

RESOLUTION 602

A RESOLUTION OF THE TOWN OF BAYFIELD, COLORADO ADOPTING AN EMERGENCY OPERATIONS PLAN

WHEREAS, regarding CRS 24-33.5-707(2) La Plata County maintains an emergency management agency that has jurisdiction over and serves the entire county; and

WHEREAS, the compiled Emergency Management Plan document is a compliment to La Plata County Emergency Management; and

WHEREAS, the Town of Bayfield Emergency Operations Plan describes the concept of operations for response to disaster emergencies, and delineates the role and responsibilities of agencies or organizations expected to contribute to the protection of people and property; and

WHEREAS, this plan is a "living plan," and will be continuously updated as conditions change; and

WHEREAS, minor changes to update facts, as approved by the Town Leadership Team, will be accepted without re-promulgation.

WHEREAS, the Board of Trustees have determined that an Emergency Operations Plan is necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BAYFIELD, COUNTY OF LA PLATA COUNTY, STATE OF COLORADO AS FOLLOWS:

Section 1: The Board of Trustees approve the December 5, 2023 Emergency Operations Plan.

Section 2: In order to ensure the Emergency Operations Plan continued viability, the Leadership Team will review, train, implement preparedness steps and update the Plan as necessary.


Section 3: This plan is a "living plan," and will be continuously updated as conditions change; and minor changes to update facts, as approved by the Town Leadership Team, will be accepted without re-promulgation.

INTRODUCED, APPROVED, and ADOPTED this 5th day of December 2023, by the Board of Trustees of the Town of Bayfield, Colorado.

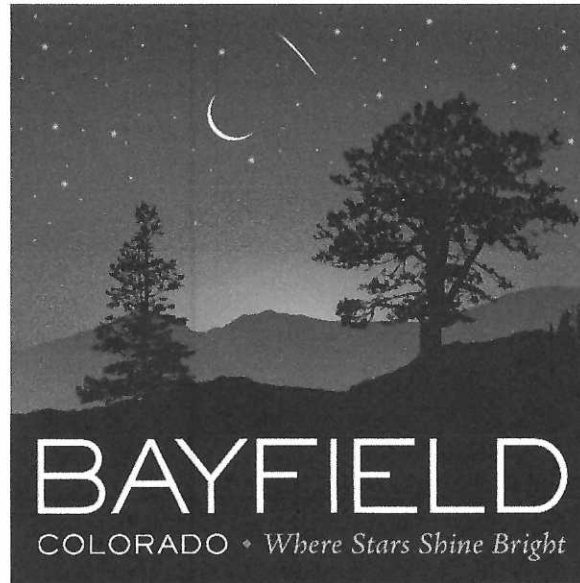
ATTEST:



Dustin Hayden, Town Clerk



Ashleigh Tarkington, Mayor



TOWN OF BAYFIELD
COLORADO

EMERGENCY OPERATIONS PLAN

EXECUTIVE SUMMARY

All Counties in the State of Colorado must comply with the State Statutes relevant to emergency and disaster efforts, and have statutory responsibilities. The Town of Bayfield (“Town”) has not elected to have an emergency agency and instead compiled this document as a compliment to a recent La Plata County Emergency Operations Plan adopted 12/22/2021. ([Link](#))

The purpose of this ***Emergency Operations Plan*** is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities of the Town government before, during, and after major emergencies and disasters that affect areas of the Town. The plan’s guidelines are consistent with accepted standards and principles of the National Incident Management System (NIMS), Colorado Incident Command System (ICS) and the Emergency Operations Center (EOC) concept endorsed by the Federal Emergency Management Agency.

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

The plan is a basic plan which identifies Town responsibilities. Links to the La Plata County Emergency Operations plan is provided for reference. In order to make the plan concise and user-friendly, checklists are used in place of narrative text whenever possible and the emergency procedures contained in other related plans and documents are referenced rather than duplicated in this plan.

All departments and organizations in the Town are responsible for developing and maintaining up-to-date internal plans and procedures for carrying out assigned emergency functions and for ensuring that their personnel are adequately trained. The coordination and integration of emergency plans and procedures is an ongoing process that should be collectively promoted by convening interagency meetings, formulating mutual aid agreements, and by conducting or participating in multi-agency and inter-jurisdictional emergency exercises.

INTRODUCTION

A. Coordination and Integration

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. The intent of this plan is to provide a basis for the coordinated management of disaster incidents. The Town Emergency Operations Plan establishes an outline for a coordinated response to either natural or man-made disasters, so that effects on people, property and public services are minimized and so that normal community conditions can be restored as quickly as possible.

That ability to integrate is especially important when an incident escalates beyond the capabilities of the community and the need to request outside resources arises. Each department/agency or individual assigned specific responsibility under this plan should have a broad understanding of the basic document and a thorough understanding of their assigned tasks.

