

Emergency Operations Plan

**Cherry Hills Village,
Colorado**

November 21, 2006

Letter of Promulgation

This Emergency Operations Plan is hereby approved and ordered published and distributed.

All department heads and personnel are directed to accept the responsibilities as herein assigned and to conduct the organizational planning and training to implement the plan.

Mayor/City Council

Dated

Review and Concurrence

The following departments assigned responsibilities in the plan have reviewed and concurred.

Mayor/City Council	
City Manager	
Community Development	
Public Works	
Police Department	
City Clerk	
Finance Director	

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Distribution 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 Police Chief. Each copy is numbered for accountability and updating.

OFFICIAL	NUMBER
Mayor	1
City Manager	2
City Clerk	3
Community Development	4
Finance Director	5
Police Chief	6
Public Works Director	7
Police Lieutenants	8
Police Sergeants	9
Arapahoe County Emergency Services	10
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1. INTRODUCTION

1.1. Purpose

The purpose of the Cherry Hills Village Emergency Operations Plan is to provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of Cherry Hills Village government before, during and after major emergency and disaster events. It delineates the roles and responsibilities of city departments, outside agencies, and volunteer organizations expected to contribute to the protection of people and property.

This Emergency Operations Plan (EOP) was prepared under the Comprehensive Emergency Management Concept developed by the Federal Emergency Management Agency (FEMA) to integrate the response of all available emergency management resources and increase the level of emergency preparedness in Cherry Hills Village.

The Plan should be reviewed annually and updated as necessary. Maintaining and updating this plan is the responsibility of the Emergency Management Coordinator for Cherry Hills Village.

2. BASIC PLAN

Attachments to this EOP may be developed as needed. Such attachments shall be called Annexes and shall be incorporated into this EOP by reference, without the need for amendment of this EOP by resolution of City Council. Such Annexes will further outline the various response and recovery activities outlined in this EOP. Any changes, additions or deletions to the substantive content of this EOP must be done by an amendment to the EOP and approved by the Emergency Manager and City Council.

2.1. Legal Authorities

The development of this plan meets the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other State and Federal guidelines for local emergency management plans and programs. The contents of this plan are intended to provide a basis for the coordinated planning and management of the types of emergencies and disaster events most likely to occur in Cherry Hills Village. It will also provide the basic framework for the management of unforeseen events. Specific legal references include:

- Title VI of PL 93-288, as amended, entitled "The Robert T. Stafford Disaster Relief and Emergency Assistance Act"
- Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992."

- Disaster Mitigation Act of 2000

2.2. Situations

The Disaster Mitigation Act of 2000 provided for new approaches and support for comprehensive hazard mitigation planning. One of the requirements of this Act was the development of a State Mitigation Plan as a condition of federal disaster assistance. It also established a new requirement for local government planning efforts.

Natural Hazards

Natural hazards in which Cherry Hills Village is vulnerable include:

- Severe Winter Storm
- Flood
- Tornado

Technological (Man-Made) Hazards

Technological hazards are those that occur as a result of either an accident or a deliberate act. The five technological hazards of greatest potential significance include:

- Mass Casualty Incidents
- Hazardous Materials Releases
- Terrorism
- Civil Disturbances
- Major Power Outage

2.3. Assumptions

With respect to natural or technological emergencies, standard assumptions can be made regarding the incident:

- The City will continue to be subject to the hazards noted above. Warning time available to implement this plan will vary from little to no warning, to days or weeks, depending on the type of hazard.
- City officials, both elected and appointed will carry out all responsibilities regarding public safety and protection of property. This includes all phases of comprehensive emergency management and provisions to ensure continuity of government.

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- Citizens expect governments to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.
- Departments with emergency responsibilities will ensure that all personnel concerned are properly trained and familiar with this plan and all department standard operating procedures (SOP) so they are capable of implementing them in a timely and effective manner.
- With the possibility of terrorism and weapons of mass destruction (WMD) any technological hazard must be approached as if it could be an act of terrorism.
- The Incident Command System (ICS) will be used as the on-scene incident management system.
- State and Federal Assistance as well as volunteer and private organizations will be available to supplement the City's resources as needed.

2.4. Continuity of Government

Purpose

To provide a means of ensuring the continuity and preservation of the Cherry Hills Village government during a major emergency or disaster. Disasters can interrupt, paralyze, or destroy the ability of local government to carry out their functions. Therefore, it is important that each level of government have the capability to preserve, maintain, and reconstitute its ability to carry out essential functions.

The State of Colorado identifies two important factors for assuring continuity of government at the local level: First, well defined and understood lines of succession for key officials and authorities; second, preservation of records and critical facilities which are essential to the effective functioning of government and for the protection of rights and interests of the citizens.

Provision of Essential Services

Identify those services that are determined to be life-saving/preserving and those critical to the immediate operation of the City. Such services need to be maintained or restored immediately should they be struck by a disaster and rendered unusable. Identify functions that can be suspended during emergencies and which functions can be performed through telework and/or alternate scheduling. In the event that a City facility is rendered unusable, a

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back-up facility should be designated that will allow for essential services to be provided.

Preservation of Essential Records

Protection of essential records is vital if City government and society are to resume functioning after a major catastrophe or national emergency.

The selection of the records to be preserved rests with the official rendering the service involved or with the custodians of the records. These decisions should be made in concert with the organization's overall plan for determination of value, protection and disposal of records. The vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible location, preferably off site.

Line of Succession

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the duly elected leadership of each jurisdiction. It is recommended that each department "cross train" employees to support mission essential functions within their respective department and across departmental boundaries. The following line of succession, by department, will be observed, based on the availability of the senior ranking public official:

Elected Officials

1. Mayor
2. Mayor Pro-Tem
3. Senior Council Member

City Administration

1. City Manager
2. Director of Finance and Administration
3. City Clerk

Legal

1. City Attorney
2. City Prosecutor

Police Department

1. Police Chief
2. Police Lieutenant
3. Police Sergeant

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Public Works Department

1. Public Works Director
2. Parks and Trails Administrator

2.5. Concept of Operations

If a disaster occurs within the City of Cherry Hills Village with little or no warning, immediate response by the city will be required. Only personnel trained in the prearranged plans and procedures will be prepared to make the coordinated efforts necessary to meet a threat of life and/or property.

When response to a disaster exceeds the capabilities of Cherry Hills Village, emergency response agencies will request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical, or public works). All local governments and special districts within Arapahoe County are responsible for coordinating with one another and for providing mutual aid within their capabilities and according to established written agreements.

When all local resources and mutual aid resources are exhausted, the City of Cherry Hills Village through Arapahoe County may request aid from the state.

The Emergency Operations Plan (EOP) is based on the concept that emergency response functions will generally parallel the normal operations of all city departments. 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.

National Incident Management System (NIMS)

NIMS is a predetermined flexible command structure, incorporating the concepts of Incident Command System (ICS) for safely directing all emergency response activities at the scene of an emergency during life-threatening situations that go beyond a routine, single-agency response.

Incident Response

- Upon notification of an actual or impending disaster, the responsible Department Head, the Emergency Management Coordinator, the City Manager, or the Mayor will activate all or part of this Emergency Operations Plan.

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Emergencies will be managed in the field under the plan assignments as set forth herein. The Emergency Operations Center will be activated to help support the assigned agencies and to carry out the additional functions that are needed (e.g. damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information support, etc.) The Emergency Operations Center will be located in the Village Center unless another location is designated.

Management and Functional Facilities

Incident Management

Each hazard, whether natural or technological will be assigned a Lead Agency. It will be this Lead Agency's responsibility to provide the overall incident management.

