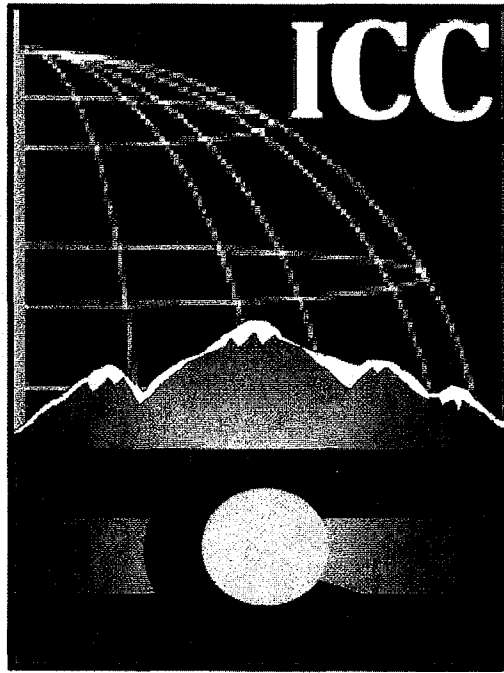


INTERNATIONAL
CODE COUNCIL

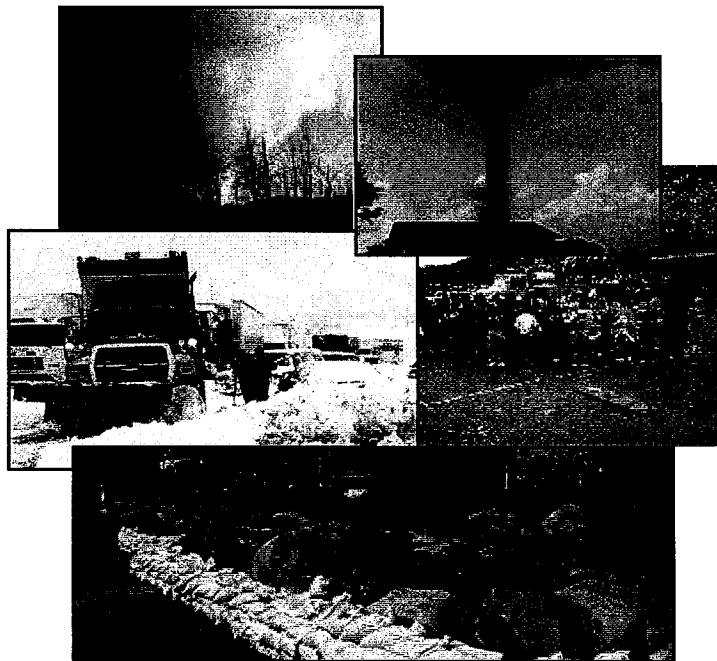


COLORADO CHAPTER

Appendix 5
CO Disaster Emergency
Procedures Handbook

Colorado

DISASTER EMERGENCY PROCEDURES HANDBOOK FOR LOCAL GOVERNMENTS



DEPARTMENT of LOCAL Affairs

DIVISION of EMERGENCY MANAGEMENT

9195 E. MINERAL AVENUE, SUITE 200

CENTENNIAL, COLORADO 80112

(720) 852-6600

24-HOUR EMERGENCY NUMBER (303) 279-8855

Colorado Department of Local Affairs

Division of Emergency Management Field Offices

Central
9195 E. Mineral Ave., Suite 200
Centennial, CO 80112
Office: 720-852-6631
FAX: 720-852-6750

South Central
15075 S. Golden Road
Golden, Co 80401
Office: 303-273-1734
FAX: 303-273-1795

South/Southeast
132 West "B" St., Ste. 260
Pueblo, CO 81003
Office: 719-544-6563
FAX: 719-545-1876

Southwest
Fort Lewis College
1000 Rim Dr.
Durango, CO 81301
Office: 970-247-7674
FAX: 970-247-7032

North/Northeast
150 E. 29th Street, Suite 215
Loveland, CO 80538
Office: 970-679-4503
FAX: 970-669-7717

Northwest
18705 Highway 9 (Box 585),
Frisco, CO 80443
Office: 970-668-6878

West
222 S. 6th Ave., Rm 409
Grand Junction, CO 81502
Office: 970-248-7308
FAX: 970-248-7317

Division of Local Government Field Offices

Central
15075 S. Golden Road
Golden, Co 80401
Office: 303-273-1787
FAX: 303-273-1795

South Central
P.O. Box 127 / 260 Adams St.
Monte Vista, Co 81144
Office: 719-852-9429
FAX: 719-852-9433

Southeast
132 West "B" St., Ste. 260
Pueblo, CO 81003
Office: 719-544-6577
FAX: 719-545-1876

Southwest
Fort Lewis College
1000 Rim Dr.
Durango, CO 81302
Office: 970-247-7311
FAX: 970-247-7032

North Central
150 E. 29th St., Ste. 215
Loveland, CO 80538
Office: 970-679-4501
FAX: 970-669-7717

North Mountains
P.O. Box 5507
Frisco, CO 80443-5507
Office: 970-668-6160
FAX: 970-668-3216

Northeast
Northeastern Junior College
Walker Hall, Rm 21
Sterling, CO 80751
Office: 970-522-6600 x6714
FAX: 970-522-4225

Northwest
222 S. 6th Ave., Rm 409
Grand Junction, CO 81502
Office: 970-248-7310
FAX: 970-248-7317

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Foreword

Disasters are posing an ever greater threat to our safety and well being. The purpose of this handbook is to acquaint you, as a public official, with your responsibilities in emergency management. It will advise you of certain local government actions that may need to be taken during an emergency incident or in the immediate aftermath of a disaster. This handbook identifies communication channels and procedures through which state and federal resources can be made available to your community.

