders to control prices
23. Involve elected officials whenever possible, to make formal requests for public and private resources on behalf of the county or other Local jurisdictions
24. Coordinate public information activities and news media releases
25. Coordinate disaster recovery activities, including decisions about re-entry into disaster areas, reconstruction of damaged services and facilities, and identification of long-term hazard mitigation issues and plans
26. Implement EOC deactivation procedures when the emergency/disaster situation is over
27. Provide updates for Situation Reports and briefings

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 5, Emergency Management, of the Larimer County Emergency Operations Plan.

  
\_\_\_\_\_  
Lori Hodges, Emergency Management  
Date 9/8/14

  
\_\_\_\_\_  
Erik Nilsson, Emergency Management  
Date 11/20/14

  
\_\_\_\_\_  
Justin Smith, Larimer County Sheriff  
Date 11-24-14

  
\_\_\_\_\_  
Linda Hoffmann, County Manager  
Date 11-18-14

**ESF 6 ANNEX: MASS CARE AND DISASTER HOUSING**

**Definition:** Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items. Housing involves the provision of assistance for short- and long-term housing needs of victims as well as household pets and service animals. Volunteer organizations are a key partner in this effort.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated mass care and disaster housing needs during disaster response and recovery operations.

**Lead Agencies:** Larimer County Emergency Management. In the event that residents of Larimer County are displaced from their homes or are forced to leave their homes due to an emergency or disaster, the American Red Cross and Salvation Army will assist the county by opening and managing temporary shelters and providing for the immediate needs of shelter residents for lodging, food, clothing and personal items.

**Supporting Agencies:** Board of Commissioners, County Manager, Sheriff's Office, County Attorney, The Ranch, Emergency Medical Services, Health and Environment, Human Services, Natural Resources, Larimer County Schools, Larimer County VOAD, Colorado State University, Touchstone Health Partners, hospitals, private sector, municipal, state and federal agencies

**Roles and Responsibilities:** Provide safe, clean, secure temporary housing and basic needs for citizens displaced by disasters. Law enforcement personnel and other emergency responders are encouraged to consider the American Red Cross designated shelters as relocation sites for evacuees. The Local American Red Cross office should be contacted to arrange for shelter opening, preparation and management. Larimer County SO and law enforcement personnel from other jurisdictions in the County are responsible for providing security for designated shelters, if available.



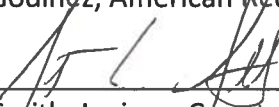



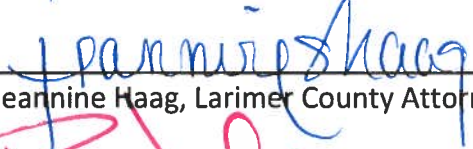
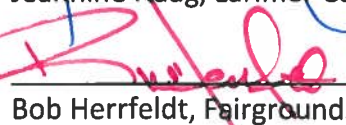
**ESF 6-Mass Care and Disaster Housing Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff or Incident Command staff as appropriate
3. Assess the situation to determine the need for mass care and sheltering
4. Notify shelter coordinators to initiate the establishment of shelters
5. Coordinate shelter locations and anticipated opening times
6. Identify logistical needs and communicate to the Logistics Section or ESF 7 representative
7. Coordinate potable water, food, restroom facilities & solid waste disposal needs with Larimer County Public and Environmental Health
8. Request status reports as appropriate from shelter coordinators
9. Coordinate volunteer support to mass care and sheltering/housing needs

10. Identify un-met mass care and sheltering needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management
11. Provide an update on mass care and sheltering/housing activities during periodic EOC situation briefings and for Situation Reports
12. Coordinate short- and long-term housing requirements for those affected by the emergency or disaster
13. Document mass care and housing support and coordinate information with the EOC Gatekeeper for accountability purposes
14. Ensure that training is provided to supporting agencies for personal preparedness and readiness to respond to emergencies and disasters
15. Support other ESF's as outlined in this EOP


**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 6, Mass Care and Disaster Housing, of the Larimer County Emergency Operations Plan.

	11/16/2014
Lori Hodges, Emergency Management	Date
	11/19/2014
Jason Godinez, American Red Cross	Date
	11-24-14
Justin Smith, Larimer County Sheriff	Date
	11-18-14
Linda Hoffmann, County Manager	Date
	11/19/14
Ginny Riley, Human Services	Date
	11/19/14
Adrienne LeBailly, Health and Environment	Date
	11 25 14
Jeannine Haag, Larimer County Attorney	Date
	11/20/14
Bob Herrfeldt, Fairgrounds and Events Center Director	Date

  
\_\_\_\_\_  
Gary Buffington, Natural Resources

11-25-2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Larimer County VOAD

2-19-15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ken Quintana, Colorado State University

2-18-15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Randolph E. Ratliff, Touchstone Health Partners

11/18/2014  
\_\_\_\_\_  
Date

**ESF 6A ANNEX: HUMAN SERVICES**

**Definition:** Provide victim related recovery efforts such as counseling, identify support for persons with access or functional needs, expedite processing of new benefits claims, and assist in collecting crime victim compensation for acts of terrorism. This assistance may continue well after the emergency phase of the response.

**Activation Criteria:** The EOC Manager / Emergency Manager and/or the Human Services Director will activate this ESF, as needed, to meet established or anticipated human services needs during disaster response and recovery operations.

**Lead Agency:** Larimer County Human Services

**Supporting Agencies:** Board of Commissioners, County Manager, Sheriff's Office, County Attorney, Emergency Management, Northern Colorado VOAD, Touchstone Health Partners, hospitals, private sector, municipal, state and federal agencies


**Roles and Responsibilities:** Promote the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual disasters. This includes economic assistance and other services for individuals impacted by the incident.


**ESF 6a-Human Services Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff or Incident Command staff as appropriate
3. Assess the situation to determine the need for human services support
4. Coordinate volunteer support for human service needs
5. Identify un-met mass care and sheltering needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management
6. Provide an update on human services activities during periodic EOC situation briefings and for Situation Reports
7. Document human services support and coordinate information with the EOC Gatekeeper for accountability purposes
8. Ensure that training is provided within Human Services for personal preparedness and readiness to respond to emergencies and disasters
9. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 6a, Human Services, of the Larimer County Emergency Operations Plan.

  
\_\_\_\_\_  
Ginny Riley, Human Services  
Date 9/8/14

  
\_\_\_\_\_  
Justin Smith, Larimer County Sheriff  
Date 11-27-14

  
\_\_\_\_\_  
Linda Hoffmann, County Manager  
Date 11-18-14

  
\_\_\_\_\_  
Jeannine Haag, Larimer County Attorney  
Date 10-27-14

  
\_\_\_\_\_  
Northern Colorado VOAD  
Date 12-2-14

  
\_\_\_\_\_  
Randolph E. Ratliff, Touchstone Health Partners  
Date 11/18/2014

  
\_\_\_\_\_  
Lori Hodges, Emergency Management  
Date 11/18/2014



## **ESF 6B ANNEX: HOUSEHOLD PETS AND SERVICE ANIMALS**

**Definition:** Provide an ongoing, coordinated program with respect to evacuation and protection of domestic and service animals before, during, and after emergency or disaster situations.

**Activation Criteria:** The EOC Manager / Emergency Manager and/or Larimer Humane Society will activate this ESF, as needed, to meet established or anticipated household pet and service animal needs during disaster response and recovery operations.

**Lead Agency:** Larimer Humane Society

**Supporting Agencies:** Board of Commissioners, County Manager, Sheriff's Office, County Attorney, Emergency Management, Fairgrounds and Event Center (The Ranch), Emergency Medical Services, Health and Human Services, Natural Resources, Larimer County Schools, Northern Colorado VOAD, , Colorado State University Veterinary Teaching Hospital, Colorado State University Extension Services, American Red Cross, Touchstone Mental Health, hospitals, private sector, municipal, state and federal agencies

**Roles and Responsibilities:** Provide a collaborative framework for prevention, protection, preparedness, response, evacuation and recovery efforts with regard to the protection and care of domestic pets and service animals.

### **ESF 6b-Household Pets and Service Animals Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff, Incident Command staff(s) or Expanded Dispatch as appropriate
3. Assess the situation to determine the need for domestic pet and service animal evacuation, sheltering, care and support services
4. Coordinate the establishment and maintenance of animal shelter locations and anticipated opening times
5. Identify logistical needs and communicate them to the Logistics Section or to an ESF 7 representative
6. Coordinate public and environmental health needs with Health and Human Services
7. Determine current and anticipated animal health and sheltering needs based on information provided by the IC staff and/or EOC
8. Contact supporting agencies to determine the availability of animal resources to meet current and anticipated needs
9. Coordinate volunteer support to meet animal sheltering needs
10. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management

11. Document animal support requests and coordinate information with the EOC Gatekeeper for accountability purposes
12. Provide updates for Situation Reports and Briefings
13. Ensure that training is provided for Larimer Humane Society and supporting agencies personnel for personal preparedness and readiness to respond to emergencies and disasters
14. Support other ESF's as outlined in this EOP
15. Coordinate documentation, shelter and care of household pets and service animals as needed
16. Coordinate with local, regional and state agencies to ensure a coordinated response to household pets and service animal health/disease issues
17. Track and document household pets and service animal response and recovery activities and support until no longer needed for field operations

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 6b, Household Pets and Service Animals of the Larimer County Emergency Operations Plan.