The Emergency Management Coordinator will then coordinate department heads, and all supporting agencies within the EOC. The coordinator will ensure that messages, information and data are kept current and that written communications are processed in a timely manner.

Each department operating within the EOC is responsible for the record keeping of expenses for their department, plus a running log with dates and times of events that occurred to that department during the event.

Functional Facilities

Emergency Operations Center (EOC) provides a functional area for policy and decision-making officials to operate. It also provides communication capabilities, resources for logging data, and a conference area. Access to the EOC is restricted to key City officials.

The Incident Commander (IC) will control and coordinate all response forces at the emergency or disaster scene. IC will establish and maintain communication with the EOC and the response forces.

2.6. Organization and Assignment of Responsibilities

General

Most of the city departments have emergency functions in addition to their normal operations. Each department is responsible for developing and maintaining its own emergency management procedures and operating guides.

Mayor/City Council

- Proclaim the existence and then the termination of the emergency.
- Request State assistance if it appears that the resources and the ability of the City are inadequate to cope with the emergency.
- Convene the Council, if reasonable to do so.
- Perform other duties as required by law.
- In the absence of the Mayor, assume the duties and responsibilities of the Mayor as prescribed by City Charter.
- Enact ordinances that authorize the City Manager to initiate and implement all or part of the plan prior to, during, and after an emergency or disaster to protect the lives and property of the citizens of Cherry Hills Village.
- Approve authorization of expenditures during major emergencies or disasters.

City Manager

- Implement the Emergency Operations Plan in whole or in part as the situation requires.
- Hold direction and control of all city departments before, during and after an emergency event.
- Establish a policy for expenditures and allocations of funds.
- Develop a plan to ensure that all vital records are identified and protected.

Emergency Management Coordinator

- Act as coordinating staff advisor to the City Manager and key city officials during all levels of response to disaster emergencies.
- Monitor implementation of the Emergency Operations Plan.
- Keep the City Manager and other key officials informed of the emergency situation.
- Establish the Emergency Operations Center (EOC) and be responsible for its operation.
- Compile, coordinate and present a request to the state and federal government for disaster relief assistance.
- Function as overall coordinator of disaster operations until normal government operations can be resumed.
- Evaluate the disaster emergency in terms of the need for a disaster declaration and advise the Mayor.

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- Prepare the Emergency Operations Plan for the City of Cherry Hills Village and conduct training exercises as necessary to maintain and improve the response capabilities of all elements of the city.
- Develop private and local government resource lists. Negotiate written agreements for their effective utilization during emergencies and disasters as necessary.
- Coordinate disaster planning, operations, and training exercises with public utilities, welfare agencies and emergency preparedness and management directors of higher and adjacent political jurisdictions to enhance the integrated emergency management system.
- Develop an Emergency Alert System (EAS) access and use plan.
- Obtain the assistance of Radio Amateur Civil Emergency Service (RACE) personnel in establishing a logistic resource communications network.
- Represent the city as directed on matters relating to emergency management.
- Establish, maintain, and coordinate an emergency public warning and notification system.
- Keep the Department of Local Affairs (DOLA) informed of a disaster situation.

Police Department

- Conduct all regularly assigned functions relating to law enforcement in the City of Cherry Hills Village.
- Develop and maintain the Emergency Operations Plan (EOP) to deal with all hazards, natural or technological, identified as those that threaten the City of Cherry Hills Village.
- Maintain the position of Emergency Management Coordinator.
- Evacuate people who are or may be threatened by an imminent disaster.
- Control traffic access to the scene of a disaster.
- Plan and coordinate response to hostage situations, as well as civil disturbances.
- Establish mutual aid agreements with local law enforcement jurisdictions.
- Develop an intelligence gathering and analysis capability.
- Provide law enforcement assistance to shelter managers when requested.
- Establish a methodology to govern the admission of persons and vehicles into secured buildings and limited-access areas.
- Receive, relay and secure national warning service emergency messages.

South Metro Fire Rescue

- Provide all regularly assigned departmental functions relating to fire prevention and control to minimize loss of life and property, as per their department policies, procedures and/or protocols.
- Maintain and operate a mobile command post and provide continuous communication between the disaster scene and EOC.
- Establish and maintain radiological monitoring capabilities.
- Respond to and direct operations in hazardous material incidents.
- Establish, maintain, and activate the outdoor siren system to notify the public of an imminent disaster.
- Receive and relay National Warning Service messages to proper authorities.
- Direct and conduct all search and rescue operations.
- Provide decontamination and neutralization of any hazardous or radioactive material spills.
- Establish mutual aid agreements with local fire jurisdictions.

Public Works

- Provide emergency traffic engineering and control measures to include signalization and barricading. Maintain emergency traffic routes in coordination with police and fire departments.
- Coordinate clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares.
- Establish damage assessment capabilities and procedures.
- Provide snow removal under all winter storm conditions.
- Provide resources and technical support to public safety operations.
- Provide mapping, ownership, and assessment of structural conditions of bridges and roadways.
- Conduct all regularly assigned functions relating to the provision and maintenance of water and sewer services for the City of Cherry Hills Village.
- Provide emergency shutdown of water and sewer services and have provisions in place to provide potable water for essential city relief activities.
- Coordinate the repairs of water and sewer systems.
- Participate in damage assessment activities.
- Develop Emergency Operations Plan (EOP) annexes as they affect dam failure, flooding, and water shortages.
- Coordinate the decontamination of the water system as necessary.

Administration

- Provide administrative and logistical support to City Council, Boards and Commissions, City Manager, and all departments within the City.
- Develop a methodology for purchasing supplies, services, and equipment under emergency conditions.
- Provide emergency public information printing needs.
- Select and assign city employees to appropriate duties, according to need.
- Provide equipment and manpower upon request.
- Assist in the coordination of disaster recovery planning efforts as it relates to public buildings.
- Assist in the preparation of damage assessment reports as it relates to public buildings.
- Assist in recommending which public buildings or structures are retained or demolished.
- Assist in the declaration of safe buildings or structures for occupancy.
- Develop a plan to keep vital city facilities operating during a disaster.
- Staff and support damage assessment team.
- Identify alternate facilities for use by the city to carry on essential operations.

City Attorney

- Provide legal assistance to the City Council, City Manager, Boards and Commissions, and Departments in the conduct of official business, including operation of municipal justice system.
- Prepare emergency disaster declarations and emergency ordinances.
- Provide interpretation of federal and state regulations that relate to disasters.

Finance/Administration

- Provide financial advice to City Manager.
- Coordinate the development of a damage assessment reporting system to meet post-disaster needs.
- Maintain detailed records of all disaster-related expenditures.
- Coordinate all data for damage assessment reports to be forwarded to state and federal disaster agencies.

Community Development

- Conduct vulnerability studies during normal operations and during the recovery period following a disaster and making appropriate recommendations for measures to mitigate disaster vulnerability.
- Implement mitigation measures during the development application process.
- Collect and maintain data on significant population relocation.
- Implement environmental management as it relates to hazardous materials, hazardous waste, air and water pollution.

Specific Outside Agencies

In addition to city departments, specific outside agencies provide emergency functions in addition to their normal operations. The list includes, but is not limited to:

Tri-County Health

- Issue precautionary health warnings as necessary.
- Provide advice on all health matters.
- Provide air contamination surveillance.
- Monitor the disposal of hazardous and radiological materials.
- Inspect all food services facilities at relocation centers.
- Determine food and water safety and arrange for the removal of any contaminated product.
- Inoculate for the prevention of disease.
- Provide information on disinfecting public and private water supply.
- Send representative to City EOC as needed.