This handbook is not to supersede your Local Emergency Operations Plan (LEOP) or to serve as a local plan.

- Chapters I & II describe the increasingly important role of emergency management in local government operations.
- Chapters III - V describe:
 - issues to address in the event of a disaster (Local Officials Emergency Management Considerations),
 - the roles and responsibilities of the state Division of Emergency Management (DEM); and **most importantly,**
 - recommended local actions and reporting procedures for disasters and emergencies.
- Chapter VI describes Colorado statutes defining the disaster related responsibilities of local government.

The Division of Emergency Management (DEM) is available 24 hours a day to mobilize state and federal emergency resources to support local response and recovery efforts.

The 24-hour state emergency line is (303) 279-8855.

If a disaster has occurred, turn to Chapter V, Page 19.

Chapter I - Your Responsibilities in Emergency Management as Public Officials

Increasingly Important. With society becoming more and more complex, and more people living and working in hazard prone areas, disasters are posing an ever greater threat to our safety and well being. At the same time, technological developments are creating radiological and chemical hazards and new challenges for local governments. Colorado is faced with a variety of natural and man-made hazards, including wildfires, floods, landslides, tornadoes, winter storms, dam failures, drought, earthquakes, and hazardous material accidents.

When an emergency occurs in your jurisdiction, **you** - as a key local leader - must be ready to respond. No matter how severe the problem, local government is always first on the scene. As a community leader, emergency management is **your** responsibility.

Remember. When Disaster Strikes, You're On the Line!

You're Responsible. As an elected or appointed leader, you are ultimately responsible for protecting your residents, local businesses, and surge populations. This public trust is included in your oath of office with words like “**to maintain law and order**” or “**to protect lives and property.**” Local populations expect a reasonable level of protection.

You're Accountable. When disaster strikes, people rely on you to make the decisions directly affecting their lives:

- whether or not to call for outside help;
- if and when to order an evacuation; and
- who should be helped first.

Emergency Management Planning is Critical.

The public holds you accountable for your decisions and for the actions of response personnel. In addition to legal and moral responsibilities, there are liability issues involved in the way your community handles the response to an emergency.

And without doubt, the media will subject your decisions and actions to detailed scrutiny both during and after an emergency.

They'll Turn To You. When an emergency occurs, the public relies on their elected leaders to make informed decisions and to provide timely instruction to the public. The same public that probably never thinks about planning for emergencies in normal times will demand effective leadership during a crisis. People need to know that someone is in charge. **That person is you.**

What You Should Do.

Planning is the Key. Good planning and preparation saves lives. It's critical you work with and support your local emergency manager to make sure your community is prepared to respond to disasters.

An effective emergency management program should have:

- 1) a community hazard analysis;
- 2) a current local emergency operations plan;
- 3) a functioning communications system to warn citizens of disaster;
- 4) evacuation plans and public shelters;
- 5) a program to inform citizens of ways they can protect themselves;
- 6) trained personnel to handle specialized jobs, such as controlling hazardous materials; and
- 7) a program to ensure personnel have the necessary resources to do the job.

**All of the above is required by the
Colorado Disaster Emergency Act of 1992.**

In preparing for disasters, most communities rely on their emergency management coordinator. They are responsible for promoting effective coordination among emergency service agencies and for ensuring community compliance with all federal and state requirements. Your legal counsel can assist you in addressing potential liability issues. Local technical staff can help you in recommending ways to mitigate future hazard losses.

Keep in mind emergency planning is not the emergency manager's job alone. An effective program requires your knowledge of current legislation pertaining to disaster management and training requirements; your direct involvement as a decision-maker; and the team effort support provided by all department heads. The emergency management coordinator doesn't have the authority to mandate the cooperation of all the team, but you and other public officials collectively do, and it's your responsibility to ensure all, under your management, do their part. Virtually all local sections of government have a potential emergency role, as identified in your community's Local Emergency Operations Plan (LEOP), and every department can contribute resources to support your community's recovery efforts if a disaster occurs.

Makes Good Sense

A good emergency management program makes the difference in your community's ability to save lives, protect property and the environment, and to assist people before, during and after a disaster.

There are other benefits as well. Emergency management planning builds public confidence by demonstrating your responsiveness to people's needs. It provides you with a way to work with community groups and identify local resources. It can lead to better teamwork among governmental departments and to better cooperation between the public and private sectors of our society. Emergency management also gives you personal credibility in your community when you provide effective leadership during and after a disaster.

Key Partners

Public Officials: You have a legal and moral obligation to protect the lives and property of your constituents. You are ultimately responsible for how effectively your community mitigates against, prepares for, responds to and recovers from a disaster.

