Town of New Castle
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New Castle, CO 81647

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Agenda
New Castle Climate and Environment Commission
Thursday, November 19, 2020, 6:30 PM

Due to concerns related to COVID-19, this meeting will be open to the public as a virtual meeting only.

To join by computer, smart phone or tablet click HERE

If you prefer to telephone in:
Please call: 1-346-248-7799
Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your phone to mute until called on.

Call to Order

Roll Call

Meeting Notice

Conflicts of Interest

Citizen Communication

Items for Consideration

A.   **Update on Community Market Event**

B.   **Update on ReEnergize Program**

C.   **Update on Town Budget Process and How to Best Use Budget**

D.   **Suggestions for Future CEC Projects Considering the Approved CEC Plan, e.g. the Town Emergency Plan in Light of Wildfire Risks**

Adjourn

Climate and Environment Commission Plan for Future Actions

History of the Climate Action Plan

On April 3, 2007, Mayor Frank Breslin signed the U.S. Mayors Climate Protection Agreement as the Town Council fully committed to developing and implementing strategies to reduce greenhouse gas emissions. The Climate Action Advisory Commission, later named the Climate and Environment Commission (CEC), was created to help the town pursue the goals of this agreement. The goals included inventorying greenhouse gas emissions in city operations; adopting land-use policies that reduce sprawl, preserve open space; promote greener transportation options, such as bicycle trails and incentives for public transit or carpooling; making energy efficiency a priority through building code improvements, upgrades to water and wastewater treatment facilities, and purchases of vehicles and equipment; promoting tree planting for shading and carbon dioxide absorption; educating the public, schools, businesses, and the community about reducing greenhouse gasses.

Over the next thirteen years, the town made strides in addressing these goals, by installing roof-top solar on municipal buildings, installing electric vehicle charging stations, adopting efficient building codes, planting trees, gaining efficiencies at wastewater and water treatment facilities, and more. In 2020, the CEC decided to update and build upon these goals, as shown in the next section.

CLIMATE AND ENVIRONMENT GOALS

In 2020, the CEC determined that the most important long-term goals were to:

1. Advise the council and educate the community about environmental issues as well as climate change and its effects.

2. Provide guidance on individual and community activities that serve to reduce greenhouse gas emissions and protect the environment.

3. Advise and assist the town and community in transitioning to a more renewable and energy efficient future.

4. Advise the town in planning for and mitigating climate change impacts.

FOUR KEY STRATEGIES TO ACHIEVE THESE GOALS

1. Leading by example. Municipal government will continue to make its buildings and operations a model of energy efficiency and renewable energy while reducing energy costs.

2. Strengthening communication and education efforts of the CEC. The CEC should provide accurate and helpful information regarding climate change and environmental protection to stakeholders.

3. Networking with local and regional partners to remove barriers, to provide incentives for wiser energy use, and to increase local renewable energy supplies. The Town will work with Xcel Energy, Garfield Clean Energy (GCE), the Roaring Fork Transit Authority (RFTA), the Community Office for Resource Efficiency (CORE), the Clean Energy Economy for the Region (CLEER), the Governor's Energy Office (GEO), Colorado Mountain College (CMC), and others to accelerate the transition to a clean energy future, offering programs to households and businesses that combine financing, technical assistance, and education.

4. Collaborating to acquire funding. The CEC and the Town Council will collaborate to seek funding to carry out environmental protection and climate mitigation goals.

MEASURABLE ACTION STEPS TO MEET THE LONG-TERM GOALS

1. Providing educational programs and outreach

      a. Create and implement educational programs for the public

Measurement of progress: Development of an educational program about climate change and environmental protection that can be shared with community groups

      b. Serve as a resource for individuals seeking more information about the topics of climate change, environmental protection, energy conservation.

2. Creating opportunities for individual and collective action

      a. Explore opportunities for planting of appropriate tree and vegetation species, with guidance on use of water-saving mulches and soil amendments

Measurement of progress: Providing list of native trees and vegetation, as well soil amendments, irrigation techniques, and proper planting procedures to reduce water consumption

Measurement of progress: Encouraging and helping the town plant trees/vegetation

Measurement of progress: Networking with the Garden Club and other organizations

      b. Fine-tune use of water and other environmental resources by town and community

Measurement of progress: Communicate with residents regarding most effective and efficient watering strategies through the CEC website and other communication avenues including building permits

Measurement of progress: Work with the town in monitoring irrigation in parks and other spaces

3. Transitioning to a more renewable and energy efficient future

      a. Encouraging energy efficiency activities and audits by homeowners

Measurement of progress: Encourage homeowners to have an energy audit and inform homeowners of free or low-cost energy audits

Measurement of progress: Connect and coordinate with regional partners such as GCE, CLEER, CORE and inform the public through various communication avenues, including the CEC website

      b. Encouraging energy efficiency audits by businesses

Measurement of progress: Encourage business owners to have an energy audit and inform business owners of access to free or low-cost energy audits, incentives, and rebates

Measurement of progress: Connect and coordinate with regional partners such as GCE, CLEER, CORE regarding effective ways to work with local businesses

c. Communicating with stakeholders regarding incentives for renewable energy, addition of insulations, storm windows, electric vehicles, roof-top solar panels, lighting, air conditioners, and other ways to save costs

Measurement of progress: CEC creates a listing of what is available for assisting in renewable or energy efficient changes and develops a strategy for implementation

Measurement of progress: Communicate information in town newsletter, website, and other appropriate media

4. Planning for and mitigating climate change and environmental impacts

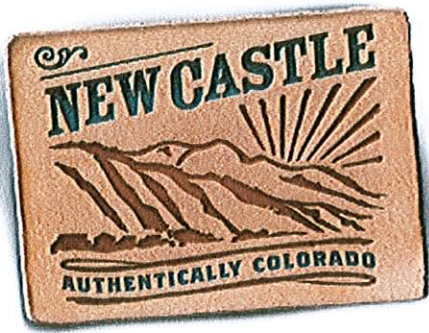a. Understanding the increased risk of wildfires and how to mitigate and respond

Measurement of progress: Meet with appropriate town and fire officials to learn how to prepare and to improve fire-mitigation/prevention around homes and businesses

Measurement of progress: Communicate and offer guidance to residents. Consult with fire officials on how to best provide information to the community regarding fire dangers and how to minimize fire risk. Offer at least one outreach and educational program.

b. Understanding the increased risk of drought and how to mitigate and respond

Measurement of progress: Meet with appropriate town officials and water conservationists to learn about how to prepare and minimize water usage among the public and the town

Measurement of progress: Communicate and offer guidance for residents.