School Districts

- Provide for the safety and protection of pupils and school personnel.
- Coordinate with the City and the American Red Cross for feeding, sheltering, and transportation of displaced persons caused by a disaster.
- Assist the City with identification and selection of school facilities best suited for sheltering and feeding displaced persons caused by a disaster.
- Advise the City Manager on the availability of school district resources.
- Send representative to City EOC as needed.

American Red Cross (ARC)

- The ARC operates under the Charter of the United States Congress. Under the Charter, they provide relief and assistance for a myriad of human needs resulting from natural and technological disasters.
- Designate and provide shelter to disaster victims.
- Provide food and services for these shelters.
- Assist disaster victims in the repair of their homes.
- Register displaced persons and provide information through the Disaster Welfare Inquiries System (DWI).
- Provide referrals to nursing homes for special needs victims.
- Provide crisis counseling to disaster victims and response workers.
- Provide first-aid stations, nurses, etc. to disaster victims.
- Provide assistance to damage assessment teams.
- Send representative to City EOC as needed.

Salvation Army

- Assist with personnel evacuation and shelter.
- Assist the American Red Cross with crisis counseling for victims.
- Provide food to disaster relief workers.
- Provide clothing to disaster victims.
- Send representative to City EOC as needed.

Amateur Radio Emergency Service

- Set up emergency communications at the request of the EOC.
- Provide communications to emergency workers.
- Assist with damage assessment upon request.

County Coroner

- Develop a plan to handle mass fatalities in the event of a major disaster.
- Establish a temporary morgue should existing facilities become overwhelmed.
- Perform all functions relating to identification, registration, and disposition of fatalities.
- Send representative to City EOC as needed.

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Social Services

- Assist with evacuation and sheltering as needed.
- Provide food and clothing to disaster victims.
- Assist the American Red Cross with disaster welfare inquiries.
- Assist with shelter management.
- Send representative to City EOC as needed.

Xcel Energy

- Coordinate with the city to expedite restoration of gas and electric disruptions caused by a disaster or emergency.
- Provide a liaison to the EOC upon request.

Qwest Communications

- Coordinate with the city to expedite restoration of telephone and other communications disruptions caused by disaster or emergency.
- Provide emergency cell phone capabilities upon request.
- Provide a liaison to the EOC upon request.

3. ANNEXES

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Annex I - Direction and Control

Lead

Agency/Agencies: **Emergency Management**

Supporting

Agency/Agencies:

Purpose

To provide timely, effective and efficient direction and control of available resources in response to a natural or technological emergency or disaster.

Situation

Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic.

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- Cherry Hills Village resources will be used to respond to emergency situations and, if needed, requests for mutual aid assistance and supplemental assistance from neighboring jurisdictions, County, State, or Federal agencies will be made if the city resources become limited or expended as a result of the emergency or disaster.

Concept of Operations

- NIMS-ICS will be used as the command structure for emergency situations.
- Each natural or technological disaster classification will be assigned a Lead Agency – a specific department that is responsible for overall management and coordination. The responsibilities of the Lead Agency include but are not limited to:
 - Activate the EOP and declare the response level.
 - Notify key officials to include City Manager, Emergency Management Coordinator, Communications Center, and other departments as necessary.
 - Call in personnel as directed by event.
- During all major emergencies, the Cherry Hills Village Emergency Operations Plan (EOP) will be activated as provided for in this Plan.

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- Each department is responsible for developing standard operating procedures (SOP) in response to all emergency situations.
- Each department is responsible for maintaining a current call-up list for essential employees.
- The Arapahoe County Dispatch will serve as the main contact point, on a 24-hour basis, for key official notification. They will maintain a current list of all department on-call personnel and their phone and pager numbers. The 24-hour phone number is (303)795-4711.
- Each department is responsible to have properly-trained employees to manage their operations.
- The Incident Command Post (ICP) will be supported by the Emergency Operations Center (EOC), staff and other emergency supporting agencies as needed. This emergency organization functioning within the EOC, is designed to:
 - Maintain existing leadership and response authority and responsibility (continuity of government).
 - Provide leadership and response organization.
 - Insure a leadership and response organization when an incident requires the potential for State and/or Federal assistance.
- The Emergency Operations Center (EOC) is established as the central point to which essential reports and information concerning the emergency or disaster will flow.
- The principle functions of the EOC are to:
 - Monitor potential threats.
 - Support on-scene response operations.
 - Receive, compile, and display data on the emergency situation and resource status.
 - Analyze problems and formulate options for solving them.
 - Coordinate among local, state and federal agencies, if required.
 - Develop and disseminate warnings and emergency public information.
 - Coordinate damage assessments activities and assess the health and safety of the public.
 - Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State and County.
- The following personnel may comprise the Emergency Operations Staff:
 - Mayor

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- Mayor Pro-Tem
- City Manager
- Emergency Management Coordinator
- Police Chief or designee
- Fire Department Representative
- Emergency Medical Service Representative
- Director of Public Works or designee
- City Clerk
- City Attorney
- Finance Director
- Public Information Officer
- Any other person or organization that the Emergency Management Coordinator deems necessary.
- Authority to activate and operate the EOC
 - Mayor
 - Mayor Pro-Tem
 - City Manager
 - Emergency Management Coordinator
 - Police Chief
 - Senior Supervisor present.
- Primary EOC Location
 - The primary EOC will be the Village Center
 - Alternate EOC location(s) may be:
 - South Metro Fire Rescue Mobile EOC
 - The Arapahoe County EOC
 - The determination to use an alternate EOC location will be made by the Emergency Management Coordinator and should be based upon the usability of the primary location and the type of emergency or disaster.

Annex II - Warning

Lead

Agency/Agencies: **South Metro Fire Rescue**

Supporting

Agency/Agencies: **Arapahoe County Police Dispatch**

Purpose

To provide the resources to warn the public in a timely manner of a pending or occurring emergency or disaster.

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

Concept of Operations

- Arapahoe County Dispatch will be the recipient of emergency information to be disseminated to the public.
- Information can come from a variety of sources including:
 - National and State Warning Systems messages over radio and the Colorado Crime Information Computer (CCIC)
 - National Weather Service (NWS) issue flood as well as any severe weather advisories, provided by telephone and radio
 - Spotters' network
 - Reports to 9-1-1 from citizens.
- Warnings will be disseminated to the public via:
 - Activation of the Emergency Alert System
 - Electronic media
 - Public address system
 - Door-to-door
 - Emergency Preparedness network (EPN) (reverse 9-1-1)
- The decision to use the EPN system will be made in accordance with established procedures for the system.

Annex III - Communications

Lead

Agency/Agencies: **Cherry Hills Village Police Department**

Supporting

Agency/Agencies: **Arapahoe County Sheriff's Department**

To provide assurance that communications during major emergencies will be maintained. To identify alternative resources should Cherry Hills Village's capabilities be rendered inoperable.

Situation

Communications systems are an integral part in the successful completion of any emergency or disaster type situation.

Assumptions

- Communications is necessary to the command and control of response and support forces.
- The type of communications systems that are utilized is directly related to the scope of the incident.

Concept of Operations

- It is recognized that some telecommunications elements of the emergency or disaster response will be established before the activation of this plan. Therefore, a pre-set formal structure is not desirable. However, the following guidelines will be used:
 - An Incident Communications Officer should be designated by the Incident Commander as soon as practical, if not pre-designated.
 - In an inter-jurisdictional or multi-agency response, common radio channels between agencies will be utilized first for communications.
- Arapahoe County Dispatch will have the responsibility to communicate pertinent information to all key officials.
- It is the responsibility of all departments to develop and utilize their own fan-out system.
- Public safety communications will activate their emergency procedures.
- Mobile communications vans may be set up for police and fire as necessary for interoperable communications.
 - Mobile communications vans may be requested from the following agencies:
 - South Metro Fire Rescue

- Arapahoe County Sheriff's Department

Annex IV – Health and Medical

Lead

Agency/Agencies: Cherry Hills Village EMS Provider(s)

Supporting

Agency/Agencies: Cherry Hills Village Police Department
Arapahoe County Coroners Office
Colorado Department of Public Health & Environment

Purpose

To outline the general responsibilities for providing proper care, treatment and transportation to victims of a mass casualty or mass fatality event.