The Emergency Manager: They are responsible for developing, organizing and exercising your community's emergency operations plan. They coordinate planning among a multitude of agencies to include: local, state, federal and tribal government, special districts, enterprise organizations, school districts, profit and non-profit organizations, civic groups, faith-based organizations, and volunteer agencies.

Local Government Department Heads and Personnel: They are responsible for assisting in planning and ensuring the best use of all your community's resources. When a disaster occurs, local government personnel should be prepared to temporarily support overall relief efforts. Their training and skills in working together are vital to effective community response and recovery efforts.

Volunteer, Fraternal, Civic and Religious Groups: They assist emergency personnel in a variety of ways, such as opening and managing emergency shelters and helping in search, rescue, and cleanup operations in the aftermath of a disaster.

The Public: Citizens expect you to provide effective leadership by planning for emergencies in advance protecting public health, safety and the environment when a disaster occurs. They rely on you for warning information and for official instructions on how they can protect themselves when a crisis occurs. They also look to you to know when and how to request state or federal assistance, should it be necessary.

Chapter II - Local Official Emergency Management Considerations

To be effective, a Local Emergency Operations Plan (LEOP) must be updated, exercised regularly, and familiar to those with assigned responsibilities. Meet with your emergency management coordinator often to make sure your community is prepared for a disaster. Here are some questions to get you started...

Planning

- What kinds of disasters and emergencies could occur in your community? Do you have a current Hazard Analysis to include acts of terrorism?
- What mitigation procedures, such as land use, zoning or building codes, have been implemented to prevent or reduce the effects of disasters in your community?
- Is your community compliant with current National Incident Management System (NIMS) standards?
- How recently has your community's emergency operations plan been updated?
- How often are exercises conducted to test the plan? Does your emergency operations plan reflect population shifts and account for new industries, land uses and trends?
- Have you considered critical infrastructure in relationship to a disaster event?
- Do you have or are you considering a mass evacuation plan?
- Are members of your emergency management team getting the training and support they need?

- Are you aware of the training opportunities offered by the state's Division of Emergency Management (DEM) and the Federal Emergency Management Agency (FEMA)?
- What are the new training requirements?
- What plans do you have for working with the media in an emergency? What plans are in place for protecting and communicating with school officials and personnel in your jurisdiction during an emergency? What about plans for special needs population, such as those hospitalized, handicapped, or in jail, prison, or confinement?

Systems

- What kinds of warning and emergency communication capabilities does your community have? Does it have Emergency Alert System linkages? Do you have or are you working on a communications plan?
- Are local emergency responders trained to operate according to the requirements of the National Incident Management System (NIMS)?
- Do you have an Emergency Operations Center (EOC) with communications to help coordinate emergency management efforts?
- Is your EOC properly equipped and maintained in working order?
- Does your emergency management team have the necessary training to do the job?
- Do you have enough shelters and a shelter management staff for people who must be relocated in an emergency? Can they handle stranded tourists or motorists?

Information You Must Have

- Are you current on legislation and the legal responsibilities in planning for emergencies at the local level?
- Do you know what resources and funding the federal and state government can provide for emergency management? Do you know how to apply for them?
- Do you know what you are required to do during a disaster to qualify for federal and state relief funds?
- Do you know what cooperative agreements exist between your community and surrounding communities that can provide aid in times of emergency?
- Have you enlisted local news media cooperation?
- Do you have a public information program to inform citizens of ways they can prepare themselves and their families for potential emergencies? How effectively is emergency preparedness information getting to all of your constituents?
- Does your program include volunteers and plans for using them during an emergency?
- Do you involve local businesses and industries in your preparedness planning?

Community Relations

- How effectively is emergency planning information getting to all of your constituents?
- Have you involved local news media in cooperative planning efforts?

- Do you have a public education program to inform the public of ways they can prepare themselves and their families for potential emergencies?
- Does your emergency management program involve volunteer agencies, church groups, and social or civic organizations?
- Do you involve local businesses and industries in your preparedness planning?

Chapter III - Emergency Manager Response Checklist

Background Information

Reported by: _____

Phone#: _____

Time: _____

Type of
Emergency: _____

Location: _____

- Effected Highways & Roads
- Effected Population
- Effected Communications
- Other Effected Critical Infrastructure

Incident Size-up

- Incident Command Single/Unified Established by:
- Mutual Aid on Scene
- Mutual Aid Needs
- Evacuation Needs
- Impact on Other Jurisdictions (notification)

Damage

- Injuries / Deaths
- Area (size)
- Property / Crop Damage
- Other Impacts

Resources

- Incident command status
- Amount resources committed _____
- Amount resources required _____
- Emergency Operations Center (EOC) status & location
- Other authorities notified?
- Division of Emergency Management notified?

1. Alert & Notification

Some disasters, such as tornados, a winter storm, or a large scale flood are slow in developing. Communication systems must be used to warn the public of these events and provide current information.

The Emergency Operations Plan should provide guidelines for notifying emergency response personnel and the general public.

Two groups must be notified:

- General public
 - may include travelers and surge populations depending on location of the event
- Emergency response personnel

Three actions the public needs to take at this time:

- Keep themselves informed of the progress of the threat
- Take preparatory actions such as getting ready for an evacuation or stockpiling essential resources
- Be ready to take more specific steps if public officials order such actions

2. Warning

Some events occur with little or no lead time for alert and notification. In these instances, things happen so fast that the most that public officials can do is to warn the public of impending danger. This would be the case if there were a hazardous chemical spill at a local facility with an immediate threat to all of or a portion of the community.