Town of New Castle

Emergency Operations Plan

April 2009

Table of Contents

Record of Changes/Updates

Change Number	Date of Change	Date Entered	Change Made by: (Signature or initials)

Promulgation

This plan was adopted by the Town of New Castle Town

Council under ~~Resolution~~ *Ordinance* TC 2009-7

Dated _April 21_ , 2009

It supercedes all previous plans.

_____
Mayor

_____
Town Clerk

_____
Emergency Management Director

Town of New Castle
Emergency Operations Plan

1.0   Purpose of the Basic Plan

(A)   The purpose of the Emergency Operations Plan (EOP) for the Town of New Castle is to:

- Provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of Town government before, during and after major emergencies and disaster events that affect the incorporated area of the Town and its immediate surrounding areas of Glenwood Springs, Silt and unincorporated Garfield County as requested by those entities.

- Adopt guidelines which are consistent with the accepted standards and principles of the Incident Command System (ICS) which is a component of the National Incident Management System (NIMS) and the Emergency Operations Center (EOC) concept endorsed by the Federal Emergency Management Agency (FEMA).

(B)   The New Castle EOP focuses on an all-hazards approach to the Preparedness, Response, and Recovery activities that are directly related to an evolving incident or potential incident rather than the highly specialized strategies required for Mitigation and Prevention activities conducted in the absence of a specific threat or hazard.

1.1   Legal Authorities
Federal:
1. Robert T. Stafford Disaster Relief and Emergency Act and Amendments (P.L. 93-288, as amended by P.L. 100-707).
2. The National Response Plan, December, 2004
3. Homeland Security Presidential Directive 5: Management of Domestic Incidents.
4. Homeland Security Presidential Directive 8: National Preparedness.
5. National Incident Management System (NIMS)

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

Local:
New Castle Town Ordinance No. 2003-20 & TC Resolution 2009-

1.2   Planning Assumptions and Management Policies

(A)   Major emergencies and disaster incidents are unique events that present communities and emergency personnel with extraordinary problems and

challenges that cannot be adequately addressed within the routine operations of local government. Since disasters differ in important ways and it is impossible to plan for every contingency, highly detailed operational procedures are avoided in the plan in favor of a streamlined all-hazards preparedness approach. Assumptions and considerations include:

> Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
> Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
> The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations (NGOs) will be required to prevent, prepare for, respond to, and recover from incidents or disasters.
> These agencies, private sector and NGOs may be required to deploy to incidents or disasters on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.

This plan is intended to provide New Castle Town officials with a basis for the coordinated management of disaster incidents so that impacts to people, property, public services and economy are minimized and so that normal community conditions can be restored as quickly as possible after a disaster or incident.

(B) Top priorities for incident management are to:

> Save lives and protect the health and safety of the public, responders, and recovery workers.
> Protect and restore critical infrastructure and key resources.
> Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution.
> Protect property and mitigate damages and impacts to individuals, communities, and the environment.
> Facilitate recovery of individual, families, businesses, government, and the environment.
> Ensure security of the homeland.
> Prevent an imminent incident, including acts of terrorism, from occurring.

(C) All Town Departments are responsible for developing and maintaining current internal plans and **Standard Operating Procedures (SOP)** for carrying out the assigned emergency functions in this plan and for ensuring that their personnel are adequately trained. The coordination and integration of emergency plans and SOP is an ongoing process that should be promoted by interagency meetings, mutual aid agreements and regular exercise of different elements of the plan both individually and collectively.

(D) The **Emergency Management Director** is responsible for regularly scheduled plan updates and revisions and for developing training and exercise programs to
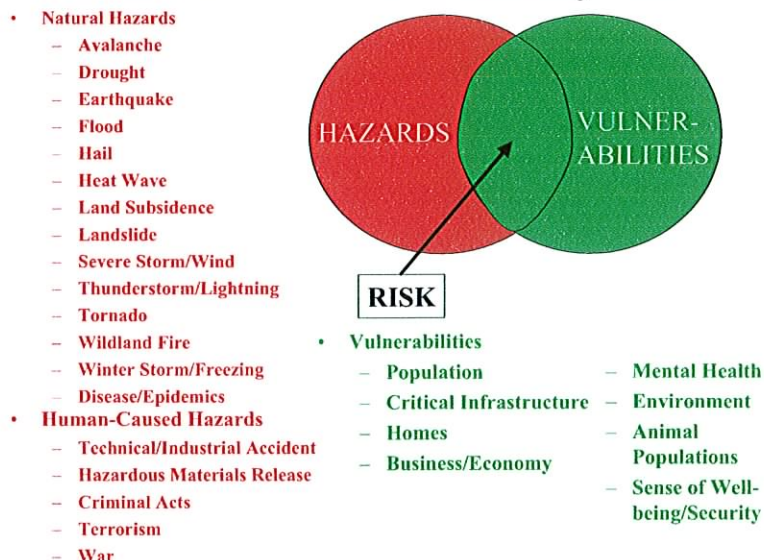
familiarize Town and other emergency officials with the provisions of the plan including regional public safety organizations, volunteer organizations, news media, and appropriate private sector organizations. The Director is also responsible for the dissemination of emergency planning and response information to the citizens of New Castle. **The Town Administrator and or his/her designee is designated the Emergency Management Director.**

(E)   Nationally recognized **Incident Command System (ICS)** and **National Incident Management Systems (NIMS)** are the adopted methods and organizational structures for managing emergency response and recovery operations. In larger incidents, the ICS structure will be extended and supported by activation of the **Town of New Castle Emergency Coordination Center (ECC)** located at New Castle Town Hall, 450 W. Main St., New Castle CO 81647, or in case of evacuation to insure continuity of operations, the Town government will relocate to Riverside Middle School, 215 Alder Way, New Castle, CO 81647.