This plan does not replace or replicate standard operating procedures (SOP) of any department or agency. It will be used when a situation calls for multiple departments/agencies to integrate into a single command structure.

B. Implementation

In the event of a disaster or local, regional or national emergency, this plan may be implemented entirely or in part by the Town Manager.

1. Local Disaster or Emergency

In the event of a local disaster emergency, the Town Manager may declare a local disaster. Said declaration of a local disaster shall not be continued or renewed for a period in excess of seven days except by or with the consent of the Board of Trustees. The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans. No inter-jurisdictional disaster agency or official thereof may declare a local disaster emergency unless expressly authorized by the agreement pursuant to which the agency functions.

C. Plan Development

The Town of Bayfield has revised a template provided by State and Federal partners for municipal use. This plan will be reviewed and updated as necessary.

LETTER OF PROMULGATION

This emergency operations plan is approved and is hereby ordered to be distributed.

All agencies, department directors and personnel are directed to accept the responsibilities as herein assigned, develop the necessary supplemental plans and annexes as specified, and conduct the organizational planning and training necessary to implement the plan when and to the extent required.

Ashleigh Tarkington
Mayor, Town of Bayfield

Date

This plan is a "living plan," and will be continuously updated as conditions change. Minor changes to update facts, as approved by the Town Leadership Team, will be accepted without re-promulgation.

Disclaimer: This plan is for the use and benefit of the Town only. It may be amended or revoked at any time by the Leadership Team. No person is entitled to rely on this policy. This policy shall not be deemed to create any contract or other rights. This policy creates no third party beneficiaries.

DISTRIBUTION OF December 5, 2023 Plan

The initial distribution of this plan was made to the following listed officials for information and utilization during a disaster emergency. Additional copies are available upon request to the Town Emergency Management Director. Each copy is numbered for accountability and updating.

Title	Name	Cell	email
Mayor	Ashleigh Tarkington	(970)903-0090	atarkington@bayfieldgov.org
Town Manager	Katie Sickles	(970) 270-5771	ksickles@bayfieldgov.org
Chief of Police	Michael Hoguet	(970) 764-0201	mhoguet@bayfieldgov.org
Public Works Director	Jeremy Schulz	(970) 769-3499	jschulz@bayfieldgov.org
Town Clerk & CR&R Director	Dustin Hayden	(970) 799-0275	dhayden@bayfieldgov.org
Community Development Director	Nicol Killian	(970) 317-5163	nkillian@bayfieldgov.org
Parks & Trails Director	Mark Robinson	(970) 317-9988	mrobinson@bayfieldgov.org
Finance Director	Kathy Cathcart	(970) 759-5791	kcathcart@bayfieldgov.org
HR Director	Amber Lamb	(970) 880-0151	alamb@bayfieldgov.org
Town Attorney	Michael Goldman	(970) 749-1232	goldman@gnm-law.com
Superintendent	Leon Hanhardt		lhhanhardt@bayfield.k12.co.us
County Manager	Chuck Stevens	(970) 799-4040	cstevens@lpcgov.org
Director Of Emergency Management	Shawna Legarza	(970) 749-6344	slegarza@lpcgov.org
Fire Chief	Bruce Evans	(970) 442-1022	bevans@upperpinefpd.org
Deputy Fire Chief	Greg French	(970) 880-0038	gfrench@upperpinefpd.org

* Basic Plan Only



RESOLUTION

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TABLE OF CONTENTS

Contents

Executive Summary i

Introduction..... ii

 A. Coordination and Integration..... ii

 B. Implementation..... ii

 C. Plan Development ii

Letter of Promulgation..... iii

Distribution of December 5, 2023 Plan iv

Resolution.....v

Table of Contents..... vi

Section I: Purpose1

Section II: Situations and Assumptions.....1

 A. Situations1

 B. Assumptions1

Section III: Concept of Operations1

 A. General2

 B. Specific.....3

 C. Organization4

Section IV: Organization and Assignment of Responsibilities5

 A. Executive Management and Policy5

 B. Leadership Team5

 C. Key Supporting La Plata County Agencies.....10

Section V: Administration and Logistics.....11

 A. Administration.....11

 B. Logistics12

 C. Continuity of Government.....13

 D. Plan Development and Maintenance13

Section VI: Reference Guide Regarding ESF, Annexes, Appendices, Authorities and References15

SECTION I: PURPOSE

This plan describes the concept of operations for response to disaster emergencies, and delineates the role and responsibilities of agencies or organizations expected to contribute to the protection of people and property.