Regardless of the method of notification, it is critical that there be one timely, accurate, and consistent set of information given to the public.

Types of warning systems:

- Radio
- Television
- Emergency Alert System
- Emergency Preparedness Network (EPN) e.g., Reverse 9-1-1
- Highway Message Boards
- Route Alerting

Considerations:

- For what emergencies are warnings issued?
- Where are the warning systems located?
- Who has authority to make the decision to issue a warning?
- When is this decision made?

3. Protecting the Public & Property

Response may require taking immediate actions to protect the public and property. The primary focus at all times is for life-safety and providing immediate care to injured and special needs populations.

This includes providing such services as:

- law enforcement
- fire protection
- emergency medical care
- search and rescue
- evacuation from the disaster area & possibly sheltering
- portable mortuary facilities

Considerations:

- Are special circumstances involved in this event?
 - Special Needs Populations
 - Terrorism
 - Large Scale Evacuations
 - Immediate exhaustion of local/regional resources
 - Mass Casualty Incident w/surge to hospitals
 - Critical Infrastructure Impacts
- Interface with the Incident Command Structure
- Begin personal log
- Direct all staff to assess and report on problems, resources, shortfalls, policy needs, and options
- Establish and participate in regular staff briefings and damage assessment updates
- Evaluate situational status at regular intervals
- Issue emergency declarations as needed
- Keep complete logs of actions and financial records
- Begin liaison with local emergency managers and state DEM Regional Field Managers for needed support.
- Request federal resources such as Urban Search & Rescue (USAR), Disaster Medical Assistance Team (DMAT), Disaster Mortuary Operational Response Team (DMORT) through the state DEM

4. Providing for the Public Welfare

Providing for the public welfare consists of two main operations: caring for the people during and immediately after the emergency and assessing damage. The American Red Cross, Salvation Army, and the other community agencies identified in your plan who are skilled at feeding, clothing, and sheltering the public will provide these services.

The community damage assessment must be done to allow emergency management and public officials to decide what is required and in what quantity, and to establish priorities for restoration of essential services. Outside resources may be needed if local resources are exhausted and associated costs must be documented and authorized.

LEGAL Considerations

- Maintain updated contact information for legal advisors
- Review legal responsibilities and authorities:
 - emergency declarations by effected local governments and political subdivisions
 - line of succession
 - intergovernmental aid and mutual aid
 - special emergency orders
 - emergency spending authority and procurement procedures
 - emergency contracting for services and supplies
- Monitor equity of service based on needs and risks
 - maintain balance between public welfare and citizen rights

POLITICAL Considerations

- Brief public officials
- Discuss politically sensitive issues, such as
- life and property losses, service interruptions, economic and environmental impact, etc.
- Establish and evaluate policy decisions throughout the incident

5. Restoration

Restoration involves actions to repair essential services. Among many other tasks, this means restoring utility and infrastructure services, clearing or repairing roads, removing debris from the disaster scene, and possibly shoring up weakened structures.

The first milestone in short term recovery is when the community resumes its normal routine—businesses not severely damaged in the disaster will reopen. The next step is long term recovery which most often will require the assistance of the State of Colorado and the Federal Government.

Turn to **Chapter V** - Local Government Actions During the Disaster Emergency Period for information about reporting the disaster/emergency and conducting an **Initial Damage Assessment**.

Additional Notes: _____

Public Information Considerations

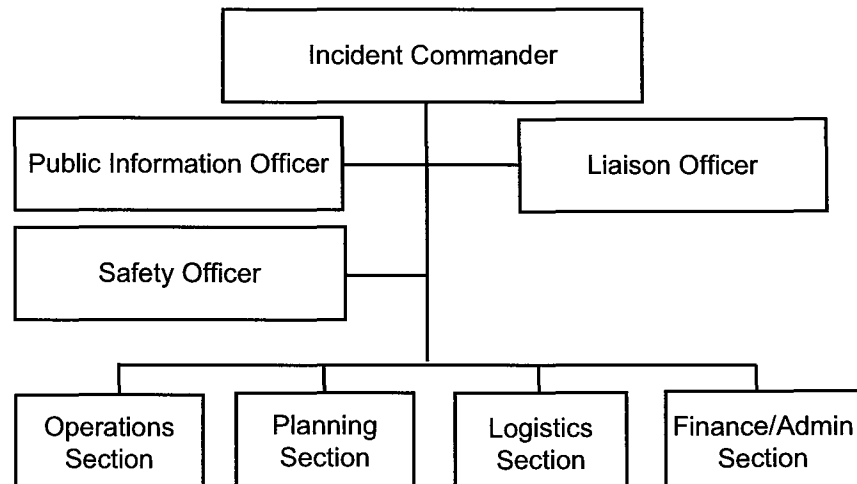
Public Information or Joint Information System / Center Considerations:

- Ensure contacts and numbers are updated for public information officers (PIO)
- Designate a single or unified PIO
- Ensure local media resources are utilized to provide public information
- Establish a Joint Information Center (JIC) if possible
- Ensure all releases are approved by the designated PIO
- Provide staging area for news media briefings
- Control media access to disaster scenes

Incident Command System (ICS)

The ICS organization is built around five major components:

- Command
- Planning
- Operations
- Logistics
- Finance/Administration



Chapter IV - The Colorado Department of Local Affairs -Division of Emergency Management

The Division of Emergency Management (DEM) is located in Centennial, Colorado. The Division coordinates state emergency assistance and manages the State Emergency Operations Center (SEOC) / Multi-Agency Coordination Center (MACC).