(F)   The **ECC** will be staffed to serve as the coordination point for supplemental resources and intergovernmental assistance. The ICS principles will be used to address all types of hazards and for integrating multiple agencies, jurisdictions, and disciplines into a coordinated relief effort.

(G)   The **ECC Management Team** will consist of the Emergency Management Director, Town Directors, and Mayor.

1.3   Concept of Operation

(A)   New Castle is subject to a wide range of natural and human caused hazards. All of the hazards present some degree of danger to our community. Risk is the highly variable relationship between hazards and vulnerabilities. Risk that has not been reduced by prevention and mitigation must be addressed through effective preparedness, response, and recovery.

(B)   Basing this plan on a concept of all-hazards preparedness, response, and recovery, is intended to provide a flexible, effective structure that can readily adapt to the many variables that ultimately shape much of our response and recovery effort.

Hazards + Vulnerability=Risk

- **Natural Hazards**
  - Avalanche
  - Drought
  - Earthquake
  - Flood
  - Hail
  - Heat Wave
  - Land Subsidence
  - Landslide
  - Severe Storm/Wind
  - Thunderstorm/Lightning
  - Tornado
  - Wildland Fire
  - Winter Storm/Freezing
  - Disease/Epidemics
- **Human-Caused Hazards**
  - Technical/Industrial Accident
  - Hazardous Materials Release
  - Criminal Acts
  - Terrorism
  - War

HAZARDS

VULNER-ABILITIES

RISK

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

(C)   Disasters and large-scale emergencies are rarely confined to one jurisdiction. Therefore, a multi-jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for the integration of the resources of the Town, Garfield County, volunteer agencies, the business community, State and Federal government and surrounding municipalities which include:

- ➢ Silt
- ➢ Rifle
- ➢ Glenwood Springs
- ➢ Carbondale

(D)   Emergency response agencies in the Town request resources through mutual aid agreements that are usually discipline-specific (law enforcement, fire, public service, etc)

(E)   Based on the assessment of emergency conditions by the designated Incident Commander, the **Emergency Management Director** may be notified and advised of the situation and the need to activate the **ECC.**

(F)   "Routine" emergencies will be managed in the field under the ICS structure. In extraordinary events, ICS remains in place, but is extended to the broader emergency management network within the ECC and in concert with Unified Command to help support ICS and to carry out the additional functions that may be needed (i.e. damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information, etc.)

(G)   If the emergency escalates beyond the capabilities of the Town and upon recommendations of the **Emergency Management Director** and **Incident Commander**, the ECC will contact the **Garfield County Emergency Operation Center (EOC)**. Activation of the EOC is particularly important when needed resources are scarce or when multiple requests for similar resources are generated in the field. The EOC also functions in a post disaster mode to coordinate recovery and rehabilitation activities.

(H)   The Colorado Division of Emergency Management Multi-Agency Coordination Center (MACC), Division of Emergency Management, 9195 East Mineral Ave., Suite 200, Centennial, CO 80112. (720) 852-6600. dola.helpdesk@state.co.us is available 24 hours a day to provide advice and technical assistance to the Town and to provide State resources or coordinate other supplemental assistance in support of local emergency management actions. A formal declaration of a disaster by the New Castle Town Council may be required to secure or expedite State assistance. OEM is also the State agency responsible for processing requests for State and Federal Disaster Aid.

1.4 Incident Command System

(A) The Incident Command System is a predetermined flexible command structure for safely directing all of the emergency response activities at the scene of an emergency in situations that go beyond routine, single-agency response. Personnel trained in ICS tactics and strategies can rapidly integrate responding resources, establish interagency liaison and control resources to avoid duplication of effort.

(B) All incident operations are directed from an Incident Command Post (ICP), including communications, incident planning, public information, resource management unified command and ECC, if needed.

(C) The Incident Commander (IC) is the individual responsible for overall management of an emergency event. In large and/or multi jurisdictional disaster, more than one IC and one ICP may be designated. In such cases and with approval from ECC, overall coordination reverts to the Garfield County EOC.

(D) The IC is responsible for assessing the situation, establishing immediate priorities and safety measures, implementing an incident action plan, managing tactical operations, authorizing the release of information to the news media, assigning resources and approving requests for resources.

(E) Unified Command and the ECC may be implemented during an incident to ensure a coordinated multi-agency response. Unified Command and ECC allows all agencies with geographical, legal, or functional responsibilities to share facilities coordinate resource requests and establish a common set of incident objectives and planning strategies.

(F) Level of Response

> The severity of an incident dictates the level or degree of emergency response and the need for the activation of the ECC and EOC. The following emergency condition levels provide a Standardized Classification System for use by ICS, ECC and EOC personnel in identifying appropriate response and resource mobilization levels.

> **Level 1** Single, routine incident or one responding agency or a single incident requiring limited mutual aid and/or multiple response agencies.

> **Level 2** Single or multiple incidents requiring full mobilization of local resources and activation of the ECC.

> **Level 3** A disaster, which exceeds local resources and requires regional resources, and thus activation of the Garfield County EOC in concert with ECC.

> **Level 4** An area wide disaster with full command and control from the EOC - with the Incident Commander functioning out of the EOC with possibly state and/or Federal assistance (i.e. major flood disaster)

1.5 Chain of Command

(A) Per the Town Charter, Section 14.7 "In case of riot, insurrection, disaster, or extraordinary emergency, the Mayor shall have the power to assume control of the Town Government and to take such steps as are reasonably necessary to restore order and normal conditions. In the case of the death or absence of the Mayor...the powers, duties, and responsibilities of the Mayor shall be held first by the Mayor Pro-Tem, then by members of the Town Council in order of seniority, and then by the Town Administrator."

(B) The Mayor and the Town Council may create a standing order to delegate authority to the Town Administrator in extraordinary situations where expediency is required, pending notification of established chain of command.