  
 \_\_\_\_\_  
 Judith Calhoun, Larimer Humane Society

10/15/14

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jason Godinez, American Red Cross

11/19/2014

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Justin Smith, Larimer County Sheriff

11-24-14

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Linda Hoffmann, County Manager

11-18-14

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Ginny Riley, Human Services

11/19/14

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Adrienne LeBailly, Public Health

11/19/14

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jeannine Haag, Larimer County Attorney

10 27 14

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Bob Herrfeldt, Fairgrounds and Events Center Director

11/20/14

\_\_\_\_\_  
 Date

Randolph E. Ratliff  
Randolph E. Ratliff, Touchstone Health Partners

11/18/2014  
Date

Lori B. Hodges  
Lori Hodges, Emergency Management

11/18/2014  
Date

**ESF 6C ANNEX: VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER**

**Definition:** Assist Larimer County, its citizens and visitors with volunteer support through non-governmental, non-profit, and private sector volunteer management.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated volunteer needs during disaster response and recovery operations. The VOAD membership will be contacted and asked to provide a representative to the EOC for volunteer support.

**Lead Agencies:** Larimer County Voluntary Organizations Active in Disaster (LCVOAD)

**Supporting Agencies:** Board of Commissioners, County Manager, Sheriff's Office, County Attorney, Emergency Management, Health and Environment, Human Services, Touchstone Health Partners, 2-1-1, private sector, municipal, state and federal agencies

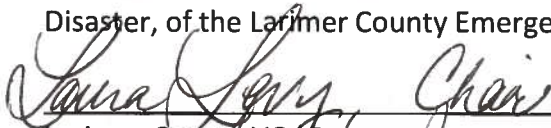
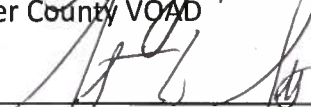
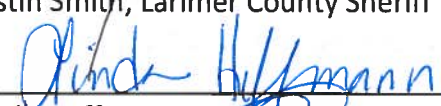
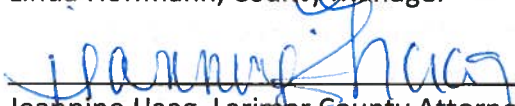
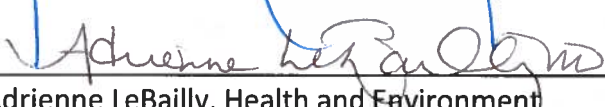
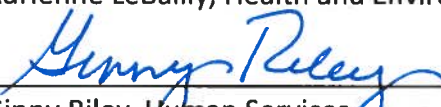
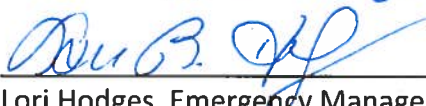
**Roles and Responsibilities:** Assist in coordinating and managing volunteer resources.

**ESF 6c-Voluntary Organizations Active in Disaster Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff and Incident Command staff as appropriate
3. Assess the situation to determine the need for volunteer support to the incident
4. Notify VOAD membership of needs and to determine future actions
5. Coordinate meeting locations and report logistical needs to the Logistics Section and/or an ESF 7 representative
6. Coordinate public and environmental health needs with Health and Human Services
7. Request status reports as appropriate from VOAD members to ensure situational awareness within the EOC
8. Determine current and anticipated volunteer needs based on information provided by the IC staff and/or EOC
9. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management
10. Encourage partnerships among governmental agencies and non-governmental organizations for the most effective community-wide approach to disaster volunteer coordination
11. Document volunteer support requests and coordinate information with the EOC Gatekeeper for accountability purposes
12. Provide updates for Situation Reports and Briefings
13. Ensure that training is provided for VOAD membership for personal preparedness and readiness to respond to emergencies and disasters
14. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 6c, Voluntary Organizations Active in Disaster, of the Larimer County Emergency Operations Plan.

 _____ Laura Levy, Chair Larimer County VOAD	<u>Sept 11, 2014</u> Date
 _____ Justin Smith, Larimer County Sheriff	<u>11-24/14</u> Date
 _____ Linda Hoffmann, County Manager	<u>11-25-14</u> Date
 _____ Jeannine Haag, Larimer County Attorney	<u>10 27 14</u> Date
 _____ Adrienne LeBailly, Health and Environment	<u>11/19/14</u> Date
 _____ Ginny Riley, Human Services	<u>11/19/14</u> Date
 _____ Lori Hodges, Emergency Management	<u>9/13/14</u> Date

## Memorandum of Understanding

*Between*

Larimer County Office of Emergency Management

*And*

United Way of Larimer County 2-1-1

### I. Purpose

The purpose of this Memorandum of Understanding (hereafter referred to as MOU) is to outline a partnership between Larimer County Office of Emergency Management (hereafter referred to as LCOEM) and United Way of Larimer County 2-1-1 (hereafter referred to as 2-1-1) to clarify the respective roles and responsibilities of 2-1-1 and local emergency management in disaster planning, preparedness, and coordination with regard to public information and referral services.

### II. Roles

#### Larimer County Office of Emergency Management:

- LCOEM will notify 2-1-1 staff (call-down directory listed below) of emergency activation.
  - Tracy Hays – 2-1-1 Director  
970-407-7051 (office)  
970-978-8533 (cell)
  - Michael Mersman – 2-1-1 Emergency Preparedness Coordinator  
970-407-7076 (office)  
719-331-8650 (cell)
  - Jenne Loffer – 2-1-1 Call Center Manager  
970-407-7048 (office)  
970-988-8772 (cell)
  - Gloria Kat – 2-1-1 Resource Manager  
970-407-7049 (office)  
970-581-2502 (cell)
- LCOEM will notify 2-1-1's Director, Emergency Preparedness Coordinator, or Call Center Manager 1 hour in advance of pushing 2-1-1 to media outlets.
- LCOEM will provide two 2-1-1 representatives with workspace in the Larimer County Emergency Operations Center (hereafter referred to as EOC).
- LCOEM will support 2-1-1 in seeking reimbursement for services rendered.

#### United Way of Larimer County 2-1-1:

- 2-1-1 will activate within the agreed upon time frame (within 1 hour of notification).
- 2-1-1 will provide 24 hour call center operations during the emergency/disaster until deemed unnecessary.
- 2-1-1 will utilize any and all official sources (<http://www.larimer.org/emergency/>, official LCOEM social media outlets, etc.) to update its internal database and Relief and Recovery Guide to provide information and referral service to all affected areas.
- 2-1-1 will have representation at the EOC until no longer needed.
- 2-1-1 will conduct trend analysis for tracking community needs and unmet needs and forward reports to LCOEM as requested.

- 2-1-1 will conduct trend analysis for tracking in-kind and financial donations and volunteer offers and forward reports to LCOEM as requested.
- 2-1-1 will enter offers of volunteer assistance and in-kind donations into Aidmatrix on behalf of clients when needed.
- 2-1-1 will actively participate in local donation and volunteer management throughout the year in support of disaster recovery efforts.
- 2-1-1 will produce, update, and distribute a Relief and Recovery Guide for all affected areas.
- 2-1-1 will collect information from callers reporting an unaccounted for or safe but stranded individual. The following information will be collected about the unaccounted for/safe but stranded individual:
  - Name
  - Age
  - Address
  - Phone number
  - Place and time last seen
  - Known medical conditions

### III. Confidentiality

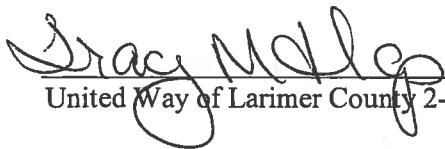
The parties recognize enacting this agreement may result in the transfer of confidential information. Both parties agree to guard the confidentiality of such information.

### IV. Periodic Review and Modification

Representatives of LCOEM and 2-1-1, on an annual basis, on or around the anniversary of this agreement, shall jointly evaluate this MOU. Either party can request changes as deemed necessary. Modifications to this MOU can only be made with the express written consent of both parties.

### V. Termination

Either party may terminate this agreement with 90 days written notice with or without cause. This MOU will remain in effect until there is written notification from either party that there is a need to change or terminate this MOU.

  
United Way of Larimer County 2-1-1

6/12/14  
Date

  
Larimer County Office of Emergency Management

6/30/14  
Date

**ESF 7 ANNEX: LOGISTICS / RESOURCE MANAGEMENT**

**Definition:** Secure resources through mutual aid agreements, volunteer organizations, and procurement procedures for all ESFs, as needed. Provide coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief and recovery operations. Support effective reception and integration of augmentation resources. ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated logistical needs during disaster response and recovery operations. The coordination of resources and logistical support to response and recovery operations is a core function of the Emergency Operations Center.

**Lead Agencies:** Emergency Management and Larimer County Sheriff's Office

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Financial Services, 911 Communications / LETA, ARES, Emergency Medical Services, Fire Agencies, Natural Resources, Facilities and Information Management, Health and Environment, Human Services, Public Works, Fairgrounds and Events (The Ranch), Larimer County VOAD, Larimer County Schools, Salvation Army, private sector, municipalities, state and federal agencies.

**Roles and Responsibilities:** Effective coordination of local resources (within Larimer County and adjacent mutual aid partners) in support of response and recovery operations; rapid notification of State OEM of un-met resource needs; and effective delivery and documentation of resource actions.