DEM responds to specific requests from local governments and coordinates supporting efforts of the state and federal government in order to help minimize the impacts, frustrations, and confusion that often accompany a disaster. DEM operates through a management process that coordinates various actions in each of the four emergency management phases shown below.

<u>Comprehensive Emergency Management</u>	
<u>Prevention</u>	<u>Preparedness</u>
Floodplain Management	Hazard Analyses
Dam Safety	Plans
Zoning	Training
Building Codes	Exercises
Protective Works	Public Education
Hazard Awareness	Warning Systems
Mitigation Planning	
<u>Response</u>	<u>Recovery</u>
On-Scene Control	Disaster Declaration
Law Enforcement	Temporary Housing
Fire Services	Individual/Family Assistance
Emergency Medical Services (EMS)	Public Facility Restorations
Damage Assessment	Debris Clearance
Mutual Aid	Economic Recovery

DEM also administers a number of federal grant programs. If you are interested in grant information, call our main telephone number at 720.852.6600

Chapter V - Local Government Actions During the Disaster / Emergency Period

1. Initial Report

Reporting Disaster/Emergency Information

Upon confirmation of a Disaster or Emergency Event:

- A. Activate your local warning notification systems
- B. Implement your Local Emergency Operations Plan (LEOP)
- C. Mobilize local emergency response resources
- D. Activate Local Emergency Operations Center (EOC)
- E. Contact the state DEM at the 24-hour emergency telephone number (303) 279-8855

**Lead time is critical.
Early warning will allow the DEM Duty Officer
to place resources on stand-by
and alert federal government agencies
as necessary.**

**Chapter V (cont.) - Local Government Actions
During the Disaster / Emergency Period**

Contact Radio Frequencies:

- State Patrol Channel 3:..... 154.905

- National Law (NLEEC)..... 155.475

- State-Wide InterAgency Mutual
Aid Channel DTRS MAC 21

- Radio Amateur Civil Emergency
Services..... 3990.5

Telephone

- 24-hour Emergency Telephone
Number (303) 279-8855

- Non-Emergency Telephone
Number (720) 852-6600

FAX

- FAX Telephone Number
(Auto-Answer)..... (720) 852-6750

**Initial Notification to DEM
Initial Local Emergency Actions**

**Information to Communicate By
Telephone or Radio to the state DEM**

County/City _____

Person Reporting _____ Title _____

Telephone No. _____ Time _____

1. Type and Location of Emergency/Disaster _____

2. Date, Time or Estimated Time, of Onset _____

3. Number of Persons

Killed: _____

Injured: _____

In Danger: _____

4. Special Assistance, Manpower or Equipment Which May be
Needed to Save Lives and Protect Property _____

5. Location of Local EOC/Disaster Headquarters _____

6. Person in Charge _____

2. Initial Situation Assessment

- A. Assess the situation accurately and provide ongoing information flow from the field to local EOCs.

- B. Provide Situation Reports from local EOCs to DEM/State Emergency Operations Center (SEOC)

**24 HOUR EMERGENCY TELEPHONE NUMBER
(303) 279-8855
Division of Emergency Management
9195 East Mineral Avenue, Ste. 200
Centennial, Colorado 80112**

DEM 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.

INFORMATION TO COMMUNICATE BY
TELEPHONE OR RADIO TO DEM
24 HOUR EMERGENCY NUMBER (303) 279-8855

This report of damage/expected damage should be used to request support from the state DEM. It will save valuable time if the person reporting is an ELECTED OFFICIAL with authority to request assistance.

Initial Damage Report

Information to communicate by telephone or radio to DEM
24-hour emergency number (303) 279-8855.

This report of damage/expected damage should be used to request support from DEM. It will save valuable time if the person reporting is an ELECTED OFFICIAL with authority to request assistance.

1. Reporting Location _____

2. Type of Disaster/Emergency _____

3. Area Affected _____

4. Number of Persons Killed, Injured, or Endangered

Killed: _____

Injured: _____

Endangered: _____

5. Damage to Essential Facilities _____

6. Damage To Public Property _____

7. Damage To Private Property _____

8. Types of Assistance Needed _____

3. Record Keeping of Local Expenditures

In a major disaster, many types of local government expenditures may be reimbursable under state and federal disaster assistance programs.

Documentation of all expenses and resource commitments should begin at the onset of a disaster. Be aware that you may be responsible for the cost of requested resources.

Personnel responsible for record keeping and documentation of disaster related costs should be pre-designated and trained to perform duties within an EOC environment.

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 for Emergency Repairs
- Equipment Logs (including Work Site)
- Receipts for Rented or Leased Equipment
- Issue Slips for Supplies Used

4. Local Declaration of a Disaster or Emergency

24-32-2109. LOCAL DISASTER EMERGENCIES

1. A local disaster may be declared only by the principal 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 division.
2. 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 interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

The declaration should be made when it is determined the needed response to a disaster or emergency event is at or beyond the normal capability of local government agencies.