1.6 Roles and Responsibilities

(A) **New Castle Town Council**
  - Approve and commit of Town resources and funds for disaster or emergency purposes.
  - Formally declare a Town emergency or disaster. Issue official order and emergency declarations, such as curfews, as needed and requested by the Town Administrator or his/her designee.
  - Act as intergovernmental liaison and initiator of formal requests for outside assistance from other jurisdictions.
  - Approve emergency financial authorizations as requested.
  - Issue formal requests to the Governor's Office (through the Colorado OEM) for the declaration of a State emergency for the purpose of obtaining State and/or Federal assistance.
  - Authorize post-disaster recovery operations including acquisition of temporary facilities.
  - Establish post-disaster recovery timelines as necessary.

(B) **Town Administrator**
  - Hold overall responsibility for all Town operations.
  - Advise the Mayor as soon as possible with details of major incidents.
  - Advise Town Council on the nature of the incident and recommend legislative actions.
  - Prepare disaster declarations, if necessary.
  - Receive information about areas of the Town evacuated in or around a disaster site.
  - Unless directed otherwise by the Incident Commander, will coordinate and disseminate all public information.
  - Receive briefings from department heads and others in command.
  - Function out of the ECC, Alternate ECC or Garfield County EOC.
  - Determine volunteer reporting sites and relocation sites and assign staff members to manage them.
  - Assure the keeping of accurate records including employee time logs, financial records and the chronological log of the incident.
  - Preplan post disaster recovery functions with assignments to specific departments and agencies.

> Designate staff member(s) to coordinate collection and distribution of basic supplies from qualified vendors (food, medical, water, etc.) until such time that the Incident Commander arranges otherwise.
> Appoint staff member(s) to plan and conduct public educational emergency preparedness activities and coordinate ongoing public awareness publications.

(C)   Police Department
> Provide warning services to designated areas.
> Perform normal law enforcement functions in controlling traffic, access to disaster areas and criminal activity.
> Conduct evacuations as needed.
> Provide protection for key public officials and facilities, if necessary.
> Provide personnel to support the functions of the Garfield County Coroner including body collection and identification.
> Establish detention areas if large numbers of arrests occur.
> Preplan for the care of animals with appropriate agencies.
> Preplan restructuring of response areas around disaster sites.
> Preplan personnel assignments to include long term disaster site security.
> Conduct initial damage assessments as possible.

(D)   Town Attorney
> Provide legal counsel and assistance to the Town Council, Town Administrator and other Town officials, before, during and after disaster emergency incidents in the Town.
> Prepare legal documents (disaster declarations, curfews, evacuation areas, etc.) as needed.
> Research the types and form of emergency ordinances.
> Develop sample contracts for emergency debris removal.
> Develop sample "right of entry" agreements.
> Develop sample "hold harmless" agreements.

(E)   Building Department
> Condemn damaged buildings.
> Preplan in the area of recovery for Town facilities as well as for business, industry and the citizens.
> Identify a Damage Assessment Coordinator—to preplan recovery activities prior to an incident.
> Work with county and state personnel on damage assessment and in implementing recovery plans.
> Preplan disaster recovery activities.
> Conduct initial damage assessment for state and federal reports.

(F)   Administrative Offices (Town Clerk's Office)
> Keep records of staff participation in the disaster response.
> Transcribe chronological logs of all incidents and activities.
> Assure the security of all Town documents and papers, including archived documents located at the Garfield County Library.
> Maintain database of individuals with special transportation needs.
> Preplan disaster recovery activities.

➤ Maintain records of the condition and maintenance standards for all Town-owned equipment and buildings.

(G)   Finance Department
➤ Prepare emergency purchase orders and requisitions as requested.
➤ Maintain provisions for an emergency financial support fund.
➤ Maintain records of all disaster expenditures for future state and federal reimbursement.
➤ Provide financial support to all departments, as needed.
➤ With Human Resources Department manage risk management insurance claims.
➤ Maintain a list of all vendors doing business with the Town.
➤ Preplan disaster recovery activities.

(H)   Public Works
➤ Open emergency routes to enable fire and police equipment to reach disaster areas (primary responsibility).
➤ Remove debris and stabilize public structures to gain access to victims in support of fire and rescue activities.
➤ Provide personnel, equipment and supplies for flood control and mitigation procedures.
➤ Provide vehicles and personnel to evacuate records and equipment and relocate them.
➤ Monitor all Town traffic control devices and supply temporary traffic control devices as needed.
➤ Coordinate the restoration of all utilities.
➤ Maintain records of the location of utilities throughout the Town.
➤ Preplan relocation of equipment if the Town shops are in the disaster site.
➤ Provide emergency repair for all Town owned vehicles at the shops or in the field whenever possible.

(I)   Information Technology and GIS
➤ Provide information services and telecommunications support to ECC and EOC.
➤ Contribute records and other resources to support damage assessment function.
➤ Supply technical support/resources for information management activities during disaster recovery efforts.
➤ Make available Town maps, aerial photography and survey control information with Planning Department support.

(J)   Burning Mountains Fire Protection District
➤ Handle regular functions of the department in fire fighting, extrication and emergency medical care.
➤ Conduct evacuations as needed.
➤ Assume field command of the disaster area.
➤ Perform disaster work in light duty and heavy duty rescue including the triage of patients.
➤ Issue emergency warning in designated areas.
➤ Establish priorities for debris removal.
➤ Identify and manage hazardous materials.

➤ Coordinate and supervise volunteers assisting with these functions.
➤ Work with community business and industrial leaders and companies to develop consistent emergency plans for their organizations.
➤ Preplan relocation of response units if one or more stations are in disaster sites.
➤ Conduct initial damage assessments as possible.

(K)   Garfield County Public Library
➤ Serve as the staging area where volunteers will wait for assignment and transportation to designated sites.
➤ If required by the ECC or EOC, function as an additional telecommunication site.

(L)   Colorado State Patrol (with support from CDOT)
➤ Provide perimeter security as requested by the New Castle Police Department.
➤ Provide traffic control and flow evaluation on all state highways.
➤ Provide access and egress for emergency vehicles and needed personnel (establish routes to area hospitals, etc.).
➤ Provide support for Hazardous Materials incidents.

(M)   American Red Cross & Salvation Army
➤ Provide assistance to victims.
➤ Establish and manage emergency shelters as relocation or emergency care sites.
➤ Provide temporary housing for displaced persons.
➤ Manage donated goods including cash, food, and other restorative supplies.