SECTION II: SITUATIONS AND ASSUMPTIONS

A. Situations

1. A disaster emergency could arise or develop at any time in the Town. The hazards are many and fall into two general categories.
 - a. Natural Hazards - Possible natural disasters which could create an emergency response include floods, fires, tornados, earthquakes, severe storms, drought, and major water supply or power failure.
 - b. Man-Made Hazards - Possible man-made disasters which could create an emergency response include transportation incidents involving hazardous substances, major air and ground transportation accidents, civil disturbances, terrorists or bomb threats, and conventional, nuclear, biological or chemical attack.
2. Local government has the responsibility to protect life and property from the effects of hazardous incidents or events, as much as possible. This is accomplished by use of government and volunteer agencies which have the capability of providing emergency service resources.

B. Assumptions

1. The Town will continue to be subject to the hazards noted above. Warning time available to implement this plan will vary from little or no warning to days, weeks or months, according to the type of hazard.
2. Local government officials, both elected and appointed, will carry out to the best of their ability all responsibilities regarding public safety and protection of property. This includes emergency management and provisions to ensure continuity of an effective government.
3. Departments will ensure that personnel are properly trained and are capable of implementing emergency procedures in a timely and effective manner.
4. State and federal assistance, as well as volunteer and private organizations, will be available to supplement local government resources as needed to cope with a disaster emergency.
5. Events could occur elsewhere in the state which may require this Town to host evacuees.

SECTION III: CONCEPT OF OPERATIONS

Town of Bayfield Emergency Operations Plan

A. General

1. If a disaster emergency occurs within the Town with little or no warning, immediate response by the government(s) concerned will be required. Only trained personnel accomplishing prearranged plans and procedures will be prepared to make the coordinated effort necessary to meet a threat to life and/or property.
2. When response to a disaster emergency exceeds local government support, assistance may be requested from the county or state.
 - a. The County will be notified through the La Plata County Office of Emergency Management (OEM), when the response is within local capability.
 - b. County assistance should be requested through the La Plata County Office of Emergency Management (OEM), when the required response exceeds local capability. Except for routine state assistance that may normally be provided on a day-to-day basis, state or federal assistance should be requested through the Colorado Division of Homeland Security Office of Emergency Management (CDHSM).
3. This emergency operations plan is based on the concept that emergency response functions will generally parallel the normal daily operation of local government agencies. To the extent possible, the same personnel will be utilized in both cases. Those day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.
4. This Emergency Operations Plan is implemented by the Town Leadership Team as the situation requires.
5. A Leadership Team is organized to address mid-level operational issues and is responsible to plan for comprehensive emergency management. During a disaster emergency the Leadership Team ensures the continuity of leadership necessary to provide the maximum response and decision making capability.
6. Warning, Communications, Direction and Control, Public Information, and other key functions associated with all emergency operations are detailed in appropriate La Plata County Emergency Operation Plan annexes.
7. Tasks, activities, or operations in any functional area which lend themselves to a definite or standardized procedure may be set forth in a departmental Standard Operating Procedure (SOP).
8. An analysis of the major hazards facing the Town has not yet been compiled.

B. Specific

1. Upon notification of an actual or impending disaster, the Town Manager will notify the La Plata County Emergency Manager and the Leadership Team. The proper personnel will activate the EOC and declare a specific emergency response phase of operations to be in effect.
2. The Town's disaster emergency response will generally be conducted in three operational phases:
 - a. Readiness - Starts at the earliest time the threat is identified. During this period, the County Emergency Manager, State Emergency Coordinator or other source will notify the Town officials and the Leadership Team representatives of the potential threat, and place key designated personnel on standby alert, declare the readiness phase operational, and as the seriousness of the situation dictates, notify, through OEM, those county and/or state agencies which may be most concerned and which can provide support. Possible evacuation of specific areas will be considered at this time.
 - b. Response - This phase begins when the emergency or disaster occurs and lives and property are actually endangered. It includes actions by the Town Leadership Team, if activated, to assess the situation, warn the populace, evacuate all or part of an area if deemed necessary, establish and maintain communications with the incident commander at the incident site, and employ resources to accomplish the mission of preserving lives and property. Assistance from the state and the county will be requested when local resources are fully committed, including inter-jurisdictional mutual aid agreements.
 - c. Recovery - Many activities associated with recovery of disaster areas may actually commence during the response phase. Damage will be assessed, actions identified for immediate and/or longer term accomplishment. This happens because recovery invariably includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Examples are: temporary shelter, temporary road and bridge repairs, and restoration of government services. Long-term recovery aims to restore the community to its normal or to an improved state. Examples are flood control measures such as dams and drainage, channel improvement, replacement of destroyed bridges and reconstruction of other infrastructure, most of which will also help to mitigate damage from any future disaster.
3. The Town Manager acts as the agent of the Town Leadership Team for emergency management matters, including the development of this plan and its coordination with other jurisdictions. The Town Manager will ensure maps, information and data are kept current and that written communications are processed promptly.