**Contact state DEM
24 HOUR EMERGENCY NUMBER
(303) 279-8855
9195 East Mineral Avenue, Suite 200
Centennial, Colorado 80112
Office: 720.852.6600
Fax: 720.852.6750**

Sample Disaster Declaration

Disaster / Emergency Declaration

WHEREAS, _____ County suffered serious damage to roads, bridges, homes, businesses, and other public and private facilities caused by excessive snow melt and unreasonably heavy rains, which occurred on _____; and
(date)

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the county's available resources;

Now **THEREFORE**, be it resolved, that the board of county commissioners of _____ County, Colorado, declare this to be a disaster area.

DATED AT _____,
COLORADO

THIS ____ DAY OF _____, (DATE)

at _____ (TIME)

CHAIRMAN

BOARD OF COUNTY COMMISSIONERS

**NOTE: Supply two (2) copies to DEM -
9195 East Mineral Avenue, Suite 200
Centennial, Colorado 80112
Fax: 720.852.6750
DEM will forward one (1) copy to the
Governor's Office.**

5. Situation Reports

During any disaster/emergency operation, daily reports of threats, damages, response actions, and anticipated needs are necessary for efficient coordination of outside resource requirements. Local officials should supply Daily Situation Reports in a format similar to the one below:

1. Nature of Disaster/Threat and Current Magnitude _____

2. Deaths and Injury (Total to Date) Deaths: _____
Injuries: _____

3. Damage/Potential Damage
Utilities _____
Public Property _____
Private Property _____

4. Resources Committed and Reserves
Local Resources _____
Outside Resources _____

5. Volunteer Activities - Search & Rescue, Etc. _____

6. Local Government Actions
Activation of Emergency Plan _____
Staffing of EOC _____
Evacuation _____

7. Additional Assistance Needed _____

6. Damage Assessment

The following forms can be used to tabulate initial reports and estimates of damages. Damage assessment activities performed by a team of local personnel at the EOC should begin as soon as reliable estimates become available (see your Local Emergency Operations Plan). Outside resources may also be available to perform detailed damage assessment functions.

- Assign a damage assessment coordinator. Good candidates are building officials, assessors, real estate brokers/agents and city/county managers or administrators.
- Perform a windshield survey to identify immediate problems and the most seriously damaged areas. Use cameras and take plenty of film.
- Obtain maps of damaged areas and highlight infrastructure, residential, business, and agricultural damages.
- Divide damaged areas on maps into sectors to assist inspection teams and reduce duplication of effort.
- Document all local costs and expenditures and be sure records are accurate, legible, and complete.
- Complete situation reports based upon damage assessment information.
- Determine the need for outside technical support.

**CONTACT DEM
for additional information.**

Initial Damage Assessment Report Form INT-92-105, Page 1 of 3
Initial Damage Assessment Report

1. Reporting location _____
(Name of county/city) (date & time)

NOTE: If this is a county report but does not include all affected cities and towns in the county, specify the city or towns excluded. (Example: Arapahoe County less Englewood)

2. Area affected _____

3. Cause of damage _____
(flood, tornadoes, etc.)

4. Persons (insert number in space provided)
A. Killed _____ B. Injured _____ C. Sick _____
D. Displaced _____ E. Missing _____ F. Hospitalized _____

5. Damage to essential facilities (indicate capability lost and estimated \$ loss)
A. Hospital % _____ \$ _____ D. Communications % _____ \$ _____
B. Power Plants % _____ \$ _____ E. Railroads % _____ \$ _____
C. Food Availability % _____ \$ _____ F. _____ % _____ \$ _____

6. Damage to Public Property
A. Roads % _____ \$ _____ E. Water Treatment % _____ \$ _____
B. Bridges % _____ \$ _____ F. Sewage Plants % _____ \$ _____
C. Schools % _____ \$ _____ G. Distribution Lines % _____ \$ _____
D. Irrigation Districts % _____ \$ _____ H. Airports % _____ \$ _____

7. Damage to Private Property
A. Dwelling Units % _____ \$ _____
B. Commercial Facilities % _____ \$ _____
C. Farms & Ranches % _____ \$ _____
D. Livestock % _____ \$ _____

8. Are there large accumulations of debris? ____ Yes ____ No
(If yes, explain in remarks)

9. Is the reporting government intact enough to fulfill its governing functions?
Yes ____ No ____

Initial Damage Assessment Report Form INT-92-105, Page 2 of 3

10. Dollar amount of reporting government resources which have been committed to alleviating damage, loss, hardship or suffering?

