

**Town of New Castle**  
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**Administration Department**  
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**Agenda**  
**New Castle Town Council Work Session**  
**Tuesday, August 01, 2023, 6:15 PM**

Virtual Meetings are subject to internet and technical capabilities.

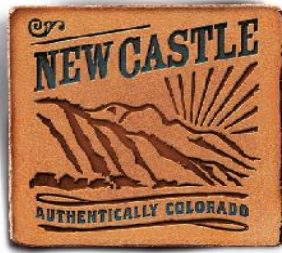
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If you prefer to telephone in:  
Please call: 1-346-248-7799  
Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your  
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The Council Packet is available [HERE](#)

- [a.](#) Review Town Emergency Evacuation Plan



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## Memorandum

**To:** Mayor & Council  
**From:** Dave Reynolds  
**Re:** Workshop Item – Review of Emergency Evacuation Plan  
**Date:** 08/01/2023

**Purpose:**

The purpose of this workshop session is to review the Emergency Evacuation Plan for the Town of New Castle.

To be as prepared as possible for an emergency which may require an evacuation of all or part of the town, staff has been working in partnership with Colorado River Fire Rescue and the Garfield County Emergency Manager to develop a Town of New Castle Emergency Evacuation Plan. Using recognized command standards from the National Incident Management System (NIMS), the plan considers the following elements:

- Authority and command structure during an emergency
- Evacuation Decisions
- Transportation
- Traffic Control
- Evacuation Notices
- Special Needs
- Animal Evacuations
- Access and Control
- Demobilization
- Reporting
- Records
- Contact Lists
- Support Agencies
- Shelters
- Evacuation Checklists
- Primary Routes

Staff and guests will review, comment, and take questions related to the Evacuation Plan.

# **TOWN OF NEW CASTLE EMERGENCY EVACUATION PLAN**

**Date:** \_\_\_\_\_

**Prepared by the Town of New Castle  
with gratitude to our partner agencies**

# REVIEW AND IMPLEMENTATION

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Signature  
**Art Riddile**  
Mayor

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Date

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Signature  
**David Reynolds**  
Town Administrator

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Date

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Signature  
**Leif Sackett**  
CRFR Fire Chief

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Date

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Signature  
**Chris Bornholdt**  
Garfield County Emergency Manager

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Date

# RECORD OF CHANGES

## Town of New Castle Evacuation Plan

The Evacuation Plan, including tables, will be reviewed and approved on a regular basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date of Change	Entered By	Summary of Changes

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# **Town of New Castle Evacuation Plan**

Emergency response activities within the Town of New Castle utilize the (NIMS) National Incident Management System. This includes prescribed incident command procedures that will be used by local emergency responders at the scene of emergencies. The following information will describe the structure and role of NIMS, as well as provide Emergency Evacuation information for the Town of New Castle.

## **I. Introduction**

### **A. Purpose**

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or any part of the population of New Castle if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency. This plan may serve as a tool for multiple agencies and area residents in understanding the chain of command, and how a response to a major emergency may be handled by the Emergency Manager or Local Official.

This plan, and any possible evacuation routes described herein, may be changed based on unfolding conditions. Residents are strongly encouraged to be familiar with all planned evacuation routes but be prepared to follow instructions from emergency personnel and directional signage during an actual evacuation event.

### **B. Authority**

Authority for an evacuation and all other emergency response is based upon the decision of the Local Official or Emergency Manager.

### **C. Acronyms and Abbreviations**

EM	Emergency Manager
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NRP	National Response Plan
NIMS	National Incident Management System
PIO	Public Information Office or Officer
REOC	Regional Emergency Operations Center
SIP	Shelter-in-Place
SOP	Standard Operating Procedure
UC	Unified Command
IC	Incident Commander

## D. Definitions

**Emergency Manager:** An emergency manager organizes disaster response for citizens and government personnel during a crisis. The emergency manager may serve as an advisor to the local government or may have the authority to make decisions regarding crisis management in the event of a disaster.