(N)   Garfield County Health Department
➤ Coordinate outside health resources in cooperation with EMS agencies.
➤ Assist in assessing overall health and medical resource needs during response and recovery.
➤ Provide environmental health services and technical support including identification of chemical hazards, sources of contamination, or unsanitary conditions that present health hazards.

(O)   Garfield County Sheriff's Office (Search & Rescue)
➤ Provide trained, uniformed personnel and equipment in support of search and rescue operations.
➤ Supply traffic control assistance to fire, EMS and uniformed law enforcement personnel.
➤ Provide crowd control assistance and assistance with site security.
➤ Afford limited light duty rescue functions in support of fire service operations.
➤ Furnish long term disaster recovery assistance as personnel are available.

(P) **Triad (Colorado West Regional Mental Health or other CISM responder)**
  ➢ Provide critical incident stress management (CISM) services for emergency responders on scene and in follow up activities.
  ➢ Provide stress management services for Town staff and citizens as needed during and after an incident.

(Q) **RE-2 School District**
  ➢ Provide busses for emergency transportation of workers from the staging area to assigned areas.
  ➢ Provide emergency evacuation/relocation facilities for citizens involved in a disaster incident.
  ➢ Provide additional personnel to assist with recovery activities as well as support of emergency operations (e.g. secretaries, recorders, counselors, etc.)

(R) **Valley View and Grand Valley Hospitals**
  ➢ Provide emergency service personnel on request.
  ➢ Will not function as shelters or relocation sites because of the demands for in-house patient care.

(S) **Roaring Fork Transportation Authority (RFTA)/CMC Senior Program (Traveler)**
  ➢ Provide busses, vans and vehicles to move handicapped and other persons as available and on request.

(T) **Garfield County Coroner**
  ➢ Establish and maintain a system for body protection and disposition.
  ➢ Initiate action to acquire expanded mortuary services where required.

(U) **Garfield County Social Services**
  ➢ Assist the American Red Cross, Salvation Army and other humanitarian organizations in the provision of emergency shelters, temporary housing and other assistance to displaced citizens by maintaining current listings of available shelters.
  ➢ Assist in the coordination of overall efforts of humanitarian organizations and other spontaneous volunteers in concert with the **Colorado Volunteer Organizations Active in Disasters (COVOADs).**
  ➢ Provide resources for stress and crisis counseling for disaster victims and relief workers along with Colorado West Regional Mental Health.
  ➢ Administer Individual and Family Grant Programs in residentially declared disasters in the Town of New Castle.

1.7   Emergency Support Functions (ESF)

(A) The New Castle Emergency Operations Plan (EOP) applies an all-hazards functional approach that groups the capabilities of local departments and agencies into Emergency Support Functions (ESF) to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during incidents or disasters.

(B)   The response to actual or potential incidents/disasters is typically provided by a full or partial activation of the ESF structure as necessary.

(C)   Each ESF is composed of **primary** and **support agencies**. The New Castle EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The specific duties, roles, and responsibilities of each agency is included in the annex of the EOP and not included in the New Castle Basic Plan.

(D)   The resources provided by the ESFs reflect the resource kind and type categories identified in the National Incident Management System (NIMS). The scope of each ESF is summarized below. ESFs are expected to support one another in carrying out their respective roles and responsibilities.

(E)   **ESF Primary Agencies** – A local agency designated as an ESF primary agency serves as a local executive representative to accomplish the ESF mission. When an ESF is activated, the primary agency may be responsible for:
- Orchestrating local support within their functional area for the Town of New Castle.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping other ESF and organizational elements informed of ESF operational priorities and activities.
- Executing contracts and procuring goods and services as needed.
- Ensuring financial and property accountability for ESF activities.
- Planning for short-term and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.

(F)   **ESF Support Agencies** – When an ESF is activated in response to an incident, support agencies may be responsible for:
- Conducting operations, when requested by the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first responder standards.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

> ➤ Providing information or intelligence regarding the agency's area of expertise.

(G) **Scope of Emergency Support Functions:**
> ➤ **ESF #1 – Transportation**
>   1. Civil transportation
>   2. Restoration/recovery of transportation infrastructure
>   3. Movement restrictions
>   4. Damage and impact assessment
>
> ➤ **ESF # 2 – Communication**
>   1. Coordination with telecommunication industry
>   2. Restoration/repair of telecommunications infrastructure
>   3. Protection, restoration, and sustainment of information
>
> ➤ **ESF #3 – Public Works and Engineering**
>   1. Infrastructure protection and emergency repair
>   2. Infrastructure restoration
>   3. Engineering services, construction management
>   4. Critical infrastructure liaison
>
> ➤ **ESF #4 – Firefighting**
>   1. Firefighting activities
>   2. Resource support
>
> ➤ **ESF #5 – Emergency Management**
>   1. Coordination of incident management efforts
>   2. Management of EOC or ECC
>
> ➤ **ESF #6 – Mass Care, Housing, and Human Services**
>   1. Mass Care
>   2. Disaster housing
>   3. Human Services
>   4. Sheltering
>
> ➤ **ESF #7 – Resource Support**
>   1. Resource support (facility space, office equipment and supplies, contracting services, etc)
>   2. Financial management
>
> ➤ **ESF #8 – Public Health and Medical Services**
>   1. Public health
>   2. Medical (EMS and hospitals)
>   3. Mortuary services
>   4. Mental health
>
> ➤ **ESF #9 – Search and Rescue**
>   1. Life-saving assistance
>
> ➤ **ESF #10 – Hazardous Materials Response**
>   1. Hazardous materials response (CBRNE)

2. Environment safety and short-term and long-term cleanup

> ### ESF #11 – Agriculture
1. Nutrition assistance
2. Animal and plant disease/pest response
3. Food safety and security

> ### ESF #12 – Energy & Public Utilities
1. Energy infrastructure assessment. Repair, and restoration
2. Energy industry utilities coordination
3. Energy forecast

> ### ESF #13 – Public Safety and Security
1. Warnings – Notification – Evacuation
2. Facility and resource security
3. Security planning and technical and resource assistance
4. Public safety/security support
5. Support to access, traffic, and crowd control

> ### ESF #14 – Long Term Community Recovery and Mitigation
1. Social and economic community impact assessment
2. Long-term community recovery assistance to local governments and the private sector
3. Mitigation analysis and program implementation

> ### ESF #15 – External Affairs
1. Emergency public information and protective action guidance
2. Media and community relations
3. Support to on scene incident management

(H) **Designation of New Castle ESF Primary and ESF Support Agencies are included in the EOP Annex and not in the New Castle Basic Plan**

1.8 Recovery Activities

(A) Recovery activities will need to take place after the emergency phase of the incident has been completed. Preplanning is essential to minimize recovery time.