Situation

Virtually any type of natural or technological disaster carries the potential for significant numbers of dead and injured.

A catastrophic event could activate the National Disaster Medical System (NDMS), causing an overflow of victims into or out of the Denver metropolitan area. The Disaster Mortuary Response Team (DMORT) could be activated as well.

Assumptions

- Paramedics will assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.
- The Metropolitan Medical Response System (MMRS) may be activated to provide mutual aid and equipment.

Concept of Operations

- Local response to a mass casualty-producing incident involves triage, transport, treatment, and logistics support.
- Preservation of life and safety of emergency workers and the public will take precedence over all activities addressed in this Annex.
- Personnel providing health and medical services will adhere to accepted standards of care and take appropriate protective measures.
- Emergency health and medical services programs will be administered by those agencies having day-to-day responsibility.
- Representatives at the EOC will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.

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- In a mass fatality incident, the police department will be the lead-investigating agency, until such time that the incident is handed over to another qualified investigating agency, if deemed necessary.
- The police department will be responsible for investigating violations of applicable laws and for securing the scene and evidence.

Annex V – Emergency Public Information

Lead

Agency/Agencies: **Cherry Hills Village Police Department**

Supporting

Agency/Agencies: **Cherry Hills Village Administration**

Purpose

To establish responsibilities and procedures for preparation and dissemination of timely and accurate official information to the public during a major emergency or disaster.

Situation

The need for the effective collection, monitoring, management, and dissemination of accurate, useful, and timely public information to the media and for the public during disasters and emergencies is vital to keeping the public and others informed.

Assumptions

- The public needs timely and accurate information for protection of life and property during response to, and recovery from a disaster or emergency situation.
- The Police Department has lead responsibility as the official spokesperson for city actions.

Concept of Operations

- This annex will be activated whenever accurate and timely information is needed to inform the public during an emergency or disaster.
- 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 via the news media during a major event.
- Disaster-related information may include information during a disaster or emergency concerning the situation and instructions to the public for obtaining disaster relief and assistance.
- This single point-of-contact should be designated to the EOC to give media briefings and to approve coordinated news and public information releases.
- In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.

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- A Joint Public Information Center (JPIC) may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.
- When a JPIC is established, the City's single point-of-contact shall be designated as the JPIC Manager and shall coordinate the release of information through the Police Department.
- Records shall be kept of actions performed and information that is released.

Annex VI – Sheltering / Mass Care

Lead

Agency/Agencies: **Cherry Hills Village Police Department
South Metro Fire Department**

Supporting

Agency/Agencies: **American Red Cross
Arapahoe County Office of Emergency Management
Colorado Division of Emergency Management
School District Transportation Services
Tri-County Health (Health risks)**

Purpose

To provide shelter and care to disaster victims within the City.

Situation

An emergency or disaster may cause victims to be forced from their homes. Family members may be separated immediately following an emergency or disaster, such as children in school and parents at work.

Assumptions

- Not all disaster victims will require mass care services. Some victims will go to mass shelters, others will find shelter with friends and relatives; many victims will remain with or near their damaged homes.
- Private and volunteer organizations, i.e., ARC, Salvation Army, COVOAD, etc., will provide immediate shelter, feeding, and emergency first aid relief to individuals and families, not normally available from government resources.

Concept of Operations

- The Police and Fire Departments will determine the threat, magnitude and need for mass care services.
- Establish an on-scene Incident Command Post.
- The Police Department will coordinate the evacuation process.
- The Fire Department will contact the American Red Cross who maintains formal written agreements with local schools for the use of school facilities for mass care in a disaster event.
- RTD and/ or school district will supply buses for transportation if needed.
- The American Red Cross will provide for the immediate needs of sheltered residents for lodging, food, clothing, and personal items.
- The Police Department will provide security for the evacuated area.

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- Door-to-door notifications will be made to assure that the evacuation is complete.
- The Police Department will provide security to the shelters if needed.
- A disaster welfare network will be set up by the American Red Cross.
- Sheltering arrangements will be made for pets.
- A list of evacuees and their location will be maintained.
- The City must send a representative to each shelter. This representative will 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.
- Contact will be made with Arapahoe County Office of Emergency Management, if necessary, to assist with additional sheltering, and resource allocation.

Local designated shelters include:

Cherry Hills Village Elementary 2400 E. Quincy Cherry Hills Village 720 747-2700	West Middle School 5151 S. Holly Greenwood Village, Co 720 554-5100
Englewood High School 3800 S. Logan Englewood, Co 303 806-2266	Mission Hills Church 5859 S. University Littleton, Co 303 794-3564

FOR ANIMALS: Denver Dumb Friends League (can take three animals from each resident) 2080 S. Quebec St. Denver

Arapahoe County animal Control (Sheriff's Office dispatch)

Horse Protection League 303 424-0037

Colorado State Animal Response Team 303 539-7633

Annex VII – Evacuation

Lead

Agency/Agencies: **Cherry Hills Village Police Department**

Supporting

Agency/Agencies: **South Metro Fire Department
Arapahoe County Office of Emergency Management
Colorado Division of Emergency Management
School District Transportation Services
Tri-County Health (Health risks)**

Purpose

To put a plan in place when a disaster makes it necessary to evacuate a portion of or the entire City.

Situation

An emergency or disaster may cause victims to be forced from their homes and/or businesses depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions.

There are two types of evacuations that may be utilized: general and limited.

- A **general** evacuation would involve the relocation of a large portion of the public from a risk area. The EOC will be activated.
- A **limited** evacuation would involve the relocation of a smaller portion of the public from a risk area. The EOC may be activated.

Assumptions

- First responders (fire, police, EMS) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.
- The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Some residents may refuse to evacuate after being advised to do so.
- Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.
- Residents may try to re-enter a risk area before safe to do so.
- Spontaneous evacuation will occur when there is sufficient warning of the threat.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.

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- Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary.
- Evacuation instructions should be based on known or assumed health risks associated with the hazard.

Concept of Operations

- The Police and Fire Departments will determine the threat, magnitude, intensity, time until onset, and expected duration of the emergency as well as the need for evacuation.
- Establish an on-scene Incident Command Post. Activate the EOC, if necessary.
- The Police Department and Fire Department will coordinate the evacuation process until such time as the EOC is operational, to include:
 - Identifying the number of people requiring transportation to evacuate.
 - Designating an assembly point for evacuees without their own transportation for assembly.
 - Arranging transportation for evacuees without their own vehicles.
 - Arranging shelters to house evacuees.
 - Providing evacuation information to the local media to be disseminated.
- The Police Department will provide security for the evacuated area.
- Door-to-door notifications will be made to assure that the evacuation is complete.
- A list of evacuees and their location will be maintained.
- Contact will be made with Arapahoe County Office of Emergency Management, if necessary, to assist with evacuation, additional sheltering, and resource allocation.
- An evacuation of the City of Cherry Hills Village will impact neighboring jurisdictions and evacuation routes will need to be coordinated.
- The Cherry Hills Village Emergency Management Coordinator will designate general evacuation routes for residents to use.
- Provisions, to the extent possible, will be made for providing the elderly and special needs population with transportation methods, medical assistance, and other related support during emergency situations.