For the Town of New Castle, the designated Emergency Manager will be the authorized position that holds the most qualified credentials to handle the situation. Individuals for this position may include the Fire Chief, Town Manager, Chief of Police, and Public Works Director.

**Evacuation.** The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Shelter-in-Place.** Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of an unfolding emergency which may include natural hazards, severe weather, biological hazards, chemical hazards, hazards from threatening people, and other types of unsafe conditions.

**Special Facilities.** Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:

1. Schools and day care centers, where students require supervision to ensure their safety.
2. Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
3. Correctional facilities, where offenders require security to keep them in custody.
4. Senior living facilities, where residents may not be able to be transported, special equipment such as wheelchairs may be needed.

**Special Needs Populations.** Individuals in the community with physical, mental or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network. Special needs populations may also include economically or culturally isolated populations within the community.

**Visitor Population.** Individuals visiting or staying in a place outside their usual place of residence. The visitor population includes business and leisure travelers present in the jurisdiction, whether for single day or overnight stays.

All lodging owners are encouraged to have their own emergency evacuation plans and know where to find information when an emergency arises. Owners are required to contact their guest in the event of an emergency.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

**1.** The Emergency Manager has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Emergency Manager may recommend the evacuation of people at risk in and around an incident scene. The Emergency manager shall direct and control the required evacuation.

**2. Evacuation** is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors.

Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise to advise on such matters. The use of specialized planning materials or decision aids, the recommendations of local agencies, and, where appropriate, the advice from other subject matter experts, may all be considered in the decision to order an evacuation.

The hazard situation which gave rise to the need for evacuation should be continually monitored for changing circumstances. Such changes may include rainfall, shifting winds, and change to the area of anticipated impact.

**3. The community must be prepared** during all hours of the day, and during all seasons of the year to conduct both small-scale and large-scale evacuations. It is important for residents to understand that emergencies may develop in all areas of the town at any time. Regardless of the nature of an emergency, residents should be familiar with all steps needed to evacuate in a timely manner when asked to do so. Residents are responsible to know all the routes in and out of their neighborhoods.

A General Evacuation Checklist, can be used as a guide in the execution of evacuation operations.

See **Table 4** for a **General Evacuation Checklist**

See Table 5 for possible primary and secondary emergency evacuation routes.

## 6. Phases of Emergency Response

Because most emergencies begin at the local level, emergency response to an incident will also begin at the local level. As an incident grows beyond the capacity of local responders, Garfield County Emergency Operations may take command of the incident.

Emergency response and command of an incident may develop as follows:

- a. The initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by 9-1-1.
- b. If it appears that the incident will grow beyond the capabilities of the town (local responders), or if more than one local municipality will be involved in the response, Garfield County Emergency Manager will assist with coordination of the efforts.
- c. If County resources are not adequate, the Garfield County Emergency Manager will turn to other counties, in the Northwest Region and/or the state for assistance.

**7. Intergovernmental Assistance:** As mentioned above, in the case of any emergency that overwhelms the assets and abilities of local municipalities, Garfield County Emergency Management Team stands ready to take command of any major incident. The Garfield County Emergency Management Plan works in partnership with agencies which may include nearby fire and police departments, a wide variety of state and federal agencies, local and national aid organizations, and other resources as may be needed to address a wide variety of incidents as managed at the county level.

For smaller incidents which may be handled within the capacity of New Castle resources, the town has partnership understandings with neighboring municipal and private resources.

## B. Evacuation Decisions

Based on the size, scale, location, and threat level of an emergency, the Emergency Manager shall assess the need for an evacuation. Working with local authorities and the emergency management team, the Emergency Manager will plan evacuations, and coordinate support for the evacuation effort.

### ***Common Questions Regarding Evacuation and Planning Decisions:***

**a. What areas of town are most at risk and could be subject to an emergency evacuation?**

Residents need to understand that all areas of town are subject to some level of emergency risk, and therefore subject to emergency evacuation. During times of

emergency the Emergency Manager will assess the threat level, and the Incident Commander will make an evacuation discussion based on a real time risk assessment.