4. All action elements within the EOC maintain detailed logs of actions to include; date, time, situation and or action required, response taken or directed, and any other information of operational nature or of value in establishing cost or settling claims following termination of the disaster. Emergency status, damage assessment, and other pertinent information is also displayed on wall charts.

C. Organization

1. Board of Trustees:

- Board of Trustee members are elected or appointed as the governing body of the Town. Bayfield's governing body as a statutory town includes one mayor and six trustees.
- The Town Mayor is liaison for the Leadership Team to the Board of Trustees;
- Considers issuance of a disaster declaration under appropriate circumstances;
- Establishes policy for expenditure of funds and for the management and distribution of resources during the emergency;
- Considers the issuance, through the Leadership Team, of public proclamations.

2. Leadership Team

Leadership Team members include the Town Manager, directors of operations or assistant directors that supervise employees and directors that provide operational support; such as finance, human resource and facility managers. The Leadership Team drafts or develops policy's relating to emergency management and commitment of resources and will advise the Board of Trustees in case of an emergency.

3. Emergency Operations Center (EOC)

The Town Emergency Operations Center functions as the cohesive center of information and communications for dealing with a disaster emergency. The Town of Bayfield EOC and alternate EOC are located at:

Emergency Operations Center (For local incidents within Town capacity)

Bayfield Town Hall
1199 Bayfield Parkway
Bayfield, CO 81122

Alternate EOC (For incidents exceeding Town capacity)

Upper Pine River Fire Protection District
515 Sower Drive
Bayfield, CO 81122

or

Durango Communications Center
221 Turner Drive
Durango, CO 81303

4. Incident Command System

The Town follows the Incident Command System (ICS). The Town may request the use of a mobile command post from the La Plata County Sheriff's Office for coordination of on-site operations.

SECTION IV: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The departments and agencies within local government have emergency functions in addition to their normal operations.

- General responsibilities are outlined in this section of the EOP.
- Specific responsibilities and/or tasks are outlined in the annexes of this plan.
- Various organizations that are not a part of local government are also listed.

A. Executive Management and Policy

1. Mayor and Board of Trustees

As the governing body in the Town, the Board is responsible to:

- a. Ensure existence of the Town Emergency Operations Plan.
- b. Provide policy that directs Town operations before, during, and after a disaster through the Leadership Team.
- c. Monitor status of mutual aid agreements.
- d. Issue official orders or public proclamations relative to the disaster emergency Leadership Team, such as evacuation directives, establishment of curfews, and enactment of price controls.
- e. Issue formal declaration of a town emergency or disaster.
- f. Issue formal requests to the La Plata County OEM and Governor's Office (through Colorado DHSEM) for the declaration of a state emergency for the purposes of obtaining state and/or federal assistance.
- g. Establish policy for expenditure of funds and for the management of distribution of resources during the emergency.
- h. Approve and commit the Town of Bayfield resources and funds for disaster or emergency purposes.

B. Leadership Team

The Leadership Team will:

- a. Monitor and support operations of Town departments and agencies during all phases of the disaster emergency.
- b. Monitor and support implementation of the Town EOP and mutual aid agreements.
- c. Issue public proclamations on emergency matters such as evacuation and movement to shelters.
- d. Monitor and support the Incident Command System.
- e. Establish an Emergency Public Information service.

Town of Bayfield Emergency Operations Plan

- f. Implement policy for emergency funding, control of expenditures, and allocation of resources to achieve optimum utilization.
- g. Evaluate the disaster emergency in terms of the need for a disaster declaration, advising the Board of Trustees.

1. Town Manager

The Town Manager is responsible primarily for continuation of regular services during an emergency and for resource and personnel support to emergency operations.

- a. Provide notification to the Board of Trustees as soon as possible.
- b. Coordinate with department directors to provide continuity of government services throughout the emergency to the greatest degree possible.
- c. Serve as Resource Management Coordinator in the event of an emergency large enough to warrant a specialized resource management function. Provide services and oversee staff required to:
 - (1) Assess emergency resource requirements;
 - (2) Source and obtain emergency resources;
 - (3) Store, transport, and distribute emergency resources;
 - (4) Maintain financial and legal accountability for resource transactions.
- c. Coordinate with department directors to obtain and reassign Town personnel as necessary to augment emergency staff and continue regular services as much as possible.
 - (1) Coordinate with volunteer organizations and individual volunteers to identify, obtain, and assign volunteers as needed to supplement Town staff.