(B) Full recovery may take months or years depending on the nature and scope of the incident. These recovery activities fit into three categories with overlap between them. They are:

1. **Immediate restoration of lifelines (water, power, communications, vehicular access)**

2. **Immediate welfare considerations i.e. relocation, shelter, feeding, essential services (stores, repair shops, fuel service, psychological service, etc.)**

3. **Long term activities (demolition, rebuilding, financial support, etc.)**

(C) Each department has specific recovery activities. In addition, general recovery activities are noted below. They will involve interactions not only between departments but also between the Town and county, business, the state and federal governments, and many other agencies.

(D) Specific recovery functions are noted here although not in any order of priority. As the Town works to implement these Emergency Procedures, additional plans will be added to this section to specify recovery contacts and support agencies.

> Assess and record damage.
> Determine physical, social, economic and environmental impacts.
> Determine level and type of disaster assistance needed and identify available resources.
> Clarify objectives and policies with respect to obtaining assistance and assign expediters.
> Create ad-hoc recovery task force.
> Manage convergence of volunteers and donated goods.
> Expedite disaster relief.
> Restore vital community services and facilities.
> Obtain cooperation of local contractors.
> Review and revise existing emergency response plans.
> Develop community plans for restoring affected structures, facilities and systems.
> Secure hazardous property and facilities.
> Acquire vacant land for the storage of debris.
> Review, revise and implement existing building codes, permit processes and land use controls.
> Assess need for special ordinances (e.g. construction moratoriums and permits).
> Coordinate activities of key community service agencies.
> Establish local, regional, state and federal liaisons.
> Create coordination mechanisms needed for intergovernmental and inter-organizational relations.
> Work with local and national church groups to gain assistance.
> Form interfaith groups to help with citizens unmet counseling needs.
> Establish mechanisms for monitoring and feedback on recovery progress.
> Provide regular media information on recovery efforts and citizen direction.
> Widen contacts with local civic and non-profit groups assisting citizens with housing and other needs.

1.9 Shelters

(A) In the event that residents of the Town are displaced from their homes by a flood, tornado or other natural or technological disaster, or are forced to leave their homes due to a power failure or an accident involving hazardous materials, the **American Red Cross** may open and manage temporary shelters and provide for the immediate needs of shelter residents for food, lodging, clothing and personal items. The American Red Cross maintains formal written agreements with local

school districts for the use of school facilities for mass care in a disaster or emergency event.

(B)   It is recommended that the American Red Cross shelters be considered for necessary relocation sites. However, other area facilities may also be used with approval of the owner. Generally, area churches are quite willing to open their facilities for emergency sheltering.

(C)   When the Red Cross opens a shelter they will be responsible for preparation, management and any damage that may occur during the use of the shelters. Town police personnel are responsible for providing security for the designated shelters, if available.

(D)   The Town must attach a representative to each shelter. This person must be in contact with the EOC either by phone or radio so occupants of the shelter may receive regular updates on the status of the emergency, the duration of their needed stay and other information relative to the incident.

(E)   Red Cross shelters that have been established in the Town of New Castle are:

- ➢ **Riverside Middle School**
- ➢ **Kathryn Senor Elementary School**
- ➢ **New Castle Community Center**
- ➢ **Elk Creek Elementary School**

2.0   Communications

(A)   In large-scale emergencies and disasters a coordinated response depends on the ability of emergency agencies and personnel to communicate with each other, regardless of location. Establishing communications links between Incident Command Posts and ECC and the Garfield County EOC can help speed the delivery of emergency resources requested from Town departments and outside agencies.

(B)   The challenge to communications systems in a disaster is to handle emergency radio traffic and a large influx of telephone communications in such a way as to not overload any of the communications systems. Each department will use its own communications system if it so exists. **Experience has shown that the use of cellular phones may be quite limited because of overload of their systems. Thus, radio and landline communications become imperative, if available.**

(C)   In major incidents the Incident Commander will insure that an ICS Communication Plan is developed that will tie together the different communications systems in use.

(D)   In most serious incidents communications resources may be available upon request from State and Federal agencies, the military and amateur radio service organizations.

(E) Since an extraordinary amount of radio traffic can be expected during a disaster, the ability to communicate effectively relies on the flexibility and redundant capabilities of the systems used. Each Town department is responsible for maintaining familiarity with their system and the outside systems that may be used (i.e. the use of Amateur Radio Emergency Service personnel)

(F) If cellular phones and landlines are inoperable (worst-case scenario) amateur radio and courier systems must be used.

(G) Members of **Amateur Radio Emergency Services (ARES)** are available to respond to any area to provide emergency communications. The **Radio Amateur Civil Emergency Service (RACES)** is a public service provided by a reserve (volunteer) communications group within government agencies in times of extraordinary need. Either group can provide valuable support when cellular phones and landlines become inoperable.

2.1   Warning

(A) In some cases, Town staff members may have advance warning of an impending disaster (i.e. heavy rain producing flooding along the Colorado River). However, generally, there will only be a short time to put out a warning (flash flooding), or no time at all (train wreck, explosion, etc.)