	PERSONNEL	MATERIALS	EQUIPMENT
Emergency Services	_____	_____	_____
Road Bridges	_____	_____	_____
Law Enforcement	_____	_____	_____
Fire & Rescue	_____	_____	_____
Other Services	_____	_____	_____
Contractual Services	_____	_____	_____
Sub Total	\$ _____	\$ _____	\$ _____
TOTAL RESOURCES	\$ _____		

11. Assistance required to cope with the disaster or emergency (check [] requirement)

PUBLIC NEEDS	WATER SUPPLY	FLOOD FIGHTING
_____ Restore Power	_____ Drinking	_____ Dike Building
_____ Communications	_____ Sanitary Sewers, Etc.	_____ Sandbagging
_____ Transportation	_____ Fire Fighting	_____ Pumps
_____ Secure Area	_____ Other (Specify)	_____ Other (Specify)
_____ Debris Clearance		
VICTIM NEEDS	ADMINISTRATION	
_____ Search and Rescue	_____ Activate EOC	
_____ Evacuation	_____ Public Announcements	
_____ Food	_____ Maps Available for:	
_____ Shelter	_____ General Disaster Area	
_____ Clothing	_____ Specific Damage Sites	
_____ Medical	_____ Location of EOC, DAC, field offices	
_____ Other (Specify)	_____ Other	

(Explain items checked in remarks)

Initial Damage Assessment Report Form INT-92-105, Page 3 of 3

12. Location of Emergency Operations Center (EOC) _____

Telephone Number of EOC _____

Other Communications _____

13. Amount of local government funding available and expected to be appropriated to meet the needs of this disaster _____

14. Remarks _____

15. Name and Title of Person Filing Report _____

Date and Time _____

**State DEM 24-Hour Emergency Telephone Number (303) 279-8855
DEM Fax Number (720) 852-6750**

Chapter VI - Colorado Statutes Defining the Disaster Related Responsibilities of Local Governments

It's your responsibility to be aware of standards and requirements established by this act and to maintain a copy within your disaster agency (reproductions are available through DEM).

What the Act Does in General

An Act
Title 24, Government - State
Article 32, Department of Local Affairs
Part 21
Office of Disaster Emergency Services

24-32-2101 Short Title. This Part 21 shall be known and may be cited as the "**Colorado Disaster Emergency Act of 1992**".

24-32-2102 Purposes and Limitations. (1) The purpose of this Part 21 is to:

- (a) Reduce vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural or manmade catastrophes, civil disturbances, or hostile military or paramilitary action;
- (b) Prepare for prompt and efficient search, rescue, recovery, care, and treatment of persons lost, entrapped, victimized, or threatened by disaster or emergencies;
- (c) Provide a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by disasters;

- (d) Clarify and strengthen the roles of the governor, state agencies, and local governments in prevention of, preparation for, response to, and recovery from disasters;
- (e) Authorize and provide for cooperation in disaster prevention, preparedness, response, and recovery;
- (f) Authorize and provide for coordination of activities relating to disaster prevention, preparedness, response, and recovery by agencies and officers of this state and similar state-local, interstate, federal-state, and foreign activities in which the state and its political subdivisions may participate;
- (g) Provide a disaster and emergency system embodying all aspects of pre-disaster and pre-emergency preparedness and post-disaster and post-emergency response; and
- (h) Assist in prevention of disasters caused or aggravated by inadequate planning for regulation of public and private facilities and land use.

Disaster Defined in the Act, 24-32-2103

“Disaster” means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, hostile military or paramilitary action, or a condition of riot, insurrection, or invasion existing in the state or in any county, city, town, or district in the state.

**STANDARDS SET FORTH IN THE DISASTER ACT WHICH DEFINE THE
RESPONSIBILITIES OF LOCAL GOVERNMENTS**

Division of Emergency Management, C.R.S. 24-32-2105

The division shall take part in the development and revision of local and interjurisdictional disaster plans prepared under section 24-32-2107. To this end the division shall employ or otherwise secure the services of professional and technical personnel capable of providing expert assistance to political subdivisions, their disaster agencies, and interjurisdictional planning and disaster agencies. Such personnel shall consult with political subdivisions and disaster agencies and shall make field examinations.

Standard 1: Local and Inter-jurisdictional Disaster Agencies and services, C.R.S. 24-32-2107, Requirement for and Minimum Composition of Agency

- Each political subdivision shall be within the jurisdiction of and served by the division and by a local or interjurisdictional agency responsible for disaster preparedness and coordination of response.
- Each county shall maintain a disaster agency or participate in a local or interjurisdictional disaster agency which, except as otherwise provided under this part 21, has jurisdiction over and serves the entire county.
- The governor shall determine which municipal corporations need disaster agencies of their own and require that they be established and maintained. The governor shall make such determination on the basis of the municipality's disaster vulnerability and capability of response related to population size and concentration. The disaster agency of a county shall cooperate with the disaster agencies of municipalities situated within its borders but shall not have jurisdiction within a municipality having its own disaster agency. The office shall publish and keep current a list of municipalities required to have disaster agencies under this subsection (3).

- The minimum composition of a disaster agency shall be a director or coordinator appointed and governed by the chief executive officer or governing body of the appointing jurisdiction. The director or coordinator shall be responsible for the planning and coordination of the local disaster services.
- Any provision of this part 21 or other law to the contrary notwithstanding, the governor may require a political subdivision to establish and maintain a disaster agency jointly with one or more contiguous political subdivisions if the governor finds that the establishment and maintenance of an agency or participation therein is made necessary by circumstances or conditions that make it unusually difficult to provide disaster prevention, preparedness, response, or recovery services under other provisions of this part 21.
- Each political subdivision which does not have a disaster agency and has not made arrangements to secure or participate in the services of an agency shall have an elected official designated as liaison officer to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response, and recovery.