2. Police Chief and Sergeant

The Police Department is responsible to:

- a. Establish and maintain law and order throughout the Town.
- b. Implement the Incident Command System (ICS), including determining the locations of Incident Command Posts (ICPs) and establishing necessary positions and functions (i.e., planning, finance, logistics, operations and public information), to include:
 - (1) Assessment of emergency conditions and determination of required levels of immediate assistance;
 - (2) Coordination of communications and provision of communications staff support for field command post(s);
 - (3) Provision of law enforcement, traffic control, and access control within the disaster area(s) and in other surrounding areas;
 - (4) Provision of security measures at ICPs, EOCs, and in disaster-impacted areas.
- c. Implement available public warning measures to warn the public regarding the nature of the emergency or disaster.
- d. Maintain contact with the La Plata County's Communications Center on established frequencies.
- e. Direct and coordinate search and rescue activities.

Town of Bayfield Emergency Operations Plan

- f. Establish a traffic control plan to meet potential threat needs.
- g. Prepare for (pre-planning), direct, and conduct evacuation of all or part of an area, to include:
 - (1) Designating evacuation routes and modes of transportation;
 - (2) Securing evacuation routes (traffic control points and road blocks);
 - (3) Coordinating and providing transportation to include transportation resources required, number of people to be moved, location of staging areas and rest areas;
 - (4) Arranging for evacuation of individuals with access and functional needs;
 - (5) Providing security for evacuated areas, and in areas accommodating evacuees, such as reception centers, lodging and feeding facilities, and emergency shelters;
 - (6) Coordinating road service support in movement of population (evacuation/shelter).
- h. Support the Upper Pine River Fire PD with wild land fire suppression.
- i. Support the Upper Pine River Fire PD with hazardous materials accident response and incident control.
- j. Support hazardous materials planning, education, response and cleanup, in cooperation with the Upper Pine River Fire PD and La Plata County Office of Emergency Management.

3. Public Works Director and Assistant Public Works Director

The Public Works Department is responsible to:

- a. Manage public works resources and direct public works operations, to include:
 - (1) Central control and repair of all transportation assets for maximum emergency utilization of all Town vehicles, facilities, heavy equipment, fuels, supplies, and assigned town personnel;
 - (2) Transportation services in support of emergency response and recovery efforts, e.g., movement of Town personnel, equipment and supplies to designated staging areas;
 - (3) Clearing major thoroughfares and removal of debris to permit emergency operations, with priority assigned to critical emergency services life lines;
 - (4) Coordination with electricity and gas providers.
 - (5) Provide potable water for essential Town and relief activities;
 - (6) Providing emergency traffic engineering and control measures including barricades, street flares, and marking of emergency traffic routes and dangerous areas in coordination with the Police Department;
 - (7) Providing personnel and heavy equipment to support search and rescue operations.
- b. Manage operation, maintenance, and repair of Town infrastructure, to include:

Town of Bayfield Emergency Operations Plan

- (1) Assisting the Town Manager to establish priorities for repair of damaged infrastructure;
 - (2) Restoration of damaged Town roads and bridges and other public services and facilities;
 - (3) Coordinating repair of the sewer system and sewage disposal plants.
- c. Coordinate with private sector utilities (e.g., power and gas) on shutdown and service restoration, to include:
 - (1) Ensuring emergency shutdown of utilities to prevent damage;
 - (2) Monitoring repair of electrical, gas, and water distribution systems;
 - (3) Coordinating with private sector utilities and contractors for use of private sector resources in public works-related operations.
 - d. Develop damage assessment information, to include:
 - (1) Provision of personnel for structure and facility inspections to determine safety of individual structures, businesses, residences and public buildings and to identify needed repairs (or to implement condemnation procedures when necessary);
 - (2) Participation with representatives of other Town departments on a local damage assessment team at EOC and on local-state field damage survey teams, as needed.
 - e. Assist in facilities protection and emergency repairs to Town public buildings, roads, utilities and other essential facilities.
 - f. Assist in decontamination of facilities, areas, roadways, and equipment during a radiological environment or a hazardous material spill.

4. Community Development Director

The Community Development Director will be responsible to direct eligible staff within the Building Inspection realm to provide support for the following:

- a. Provide personnel for structure and facility inspections to determine safety of individual structures (businesses, residences, and public buildings) and to identify needed repairs (or to initiate condemnation procedures when necessary).
- b. Receive and plot current data concerning the extent and type of building damage resulting from a disaster and maintain updated data throughout the recovery process; provide briefings on current situation status to the Board of Trustees and the EOC as required.
- c. Prepare and publish, with the assistance of the Office of Emergency Management, damage assessment reports for local, state and federal dissemination as required.
- d. Participate with other departmental representatives on Town damage assessment team at EOC and on local-state field damage survey teams, as needed.