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Emergency Operations Plan

- If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for transportation, as a last resort, officials may recommend in-place sheltering.
- Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation.
- Access to controlled areas will be controlled by law enforcement. Law enforcement will patrol all evacuated areas unless officers are at risk.
- Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
- If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions, or the state, or federal government. Assistance requests to nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the CDOEM, through Arapahoe County OEM, if possible.

Annex VIII – Resource Management

Lead

Agency/Agencies: Cherry Hills Village Community Development
Department

Supporting

Agency/Agencies: All Cherry Hills Village Departments
Arapahoe County Office of Emergency Management
Colorado Division of Emergency Management

Purpose

The purpose of this annex is to provide a plan for effective procurement and use of human and material resources in the case of any type of emergency or disaster within the City of Cherry Hills Village.

Situation

City resources will be available during an emergency and should be used accordingly; however, as city resources become depleted, mutual aid resources, as well as state and federal resources may be requested.

Assumptions

- Shortages in Cherry Hills Village response resources may occur in any emergency or disaster. Procedures should be maintained to identify where and how to replenish them.
- Private contractors and volunteer agencies will be willing to assist the community during an emergency or disaster. They should be identified by the material or service they can provide.
- Mutual aid agreements with neighboring jurisdictions will be established and invoked as needed.
- Support is available through requests to state and federal agencies. Procedures should be established for accessing this support.

Concept of Operations

- Pre-emergency planning requires that each department that is assigned a responsibility in the basic plan will identify all personnel and material resources they may require and how to access or procure those resources.
- Emergency procurement procedures will be established and records maintained of all expenditures for goods, services and personnel.
- If additional resources are required, requests should be made through the Emergency Operations Center (EOC).
- All purchases and requests for additional resources require the approval of the Incident Commander and will be coordinated through the EOC.

Annex IX – Damage Assessment

Lead

Agency/Agencies: **Cherry Hills Village Community Development**
Department

Supporting

Agency/Agencies: **Cherry Hills Village Public Works Department**
 Arapahoe County Office of Emergency Management
 Colorado Division of Emergency Management

Purpose

To provide timely and comprehensive information on the scope and impacts of a disaster and when necessary meet disaster declaration needs consistent with state and federal criteria.

Situation

An emergency or disaster requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss, and directs attention to the mobilization of resources necessary to cope with the situation.

State and Federal disaster assistance may be required during an emergency or disaster. If such assistance is necessary, it must be based upon an accurate aggregate damage/loss estimate.

Concept of Operations

- The Community Development Director will begin an Initial Damage Assessment to collect, record and report data. Information will serve as the basis for evaluating the need for disaster declaration at city, state, and federal levels should such action become necessary.
- Information and documentation compiled will be consolidated into a Preliminary Damage Assessment report forwarded to the EOC who will report such damage to key personnel and the State Office of Emergency Management.
- A Disaster Declaration may be declared by the Mayor in order to fully mobilize resources or to enact temporary restrictions, such as curfews and price controls. Such declaration will be given prompt and general publicity and will be filed with the City and respective County Clerk and two copies will be forwarded to the State Office of Emergency Management (OEM). A local declaration is a precondition for State emergency assistance in most cases.

Annex X – Vital Records

Lead

Agency/Agencies: **Cherry Hills Village City Clerk**

Supporting

Agency/Agencies: **All Cherry Hills Village Departments**

Purpose

To ensure that a list of vital records be maintained by all departments.

Situation

In any emergency or disaster, the continuity of government and the re-establishment of government after a situation are vital to the public. Vital records maintained by government are an essential aspect of continuity and re-establishment of operations.

Assumptions

- Government maintains various records that can include:
 - Vital Statistics
 - License registers
 - Election records
 - Budget records
 - Charters
 - Official Minutes
 - Criminal and Court Records
 - Incorporation Records
 - Contracts
 - Statutes and Ordinances
 - Boundary Determinations
 - Inventory of Property and Equipment
- Government records must be producible when requested by an official agency or the public.

Concept of Operations

- Each department is responsible for maintaining vital records related to their respective operations.
- Each department is responsible for identifying vital records necessary for continuity of government and for the re-establishment of government before, during, and after an emergency or disaster.
- Vital records should be stored in at least two (2) separate locations, with one being off site.
- Procedures for obtaining off-site records should be established and updated as necessary.

Annex XI – Administrative Services

Lead

Agency/Agencies: **Cherry Hills Village Administration Department**

Supporting

Agency/Agencies: **All Cherry Hills Village Departments**

Purpose

To support emergency operations with administrative resources needed for timely assessment of the financial impact of a disaster; to prompt recovery of voice and data systems; to effect procurement of goods, services and manpower; follow a logical system for allocation and expenditure of funds; and keep detailed records of disaster-related expenditures.

Situation

In any emergency or disaster, administrative services along with emergency first responders are a vital component of the overall effective management of a situation.

Assumptions

- Administrative services will continue to provide an infrastructure for City services and resources despite disruptions caused by an emergency.
- Initial assessment of the financial magnitude of disaster response and recovery and the extent of insurance coverage will determine the need to request state and federal financial assistance.

Concept of Operations

- Administrative services will be responsible for developing and maintaining their own detailed emergency procedures.
- Community Development Department will develop a damage assessment record keeping system to meet post-disaster needs.
- Finance will maintain records of disaster-related expenditures to support reimbursement from insurers, state and federal agencies.
- Finance will function as principal advisor to the City Manager on all fiscal matters.

Annex XII – Debris Management

Lead

Agency/Agencies: Cherry Hills Village Public Works Department

Supporting

Agency/Agencies: All Cherry Hills Village Departments

Purpose

To plan the coordination of the removal, collection, and disposal of debris following a disaster. To mitigate against any potential threat to health, safety, and welfare of the impacted citizens.

Definitions

Phase I – consists of the clearance of the debris that hinders immediate life saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.

Phase II – consists of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

Situation

Disasters precipitate a variety of debris that includes, but is not limited to, trees, sand, gravel, building construction material, vehicles, personal property, and hazardous materials.

Assumptions

- The amount of debris resulting from a disaster could exceed the City of Cherry Hills Village's ability to dispose of it.
- If a State of Emergency is declared, State resources would be made available to assist in the removal and disposal of debris.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The Public Works Department will pre-designate temporary debris storage and reduction sites including exact location, size, and ingress and egress routes.

Concept of Operations

- The Public Works Department will determine the extent of damage and resulting debris will be categorized for Phase I or Phase II removal.

Annex XIII – Civil Disturbance

Lead

Agency/Agencies: **Cherry Hills Village Police Department**

Supporting

Agency/Agencies: **Area Law Enforcement Agencies**

Purpose

To facilitate the City’s response to the threat or actual event of civil disaster.

Situation

Emergency situations such as civil disturbances, looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc. may cause need for specialized law enforcement activities, including outside assistance.

Citizens may gather to vocally promote or demonstrate their individual rights, or group interests. These demonstrations, although normally peaceful, have the potential of turning violent, and causing injury to persons, and damages to property. It is therefore prudent that the Cherry Hills Police Department monitors large gatherings within the City for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

Assumptions

- Civil disorders can cause alteration or disruption of daily operations.
- City employees may be in danger in normal field operations.
- Public utilities may be disrupted.
- Public information will be a vital function.
- Law enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation.
- During an emergency situation, the Cherry Hills Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.

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Concept of Operations

- Emergency law enforcement operations will be an expansion of normal functions and responsibilities.
- Law Enforcement may be required to gather intelligence, within applicable laws, against groups that form with a potential for civil disturbance or violent activities.
- Pre-planning and using mutual aid can reasonably assure the law enforcement officials that adequate support is available to counter a civil disturbance and maintain or restore order.
- Once the City issues a "State of Emergency" proclamation, the City has the additional authority to effectively address the situation through its applicable departments.
- The EOC may be activated for a threat or actual event.
- Mutual aid resources may be called in.
- The Colorado Office of Emergency Management may be notified.