**b. How will the public be advised of what to do?**

Residents need to register for alert services prior to an incident. Services such as TextmyGov and Reverse 911 will send alerts to phones and emails that have registered in the event of an imminent emergency. In addition to these services, the Town of New Castle and other local responders employ trained (PIOs) Public Information Officers, whose job is to send out timely and accurate information via the town's website, text message system, Facebook page, local radio stations, and other means as needed. Residents should use extreme caution when gathering emergency information and be sure that they rely only on information that originates from local Public Information Officers.

The Garfield County Emergency Management page will have the latest information. ([www.garfield-county.com/emergency-management](http://www.garfield-county.com/emergency-management))

**To register for the services listed above please refer to the information provided in Table 1.**

**c. What do evacuees need to take with them?**

Once an emergency happens there is no time to pack. Planning and packing an emergency GO BAG before an emergency event is critical. Residents should be prepared by prepacking a 72-hour bag containing items necessary for surviving 3 days. This bag should be prepared and always available before an emergency ever takes place.

**See Table 4 for details of what might be needed in an emergency GO BAG.**

**d. What travel routes should be used by evacuees?**

Evacuation routes will be based on the location and severity of the incident. The evacuation routes in this plan will be used at the discretion of the Emergency Manager. Please follow all traffic control signage and emergency personnel instructions and information during an evacuation. Traffic Control Officers as directed by the Emergency Manager will identify the most suitable evacuation routes for the community based on how the incident is progressing.

**See Table 5 for Evacuation Routes**

**e. What special transportation support might be needed?**

The Emergency Management Team will identify special transportation support if needed. Areas of consideration may include special needs populations, schools, and other populations that may need special assistance. All residents are encouraged to take time to understand the special needs of neighbors who may not be able to transport themselves during an evacuation.

**f. If asked to evacuate, when will evacuation shelters and mass care facilities become available to the public?**

The opening of evacuation shelters and mass care facilities are based on the size, scale, and anticipated duration of an emergency condition. The opening of an evacuation shelter is considered when it is anticipated that residents may be displaced from their homes for a period of 12 hours or greater.

**See Table 3 for more detail on planned shelter locations.** *Please know that during an emergency, planned shelter locations may be subject to change.*

**g. How will evacuated areas be secured?**

Based on the situation, local law enforcement may monitor and patrol evacuated areas. Please remember that it is the responsibility of the homeowner to secure the property before leaving the home.

## **C. Transportation**

**1. Individuals.** The primary means of evacuation for most individuals will be personal automobiles. Residents are strongly encouraged to know their neighbors, understand their needs, and make plans to assist a neighbor who may not be able to evacuate themselves.

**2. Emergency transportation** The Town of New Castle recommends that neighbors help neighbors with transportation if needed. Residents with school age children please refer to school policies and procedures during an emergency evacuation.

## **D. Traffic Control**

**1.** Emergency evacuation traffic movement will be controlled by local law enforcement agencies. Please obey all traffic signage and traffic control devices.

**Evacuation routes are outlined in Table 5 of this plan and are subject to adjustment based on incident location and severity.**

**2.** During an evacuation the Emergency Manager has the option to direct additional traffic lanes on multilane roads to allow for outbound evacuation traffic. It is critical during these lane adjustments that residents follow directions for new traffic flow, keep clear of incoming emergency vehicles, and do not return into town once an evacuation has begun. Please remember that based on the location of the emergency residents may be directed to leave town using routes that they may not normally use. Preplanned designated routes are designed to empty the town in as efficient a way as possible. On-site emergency adjustments to planned routes may be required to meet the demands of the actual emergency.

**3.** For large-scale evacuations and as the situation allows, traffic control devices, such as signs and barricades, will be used to display information to the public.

## **E. Evacuation Notices**

### **1. Pre-evacuation Notice**

a. For slow developing emergency situations, advance *Pre-evacuation Notices* may be given to affected residents as soon as it is clear that an evacuation may be needed. Such advance notice is normally distributed through the use of Reverse 911, TextmyGov (text messages from the Town of New Castle), town sign boards, social media, and the town website.