**ESF 7-Logistics and Resource Management Checklist**

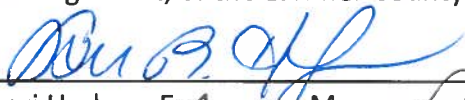

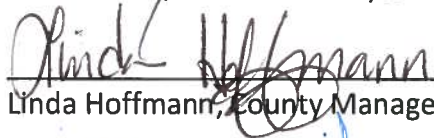
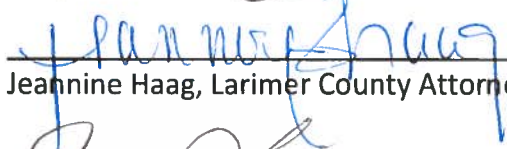


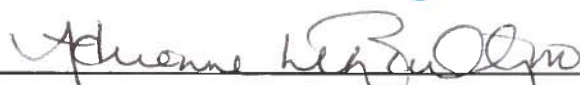
1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff and Incident Command staff as appropriate
3. Develop and maintain an up-to-date directory of key contacts for goods, supplies, facilities and services
4. Develop and maintain a master Emergency Resource List / Database
5. Develop and maintain the Larimer County Resource Management Annex
6. Identify resource shortfalls and determine methods for acquisition, if needed, during an emergency or disaster
7. Prioritize requests for emergency supplies, equipment and services, and coordinate actions in response to requests
8. Identify un-met needs to the EOC Manager / Emergency Manager who will coordinate and

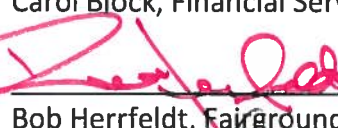
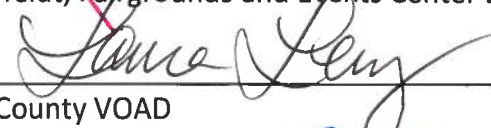


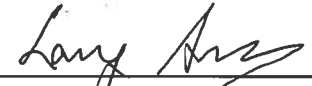
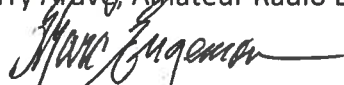
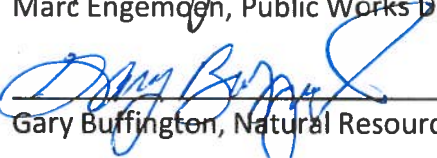


- request State and Federal assistance through the State Office of Emergency Management
- 9. Authorize the acquisition, distribution, use and maintenance of essential emergency resources and personnel
- 10. Coordinate with Purchasing to ensure resource needs go through the correct process and are fiscally responsible
- 11. Authorize funds for emergency purposes
- 12. Obtain contracts for equipment, supplies and services during disaster
- 13. Establish emergency purchase authorization procedures and identify authorized vendors
- 14. Encourage partnerships among governmental agencies and non-governmental organizations for the most effective community-wide approach to resource management
- 15. Document resource requests and coordinate information with the EOC Gatekeeper for accountability purposes
- 16. Provide updates for Situation Reports & Briefings
- 17. Ensure that training is provided for VOAD membership for personal preparedness and readiness to respond to emergencies and disasters
- 18. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 7, Logistics and Resource Management, of the Larimer County Emergency Operations Plan.

	10/22/14
Lori Hodges, Emergency Management	Date
	11-24-14
Justin Smith, Larimer County Sheriff	Date
	11-18-14
Linda Hoffmann, County Manager	Date
	10 27 14
Jeannine Haag, Larimer County Attorney	Date
	11/19 /2014
Jason Godinez, American Red Cross	Date
	11/19/14
Ginny Riley, Human Services	Date
	11/19/14
Adrienne LeBailly, Health and Environment	Date

<u>92 Block</u> Carol Block, Financial Services	<u>10/27/14</u> Date
<u></u> Bob Herrfeldt, Fairgrounds and Events Center Director	<u>11/20/14</u> Date
<u></u> Larimer County VOAD	<u>12-2-14</u> Date
<u></u> Randolph E. Ratliff, Touchstone Health Partners	<u>11/14/2014</u> Date
<u></u> Mark Pfaffinger, Facilities and Information Mgmt Division	<u>10/27/14</u> Date
<u></u> Larry Arave, Amateur Radio Emergency Services	<u>11/19/14</u> Date
<u></u> Marc Engemden, Public Works Director	<u>11-18-14</u> Date
<u></u> Gary Buffington, Natural Resources	<u>11-25-2014</u> Date

**ESF 8 ANNEX: PUBLIC HEALTH**

**Definition:** Provide the organization, mobilization, coordination and direction of emergency public health services and resources in a disaster or large-scale emergency.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated public health needs during disaster response and recovery operations.

**Lead Agency:** Larimer County Department of Health and Environment and Board of Health

**Supporting Agencies:** Board of County Commissioners, County Manager, Sheriff's Office, Emergency Management, County Attorney, County Coroner, Colorado Department of Public Health and Environment (CDPHE), Health District of Northern Larimer County, Emergency Medical Services Agencies, HAZMAT, Fire Departments/Districts, Hospitals, municipal, state and federal agencies

**Roles and Responsibilities:** This ESF is responsible for supporting and coordinating public health actions in Larimer County in response to anticipated and current threats, including disease surveillance and investigation, vector control, CBRN analysis, and assessment of health and medical needs.

**ESF 8-Public Health Checklist**

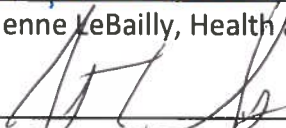

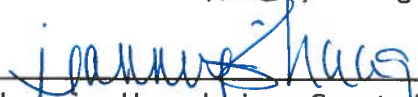
1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff or Incident Command staff as appropriate
3. Liaise with the Incident Command Staff(s) to determine the need for support from public health agencies in support of current and anticipated needs
4. Request the activation of the Larimer County Health Department Operations Center (DOC), if not already activated, and secure a public health liaison in the EOC as needed
5. Coordinate with private sector, regional, state and federal public health agencies as appropriate to determine mutual aid/assistance needs
6. Develop an overall situation assessment of public health status and needs within the county
7. Support and coordinate the public health activities with the incident command and EOC staff
8. Identify public health hazards and potential hazards created by the emergency (e.g., asbestos in building debris, contaminated water, sewer system problems, solid waste, potable water etc.). Request CDPHE Lab support as needed
9. Determine needs for health inspectors to perform tests and monitor water, air and soil conditions following serious hazardous materials accidents and coordinate with CDPHE to obtain any additional lab support required
10. Coordinate public health and medical related public information with the designated Public Information Officer(s) in the field and/or at the EOC
11. Inspect any established shelters for adequate health, safety and sanitation and identify any

un-met mass care and sheltering needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management. If the State EOC is not activated and unmet needs involve the request of medical assets from the Strategic National Stockpile (SNS), the request will go to CDPHE directly

12. Liaise with local, state and federal law enforcement agencies in support of public health operations
13. Provide an update on public health activities during periodic EOC situation briefings and for Situation Reports
14. Document public health support and coordinate information with the EOC Gatekeeper for accountability purposes
15. Track and document public health related activities, costs, and support until no longer needed for EOC operations
16. Ensure that training is provided within public health for personal preparedness and readiness to respond to emergencies and disasters
17. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 8, Public Health, of the Larimer County Emergency Operations Plan.

 _____ Adrienne LeBailly, Health and Environment	_____ 9/2/2014 Date
 _____ Justin Smith, Larimer County Sheriff	_____ 11-14-14 Date
 _____ Linda Hoffmann, County Manager	_____ 11-18-14 Date
 _____ Jeannine Haag, Larimer County Attorney	_____ 9-8-14 Date
 _____ Randolph E. Ratliff, Touchstone Health Partners	_____ 1/23/15 Date
 _____ Lori Hodges, Emergency Management	_____ 9/8/14 Date

**ESF 8A ANNEX: BEHAVIORAL HEALTH**

**Definition:** Provide crisis counseling services to individuals and groups impacted by the disaster situation. Behavioral health professionals will be mobilized to offer community based services. Crisis counseling is a time-limited program designed to assist victims/survivors/responders in returning to their pre-disaster level of functioning, provide family support, grief counseling and other assistance as needed.

**Activation Criteria:** This ESF should be activated anytime an emergency or disaster situation poses the risk of unusual behavioral health stress for first responders, disaster survivors or the general public. The EOC Manager / Emergency Manager or the ESF 8 Lead will activate this ESF.

**Lead Agency:** Touchstone Health Partners

**Supporting Agencies:** Board of County Commissioners, County Manager, Sheriff's Office, Emergency Management, County Attorney, County Coroner, Larimer County Department of Health and Environment, Emergency Medical Services Agencies, HAZMAT, Fire Departments/Districts, American Red Cross, Hospitals, municipal, state and federal agencies

**Roles and Responsibilities:** Coordinate behavioral health related resources and activities in support of the current and anticipated needs of victims, their families, first responders and the general public.