(B) The Garfield County Emergency Communications Center will alert the appropriate Town officials using telephones, pagers and the other communication tools available to them. The Center is a 24hour a day/7days a week operation that, generally, will receive the first alert of an emergency or impending emergency. Citizens receive information in a number of ways:

> ➢ **National and State Warning Systems messages via radio, the Colorado Crime Information Center (CCIC) terminal or the direct line of the National Warning System (NAWAS).**
> ➢ **National Weather Service (NWS) flood warnings and severe weather advisory information, by telephone and radio from the NWS offices.**
> ➢ **Field observations by Town staff members in their vehicles.**
> ➢ **Private citizen calls to 911 and other reports received in the Communications Center.**
> ➢ **Emergency Notification System (commonly called the reverse 9-1-1 system) phone calls to landlines (or to cell phones if citizens have enrolled at www.garco911.org).**

(C) The Emergency Alert System (EAS) provides the principal means of disseminating warnings and other emergency information to most people in the general area, limited by the number of people that are tuned to local radio and television broadcasts.

(D) Uniformed law enforcement personnel are responsible for warning the citizens and for conducting emergency evacuations, if necessary, and providing for security and traffic control measures with the assistance of fire and emergency medical personnel, if available. For some emergencies Burning Mountains Fire Protection District and maintenance vehicles may also be used to warn the

citizens. Vehicle mounted public address systems and door-to-door contacts are effective in some cases.

(E)   Call-down lists for notifying key emergency personnel in the Town are maintained in the Communications Center. The Police Chief maintains in this plan a list of the emergency personnel and support personnel who should be called in the event of a major emergency or disaster.

2.2   Emergency Public Information

(A)   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 an incident, including a summary of governmental response actions and the projected duration of the emergency, as well as specific information and instructions regarding street closures, shelter locations, and hazardous areas to avoid, or where to call for additional information.

(B)   Incident Commanders in the field and Emergency Management Director and other officials in the EOC should be prepared to respond to media inquiries or to designate a spokesperson or Public Information Officer (PIO) to handle media relations in their absence. **In order to reduce confusion, control rumors and promote public confidence in emergency response efforts a single point of contact will be established for the direct release of disaster related information to the public and the news media.**

(C)   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, (PIO), should be designated at the ECC or EOC to give media briefings and to approve coordinated news and public information releases. A joint PIO may be established when there is a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.

(D)   During major incidents media information should be coordinated and provided by the Incident Commander (IC) and press releases or other communications will be disseminated by the designated Public Information Officer (PIO) with approval of the IC.

(E)   It is essential that public information be provided readily to the media. Formal briefings should be announced as needed and at a specific site. This allows media personnel to research sidebar stories and to be at the site for briefings.

(F)   Consideration should be made with regard to air times for radio and TV personnel.

(G)   The **Emergency Alert System (EAS)** is a national alerting program available to provide emergency information to citizens on their television and radio sets. It can be activated by the Garfield County Emergency Communications Center. Citizens receive emergency information by a "voice over" on their sets if they are turned on.

(H)   Emergency information should be provided to Comcast Cable at 945-7292 for posting on public access channel 10. Information may also be disseminated on the Town Internet web site: **www.newcastlecolorado.org**.

2.3   Damage Assessment Procedures

(A)   Although the immediate pressures to respond to a major disaster are overwhelming, the need to begin to document disaster impacts early on in the response effort should not be overlooked. **In addition to providing justification for State and Federal assistance, accurate damage assessment figures provide information for incident, public information, and media reports and can help response officials to focus resources where they are most needed.**

(B)   A systematic damage assessment process will help to ensure timely recovery assistance, as well as maximum State and Federal financial disaster assistance in state declared and Presidential declarations of disasters.

(C)   A **Damage Assessment Team** will be assembled under the direction of the Building Official for the purpose of collecting and documenting disaster caused damages and related impacts to private property.

(D)   In multi-jurisdictional incidents, damage assessment reports from all jurisdictions should be obtained. In such cases, Garfield County should serve as the coordination group so that only one report is prepared for State and Federal release.

2.4   Disaster Declarations

(A)   Local disaster or emergency declarations may be necessary in order to fully mobilize the resources of surrounding counties, the State, or the Federal government or to enact temporary restrictions such as curfews or forms of rationing. In most cases, a local declaration is necessary for State or Federal emergency assistance.

(B)   The EOC will request State and Federal disaster assistance from the Colorado Office of Emergency Management (State EOC) at the 24-hour emergency number of 303-279-8855. A sample disaster declaration is found in the annex of the EOP plan.

2.5   Jurisdictional Authority

(A)   In multi-jurisdictional disasters, local government units retain control of their own resources and are responsible for approving the use of the resources under their control for emergency purposes. In the event of a request for outside aid from County, State, or Federal governmental agencies, the local authority retains full jurisdiction over the incident unless it determines it is not capable of handling the situation.

(B) In multi-agency activities, however, this authority is generally delegated in a manner acceptable to the primary entity. Example: During a flood of the Colorado River, the National Guard might respond to control all access to the flood area. Their commander would be given specific assignments from the IC and they would function within their own infrastructure to implement these assignments.

2.6 Plan Implementation and Maintenance

(A) Responsibility for the maintenance and regular updates of this plan rests with the Town Department Heads.

(B) It is essential that each Town department write their own annexes, which include Standard Operating Procedures for this plan. The annexes will indicate how the department plans to implement its specific assignments. Copies of each annex are to be submitted to the Town Administrator and Department Heads to be attached to the basic plan.

(C) It is also essential that each department brief its staff members on their responsibility under the plan and to make sure they understand how they would fit into the overall management of an emergency situation. The Department Heads will review the plan and study possible changes; they will also have training and exercise activities to test the plan.

2.7 Glossary

American Red Cross (ARC)
A volunteer organization that works closely with Local, State and Federal governments in preparing for, and responding to, disaster events. All Red Cross assistance to disaster victims is based upon verified disaster-caused need and granted outright from public donations.

Garfield County Sheriff's Office (GCSO)
The sheriff's office for the county in which the Town of New Castle is located.

Garfield County Search & Rescue (SAR)
A volunteer search, rescue and emergency service non-profit corporation based in Garfield County. Members are trained to do search and rescue work and to support other emergency agencies as requested.

Chief Executive Officer (CEO)
The official or officials given the authority for implementing and administering laws, ordinances and regulations for the community. In Colorado, the Mayor of a political jurisdiction is responsible by State Law for establishing a local emergency management office and a director or coordinator of the office to provide for disaster planning and emergency services. In some cities the Town Administrator is delegated to handle this function at the direction of the Mayor and the Town Council.