***If you have children in school, please refer to your school's emergency plan.***

b. Advance warning will be made to special facilities in a threatened evacuation area as early as possible. Such facilities will be requested to review and be prepared to implement their evacuation plans.

c. If you are notified that you are in a Pre-Evacuation Area, please either leave the area at that time or be prepared to leave as soon as an evacuation notice is issued.

### **2. Evacuation Notice**

a. An official Evacuation Notice will be distributed to residents in an evacuation area through all available systems at the time that the Emergency Manager orders such evacuation.

b. In the case of an ordered Evacuation Notice, emergency response personnel may travel through the area using siren and speaker-equipped vehicles to alert residents of the need to evacuate immediately. Door-to-door notification will be considered for large buildings and in rural areas where residences may be some distance from the road.

c. Special facilities may be notified directly by on-scene emergency response personnel.

d. Law enforcement personnel will sweep the evacuation area to ensure all those at risk have been advised of the need to evacuate. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

### **3. Evacuation Routes**

During an evacuation, residents are encouraged to leave town as quickly as possible using the established evacuation routes shown in **Table 5**.

**Primary Routes** are designed to move residents out of town as quickly as possible by using Castle Valley Blvd., Adler Ave., Midland Ave., 7<sup>th</sup> Street, Main Street, Rt 6., County Road 335, and I-70.

**Secondary Routes** are identified as evacuation routes which lead to **Primary Routes**. Examples of Secondary Routes include Burning Mountain Ave, North & South Wildhorse, Rio Grande Ave, and designated alley ways in the Downtown area.

**Trace Evacuation Routes** are identified as certain trails, dirt roads, and pathways which are not normally designed to carry vehicular traffic. In the case of an evacuation the Emergency Manager may decide to utilize all available paths of egress in order to more swiftly evacuate town. Trace Routes may be limited to smaller vehicles. Please use Trace Routes only as directed.

#### **4. Shelter-in-Place Notice**

During certain types of emergencies, the Emergency Manager may determine that a shelter order is more appropriate than an evacuation order.

- a. In a severe weather event: the rule of thumb is to put as many walls between you and the outdoors as possible and head to the lowest floor possible. The basement is an ideal location.
- b. During a shelter in place order that involves air quality concerns, residents are advised to **close all doors, windows, and vents and take immediate shelter** in a location that puts as much indoor air shielding between the individual and the hazardous outside air.
- c. In an active shooter situation, most importantly, stay calm. If instructed, barricade yourself in a secure location, turn off all lights, silence all phones but keep it nearby, and wait for further instructions. Wait in the safest location possible until you are given the “all clear” or told to evacuate.

#### **5. Emergency Public Information and Dissemination**

- a. Warning messages distributed through various warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The Public Information Officer or the Emergency Manager will ensure that such information is provided to the media on a timely basis for further dissemination to the public.
- b. Additional instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing homes, and the need for evacuees to take certain items with them during an evacuation.
- c. When the incident that generated the need for evacuation is resolved, evacuees will be advised when it is safe to return to their homes and businesses.

## **F. Special Facilities and Special Needs Populations**

1. Special facilities such as senior living facilities, schools, certain medical facilities, jails, and others are responsible for the welfare and safety of those on their charge. These facilities should maintain an emergency plan that includes provisions for an emergency evacuation.
2. If an evacuation of a New Castle school is required, students will follow the school's emergency evacuation plan. The school or school district will use their own communication system to notify parents of evacuation notices.

## **G. Animal Evacuations**

1. Owners of pets are responsible for making arrangements for their animals in the event of an evacuation.

**See Table 3 for a list of local animal shelters.**

2. Depending on the situation and location of the shelter, emergency shelter facilities may or may not allow evacuees arriving with pets. Please contact the shelter before bringing in animals.

## **H. Access Control & Security**

Law enforcement will establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft or re-entry by those on foot. To the extent possible, fire departments will take measures to insure continued fire and other emergency protection.