**ESF 8a-Behavioral Health Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff or Incident Command staff as appropriate
3. Determine current and anticipated behavioral health needs based on information provided by the IC staff
4. Contact supporting agencies to determine the availability of behavioral health resources to meet current and anticipated needs
5. Assess and report the availability of behavioral health resources
6. Coordinate the delivery of behavioral health support with the IC staff and EOC staff
7. Coordinate behavioral health information with the designated Public Information Officer(s) in the field and/or at the EOC
8. Identify un-met mass care and sheltering needs to the EOC Manager / Emergency Manager who will coordinate and request State and Federal assistance through the State Office of Emergency Management.
9. Provide an update on behavioral health services activities during periodic EOC situation briefings and for Situation Reports
10. Coordinate with private sector, regional, state and federal behavioral health agencies as appropriate to determine mutual aid and other assistance as needed.

- 11. Document behavioral health support and coordinate information with the EOC Gatekeeper for accountability purposes
- 12. Ensure that training is provided for personal preparedness and readiness to respond to emergencies and disasters
- 13. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 8a, Behavioral Health, of the Larimer County Emergency Operations Plan.

Randolph E. Ratliff  
Randolph E. Ratliff, Touchstone Health Partners  
Date 10/30/2014

Adrienne LeBailly  
Adrienne LeBailly, Health and Environment  
Date 11/19/14

Justin Smith  
Justin Smith, Larimer County Sheriff  
Date 11-24-14

Linda Hoffmann  
Linda Hoffmann, County Manager  
Date 11-18-14

Jeannine Haag  
Jeannine Haag, Larimer County Attorney  
Date 11-17-14

Jason Godinez  
Jason Godinez, American Red Cross  
Date 11/18/2014

Lori Hodges  
Lori Hodges, Emergency Management  
Date 11/17/14

**ESF 8B ANNEX: EMERGENCY MEDICAL AND HOSPITAL SERVICES**

**Definition:** Provide on-scene triage, first aid, life support and transportation of the injured. Coordinate with local hospitals to ensure timely and appropriate delivery of injured to primary care facilities and on-going treatment until released from care. Initiate Mass Casualty Response as appropriate.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated public health needs during disaster response and recovery operations. The ESF may also be activated to support the response of medical resources during a local, regional or national health emergency.

**Lead Agencies:** Larimer County EMS Agencies, Fire Departments/Districts, area Hospitals. The EMS or Hospital jurisdiction affected will be the lead agency for the disaster and for EOC support unless otherwise agreed upon by the agencies.

**Supporting Agencies:** Board of County Commissioners, County Manager, Sheriff's Office, Emergency Management, County Attorney, County Coroner, Larimer County Department of Health and Environment, Touchstone Health Partners, HAZMAT, American Red Cross, municipal, state and federal agencies

**Roles and Responsibilities:** Provide timely triage, treatment and transportation of the injured in coordination with private sector EMS agencies and hospitals. Emergency medical services (EMS) agencies operating in Larimer County have adopted practices and procedures for the emergency care and swift delivery of patients to area hospitals. In a mass casualty incident (MCI), however, routine procedures are sometimes amended by patient triaging in order to avoid overwhelming the available hospitals and medical personnel. Hospitals will provide immediate and on-going patient support via treatment and patient/family services until all patients have been released from care.

The management of patient distribution is shared responsibility by the on-scene Transportation Officer, dispatch and the hospital community. This decision-making process is assisted by the Statewide EMSsystem. This web based resource (<http://emsystem.com/>) provides a rapid means of Mass Casualty Incident (MCI) notification to hospitals and provides dispatchers and Transportation Officers in the field with hospital status information needed to support patient transport/management decisions.


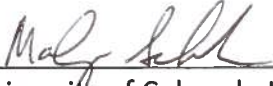


**ESF 8b-Emergency Medical and Hospital Services Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff or Incident Command staff as appropriate
3. Obtain situation reports and casualty figures. This information will be provided by on-scene responders to the supporting dispatch center
4. Determine needs for search and rescue resources and coordinate requests for assistance

- through the Sheriff's Office and/or EOC if activated
5. Notify area hospitals of projected numbers of casualties and, if known, the nature and seriousness of the injuries sustained by disaster victims
  6. Coordinate requests for medical resources such as military field hospitals or hospital surge support through the ESF 5-Emergency Management and ESF 7 Logistics and Resource Management coordinators
  7. Collect data and maintain status reports regarding patient loads and demands on county medical facilities. Provide latest information about casualties to the EOC staff for decision-making and public information purposes.
  8. Call for a Regional Transportation Officer and supporting staff if needed to ensure effective patient, EMS and hospital management/coordination in support of on-scene Transportation Officers
  9. Identify public EMS and medical resource shortfalls to and coordinate with ESF 5-Emergency Management who will request state and federal assistance through the State EOC
  10. Assist in the coordination and integration of request for outside resources
  11. Track and document EMS and medical related activities, costs, and support until no longer needed for field operations
  12. Provide an update on emergency medical and hospital response and recovery activities during periodic EOC situation briefings and for Situation Reports
  13. Request activation of NDMS through State OEM if the local system is overwhelmed
  14. Provide updates for Situation Reports & Briefings
  15. Ensure that training is provided for EMS and hospital for personal preparedness and readiness to respond to emergencies and disasters
  16. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 8b, Emergency Medical and Hospital Services, of the Larimer County Emergency Operations Plan.

 _____ Randy Leshner, Thompson Valley EMS Director	12-11-14 _____ Date
 _____ University of Colorado Health - Northern Region	1/5/14 _____ Date
 _____ McKee Medical Center, COO	12/2/2014 _____ Date
 _____ Banner Fort Collins Medical Center, COO	12/2/14 _____ Date



*Brian Herwig*

Brian Herwig, CEO, Estes Park Medical Center

*10/23/14*

Date

*Adrienne LeBailly*

Adrienne LeBailly, Health and Environment

*1/14/15*

Date

*Justin Smith*

Justin Smith, Larimer County Sheriff

*1-13-15*

Date

*Linda Hoffmann*

Linda Hoffmann, County Manager

*1-26-15*

Date

*Jeannine Haag*

Jeannine Haag, Larimer County Attorney

*1-26-15*

Date

*Lori B. Hodges*

Lori Hodges, Emergency Management

*12/15/14*

Date

**ESF 8C ANNEX: FATALITY MANAGEMENT**

**Definition:** Provide for the collection, identification, documentation and protection of human remains. Establish the cause/means of death and appropriate legal notifications and actions. Initiate Mass Fatality response as appropriate.

**Activation Criteria:** This ESF will be activated at the discretion of the Larimer County Coroner in response to current or anticipated human fatalities resulting from an emergency or disaster situation.

**Lead Agency:** Larimer County Coroner's Office

**Supporting Agencies:** Board of County Commissioners, County Manager, Sheriff's Office, Emergency Management, County Attorney, Larimer County Department of Health and Environment, Emergency Medical Services Agencies, Fire Departments/Districts, Hospitals, American Red Cross, Touchstone Health Partners, municipal, state and federal agencies

**Roles and Responsibilities:** Support the field activities of the Coroner's Office through coordination with relevant ESF coordinator/functions, local, state, federal and private sector agencies.

**ESF 8c-Fatalities Management Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff and Incident Command staff as appropriate
3. Determine current and anticipated fatalities management needs based on information provided by the IC staff and/or EOC
4. Contact supporting agencies to determine the availability of fatalities management resources to meet current and anticipated needs
5. Assess and report the availability of fatalities management resources
6. Coordinate the delivery of fatalities management support with the IC staff and EOC staff
7. Request activation of the Mass Fatality Plan
8. Identify un-met needs to ESF 5-Emergency Management who will coordinate and request state and federal assistance through the State Office of Emergency Management
9. Track and document fatalities management related activities, costs, and support until no longer needed for field operations
10. Provide an update on fatalities management activities during the periodic EOC situation briefings and for Situation Reports
11. Ensure that training is provided for fatality management personnel for personal preparedness and readiness to respond to emergencies and disasters
12. Coordinate Vital Statistics needs with Larimer County Department of Health and Environment
13. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 8c, Fatalities Management, of the Larimer County Emergency Operations Plan.

Patrick C. Allen M.D. James A. Wilkerson IV 1/27/2015  
Dr. Patrick Allen, County Coroner / James A. Wilkerson IV Date 8/28/14

Justin Smith  
Justin Smith, Larimer County Sheriff Date 11-24-14

Linda Hoffmann  
Linda Hoffmann, County Manager Date 11-18-14

Jeannine Haag  
Jeannine Haag, Larimer County Attorney Date 9-8-14

Adrienne LeBailly MD  
Adrienne LeBailly, Public Health Date 11/19/14

Randolph E. Ratliff  
Sue Zasadil, Touchstone Mental Health Partners Date 11/18/2014

Randolph E. Ratliff  
Jason Godinez, American Red Cross Date 11/19/2014

Lori Hodges  
Lori Hodges, Emergency Management Date 9/8/14

## ESF 9 ANNEX: SEARCH AND RESCUE

**Definition:** Provide resources for ground, water and airborne activities to locate, identify and remove from a stricken area, persons lost or trapped in buildings or the wilderness. Provide for specialized emergencies and rescue operations.

**Activation Criteria:** The Sheriff will request activation of this ESF when regional, state or federal Search and Rescue (SAR)/Urban Search and Rescue (USAR) resources are required/requested.

**Lead Agencies:** Sheriff's Office and Fire Districts/Departments (structural)

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Emergency Management, Emergency Medical Services, 911 Communications, ARES, Natural Resources, Civil Air Patrol, Public Works, municipal, state, and federal agencies

**Roles and Responsibilities:** The Sheriff's Office is the lead for outdoor/wildland SAR operation. The appropriate fire department/district is responsible for SAR operations inside buildings. When these operations require state or federal SAR/USAR resources, this ESF will be activated to coordinate the timely request, reception and integration of these resources.