5. Town Clerk, Culture Resources and Recreation Director

The Town Clerk will be responsible to:

- a. Preserve and secure vital records.

Town of Bayfield Emergency Operations Plan

- b. Will assume Public Information Officer (PIO) duties until re-assigned or an alternate individual or agency steps in to assist. (See PIO Information)
- c. Assist the Leadership Team as needed.
- d. Maintain a current list of official contact information including emergency contacts.

6. Parks & Trails Director

The Parks and Trails Director will be responsible to:

- a. Provide equipment and tools as needed.
- b. Support to the Public Works Department as needed.
- c. Provide access to park facilities for emergency crews.
- d. Support temporary camping within Town Parks with support facilities for emergency personnel or displaced citizens.

7. Operational Support Staff

The Finance Director will:

- a. Establish and maintain an incident-related financial record-keeping system to ensure resource tracking, record-keeping and documentation of disaster-related costs and financial commitments.
- b. Assist the Leadership Team as needed, to include:
 - (1) Procurement of emergency-related supplies and materials and administration of vendor contracts for emergency services and equipment;
 - (2) Participation with other departmental representatives on Town damage assessment team at EOC and on local-state field damage survey teams, as needed;
 - (3) Assessment and assistance in dealing with Town insurance contracts.

The Human Resource Director will:

- a. Amend, create, or suspend employee policies relevant to an emergency.
- b. Assess available employee resources and reassign staff per the Town Manager's direction.

The Senior Center Coordinator will:

- a. Provide facilities, facility set up, and maintenance for emergency operations upon request from the Leadership Team or Town Manager.

The Facilities and Grounds personnel will:

- a. Assist in prioritizing Town facilities necessary to the operation of local government for decontamination, rehabilitation, and restoration.
- b. Provide initial damage assessment information of Town facilities and equipment to the Town Manager.
- c. In coordination with local utility companies, organize alternate power supplies for Town facilities.

8. Professional/Consultant Support

The Town Attorney will:

- a. Provide legal counsel and assistance to the Board of Trustees before, during, and after disaster and emergency incidents in the town.
- b. Be familiar with those laws of the State of Colorado and the Federal government that apply to disasters or emergencies.
- c. Prepare legal documents (disaster declarations, curfews, price controls) as required.
- d. Review emergency purchasing/procurement contracts and agreements as required.

The Building Inspector will:

- a. Provide expertise in the assessment of damage to buildings.

The Information Technology Consultant will:

- a. Provide support to maintain communication systems and data backup.

9. PIO Information (Public Information Officer)

The Town Public Information Officer (PIO) duties relative to emergency situations. The Town PIO ensures that the public receives appropriate and timely information for emergency preparation, survival, response, and recovery. The PIO will:

- a. Advise the Town Manager on matters of emergency public information (EPI).
- b. Release public information as ordered by the Leadership Team by whatever means possible – website, social media, radio, telephone, newspaper, etc.
- c. Establish and maintain a working relationship with local media.
- d. Prepare a call-down list for disseminating EPI to groups that do not have access to normal media.
- e. Prepare emergency information packets for release; distribute pertinent materials to local media prior to emergencies; and ensure that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.

C. Key Supporting La Plata County Agencies

1. Bayfield School District

Bayfield school district administrators are responsible to:

- a. Provide for the safety of students and staff.
- b. Develop and periodically exercise a student evacuation plan.
- c. Provide school bus support for evacuation and other life-saving purposes, when so requested by the Leadership Team.
- d. Coordinate with designated shelter management personnel when use of the schools and/or their food stocks is necessary for emergency care requirements, e.g., feeding and or sheltering.

2. Upper Pine River Fire Protection District,

- a. Will provide fire protection for the Town.
- b. Will provide Emergency Medical Services (EMS) for the Town.
- c. Will provide Hazardous Materials response for the Town.
- d. Will provide any additional service to the Town that is within the fire service capabilities and function or as identified in their emergency operations plan.

3. La Plata County Public Health

La Plata County Public Health will provide and support the health and medical coordination as identified in their emergency operations plan.

4. La Plata Emergency Management

The La Plata County Office of Emergency Management recognizes the jurisdiction and authorities of agencies, organizations, and municipalities within La Plata County. The La Plata County Office of Emergency Management recognizes that when an emergency exceeds the capabilities of local response that they will provide the assistance needed or requested as identified in their emergency operations plan.