## **I. Demobilization and Reentry**

1. Local authorities will normally make the decision to allow residents to return to their homes once all threats have diminished to a safe level. Residents are asked to not return to their homes until instructed that it is safe to do so. Information containing instructions that it is safe to return to an area will be distributed as appropriate. For large-scale evacuations, the decision will normally be made by the Emergency Manager and disseminated through the media and local authority.
2. The local authority or Emergency Manager will use the following conditions to determine if it is safe to return to an evacuated area:
  - a. The threat prompting the evacuation has been resolved or subsided.
  - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated.

- d. Structures have been inspected and deemed safe for occupancy.
- e. Adequate water is available for firefighting.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Organization**

1. The emergency organization will carry out evacuations and the return of people to their homes or businesses. A large-scale evacuation, however, may require the formation of a regional (UC) Unified Command to support the (ICP) Incident Command Posts and (EOCs) Emergency Operations Centers.

- a. Lead Agencies –New Castle Police Department, New Castle and Garfield County PIO, Colorado River Fire Protection District, Garfield County Sheriff’s Office, New Castle Public Works.

See **Table 2** for Support Agencies/Entities

#### **B. Assignment of Responsibilities**

The following table provides general responsibilities for various Emergency Management/ICS positions, agencies, and organizations. The Town of New Castle will generally only have an Emergency Manager unless a large-scale emergency exists.

<b><u>Personnel / Agency / Organization</u></b>	<b><u>Evacuation Responsibilities</u></b>
The Emergency Manager/ Unified Commander:	<ul style="list-style-type: none"> <li>• Ensuring clear authority and knowledge of agency policy.</li> <li>• Ensuring incident safety.</li> <li>• Establish an Incident Command Post.</li> <li>• Obtain a briefing from the prior Incident Commander if applicable and/or assess the situation.</li> <li>• Establishing immediate priorities.</li> <li>• Determining incident objectives and strategy to be followed.</li> <li>• Establishing the level of organization needed, and continuously monitor the operations and effectiveness of that organization.</li> <li>• Manage planning meetings as required.</li> <li>• Approve and implement the Incident Action Plan.</li> <li>• Coordinating the activities of the Command and General Staff.</li> <li>• Approve requests for additional resources or for the release of resources.</li> <li>• Approve the use of participants, volunteers, and auxiliary personnel.</li> </ul>