### ESF 9-Search and Rescue Checklist

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff and Incident Command staff as appropriate to determine specific SAR/USAR support needs (i.e., capabilities, where, when, and anticipated duration)
3. Identify and contact mutual aid and regional SAR/USAR resources in support of current and anticipated needs
4. Identify SAR/USAR resource shortfalls to ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management
5. Coordinate reception of state and federal SAR/USAR resources with Incident Command staff(s)
6. Coordinate logistical support if needed
7. Track and document SAR/USAR activities and support until no longer needed for field operations
8. Update SAR/USAR activities during the periodic EOC situation briefings and for Situation Reports
9. Ensure that training is provided for search and rescue personnel for personal preparedness and readiness to respond to emergencies and disasters
10. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 9, Search and Rescue, of the Larimer County Emergency Operations Plan.

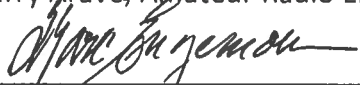
  
\_\_\_\_\_  
Justin Smith, Larimer County Sheriff  
Date 10-30-14

  
\_\_\_\_\_  
Linda Hoffmann, County Manager  
Date 11-18-14

  
\_\_\_\_\_  
Jeannine Haag, Larimer County Attorney  
Date 11-17-14

  
\_\_\_\_\_  
Lori Hodges, Emergency Management  
Date 11/17/14

  
\_\_\_\_\_  
Larry Arave, Amateur Radio Emergency Services  
Date 11-19-14

  
\_\_\_\_\_  
Marc Engemden, Public Works Director  
Date 11-18-14

  
\_\_\_\_\_  
Gary Buffington, Natural Resources  
Date 11-25-2014

**ESF 10 ANNEX: OIL AND HAZARDOUS MATERIALS RESPONSE**

**Definition:** Provide response, inspection, containment and oversight of cleanup of hazardous materials accidents or releases.

**Activation Criteria:** The appropriate fire or law enforcement agency will request activation of this ESF in support of response to significant hazardous material situations. This ESF may also be activated by the Emergency Manager / EOC Manager when hazardous materials expertise and/or resources are needed in support of human or animal health emergencies/disasters.

**Lead Agency:** Larimer County Sheriff's Office, Fire Departments/Districts (FD), Larimer County Health and Environment and Larimer County Office of Emergency Management

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Emergency Management, Emergency Medical Services Agencies, 911 Communications, Local Emergency Planning Committee (LEPC), municipal, state and federal agencies

**Roles and Responsibilities:** As the Designated Emergency Response Authority (DERA), the Sheriff's Office is the lead hazardous material response agency in unincorporated Larimer County. This ESF is responsible for coordinating local, state and federal response in support of current and anticipated hazardous material operations in the field. This ESF will also work closely with other ESF representatives to ensure the integration of the in-field situation assessment is clearly communicated to agencies that may not be directly involved in the tactical/technical response but have a role in the potential broader impacts of a hazardous materials event. This ESF may also be called upon to support the personal protection, decontamination, surveillance and sampling needs of ESFs during response and recovery operations related to human or animal health disasters.

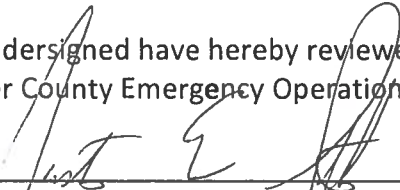
**ESF 10-Hazardous Materials Response and Recovery Checklist**


1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the Incident Command staff(s) to determine specific hazardous materials response and recovery support needs (i.e., capabilities, where, when, and anticipated duration)
3. Identify and contact mutual aid and regional hazardous materials resources in support of current and anticipated needs
4. Ensure downwind/downstream actions have been taken into consideration
5. Ensure Public and Environmental Health has been notified
6. Identify hazardous materials resource shortfalls to ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management
7. Coordinate reception of state and federal hazmat response and recovery resources with Incident Command staff
8. Coordinate logistical support, if needed
9. Track and document hazmat response and recovery activities and support until no longer

- needed for field operations
- 10. Update hazmat response and recovery activities during the periodic EOC situation briefings and for Situation Reports
- 11. Ensure that training is provided for hazardous materials responders for personal preparedness and readiness to respond to emergencies and disasters
- 12. Support other ESF's as outlined in this EOP

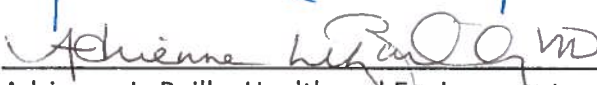
**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 10, Hazardous Materials, of the Larimer County Emergency Operations Plan.

  
\_\_\_\_\_  
Justin Smith, Larimer County Sheriff  
Date 11-5-14

  
\_\_\_\_\_  
Linda Hoffmann, County Manager  
Date 11-18-14

  
\_\_\_\_\_  
Jeanine Haag, Larimer County Attorney  
Date 11-17-14

  
\_\_\_\_\_  
Adrienne LeBailly, Health and Environment  
Date 11/19/14

  
\_\_\_\_\_  
Larry Arave, Amateur Radio Emergency Services  
Date 11-19-14

  
\_\_\_\_\_  
Lori Hodges, Emergency Management  
Date 11/17/14

**ESF 11 ANNEX: NATURAL AND CULTURAL RESOURCES**

**Definition:** Provide for the protection of natural, cultural, and historic resources within Larimer County.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated natural, cultural or historic resource needs during disaster response and recovery operations.

**Lead Agency:** Natural Resources, Larimer Historical Society

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Emergency Management, municipal, state and federal agencies

**Roles and Responsibilities:** Protection of natural, cultural, and historic resources including appropriate response actions to conserve, rehabilitate, recover or restore natural, cultural and/or historic resources.

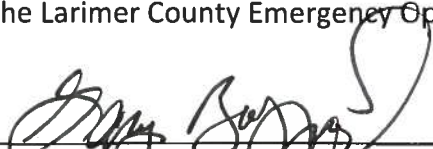
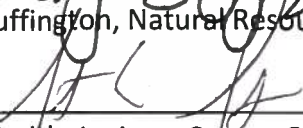
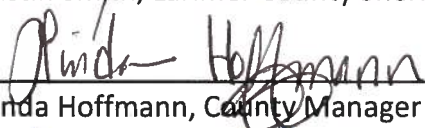
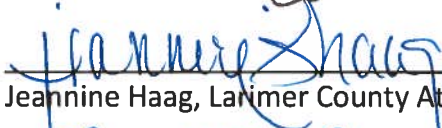
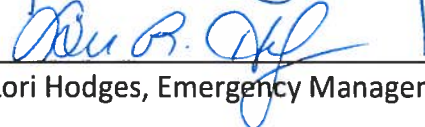
**ESF 11-Natural and Cultural Resources Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff to determine specific natural, cultural or historic preservation needs
3. Identify and contact mutual aid and regional resources in support of current and anticipated needs
4. Coordinate mutual aid support with local and regional agencies
5. Identify resource short-falls to ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management
6. Coordinate reception of state and federal response and recovery resources with Incident Command staff
7. Coordinate logistical support, if needed
8. Track and document response and recovery activities and support until no longer needed for field operations
9. Update response and recovery activities during the periodic EOC situation briefings and for Situation Reports
10. Ensure that training is provided for natural resources personnel for personal preparedness and readiness to respond to emergencies and disasters
11. Support other ESF's as outlined in this EOP



**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 11, Natural and Cultural Resources, of the Larimer County Emergency Operations Plan.

 _____ Gary Buffington, Natural Resources	<u>09/2/2014</u> _____ Date
 _____ Justin Smith, Larimer County Sheriff	<u>11-24-14</u> _____ Date
 _____ Linda Hoffmann, County Manager	<u>11-18-14</u> _____ Date
 _____ Jeannine Haag, Larimer County Attorney	<u>9-8-14</u> _____ Date
 _____ Lori Hodges, Emergency Management	<u>9/8/14</u> _____ Date

**ESF 11A: AGRICULTURE / LARGE ANIMAL RESPONSE**

**Definition:** Provide for the evacuation, transportation, decontamination, care, shelter, treatment and/or disposal of livestock and wildlife impacted by disasters or foreign animal disease. Provide for the protection and preservation of agricultural lands, processes, and products.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated agricultural or large animal response needs during disaster response and recovery operations.

**Lead County Agency-Primary:** Sheriff's Posse and CSU Larimer County Extension.

**Supporting Agencies:** Board of County Commissioners, County Manager, Emergency Management, Fairgrounds and Events Center (The Ranch), Cooperative Extension, Health and Environment, Human Services, Natural Resources, Larimer Humane Society, Larimer County Farm Bureau, CSU Veterinary Teaching Hospital, Larimer County Horseman's Association, Technical Emergency Animal Rescue (TEAR) Team, and Larimer County VOAD.

**Roles and Responsibilities:** Rapid and safe evacuation, decontamination, care, shelter, treatment and/or disposal and documentation of animals impacted by disaster. In the event of the introduction of a foreign animal disease, the SO-Animal Control Section will work closely with the Health and Human Services, the State Departments of Agriculture and Natural Resources, and the Division of Wildlife's Animal and Plant Health Inspection Service (APHIS) to ensure an integrated response.