SECTION V: ADMINISTRATION AND LOGISTICS

A. Administration

1. Overall responsibility for administration of emergency operations and the Town EOC is a cooperative effort of the Incident Commander (on-scene) and the Leadership Team under the immediate direction of the Town Manager, and policy direction from the Board of Trustees, as specified in this Plan. Specific administrative responsibilities for individual emergency operations functions are described in La Plata County Emergency Operation Plan Annexes.
2. Normal government services, practices, and procedures will be continued under emergency conditions to the greatest extent possible. Individual department heads will be responsible for this, with the support of the Town Manager.
3. All departments not directly tasked with emergency operations functions will make staff available to assist with emergency operations or fill in for staff in emergency departments as much as possible. The Town Manager will coordinate temporary personnel needs assessment and reassignment, as well as efforts to obtain and assign volunteers.
4. During emergency operations, efforts will be made to document each transaction so that records can be reconstructed and claims properly verified after the emergency period has passed.
5. To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

B. Logistics

1. Critical industries, businesses, and workers will be notified of their critical status, responsibilities and directed to develop SOP detailing their emergency assignments.
2. Requests for state assistance will be made according to this Plan. Request for federal assistance should be coordinated through the La Plata County Office of Emergency Management, and then the Colorado Office of Emergency Management at 1-720-852-6600.
3. Impediments to Emergency Operations.
 - a. Potential impediments to any emergency operation, such as physical barriers, time, and lack of transportation resources are addressed in specific annexes and organizational SOP's.
 - b. Overcoming unforeseen impediments is the responsibility of the Incident Commander in cooperation with officials of the affected jurisdictions(s) if the EOC is not activated.
 - c. If the EOC is activated, the Incident Commander should request assistance in resolving the difficulties through the La Plata County Emergency Manager of Town Manager as applicable.
4. Resources.
 - a. Specific policies for managing resources are covered in the Resource Management Annex.
 - b. Any resources needed in excess of resources available in the department or through normal mutual aid will be obtained through the Town Manager.
 - c. The Town Manager will provide for obtaining resources and maintain records of all transactions as described in the Resource Management Annex.
 - d. In the event that Town personnel must use or damage private property or resources in emergency operations, owners will be compensated to the greatest degree possible consistent with Town Board approval.
5. Each Town department will manage and use its own internal resources before requesting additional resources. If additional resources are required, they will be obtained in the following order:
 - a. Normal mutual aid of the affected department;
 - b. Resources of other Town departments;
 - c. State or other inter-jurisdictional resources made available through requests for assistance;
 - d. Resources obtained by purchase or donation through the Resource Management Annex.
 - e. Other private resources.

C. Continuity of Government

1. Lines of Succession

The Town will provide continued government and services through all phases of an emergency. In the event that any key members of government are unavailable, overall responsibility for leading the emergency response and recovery will pass along the following line of succession.

- a. Town Manager
- b. Community Development Director
- c. Public Works Director
- d. Town Clerk

2. Facilities and Services

All directors and heads of the Town departments will assure continuity of their department operations, including:

1. Identification of priority services;
2. Assignment of emergency personnel;
3. Protection of vital records;
4. Identification of alternate facilities and relocation if required.

D. Plan Development and Maintenance

The Leadership Team is responsible for maintaining this Town Emergency Operations Plan.

1. Review and Revision

The Leadership Team will periodically review the document and make appropriate revisions as necessary:

- a. Consultation with affected agencies will occur as necessary.

2. Distribution

Completed revisions will be numbered and distributed per the Distribution list:

- a. Departments receiving revisions will:
 - (1) Note the change(s) of this Plan;
 - (2) Insert the new pages into the Plan copy;
 - (3) Remove any old pages.

3. Training and Exercises

The La Plata County Emergency Management, Upper Pine River Fire Protection District, Police Chief and Town Manager will provide for exercises and training sessions to ensure that provisions of plan and associated local plans are understood by all departments and offices with assigned

Town of Bayfield Emergency Operations Plan

responsibilities and that they are proficient in carrying out associated duties and tasks.

Departments, offices and other organizations with responsibilities identified in the plan are responsible for ensuring that their staffs are familiar with provisions of the plan and adequately trained to carry out emergency assignments. Staff participation in periodic exercises provides the best opportunities for refining plans and procedures in preparation for actual disaster and emergency events.