Annex XIV – Hazardous Materials

Lead

Agency/Agencies: **South Metro Fire Department**

Supporting

Agency/Agencies: **Cherry Hills Village Police Department
Area Fire Agencies**

Purpose

To protect the citizens and employees of the City of Cherry Hills Village from the immediate and long-term effects of exposure to hazardous materials, and to identify the actions and responsible agencies for handling a hazardous materials incident.

Situation

There are thousands of chemicals in daily use that can cause an emergency affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life.

Many of these chemicals and flammable gasses are transported via air, rail and motor transport. The U.S. Department of Transportation requires adequate warning markings on the carrier vehicle, however, there are numerous exceptions.

Identification of the precise nature of the chemicals involved in a particular incident is a major problem, and care should be taken to note location, hazardous properties, characteristics, and potential hazardous reactions with each other.

Assumptions

- Incidents involving hazardous materials may occur during transportation, near the City. U.S. Highway 285 is a designated route for transporting hazardous materials.
- Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident.
- Experience has shown that when dealing with hazardous materials accidents that procedures normally utilized in emergencies may not be effective, i.e., applying water to fires and normal evacuation procedures because of the short amount of time. For these reasons special knowledge through training must be acquired to effectively manage the operations.

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Emergency Operations Plan

Concept of Operations

- South Metro Fire Rescue will coordinate all response activities associated with a hazardous materials incident in accordance with established SOP's.
- Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.
- Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.
- To the extent possible, operations should be:
 - Upwind
 - Uphill
 - Upstream

The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort.

Annex XVI – Terrorism / Weapons of Mass Destruction

Lead

Agency/Agencies: **Cherry Hills Village Police Department**

Supporting

Agency/Agencies: **South Metro Fire Rescue
All Cherry Hills Village Departments**

Purpose

To facilitate the City's response to threats or actual terrorism events as they relate to weapons of mass destruction (WMD).

Situation

Since the events of September 11, 2001, any area of the United States may be subject to acts of terrorism and/or weapons of mass destruction. These acts do not adhere to geographic or political boundaries, thus making the City of Cherry Hills Village susceptible to the effects of such acts whether they occur within our boundaries or outside our boundaries.

Assumptions

- An attack may not be recognizable as a terrorism event until there are multiple casualties.
- There may be multiple events.
- First responders will be placed at higher risk of becoming casualties.
- Mass casualties/fatalities will occur. National support teams may be called in.
- Event may overwhelm local resources.

Concept of Operations

- The initial response will be coordinated by the Fire Department as a hazardous materials incident.
- Unified command between police and fire will be required.
- The EOC may be activated for a credible threat/actual event.
- Departments will activate their fan-out procedures as needed.
- All available communications will be utilized to verify and disseminate warnings.
- Mutual aid resources will be called up.
- The Colorado Office of Emergency Management will be notified.

CITY OF CHERRY HILLS VILLAGE
Emergency Operations Plan

- Emergency response stages may be
 - **Stage I - threat**
 - Notify the City Manager and other key officials of the threat or possibility of an actual event.
 - Activate emergency team members.
 - Activate city and other communication networks; coordinate and monitor media; brief employees.
 - Involve community leaders in planning activities.
 - Notify and secure city facilities.
 - **Stage II – imminent or confirmed event**
 - Complete actions stated at Stage I
 - Activate and staff EOC if necessary.
 - Notify and utilize support agencies as necessary.
 - Recall city employees from the field as needed for employee safety and briefing.
 - Maintain security of all city facilities and equipment.
 - Provide daily personnel roster of individuals in field.
 - Define and secure affected area if possible. Allow only individuals with proper identification and need into the secure area.
 - Activate and utilize volunteer organizations as needed.
 - Provide information network for family members.
 - **Stage III – State of Emergency**
 - Complete actions stated at Stage II
 - City Manager to declare a State of Emergency.
 - Request State resources as needed.
 - Order and enforce a curfew as needed.
 - **Stage IV – restoration**
 - Restore vital City services and provide temporary care measures for victims.
 - Request state and federal grants as necessary.
 - Begin long-term restoration of the community and provide a good public relations program.
 - Provide Critical Incident Stress Management (CISM) for employees.

Annex XVII – Tornado

Lead

Agency/Agencies: **Cherry Hills Village Police Department
South Metro Fire Rescue**

Supporting

Agency/Agencies: **All Cherry Hills Village Departments
Arapahoe County Office of Emergency Management
Area Law Enforcement and Fire Agencies**

Purpose

To ensure a plan is in place in the event of a tornado.

Situation

If a tornado reaches the ground, its high winds and sudden drop in air pressure as it passes cause almost complete destruction of everything in its path.

Assumptions

- Citizens will be advised of potential severe weather conditions through a variety of means, including: National Oceanic & Atmospheric Administration (NOAA) radio, standard radio announcements, TV announcements, local sirens, etc.
- The National Weather Service (NWS) will provide tornado and severe weather warnings. Warning time will vary.

Concept of Operations

- The National Weather Service will advise the area of potential severe thunderstorm and tornado activity.
- Evacuation of city facilities may be deemed necessary and may be called for by the City Manager, the responsible Department Head for the facility, the Emergency Management Coordinator, or the senior supervisor on-duty.
- **Stage I – Tornado Watch / Warning**
 - The Arapahoe County Dispatch Center will notify key officials and field personnel of pending severe weather.
 - The Arapahoe County Dispatch Center will alert all City Departments when a Tornado Watch or higher is issued.
 - Tornado Warnings are disseminated through all available communication systems
- **Stage II – Response**
 - Confirmation of a tornado touchdown, resulting in injuries and property damage.

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Emergency Operations Plan

- The EOC will be activated and staffed as necessary by key individuals.
- All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
- Damage assessment team will be activated as needed.
- Direction and control of field operations will be managed through on-site command post.
- All news releases will be coordinated through the Public Information Officer.
- “All Clear” messages will be initiated when the threat of an active tornado has dissipated.
- **Stage III – State of Emergency**
 - City Manager by request will declare a state of emergency.
 - State and federal agencies will be notified.
 - Restoration of vital city services will begin.
 - City Council will approve emergency contingency funding.
- **Stage IV - Recovery**
 - The Emergency Management Coordinator will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
 - Short and long-term disaster recovery will begin.
 - City Manager may request a State or Federal Disaster Declaration.

Annex XVIII – Earthquake

Lead

Agency/Agencies: **Cherry Hills Village Police Department
South Metro Fire Rescue**

Supporting

Agency/Agencies: **All Cherry Hills Village Departments
Arapahoe County Office of Emergency Management
Area Law Enforcement and Fire Agencies
Public Utilities**

Purpose

To identify the major hazards associated with earthquake disaster and community response.

Assumptions

- An earthquake could occur at any location in the state and/or Denver Metro area, causing injuries, death and building damage and destruction.
- A major earthquake will cause cascading events such as fires, hazardous materials incidents and others.
- Several earthquakes have occurred in the past in the area of the Rocky Mountain Arsenal in Adams County.
- There are numerous faults within the State and the area that may cause an earthquake.
- Mutual aid may be needed immediately.
- Amateur radio and other communication systems may need to be brought in.
- Utilities may face major disruption and hazardous situations.
- Infrastructure, such as roads, highways, bridges, may be unusable.
- Telephone communications may be non-existent or overloaded.
- Buildings and structures may be damaged and uninhabitable.

Concept of Operations

- Conduct damage assessment.
- Activate the Emergency Operations Center.
- Facilitate emergency response.
- Facilitate reactivation of vital facilities.
- Protect property.
- Coordinate and Liaison with other agencies.