Animal and plant disease and pest response: Includes implementing an integrated local, state and federal 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. Ensures, in coordination with ESF 8 – Public Health, that animal/veterinary/wildlife issues in natural disasters are supported.

Assurance of the safety and security of the commercial food supply: Includes 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 borne disease surveillance; and field investigations.

**ESF 11a-Agriculture / Large Animal Response Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff to determine specific agricultural and large animal needs

3. Identify the needs and means of large animal evacuation, sheltering, care, collection care, culling and disposal as needed
4. Support and coordinate the agricultural and large animal related activities
5. Identify and contact mutual aid and regional resources in support of current and anticipated needs
6. Identify resource short-falls to ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management
7. Coordinate reception of state and federal agricultural and large animal response and recovery resources (Department of Agriculture, State Animal Response Team (SART) and Veterinary Medical Assistance Team (VMAT)) with Incident Command and EOC staff
8. Coordinate logistical support, if needed
9. Coordinate documentation, shelter and care of large animals as needed
10. Coordinate with local, regional and state agencies to ensure a coordinated response to agricultural and large animal health/disease issues
11. Track and document agricultural and large animal response and recovery activities and support until no longer needed for field operations
12. Update agricultural and large animal response and recovery activities during the periodic EOC situation briefings and for Situation Reports
13. Ensure that training is provided for agricultural and large animal support personnel for personal preparedness and readiness to respond to emergencies and disasters
14. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 11a, Agriculture / Large Animal Response, of the Larimer County Emergency Operations Plan.

  
 \_\_\_\_\_  
 Justin Smith, Larimer County Sheriff

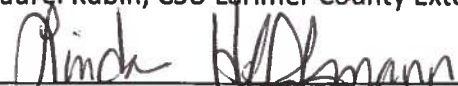
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 Judith Calhoun, Larimer Humane Society

10/28/14  
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 Date

  
 \_\_\_\_\_  
 Laurel Kubin, CSU Larimer County Extension

11-14-14  
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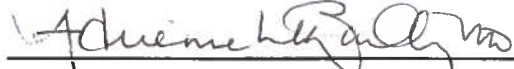
  
 \_\_\_\_\_  
 Linda Hoffmann, County Manager

11-18-14  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jeannine Haag, Larimer County Attorney

11-17-14  
 \_\_\_\_\_  
 Date

Larimer County Comprehensive Emergency Management Plan | 2015

  
Adrienne LeBailly, Health and Environment

11/19/14  
Date

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Bob Herrfeldt, Fairgrounds and Events Center Director

~~11/24/14~~  
Date

  
Terry Gilbert, Community Development Director

19 Nov 2014  
Date

  
Gary Buffington, Natural Resources

11-25-2014  
Date

  
Lori Hodges, Emergency Management

11/17/14  
Date

**ESF 12 ANNEX: ENERGY**

**Definition:** Provide for the rapid restoration of emergency and government services, and publicly held critical facilities. Support the restoration of private sector critical infrastructure. Coordinate the rationing and distribution of emergency power and fuel.

**Activation Criteria:** Disasters often damage critical infrastructures, such as power and communications lines. Restoration of these assets is critical to community response and recovery efforts. This ESF will be activated by the Emergency Manager / EOC Manager in response to current or anticipated disruptions of public services.

**Lead Agency:** Emergency Management and the private sector (i.e. electric, natural gas, water, cellular, internet, etc.)

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Sheriff's Office, Public Works, Community Development, Natural Resources, Facilities and Information Management, 911 Communications, ARES, Fire Departments/Districts, municipal, state and federal agencies

**Roles and Responsibilities:** Collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. The term "energy" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, 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. This is done in coordination with private and public utilities agencies.

Restoring public service is primarily the responsibility of the private sector. The accomplishment of this shared responsibility requires close coordination with county and municipal agencies to provide access and security for these critical activities. Emergency Management (ESF-5) will act as the coordinator for these activities and may delegate this role as appropriate to the situation (i.e. Public Works may need to coordinate clearing access to damaged power lines, while FD and SO may need to coordinate access to areas that have been closed to the public after a fire or other disaster).

**ESF 12-Energy Checklist**



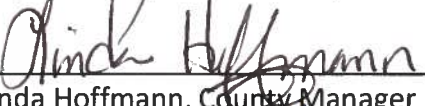
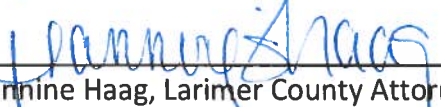

1. Provide personnel support to the EOC when activated
2. Gather status information from local providers of critical public services (power, communications, medical services, fuel, food and water)
3. Develop an overall situation assessment of the status of critical public services
4. Coordinate logistical support, if needed
5. Work with public service providers to determine needs and priorities for security and access

to critical infrastructure

6. Support and coordinate the public service restoration activities with the incident command staff and the EOC
7. Identify public service restoration related response and recovery resource shortfalls and request state and federal assistance through the EOC Manager
8. Track and document public service restoration and estimated costs
9. Update public service response and recovery activities during the periodic EOC situation briefings and for Situation Reports
10. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 12, Energy, of the Larimer County Emergency Operations Plan.

 _____ Lori Hodges, Emergency Management	10/22/14 _____ Date
 _____ Justin Smith, Larimer County Sheriff	11-24-14 _____ Date
 _____ Linda Hoffmann, County Manager	11-18-14 _____ Date
 _____ Jeannine Haag, Larimer County Attorney	10 27 14 _____ Date
 _____ Mark Pfaffinger, Facilities and Information Mgmt Division	10/27/14 _____ Date

**ESF 13 ANNEX: PUBLIC SAFETY AND SECURITY**

**Definition:** Provide for the protection of life and property by enforcing laws, orders and regulations including the movement of persons from threatened or hazardous areas. Provide for the security, traffic and access control. Coordinate the designation and implementation of effective traffic management to ensure the expedient access of response resources and the evacuation of the public as needed.

**Activation Criteria:** The Sheriff's Office will activate this ESF in response to current and anticipated threats to public safety, order and the security of lives and property.

**Lead Agency:** Sheriff's Office

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Emergency Management, District Attorney, County Coroner, Public Works, Natural Resources, Facilities and Information Technology, Larimer County School Districts, Touchstone Health Partners, HAZMAT, Fire Departments/Districts, 911 Communications, ARES, municipal, state and federal agencies

**Roles and Responsibilities:** Preservation and rapid restoration of public order and security during and after response and recovery operations. The Sheriff's Office will perform under its statutory authority to ensure the preservation of public order, the prevention of criminal activity, the preservation and collection of evidence, criminal investigations and prosecution.

The Sheriff's Office will also provide for the timely and appropriate decision to evacuate or shelter in place at-risk populations. Safety of the public often depends on two options: (1) sheltering in place or (2) evacuation. Evacuation is highly dependent on the circumstances and the hazard. The determination to direct the public to evacuate must be made quickly, based on facts, and responders must provide clear guidance, identify effective traffic management and routing, and information must be clearly and effectively transmitted to the public and those agencies responsible for its execution. The sheriff may order an evacuation under his authority to keep the peace 30-10-516, C.R.S. Evacuation orders are enforced by criminal sanctions, and a person disobeys an evacuation order at his or her peril.

The need to order an evacuation is a consideration the Incident Commander makes during his initial scene assessment. The evacuation order will also be passed to both the American Red Cross and the Larimer County EOC so that reception and shelter activities can be coordinated. The evacuation order will be conveyed to the appropriate Public Safety Answering Point (PSAP) for rapid multi-media dissemination to the impacted communities. Not all citizens may be able to comply with this order. Specific instructions must be provided to this population so that they can be rapidly identified, contacted and assisted as needed.

**ESF 13-Public Safety and Security Checklist**


1. Provide personnel support to the EOC when activated
2. Liaise with the Incident Command and EOC staff to determine the need for support from and to law enforcement agencies in support of current and anticipated needs
3. Coordinate the staffing of the Dispatch Center in support of EOC, dispatch and field operations
4. Issue the formal evacuation order under the appropriate authority (SO or principal executive officer of the political subdivision)
5. Provide clear guidance to populations that may be unable to comply with the evacuation order
6. Quickly assess the situation and identify appropriate evacuation routes and means of transportation
7. Establish efficient evacuation routing and traffic management that fully utilize all available means
8. Ensure the evacuation/transportation needs of hospitals, long-term care facilities, and people with access and functional needs are communicated to field personnel
9. Develop and deliver clear directions to the public
10. Provide updated information to evacuees by all available means (i.e., radio, television, and signage)
11. If the situation requires shelter-in-place actions instead of evacuation, provide specific instructions to the public through all available means
12. Monitor evacuation activities and quickly act to resolve any issues (i.e., fuel, accidents, breakdowns) that may impede the speedy completion
13. Identify and contact mutual aid and regional resources in support of current and anticipated needs
14. Develop an overall situation assessment of law enforcement and public safety needs within the County
15. Coordinate evacuation staging and sheltering with ESF 6-Mass Care and Sheltering
16. Liaise with municipal and state law enforcement agencies to determine mutual aid/assistance needs and in support of law enforcement operations
17. Support and coordinate the law enforcement activities with the incident command staff
18. Identify law enforcement and public safety resource short-falls to ESF 5 Emergency Management who will coordinate and request state and federal assistance through the State Office of Emergency Management
19. Provide access for emergency vehicles to the evacuation area
20. Provide a data collection/sharing capability to enable evacuees to register their evacuation status and re-connect them with their families
21. Track and document law enforcement related activities, costs, and support until no longer needed for field operations
22. Provide an update on law enforcement response and recovery activities during the periodic EOC situation briefings and for Situation Reports
23. Track all evacuation/shelter-in-place activities and provide an update during the periodic EOC situation briefings and for Situation Reports



- 24. Coordinate reception of state and federal response and recovery resources with Incident Command staff
- 25. Coordinate logistical support, if needed
- 26. Ensure that training is provided for public safety personnel for personal preparedness and readiness to respond to emergencies and disasters
- 27. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 13, Public Safety and Security, of the Larimer County Emergency Operations Plan.