	<ul style="list-style-type: none"> <li>• Authorize the release of information to the news media.</li> <li>• Order demobilization of the incident when appropriate.</li> <li>• Ensure incident after-action reports are complete.</li> <li>• Authorize information for release to the media.</li> </ul>
Operations Section Chief:	<ul style="list-style-type: none"> <li>• Assure safety of tactical operations.</li> <li>• Manage tactical operations.</li> <li>• Develop the operations portion of the IAP.</li> <li>• Supervise execution of operations portions of the IAP.</li> <li>• Request additional resources to support tactical operations.</li> <li>• Approve release of resources from active operational assignments.</li> <li>• Make or approve expedient changes to the IAP.</li> <li>• Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.</li> </ul>
Plans Section Chief:	<ul style="list-style-type: none"> <li>• Collect and manage all incident-relevant operational data.</li> <li>• Supervise preparation of the IAP.</li> <li>• Provide input to the IC and Operations in preparing the IAP.</li> <li>• Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.</li> <li>• Conduct and facilitate planning meetings.</li> <li>• Reassign personnel within the ICS organization.</li> <li>• Compile and display incident status information.</li> <li>• Establish information requirements and reporting schedules for units (e.g., Resources, Situation Units).</li> <li>• Determine need for specialized resources.</li> <li>• Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.</li> <li>• Establish specialized data collection systems as necessary (e.g., weather).</li> <li>• Assemble information on alternative strategies.</li> <li>• Provide periodic predictions on incident potential.</li> <li>• Report significant changes in incident status.</li> <li>• Oversee preparation of the Demobilization Plan</li> </ul>
Logistics Section Chief:	<ul style="list-style-type: none"> <li>• Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.</li> <li>• Manage all incident logistics.</li> <li>• Provide logistical input to the IAP.</li> <li>• Brief Logistics Staff as needed.</li> <li>• Identify anticipated and known incident service and support requirements.</li> <li>• Request additional resources as needed.</li> <li>• Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee demobilization of the Logistics Section and associated resources.</li> </ul>
<p><b>Finance / Administration Section Chief:</b></p>	<ul style="list-style-type: none"> <li>• Manage all financial aspects of an incident.</li> <li>• Provide financial and cost analysis information as requested.</li> <li>• Ensure compensation and claims functions are being addressed relative to the incident.</li> <li>• Gather pertinent information from briefings with responsible agencies.</li> <li>• Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.</li> <li>• Determine the need to set up and operate an incident commissary.</li> <li>• Meet with assisting and cooperating agency representatives as needed.</li> <li>• Maintain daily contact with agency(s) headquarters on finance matters.</li> <li>• Ensure that personnel time records are completed accurately and transmitted to home agencies.</li> <li>• Ensure that all obligation documents initiated at the incident are properly prepared and completed.</li> <li>• Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.</li> <li>• Provide input to the IAP.</li> </ul>
<p><b>Public Information Officer:</b></p>	<ul style="list-style-type: none"> <li>• Determine, according to direction from the IC, any limits on information release.</li> <li>• Develop accurate, accessible, and timely information for use in press/media briefings.</li> <li>• Obtain IC's approval of news releases.</li> <li>• Conduct periodic media briefings.</li> <li>• Arrange for tours and other interviews or briefings that may be required.</li> <li>• Monitor and forward media information that may be useful to incident planning.</li> <li>• Maintain current information, summaries, and/or displays on the incident.</li> <li>• Make information about the incident available to incident personnel.</li> <li>• Participate in the planning meeting.</li> </ul>
<p><b>Safety Officer:</b></p>	<ul style="list-style-type: none"> <li>• Identify and mitigate hazardous situations.</li> <li>• Ensure safety messages and briefings are made.</li> <li>• Exercise emergency authority to stop and prevent unsafe acts.</li> <li>• Review the Incident Action Plan for safety implications.</li> <li>• Assign assistants qualified to evaluate special hazards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Initiate preliminary investigation of accidents within the incident area.</li> <li>• Review and approve the Medical Plan.</li> <li>• Participate in planning meetings.</li> </ul>
<b>Liaison Officer:</b>	<ul style="list-style-type: none"> <li>• Act as a point of contact for agency representatives.</li> <li>• Maintain a list of assisting and cooperating agencies and agency representatives.</li> <li>• Assist in setting up and coordinating interagency contacts</li> <li>• Monitor incident operations to identify current or potential interorganizational problems.</li> <li>• Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.</li> <li>• Provide agency-specific demobilization information and requirements.</li> </ul>
<b>Assistants:</b>	<ul style="list-style-type: none"> <li>• In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency</li> </ul>
<b>Additional Command Staff:</b>	<ul style="list-style-type: none"> <li>• Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander. For example, a Legal Counsel may be assigned directly to the Command Staff to advise the Incident Commander on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the Incident Commander in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event.</li> </ul>

## **IV. ADMINISTRATION AND SUPPORT**

### **A. Reporting**

Large-scale evacuations are reported to county, state agencies and other jurisdictions that may be affected.

### **B. Records**

**1. Activity Logs.** The Emergency Manager and, if activated, Emergency Operations Center maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.

**2. Documentation of Costs.** Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents. All departments and agencies maintain records of personnel and equipment used and supplies consumed during largescale evacuations.