Civil Air Patrol (CAP)
An auxiliary of the US Air Force that volunteers its services to conduct emergency service missions mainly using light aircraft for search, rescue and disaster relief missions.

Colorado Crime Information Center (CCIC)
The computer system with terminals in most law enforcement and emergency communications agencies that is used primarily for law enforcement purposes, but is also part of the system for warning communities about disasters and emergencies.

Colorado Search and Rescue Board (CSRB)
The organization in Colorado that coordinates the response of state search and rescue organizations to assist local government during search and rescue activities.

Cooperating Agencies
Organizations supplying assistance other than direct tactical or support functions or resources to an Incident Commander or to a broader disaster relief effort. i.e. the National Weather Service.

Colorado Voluntary Organizations Active in Disaster (COVOAD)
The Colorado state chapter of National Voluntary Agencies Active in Disasters (NVOAD) consists of organizations active in disaster response through the state of Colorado.

Damage Assessment
A comprehensive engineering report prepared by a Local/State/Federal team that outlines the scope of work and estimated cost of repairs at each damage site after a disaster.

Disaster
A statistically rare event that results in widespread damage and destruction, disrupts social and economic conditions and overwhelms local resources and personnel, requiring outside assistance from other jurisdictions and other levels of government.

Emergency Alert System (EAS)
The broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during wartime, national emergencies and major disasters. In the New Castle area the primary facilities are entrusted to KMTS Radio.

Emergency Coordination Center (ECC)
A location from which local centralized emergency management can be performed to coordinate the Town response and support effort following an emergency event.

Emergency

A situation resulting from an accident or hazard event that produces serious local impacts and threatens the safety of people and property, but can be effectively handled with local and normal mutual aid resources.

Emergency Planning

The work in the four areas of preparedness, mitigation, response and recovery involved in the management of an emergency to prepare for any eventuality.

Emergency Management

An integrated approach to the management of emergency programs and activities including the on-scene management as well as the activation of necessary resources and support.

Emergency Operations Center (EOC)

A location from which centralized emergency management can be performed to coordinate the overall jurisdictional response and support effort following a major emergency or a disaster incident.

Emergency Operations Plan (EOP)

A concise document that describes the coordinated actions that government will take to protect people and property in the event of a major emergency or disaster.

Emergency Response Agency

Any organization responding to an emergency, or providing support, whether at the scene of the incident or in an emergency operations center. Although the term usually refers to law enforcement, fire and EMS agencies all elements of government and numerous non-governmental units may be mobilized during disaster response.

Floodplain

The lowland areas historically subject to flooding. The base floodplain, or 100-year floodplain is the regulatory floodplain under the National Flood Insurance Program. This is the area subject to a one percent chance of flooding in any given year.

Hazard Mitigation

The policies, practices and measures implemented to save lives, protect property and reduce economic losses and social disruptions caused by disasters. Hazard Mitigation techniques are designed to reduce hazard related losses by avoiding hazards or by minimizing their effects.

Incident Action Plan (IAP)

An ICS term referring to the plan that reflects the overall incident strategy and specific tactical actions along with supporting information (i.e. traffic plan, communications plan, safety plan, maps, evacuation areas, etc.)

Incident Commander (IC)

The individual responsible for the command of all emergency functions at the field response level.

Incident Command Post (ICP)
The location where primary command activities are conducted (often referred to as the Command Post—CP) The ICP is located within the outer perimeter in an area free from danger and confusion and, whenever possible, has the equipment necessary to communicate with the ECC or EOC, communications centers, staging areas and other field locations.

Incident Command System (ICS)
A standardized on-scene Emergency Management System specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being constrained by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, with command responsibility for the management of resources to effectively accomplish identified incident objectives.

Joint Public Information Center (JPIC)
An information center where news media and involved response agencies can exchange information regarding emergency response activities. A location for Public Information Officers from different agencies to coordinate information and prepare joint media releases.

Multi-Agency Coordination Center (MACC)
The Center that is housed with the South Metro Fire & Rescue in Centennial, CO offers the ability for state, federal, and local agencies to come together in a central location to coordinate the response to emergencies and disasters throughout the state.

Media Center
A location for news media members to gather during protracted incidents and to obtain official updates on the status of response and relief efforts. A facility where informational briefings can be provided to the media away from the scene and outside of the ECC or EOC.

Multi-Jurisdictional Incident
An incident requiring action from multiple agencies that have a statutory responsibility for incident response and recovery.

Mutual Aid Agreement
A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment.

National Incident Management System (NIMS)
The system which provides for a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Nongovernmental Organizations (NGOs)
They are non-profit entities with an association that is based on interests of its members, individuals, or institutions and that is not created by government, but may work cooperatively with government. Examples of NGOs include faith-based charity organizations and the American Red Cross. Local government may call upon NGOs to assist in emergency incidents /disasters.

Office of Emergency Management (OEM)
The state office within the Department of Local Affairs that is tasked with the responsibility of coordinating State and Federal response in support of local operations.

Public Information Officer (PIO)
The individual at the field level or at the ECC or EOC that has been delegated the authority to prepare public information releases and to interact with the news media.

Relocation Site
A site, generally a facility, that is selected as a location for citizens and workers removed from an incident site as a precaution. Such sites must be staffed with Town personnel and have communications facilities to enable persons at the site to be kept abreast of developments.

Resources
Emergency resources are the personnel, equipment and materials available, or potentially available, for use in responding to emergency situations or disaster events. (from public, private, military and volunteer sources.)

Staging Area
The location(s) where emergency response resources are temporarily located while awaiting tactical assignments at the incident site.

State Emergency Operations Plan (SEOP)
The State-level Plan that defines the staffing responsibilities and coordination methods of Colorado state government agencies during emergencies or disasters, including procedures for committing State, Federal and Military resources to supplement local response and recovery efforts.

Unified Command
An ICS procedure for ensuring a coordinated multi-agency incident response which allows all agencies with geographical, legal or functional responsibilities to establish a common set of incident objectives and planning strategies. This is accomplished without abdicating agency authority, responsibility or accountability.