	_____	10-30-14	_____
Justin Smith, Larimer County Sheriff		Date	
	_____	11-18-14	_____
Linda Hoffmann, County Manager		Date	
	_____	11-17-14	_____
Jeannine Haag, Larimer County Attorney		Date	
	_____	11/19/2014	_____
Jason Godinez, American Red Cross		Date	
	_____	11/19/14	_____
Ginny Riley, Human Services		Date	
	_____	11/19/14	_____
Adrienne LeBailly, Health and Environment		Date	
	_____	11/20/14	_____
Bob Herrfeldt, Fairgrounds and Events Center Director		Date	
	_____	12-2-14	_____
Larimer VOAD		Date	
	_____	11/18/2014	_____
Randolph E. Ratliff, Touchstone Health Partners		Date	
	_____	11/10/2014	_____
Mark Pfaffinger, Facilities and Information Mgmt Division		Date	

*Larry Arave*

Larry Arave, Amateur Radio Emergency Services

*11-19-14*

Date

*Marc Engemoen*

Marc Engemoen, Public Works Director

*11-18-14*

Date

*Gary Buffington*

Gary Buffington, Natural Resources

*11-25-2014*

Date

*Lori B. Hodges*

Lori Hodges, Emergency Management

*11/17/14*

Date

**ESF 14 ANNEX: COMMUNITY RECOVERY AND MITIGATION**

**Definition:** Identify short-term recovery and mitigation opportunities, plan, coordinate and execute recovery and mitigation strategies to alter, avert, avoid or adapt to the hazards related to a disaster or the resulting cascading events.

**Activation Criteria:** The Director of Emergency Management or the EOC Manager will activate this ESF as appropriate to mitigate the impact of natural or human caused disasters.

**Lead Agency:** Emergency Management

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Sheriff's Office, County Assessor, County Treasurer, Facilities and Information Management, Human Resources, Public Affairs, Community Development, Public Works, Health and Environment, Human Services, Natural Resources, Financial Services, Fairgrounds and Events Center (The Ranch), American Red Cross, Larimer County VOAD, Touchstone Health Partners, Fire Agencies, Water Districts, municipal, state and federal agencies

**Roles and Responsibilities:** Determine/identify responsibilities for recovery and mitigation activities, and provide effective community recovery efforts. In coordination with other ESFs, uses predictive modeling to ascertain vulnerable critical facilities as a basis for identifying recovery priorities. Participate in damage assessment activities by ensuring that procedures and experts are available to provide preliminary estimates and observations.

There are a broad range of pre- and post-disaster strategies that can significantly limit or reduce the impacts of natural and human caused disasters. The Recovery Manager will initiate an evaluation of current short-term recovery needs, recognized hazards, and options to mitigate their impact and strategies to rapidly implement appropriate actions.


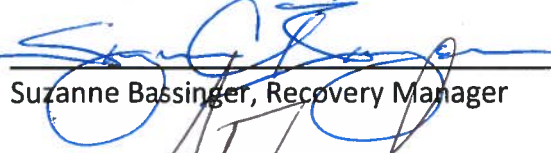


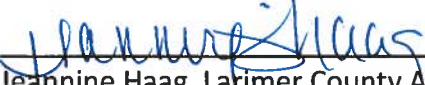


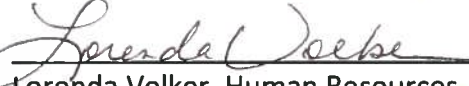


**ESF 14-Community Recovery and Mitigation Checklist**

1. Provide personnel support to the EOC when activated
2. Review the situation information and discuss short-term recovery and mitigation options, as needed, with the EOC staff
3. Coordinate recovery and mitigation options with appropriate agencies, disciplines and partners
4. Identify and contact mutual aid and regional resources in support of current and anticipated needs
5. Identify resource short-falls to ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management
6. Coordinate logistical support, if needed
7. Develop and implement recovery and mitigation options as appropriate
8. Document all recovery and mitigation related activities and costs

9. Provide any pre-event recovery and mitigation plans to the IC/EOC for consideration (i.e. Community Wildfire Protection Plans (CWPP), Pre-Disaster Mitigation Plans, Recover Plans)
10. Provide an update on recovery and mitigation activities during the periodic EOC situation briefings and for Situation Reports
11. Ensure that training is provided for recovery and mitigation personnel for personal preparedness and readiness to respond to emergencies and disasters
12. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 14, Community Recovery and Mitigation, of the Larimer County Emergency Operations Plan.

	9/3/14
_____ Lori Hodges, Emergency Management	_____ Date
	9/8/14
_____ Suzanne Bassinger, Recovery Manager	_____ Date
	11-24-14
_____ Justin Smith, Larimer County Sheriff	_____ Date
	11-18-14
_____ Linda Hoffmann, County Manager	_____ Date
	9-8-14
_____ Jeannine Haag, Larimer County Attorney	_____ Date
	9-8-14
_____ Alexis Smith, County Assessor Deputy	_____ Date
	09-08-14
_____ Irene Josey, County Treasurer	_____ Date
	9/3/2014
_____ Lorenda Volker, Human Resources	_____ Date
	9/15/14
_____ Deni LaRue, Community Information Officer	_____ Date
	11/19/2014
_____ Jason Godinez, American Red Cross	_____ Date

Ginny Riley  
 Ginny Riley, Human Services  
 Date 01/19/14

Adrienne LeBailly  
 Adrienne LeBailly, Health and Environment  
 Date 11/19/14

Carol Block  
 Carol Block, Financial Services  
 Date 10/27/14

Terry Gilbert  
 Terry Gilbert, Community Development  
 Date 18/Nov 2014

~~Bob Herrfeldt~~  
~~Bob Herrfeldt, Fairgrounds and Events Center Director~~  
 Date 11/20/14

Larimer County VOAD  
 Larimer County VOAD  
 Date 12-12-2014

Randolph E. Ratliff  
 Randolph E. Ratliff, Touchstone Health Partners  
 Date 11/18/2014

Mark Pfaffinger  
 Mark Pfaffinger, Facilities and Information Mgmt Division  
 Date 9/8/14

Larry Arave  
 Larry Arave, Amateur Radio Emergency Services  
 Date 11-19-14

Marc Engemoen  
 Marc Engemoen, Public Works Director  
 Date 11-18-14

Gary Buffington  
 Gary Buffington, Natural Resources  
 Date 11-25-2014

**ESF 15 ANNEX: PUBLIC AFFAIRS / EXTERNAL AFFAIRS**

**Definition:** Provide for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance. Coordinate efforts to minimize rumors and misinformation during an emergency.

**Activation Criteria:** Activation of this ESF should be considered whenever the EOC is activated. Disaster and preparedness public information is an ongoing responsibility prior to, during and after a disaster occurs.

**Lead Agency:** Sheriff's Office Public Information

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Clerk and Recorder, Larimer County Public Information Department, Emergency Management, 911 Communications, ARES, Facilities and Information Management, Health and Environment, Human Services, Public Works, American Red Cross, Larimer County VOAD, Touchstone Health Partners, municipal, State and Federal agencies

**Roles and Responsibilities:** The objective of emergency public information is to provide timely, accurate and comprehensive information about an emergency situation to the public and to the news media. Emergency public information can include general information about the incident, including a summary of government response actions and the projected duration of emergency conditions, as well as specific information and instructions regarding evacuation, street closures, shelter locations, hazardous areas to avoid, public debriefing meeting update details, or where to call for additional information.

The Incident Commander in the field, local elected officials and other officials at the EOC should be prepared to respond to media inquiries through the designated public information officer and/or Joint Information Center (JIC). In order to reduce confusion, control rumors and promote public confidence in emergency response efforts, a single point of contact will be established for the direct release of County-wide disaster-related information to the public and to the news media.

In smaller incidents, a single spokesperson from the primary response agency at the scene should be designated to release information about the incident. In large and protracted disaster events, a single spokesperson should be designated to give media briefings and to approve coordinated news and public information releases. A Joint Information Center may be established in order to coordinate information when there are a large number of agencies involved in the incident.