Standard 2: Notification of DEM, C.R.S 24-32-2107

- The mayor, chairman of the board of county commissioners, or other principal executive officer of each political subdivision in the state shall notify the office of the manner in which the political subdivision is providing or securing disaster planning and emergency services, identify the person who heads the agency from which the services are obtained, and furnish additional information relating thereto as the division requires.

Standard 3: Prepare and Keep Current a Plan,
C.R.S. 24-32-2107

- Each local and interjurisdictional disaster agency shall prepare and keep current a local or interjurisdictional disaster emergency plan for its area.

Standard 4: Identification of Responsibilities and Disaster Chain of Command,
C.R.S. 24-32-2107

- The local or interjurisdictional disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the disaster chain of command.
- The Sheriff of each county shall:
 - (a) Be the official responsible for coordination of all search and rescue operations within his jurisdiction;
 - (b) Make use of the search and rescue capability and resources available within the county and request assistance from the division only when and if he determines such additional assistance is required.

Standard 5: Local Disaster Emergencies,
C.R.S. 24-32-2109

- A local disaster may be declared only by the principal 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 division.

- 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 interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.
- No interjurisdictional disaster agency or official thereof may declare a local disaster emergency unless expressly authorized by the agreement pursuant to which the agency functions. An interjurisdictional disaster agency shall provide aid and services in accordance with the agreement pursuant to which it functions.

Standard 6: Identification of Vulnerabilities as an Aspect of Planning 24 - 32- 2105

- “The office shall take an integral part in the development and revision of local and inter-jurisdictional plans... etc.”
- **From the State Emergency Operations Plan (SEOP):** - Tasking (local government) - “Identify local vulnerabilities and take all reasonable action to prevent or mitigate disaster.”

Standard 7: Inclusion of Prevention and Mitigation Activities in Disaster Planning.

See State Emergency Operations Plan (SEOP) - Local government tasking - as in Standard 5 above.
24 - 32 - 2105

Plan may include:

- Recommendations for zoning, building, and other land use controls, safety measures for securing mobile homes, or other non-permanent or semi-permanent structures, and other preventative and preparedness measures designed to eliminate or reduce disasters or their impact.

- The OFFICE (DIVISION) (DEM) shall:
Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this Article and in implementing programs for disaster prevention, preparation, response, and recovery.

Standard 8: Provisions for Recovery Activities in Planning, 24 - 33.5 - 705

- Purpose of the Act: 24 - 32 - 2102
Prepare for prompt and efficient search, rescue, recovery, care, and treatment of persons lost, entrapped, victimized, or threatened by disasters or emergencies.

Provide a setting conducive to the rapid and orderly start of restoration and rehabilitation of persons and property affected by disasters.

Standard 9: Provision of Training and Public Information Sufficient to Identify and Clarify Emergency and Recovery Roles of Agency Personnel. 24 - 32 - 2107

- The local or inter-jurisdictional disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the Disaster Chain of Command.
- Assist political subdivisions, their disaster agencies, and inter-jurisdictional disaster agencies to establish and operate training programs and programs of public information. Local Disaster Emergencies, C.R.S. 24-32-2109

Useful Information

Colorado Disaster Act of 1992

<http://dola.colorado.gov/dem/Publications/ANACT.pdf>

Damage Assessment Form

<http://dola.colorado.gov/dem/damageassess.doc>

FEMA Public Assistance Applicant Handbook

<http://dola.colorado.gov/dem/Publications/PublicAssistanceApplicantHnbk.pdf>

FEMA Request for Public Assistance Form

http://dola.colorado.gov/dem/Publications/Request_for_Assistance_FEMA90-49_.rtf

Small Business Administration Disaster Assistance

http://www.sba.gov/disaster_recov/index.html

USDA Disaster Assistance

<http://disaster.fsa.usda.gov/fsa.asp>

Disaster Help Portal

<https://www.disasterhelp.gov/>

Robert T. Stafford Disaster Relief and Emergency Assistance Act

<http://www.fema.gov/library/stafact.shtm>

Understanding TABOR (Bell Policy Center)

<http://www.thebell.org/pdf/TABOR.pdf>

Department of Local Affairs Grant Information

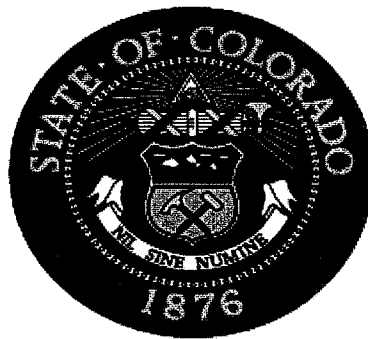
<http://www.dola.state.co.us/Grants.htm>

Information on Government Grants

<http://www.grants.gov/>

Hazard Mitigation

<http://www.dhs.gov/dhspublic/display?theme=60>



**Disaster Emergency
Procedures Handbook for Local Governments**

**Department of Local Affairs
Division of Emergency Management
9195 E. Mineral Avenue, Suite 200
Centennial, Colorado 80112
(720) 852-6600
24-Hour Emergency Number (303) 279-8855**

**All Division staff contact information may be
found on our web page at:**

<http://dola.colorado.gov/dem/>