## V. TABLES

**TABLE 1 – EMERGENCY CONTACT LIST /EMERGENCY NOTIFICATION SIGN UP**

<u>AGENCIES</u>	<u>CONTACT</u>		<u>PHONE</u>
New Castle Police Department	Local Enforcement		970-984-2302
Colorado River Fire Rescue	Fire Department		970-625-1243
Dispatch	Garfield County		911
Non-Emergency Dispatch	Garfield County		970-625-8095
New Castle Town Hall	Town Hall Staff		970-984-2311
Garfield Re-2 District	Staff		970-665-7600
Reverse 911	Sign up online	www.garco911.com Click on Emergency Notification System	
TextmyGov	Town of New Castle	Text NEWCASTLE to 91896	970-984-2311 ext 114

**TABLE 2 – SUPPORT AGENCIES**

<u>NAME OF ENTITY</u>	<u>LOCATION</u>	<u>PHONE</u>	<u>RESOURCES</u>
River Center	126 N. 4 <sup>th</sup> Street New Castle	970-665-6700	Food Assistance, Clothing
Lift-Up Food Pantry	126 N. 4 <sup>th</sup> Street New Castle	970-984-2115	Food Assistance
Salvation Army	201 14 <sup>th</sup> Street #125 Glenwood Springs	970-945-6976	Food Assistance, Shelter Resources
Catholic Charities	1004 Grand Ave Glenwood Springs	970-384-2060	Food
Western Colorado 2-1-1	1129 Colorado Ave Grand Junction, CO 81501	2-1-1	Resource Assistance

**TABLE 3 – POSSIBLE EVACUATION SHELTERS, ANIMAL SHELTERS**

<b><u>NAME</u></b>	<b><u>LOCATION</u></b>	<b><u>PHONE</u></b>
Elk Creek Elementary	804 W. Main Street New Castle, CO 81647	970-665-6900
Coal Ridge High School	35947 US-6 New Castle, CO 81647	970-665-6700
New Hope Church	880 Castle Valley Blvd New Castle, CO 81647	970-665-6700
Riverside Middle School	215 Alder Ave New Castle, CO 81647	970-665-7800
New Castle Community Center	423 West Main Street New Castle	970-984-3352
Journey Home Animal Care Center	1500 Prefontaine Ave Rifle, CO 81650	970-625-8808
Colorado Animal Rescue	2801 Co Rd 114 Glenwood Springs, CO 81601	970-947-9173
Garfield County Fairgrounds	1001 Railroad Ave Rifle, CO 81650	970-625-2514

## **TABLE 4 – EVACUATION CHECKLIST**

**Review this information now to prepare yourself for a quick and safe evacuation.**

### **Indoors**

- Close all interior doors
- Leave a light on
- Turn off all pilot lights
- Shut down HVAC
- Turn off gas
- Close fireplace dampers
- Close or block off any doogy-doors

### **Outdoors**

- Place combustible patio furniture in garage
- Shut off propane at the tank or natural gas at the meter
- Close all exterior vents, doors and windows

### **Prepare Vehicle**

- Roll up car windows
- Place essential items in the car including your basic supply kit
- If you do not drive, make other arrangements for transportation in advance

### **Prepare Family, Pets and Livestock**

- Review all routes out of town
- Delay your plans to a contact person
- Notify local organizations or family if assistance with livestock and pets is needed
- Pay attention to messaging and reverse 911 notifications
- Visit the Garfield County Emergency Management website for updates

## **Family Emergency Plan**

- Where is our evacuation pack list?
- Do you have a meeting location just in case?
- Will you be staying with your family or looking for a hotel?
- What happens if the route we choose is blocked or unsafe?
- Who is in charge of securing the pets?
- How will you get in contact if you lose your phones?

## RECOMMENDED ITEMS TO INCLUDE IN A BASIC SUPPLY KIT

- Water, one gallon of water per person, per day for at least three days for drinking and sanitation
- Trash bags
- Camping gear
- Prescription medications and glasses
- Dentures and hearing aids
- Infant formula and diapers
- Complete change of clothing including a long-sleeved shirt, pants, and sturdy shoes
- Sleeping bags
- Food, at least a three-day supply of non-perishable food and can opener
- Fire extinguisher
- Pet food and water supplies
- Leashes
- Matches and lighters
- Disposable eating utensils, paper towels, plates
- Pen and paper
- Flashlight and extra batteries/headlight
- Cell phone and extra battery chargers
- Fully stocked first aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Books, games, puzzles or other activities for children

**TABLE 5 – EVACUATION MAP**