CITY OF CHERRY HILLS VILLAGE
Emergency Operations Plan

- Maintain functional operation of all city facilities to the extent possible.
- Investigate and assess damage to buildings, structures and property within the city for the purpose of:
 - Identifying imminently hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
 - Compile a statistical damage assessment report for distribution to city officials, county, state and federal government agencies, media, various organizations, and the general public.

Annex XX – Flood

Lead

Agency/Agencies: Cherry Hills Village Police Department
Cherry Hills Village Public Works

Supporting

Agency/Agencies: All Cherry Hills Village Departments
South Metro Fire Department
Arapahoe County Office of Emergency Management

Purpose

To ensure a plan is in place to respond to flooding in the City of Cherry Hills Village.

Urban Drainage and Flood Control District

- Cherry Hills Village falls within the Districts boundaries.
- Provides Local Flood Warning Program in conjunction with NWS.
- Messages that the District can send out:
 - **MESSAGE 1** (Internal Alert)
 - This is an advisory message which is meant to inform key people that weather conditions are such that flood producing storms could develop sometime in the day. If the weather advisory requires priority handling by a communications dispatcher, the message will be preceded with the statement: "THIS IS A **RED FLAG** MESSAGE."
 - **MESSAGE 2** (Flash Flood Watch)
 - This message indicates that a Flash Flood Watch has been issued by NWS and/or a private meteorological service employed by the District and they feel the risk is high that a life-threatening flood may occur later in the day. If it is felt that this watch requires priority handling by a communications dispatcher, it will be identified as a **RED FLAG** message.
 - **MESSAGE 3** (Flash Flood Warning)
 - This message indicates that a Flash Flood Warning has been issued by NWS and/or a private meteorological service employed by the District. This warning message requires priority handling by the communications dispatcher (i.e. **AUTOMATIC RED FLAG**).
 - **MESSAGE 4** (All Clear)

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- This message cancels the flood potential status. This message is issued by the private meteorological service after consultation with NWS and other entities involved with direct private meteorological service communications.

Assumptions

- The delivery of public flood warnings is dependent, to a large extent, upon the electronic news media (i.e., radio and television) with the National Weather Service (NWS) being primarily responsible for the initial release of the warning and its content.
- Local governments are also responsible for disseminating public warning information within their political boundaries.
- Flash floods on the front range can occur at anytime.
- Street flooding from heavy rains or snowmelt may also occur.

Concept of Operations

- Depending upon flood threat conditions, this annex may be conducted in four stages.
- **Stage I**
 - Notification of all departments and key individuals.
 - Police and Fire will maintain a continuous monitoring of all weather conditions.
 - The Emergency Management Coordinator will coordinate with other departments and decide when a Stage II activation is required.
 - Potential evacuation of suspected flood locations will be considered.
 - Police and Fire personnel will respond to the potential danger areas to warn individuals.
 - EOC may be activated.
 - Incident Command Post may be established.
 - Evacuation routes may need to be established.
 - Determine need for diking (sandbags, earth, etc.)
 - Determine available resources from outside agencies; stage if possible.
- **Stage II**
 - Warn public through available means of public notification (See Warning Annex).
 - Evacuate public to other locations or staging areas.

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Emergency Operations Plan

- Establish communications with Arapahoe County Office of Emergency Management.
- Initiate fan-out or call-out lists.
- Provide search and rescue operations as required.
- Relocate essential city services, if in the danger zone.
- Request appropriate agencies to assist in providing temporary housing, food and shelter.
- The EOC will be activated and staffed as necessary.
- All support agencies will be notified.
- Designated individuals may be dispatched to potential hazard areas to monitor and report findings.
- Shelters and transportation will be provided for evacuees.
- Damage assessment team will be activated if needed.
- **Stage III**
 - City Manager will declare a State of Emergency, by request.
 - Notification of state and federal agencies will be implemented.
 - Restoration of vital city services and long-term recovery will begin.
 - City Council will approve emergency contingency funding.
- **Stage IV**
 - The Emergency Management Coordinator will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
 - Short and long-term disaster recovery will begin.
 - City Manager may request a State or Federal Disaster Declaration.

Annex XXI – Winter Storm

Lead

Agency/Agencies: **Cherry Hills Village Public Works**

Supporting

Agency/Agencies: **All Cherry Hills Village Departments**
 South Metro Fire Rescue
 Arapahoe County Office of Emergency Management

Purpose

To ensure essential city services are maintained during severe winter weather.

Definitions

Winter Storm Watch – issued when severe winter weather is possible, including cold air, strong winds, and accumulations of snowfall.

Winter Storm Warning – issued when snowfall is expected to exceed six inches in a 12-hour period or eight inches in 24 hours.

Blizzard Warning – issued when severe winter weather with sustained winds of at least 35 mph is expected, along with considerable snowfall.

Winter Storm Emergency – vital community services have been severely impacted. The City Manager has declared a state of emergency.

Assumptions

- All areas of Colorado are vulnerable to major winter storms.
- Longtime residents of the area are usually well equipped to handle routine and even severe winter weather.
- Large-scale loss of life or property does not normally occur as a result of a winter storm, however, any persons caught out in the storm and stranded motorists are in extreme danger.
- Loss of utilities in the City can create a critical situation in a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
- Medical assistance may become critical.

CITY OF CHERRY HILLS VILLAGE
Emergency Operations Plan

Concept of Operations

- Depending upon the winter storm threat conditions, this annex may be conducted in three stages, in addition to Section 2.7.2.
 - **Stage I**
 - Notification of emergency management staff, police, fire, and other key officials.
 - Activation of the EOC will be at the discretion of the Emergency Management Coordinator.
 - Emergency management personnel, as necessary, will staff the EOC.
 - **Stage II**
 - Stage II is activated at the discretion of the Emergency Management Coordinator.
 - Other essential personnel will respond to the EOC as called.
 - Support agencies will be contacted and placed on standby.
 - Departments will operate according to their procedures.
 - **Stage III**
 - The City Manager shall declare an operation Stage III proclaiming a citywide emergency. This proclamation gives the City Manager the power to enact any order necessary to preserve public peace, health, and safety.
 - All affected department directors will report to the EOC.
 - The State office of Emergency Management will be notified.
- Snow Routes

The following streets are priority streets in regard to snow removal: Quincy Ave, Clarkson St., Franklin St. from Quincy to Belleview, Layton Ave. from Quincy to Belleview, Colorado Blvd., Mansfield Ave from Colorado Blvd to Dahlia St. Oxford Ave. from Dahlia St. East, Dahlia St. from Mansfield to Quincy, Holly Street from Belleview to Quincy, and Happy Canyon Road. These streets provide access for emergency vehicles to all locations of the City during a snowstorm. The Colorado Department of Transportation maintains Hampden Avenue, University Blvd. and Belleview Avenue

Annex XXII – Emergency / Disaster Reporting Process

Lead

Agency/Agencies: **Cherry Hills Village Administration**

Supporting

Agency/Agencies: **All Cherry Hills Village Departments**

Purpose

To ensure proper reporting of expenditures and other actions taken to ensure maximum reimbursement for losses and expenses incurred in the recovery process.

Situation

Prompt and accurate reporting is a must in order to ensure that local governments recover the maximum financial reimbursement for authorized disaster emergency related expenses and losses. It is almost impossible to document claims after the work has been done and a period of time has passed.

Assumptions

- Any disaster or emergency will come with associated costs and expenditures.
- Additional funding will be needed and/or reimbursement necessary for costs associated with a disaster or emergency.
- Current budget amounts as well as any reserve funds may need to be expended on the disaster or emergency.