**ESF 15-Public Affairs / External Affairs Checklist**

1. Provide personnel support to the EOC when activated
2. Contact Public Information Officers at command posts in the field and establish

- procedures for releasing coordinated information to the public and news media
3. Establish Joint Information Center (JIC) to coordinate information releases from multiple agencies and jurisdictions when needed
  4. Maintain a list of print and broadcast media contacts for public information uses at the EOC and the JIC
  5. Ensure information releases are consistent, accurate and timely
  6. Arrange on-site interviews for news media with appropriate officials and at locations in the field for opportunities to videotape damages or activities at the disaster scene
  7. Identify PIO resource short-falls to ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management
  8. Coordinate logistical support, if needed
  9. Coordinate website and social media updates with current information about the disaster. Include information about evacuated areas, shelter sites, public debrief meeting update locations and times, and current situation status
  10. Notify news media and conduct scheduled media briefings (a media center or some other location for media briefings can be designated at a site outside of the EOC facility)
  11. Establish a telephone bank to handle citizen inquiries and to provide/verify information and control rumors if needed, and establish a 'media line' for media inquiries
  12. Maintain file copies of all public information releases, news releases and citizen inquiries
  13. Monitor media broadcasts to ensure accuracy of reports and establish methods for correcting erroneous information and controlling the spread of rumors
  14. Provide an update on public information activities during the periodic EOC situation briefings and for Situation Reports
  15. Prepare final news releases and advise media representatives of points-of-contact for follow-up information about the incident
  16. Coordinate training for PIO and JIC personnel to ensure readiness to respond to the EOC
  17. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 15, Public Affairs / External Affairs, of the Larimer County Emergency Operations Plan.

  
 \_\_\_\_\_  
 Nicholas Christensen, Sheriff's Office Executive Officer

9-8-14  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Deni LaRue, Community Information Manager / PIO

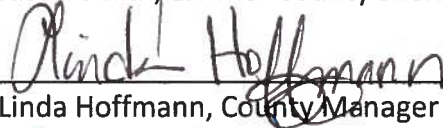
9-4-14  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Lori Hodges, Emergency Management

9/8/14  
 \_\_\_\_\_  
 Date

  
Justin Smith, Larimer County Sheriff

11-21-14  
Date

  
Linda Hoffmann, County Manager

11-18-14  
Date

  
Jeannine Haag, Larimer County Attorney

9-8-14  
Date

  
Mark Pfaffinger, Facilities and Information Mgmt Division

9/8/14  
Date



**ESF 16: SCHOOLS / UNIVERSITIES**

**Definition:** Provides for the effective support and coordination with all schools and universities within the affected area, throughout Larimer County and in support of incidents outside the county.

**Activation Criteria:** The EOC Manager / Emergency Manager will activate this ESF, as needed, to meet established or anticipated support needs to schools and universities, or to provide direct support to affected schools and universities during emergency response and recovery operations.

**Lead Agency:** Larimer County School Districts and Colorado State University

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Sheriff's Office, Emergency Management, 911 Communications / LETA, ARES, Facilities and Information Management, Health and Environment, Human Services, Public Works, American Red Cross, Larimer County VOAD, Touchstone Health Partners, municipal, State and Federal agencies

**Roles and Responsibilities:** Provide direct support, logistical coordination, situational awareness and planning capabilities for affected schools and universities in Larimer County, and act as a direct liaison to school districts and Colorado State University when necessary to support incident operations in need of support from school or university facilities or lands.


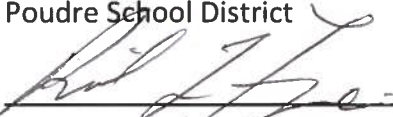
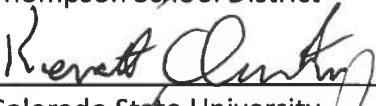
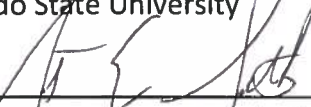
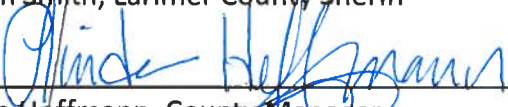
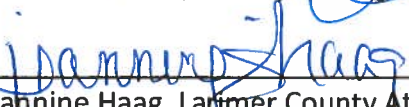

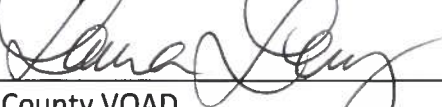


**ESF 16-Schools / Universities Checklist**

1. Call 911 in the event of an emergency on school or university property
2. Contact the Larimer County Sheriff's Office for any event or incident on school or university property if outside assistance is or may be required
3. Provide personnel support to the EOC when activated
4. Establish contact/coordination with the EOC staff and Incident Command staff as appropriate
5. Determine current and anticipated school / university needs based on information provided by the IC staff and/or EOC
6. Contact supporting agencies to determine the availability of school / university resources to meet current and anticipated needs
7. Assess and report the availability of resources
8. Coordinate the delivery of incident support with the IC staff, EOC staff, or appropriate jurisdiction
9. Evaluate damage to school / university facilities, coordinate with other agencies, mobilize staff and resources, and make decisions on the restoration of services
10. Identify school / university resource short-falls to ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management

11. Coordinate logistical support, if needed
12. Document school / university support and coordinate information with the EOC Gatekeeper for accountability purposes
13. Ensure that training is provided for school and/or university staff and faculty for personal preparedness and readiness to respond to emergencies and disasters
14. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 16, Schools / Universities, of the Larimer County Emergency Operations Plan.

	<u>12-11-14</u>
Poudre School District	Date
	<u>12-11-14</u>
Thompson School District	Date
	<u>12-8-14</u>
Colorado State University	Date
	<u>1-14-15</u>
Justin Smith, Larimer County Sheriff	Date
	<u>1-26-15</u>
Linda Hoffmann, County Manager	Date
	<u>11-25-14</u>
Jeannine Haag, Larimer County Attorney	Date
	<u>12/4/2014</u>
Jason Godinez, American Red Cross	Date
	<u>12-2-14</u>
Larimer County VOAD	Date
	<u>11/23/15</u>
Randolph E. Ratliff, Touchstone Health Partners	Date
	<u>11/25/14</u>
Lori Hodges, Emergency Management	Date

**ESF 17: FINANCE AND ADMINISTRATIVE SUPPORT**

**Definition:** Provide for the financial support for the incident, including the tracking and acquisition of resources in coordination with all ESFs, and the tracking of personnel time and incident costs. Provide administrative support to the EOC.

**Activation Criteria:** Activation of this ESF should be considered whenever the EOC is activated. Disaster finance and administration is an ongoing responsibility prior to, during and after a disaster occurs.

**Lead Agency:** Larimer County Financial Services and Sheriff's Office

**Supporting Agencies:** Board of County Commissioners, County Manager, County Attorney, Clerk and Recorder, County Treasurer, Emergency Management, Human Resources, Budget Office, Facilities and Information Management, Health and Environment, Human Services, Public Works, municipal, State and Federal agencies

**Roles and Responsibilities:** Provide for the financial and administrative management for the EOC including finance and cost analysis, documentation preservation, timekeeping, compensation and claims, risk management, human resource support, and administrative support

**ESF 17-Finance and Administrative Support Checklist**

1. Provide personnel support to the EOC when activated
2. Establish contact/coordination with the EOC staff and Incident Command staff as appropriate
3. Determine current and anticipated finance support needs based on information provided by the IC staff and/or EOC
4. Contact supporting agencies to determine the availability of financial resources to meet current and anticipated needs
5. Assess and report the availability of financial resources, including coordination with Treasurer's Office on cash availability
6. Coordinate the delivery of financial management and administrative support with the IC staff, EOC staff, or appropriate jurisdiction
7. Track time and costs daily for the inclusion in formal reports and briefings to the Policy Group
8. Execute all compensation and claims involving county personnel, equipment or facilities as required, and coordinate with other agencies on their claims
9. Identify financial resource shortfalls and communicate to both the Policy Group and ESF 5 Emergency Management who will request state and federal assistance through the State Office of Emergency Management
10. Support the logistics section in both the Incident Command Post and the EOC to ensure fiscally responsible resource support to the incident or disaster

11. Document financial support and coordinate information with the EOC Gatekeeper for accountability purposes
12. Ensure that training is provided for all finance and administrative staff for personal preparedness and readiness to respond to emergencies and disasters
13. Support other ESF's as outlined in this EOP

**APPROVAL SIGNATURES**

The undersigned have hereby reviewed and approved ESF 17, Finance and Administrative Support, of the Larimer County Emergency Operations Plan.

<p><i>CB/ock</i></p> <p>_____ Carol Block, Financial Services</p>	<p>_____ 9/8/2014 Date</p>
<p><i>JCS</i></p> <p>_____ Justin Smith, Larimer County Sheriff</p>	<p>_____ 11-24-14 Date</p>
<p><i>Linda Hoffmann</i></p> <p>_____ Linda Hoffmann, County Manager</p>	<p>_____ 11-18-14 Date</p>
<p><i>J. Haag</i></p> <p>_____ Jeannine Haag, Larimer County Attorney</p>	<p>_____ 10 27 14 Date</p>
<p><i>Angela Myers</i></p> <p>_____ Angela Myers, Clerk and Recorder</p>	<p>_____ 11/19/14 Date</p>
<p><i>Irene Josey</i></p> <p>_____ Irene Josey, County Treasurer</p>	<p>_____ 10-27-14 Date</p>
<p><i>Lorenda Volker</i></p> <p>_____ Lorenda Volker, Assistant County Manager</p>	<p>_____ 11-19-14 Date</p>
<p><i>Mark Pfaffinger</i></p> <p>_____ Mark Pfaffinger, Facilities and Information Mgmt Division</p>	<p>_____ 10/29/14 Date</p>
<p><i>Lori Hodges</i></p> <p>_____ Lori Hodges, Emergency Management</p>	<p>_____ 9/16/14 Date</p>