SECTION VI: REFERENCE GUIDE REGARDING ESF, ANNEXES, APPENDICES, AUTHORITIES AND REFERENCES

	EMERGENCY SUPPORT FUNCTIONS														
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
	Transportation	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass care, Emergency Assistance, Housing, Human Svc.	Logistics Management & Resource Support	Public Health & Medical	Search & Rescue	Oil & Hazard Materials	Agriculture & Natural Resources	Energy	Public Safety & Security	Long term community recovery	External Affairs
DHSEM REQUIRED ANNEXES															
Alert & Warning		P		S	S	S			S				S		S
Evac / Re-entry / Re-unify	S				S	S	S	S					P		S
Mass care & Shelter					S	P	S	S					S		S
EOC Guide					P										
Resource Mgmt.					P		S	S	S						
Finance Mgmt.					S		P								
ADDITIONAL ANNEXES															
Debris Mgmt.			P		S		S	S							
Ground Transportation	P				S		S						S		S
Railroad	P			S	S						S		S		S
Aircraft	P	S		S	S			S	S				S		S
Hazmat & Oil		S		S	S			S		P			S		S
Utility Failure					S	S		S				P	S		S
MCI				P	S	S	S	S					P		S
Terrorism		S		S	S	S	S	S					P		S
PODS				S	S	P		S					S		S
Infectious Disease				S	S	S		P					S		S
Severe Weather			S	S	P			S				S	S		S
Flood & Dam Failure		S	S		P			S					S		S
Drought					P	S	S	S					S		S
Wildfire		S	S	P	S	S	S	S			S		S		S
Winterstorm	S	S			P		S						S		S
Recovery			S		P	S	S	S					S		S
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15

ESF Assignments
 P = Primary
 S = Secondary

Town of Bayfield Emergency Operations Plan

ESF-Emergency Support Functions	
ESF-01	Transportation
ESF-02	Communication
ESF-03	Public Works and Engineering
ESF-04	Firefighting
ESF-05	Emergency Management
ESF-06	Mass care, Emergency Assistance, Housing, Human Services
ESF-07	Logistics Management and Resource Support
ESF-08	Public Health and Medical
ESF-09	Search and Rescue
ESF-10	Oil and Hazard Materials
ESF-11	Agriculture and Natural Resources
ESF-12	Energy
ESF-13	Public Safety and Security
ESF-14	Long-term Community Recovery
ESF-15	External Affairs
Emergency Support Annexes	
Alert and Warning	La Plata County EOP Link
Evacuation and Reunification	La Plata County EOP Link
Debris Management	La Plata County EOP Link
Ground Transportation	La Plata County EOP Link
Mass Care and Sheltering	La Plata County EOP Link
Points of Distribution	La Plata County EOP Link
Railroad	La Plata County EOP Link
Recovery	La Plata County EOP Link
Resource Management	La Plata County EOP Link
Incident Annexes	
Aircraft Accident	La Plata County EOP Link
Drought	La Plata County EOP Link
Flooding and Dam Failure	La Plata County EOP Link
Hazardous Materials and Oil and Gas	La Plata County EOP Link
Infectious Disease	La Plata County EOP Link
Mass Casualty Incident	La Plata County EOP Link
Severe Weather	La Plata County EOP Link
Terrorism	La Plata County EOP Link
Utility Failure	La Plata County EOP Link
Wildfire	La Plata County EOP Link
Winter Storm	La Plata County EOP Link

Authorities and References

1. Authorities

- a. See the individual response and hazard specific annexes to this plan.
- b. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- c. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707.
- d. Emergency Planning and Community Right-to-Know Act of 1986, SARA Title III, Sections 301-304, 311-313, 322-325.
- e. Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120, as amended 1992.
- f. Hazard Communications, 29 CFR 1910.1200 as approved June 7, 1989 and amended.
- g. Colorado Disaster Emergency Act of 1992, CRS 24-33.5-801 et seq. as amended.
- h. Compensation Benefits to Volunteer Civil Defense Workers.
- i. CRS 24-33.5-801 et seq. as amended.
- j. Civil Defense Liability - Public or Private, CRS 24-33.5-901 et seq. as amended.
- k. Disaster Relief, CRS 24-32-2501 as amended.
- l. Colorado Emergency Planning Commission, CRS 24-33.5-1501 et seq. as amended.
- m. Colorado Hazardous Substance Incidents, CRS 29-22-101 et seq.
- n. Fire Department Special Districts - Powers and Duties, CRS 32-1-1002 (3) as amended.
- o. La Plata County EOP Revision/Update (12/17/2021).

2. References

- a. See the individual response and hazard specific annexes to this plan.
- b. Emergency Operations Plans (EOP) of other city and county jurisdictions, on file with the La Plata County Office of Emergency Management.
- c. Colorado Department of Local Affairs, Colorado Office of Emergency Management, Colorado State Emergency Operations Plan (revision 6, September 1, 2003).
- d. Colorado Department of Local Affairs, Colorado Office of Emergency Management, Disaster Emergency Procedures Handbook for Local Governments.
- e. Colorado Department of Local Affairs, Colorado Office of Emergency Management, Disaster Assistance Brochure.
- f. National Response Plan (NRP), December 2004.
- g. National Incident Management System (NIMS), March 1, 2004.
- h. Federal Emergency Management Agency, State and Local Guide SLG 101, Guide for All-Hazard Emergency Operations Planning, September 1996.
- i. National Organization on Disability, Guide on the Special Needs of People with Disabilities for Emergency Administrators, Planners, and Responders.