Concept of Operations

- All departments, organizations, and agencies involved in a disaster or emergency occurring within Cherry Hills Village will need to keep accurate records of expenditures, losses, and other actions taken.
- These records will be forwarded to the City Administration for tracking of overall expenditures and losses.
- Initial Report
 - Reporting Disaster Emergency Information
 - Upon confirmation of a Disaster or Emergency Event:
 - Activate local warning systems
 - Implement your Local Emergency Operations Plan (LEOP)
 - Mobilize local emergency response resources
 - Activate Local Emergency Operations Center (EOC)
 - Contact Arapahoe County Office of Emergency Management

CITY OF CHERRY HILLS VILLAGE
Emergency Operations Plan

- Contact Colorado Division of Emergency Management at the 24-hour emergency telephone number (303) 279-8855
- Lead time is critical when contacting CDEM. Early warning will give the Duty Officer time to place response resources in stand-by and alert the Federal Government as necessary.
- Initial Situation Assessment
 - This is an ACTION Call and should be made by, or authorized by an elected official.
 - Initial decisions to mobilize and activate resources will be made on this report.
 - Assess the situation accurately and provide ongoing information flow from the field to local EOCs.
 - Provide Situation Reports from local EOCs to CDEM/SEOC
 - CDEM will advise appropriate departments of State Government, and request the governor, and Federal Agencies to provide the necessary support.
 - Update Situation Reports as new information is secured.
- Initial Damage Report
 - Reporting Location
 - Type of Disaster/Emergency
 - Area Affected
 - Number of Persons Killed, Injured, or Endangered
 - Damage to Essential Facilities
 - Damage To Public Property
 - Damage To Private Property
 - Types of Assistance Needed
- Recordkeeping
 - The basic rule is to maintain proof of any disaster-related expenditure.
 - Some examples are:
 - Records of Overtime Compensation to Employees
 - Receipts - Purchase Orders
 - Contracts Let For Emergency Repairs
 - Equipment Logs (including Work Site)
 - Receipts for Rented or Leased Equipment

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- Issue Slips for Supplies Used
- Local Declaration of Disaster Emergency
 - 24-32-2109 CRS – Local Disaster Emergencies
 - A local disaster may be declared only by the chief executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record keeping agency and with the office.
 - The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.
 - The declaration should be made when it is determined that the needed response to a disaster or emergency event is at or beyond the normal capability of local government agencies.
 - Two copies should be sent to CDEM, one of which will be forwarded to the governor.
- Situation Reports
 - During any disaster or emergency operation, daily reports of threat, damage, response and needs are necessary for efficient coordination of outside resource requirements.
 - Situation reports should contain:
 - Nature of Disaster/Emergency/Threat and Current Magnitude
 - Deaths and Injuries (Total to Date)
 - Damage / Potential Damage
 - Utilities
 - Public Property
 - Private Property
 - Resources Committed and Reserves
 - Local Resources
 - Outside Resources

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- Volunteer Activities – Search and Rescue, etc.
- Local Government Actions
 - Activation of Emergency Operation Plan
 - Manning of EOC
 - Evacuation
 - Other Information
- Additional Assistance Needed
- Date and Time Sent
- Damage Assessment
 - Use to tabulate initial reports and estimate of damages.

Annex XXIV – Volunteer Management

Lead

Agency/Agencies: **Cherry Hills Village Community Development**

Supporting

Agency/Agencies: **Cherry Hills Village Police Department**
 American Red Cross
 Arapahoe County Office of Emergency Management

Purpose

Develop a plan to track and assign convergent, citizen volunteers during a disaster.

Situation

History have proved through the many disasters and emergencies that have occurred in this country, the public wants to help in any way that they can. Many citizens respond to disaster or emergency scenes, unsolicited, and offer their assistance. This can pose an additional dilemma for emergency services.

Assumptions

- Citizens who want to help respond to disaster areas without direction.
- Liability becomes an issue.

Concept of Operations

- The City Volunteer Manager assigned by Community Development will be in communication with the Incident Commander and will be assigned to manage the citizen volunteer response as needed. The City Volunteer Manager will initially handle all incoming requests for volunteers.
- Unsolicited emergency service personnel, non-emergency personnel, vehicles, equipment and citizen volunteers will be staged away from the scene in several locations, depending on the scope of the incident and the volunteer response.
- Organized and trained groups of volunteers will be put into service first on a priority basis. Volunteer Coordinators will provide first responders with a source of additional volunteers with specific abilities by screening volunteers to determine skills and experience.

Annex XXV – Community Threat Assessment

Lead

Agency/Agencies: **Cherry Hills Village Community Development**

Supporting

Agency/Agencies: **Cherry Hills Village Police Department**
 American Red Cross
 Arapahoe County Office of Emergency Management

Purpose

To conduct a community threat assessment and identify critical facilities within the Village which may be subject to attack/disruption by a 9/11 type incident.

Situation

The department has identified facilities within the Village which are sensitive, highly visible and in some instances critical infrastructure, i.e., City Hall, Fire stations, Water Board pump stations. A list of these facilities is attached to this annex.

Assumptions

- Incidents occurring within and/or near these facilities may require specialized responses by emergency personnel as outlined elsewhere in this Emergency Operations Plan.
- Incidents occurring within and/or near these facilities may require specialized responses by emergency personnel as outlined elsewhere in this Emergency Operations Plan.
- During an emergency situation, the Cherry Hills Village Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased security and protection required by the circumstances.
- Public utilities may be disrupted.
- Public information will be a vital function.
- The department reviews and updates its Facility Listings on a periodic basis.

Concept of Operations

- The initial response may be coordinated with the Fire Department.
- Unified command between police and fire personnel may be required.

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- The EOC may be activated for a credible threat/actual event.
- Mutual aid resources may be called up.
- The Colorado Office of Emergency Management may be notified.

Cherry Hills Village Facility Listings

Facility	Address	Type	Average # of Occupants
Bethany Lutheran	4500 E. Hampden	Church/School	800 *
St. Gabriel's Church	6190 E. Quincy Ave.	Church	100 *
First Plymouth Church	3501 S. Colorado Blvd.	Church	450 *
Denver First Church	3800 E. Hampden Ave.	Church/School	1200 *
Colorado Community	3651 S. Colorado Blvd.	Church	500 *
St. George's Church	3600 S. Clarkson St.	Church	50 *
Latter Day Saints	999 E. Tufts Ave.	Church	200 *
Cherry Hills Full Gospel	4860 S. Clarkson St.	Church	25 *
Cherry Hills C.C.	4125 S. University Blvd.	Social/Golf Club	200
Glenmoor C.C.	110 Glenmoor Dr.	Social/Golf Club	200
Village Club	4601 E. Belleview Ave.	Social/Equestrian	30
Arapahoe Tennis Club	4400 S. Dahlia St.	Tennis/Swim	40
St. Mary's Academy	4545 S. University Blvd.	Private School	300
Cherry Hills Elementary	2400 E. Quincy Ave.	Public School	500
Kent Denver	4000 E. Quincy Ave.	Private School	700
South Metro Fire	125 Meade Lane	Fire Station	4
CHV City Hall	2450 E. Quincy Ave.	Muni. Govt.	30
Denver Water Board	1590 E. Radcliff Ave.	Pump Station	0

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Facility	Address	Type	Average # of Occupants
Denver Water Board	5600 E. Quincy Ave.	Pump Station	0
Denver Water Board	5800 E. Piedmont Dr.	Pump Station	0
Shoppes at Cherry Hills	1400 E. Hampden Ave.	Strip Mall	50
Dragon's Den	3600 S. Clarkson St.	Substance Abuse Counseling	25

Note: * Denotes Normal Sunday Services
The (3) schools listed are a Mon. thru Fri. Operation