



**AGENDA ITEM:** 1  
**MEETING DATE:** 4/10/2012  
**TO:** City Council  
**FROM:** Betsy Hale, Economic Development Director  
**PRESENTER:** Betsy Hale and Company Representatives

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**TITLE:** Business Assistance Request Yancey's (Project 2012-02)

**RECOMMENDED CITY COUNCIL ACTION:**

Direct staff to bring the item to a City Council meeting for approval.

**OPTIONS:**

1. Adopt the action as recommended
2. Deny the action
3. Adopt a modified action (specify in the motion)
4. Refer back to staff for further development and consideration
5. Adopt a motion continuing the item to a future Council meeting

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**DESCRIPTION:** Discussion and consideration of a business assistance request from Yancey's Food Service, a Loveland based food service and distribution company located at 5820 Piper Drive. The project includes: expansion of their existing building and construction of a new truck repair, service center and wash facility. The company is requesting Council consider waivers of construction materials use taxes, building permit fees, inspection fees, system impact fees, capital expansion fees and raw water development fees. The recommended incentive is \$102,000.00.

**BUDGET IMPACT:**

- Positive  
 Negative  
 Neutral or negligible

The Council incentive fund would be reduced by up to \$72,000.00 to pay system impact, capital expansion and raw water development fees and the City would not collect up to \$30,000.00 in use taxes and building permit and inspection fees.

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**SUMMARY:** Yancey's Food Service was started in Northern Colorado in 1940. They have been in Loveland since 2003, when they relocated 219 employees to their current distribution center located at 5820 Piper Drive, by the Loveland-Ft. Collins Airport. The company is a full service food distribution company with over 1800 customers in 4 states. At the current Loveland facility they stock more than 5,000 items including dry, refrigerated, frozen and non-frozen foods. The

company's state of the art building has a food defense and security program which includes electronic limited facility access, digital video recording, visitor ID documentation, and secure truckload verification.

In 2002, the Loveland City Council approved a \$103,500.00 use tax credit to assist the company with the construction of the current facility and the relocation from Fort Collins. At that time Yancey's had 219 full time employees and expected to add 10. Today, the company has 256 full time employees and 11 part-time (fewer than 25 hours) employees. This is an increase of 37 since 2003. The company met the performance expectation of the City, which was the completion of the \$7.5 million project, the relocation of the 219 employees and the addition of 10 employees.

Yancey's reputation for excellent product and service has necessitated another major expansion in less than 10 years. This project includes a 70,000 sq. ft. addition to the current warehouse facility and the construction of an 8,900 sq. ft. repair, service center and truck wash. The total project budget including land acquisition, building expansion and new construction is \$9.5 million.

Colorado State University Regional Economist Dr. Martin Shields completed an economic impact analysis determining that the net new revenue to the City of Loveland over a 5 year period would be \$287,883.00. The new City property tax revenue is projected to be \$140,772.00. Yancey's expects to hire 78 new employees over the next 5 years, bringing total full time employment to over 330 employees. The economic development project checklist is included in this report and it establishes the company does meet the City's minimum standards for business assistance. It should be noted this is not a "cash for jobs created" incentive. However; the new revenue projected from employee impacts is \$107,816.00.

The recommended incentive is a waiver of construction materials use taxes, building permit and inspection fees, capital expansion fees, system impact fees and raw water development fees of up to \$102,000.00. The City Council incentive funds will be used to backfill \$72,000.00 of capital expansion, system impact and raw water development fees. The recommended performance requirement for the project is the completion of the expansion and new construction by April 30th, 2013. It should be noted that the fee waiver being recommended is associated with the new service center construction portion of the project. The City will be collecting \$255,380.00 in use taxes and fees for the warehouse expansion portion of the project.

Staff is recommending support for the request as the company has a proven track record of success with the City. Since 2003, Yancey's has paid real property tax of \$938,500.00 to all taxing districts. The City of Loveland collected over \$114,000.00 in real property tax in that nine year period and net new City property tax projected in the next 5 years will exceed \$140,000.00.

Support for this request is consistent with the City of Loveland Economic Development Strategic plan and the City of Loveland incentive policy. Goal number three of the strategy states, the City should "Make the right investment easy (for employers) to come, stay and grow." Action

item three states the City Council should “continue to use the City’s incentive policy to assist existing employers.” Both documents were adopted by Council on February 21<sup>st</sup>, 2012.

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**REVIEWED BY CITY MANAGER:** *William A. Cahill*

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**LIST OF ATTACHMENTS:**

1. Project checklist
2. CSU economic impact analysis
3. Fee estimate
4. Letter of request
5. Company information

City of Loveland Economic Development Policy Project Checklist		Apr-12	
<b>Primary Employer Guidelines</b>			
Company Name : Yancey's Food Service			
Requirement	Completed	Date	Details
Meeting with the Business Development Manager	yes	Feb-24-2012	
Letter of Intent/Request	yes	March-16-2012	
Economic Impact Analysis Data Submitted	yes	Feb-21-2012	
Impact Analysis shows Positive Net New Revenue	yes		New property tax \$140,772
Pays 80% of Employee Health Ins. Premium	yes		Pays 100%
Offers Group Health Ins. Coverage to Dependents	yes		
Performance Agreement	yes		Construction complete by 4/30/13
Minimum investment of \$500,000	yes		\$9.5 million
Net New Jobs to Loveland	yes		78
Project Budget Submitted	yes		
Study Session	yes	April 10-2012	
Council Meeting and Approval	yes	TBD	
Average Annual Wages Company wide	Meets		Details
100% of Larimer County Ave Annual Wage	Yes		108%
110% of Larimer County Ave Annual Wage			
120% of Larimer County Ave Annual Wage			
130% of Larimer County Ave Annual Wage			
140% of Larimer County Ave Annual Wage			
150% or > Larimer County Ave Annual Wage			
Encouraged but not required	Meets		Details
Located in an Enterprise Zone			
Located in Downtown Loveland			
Reuse of an existing vacant facility			
Clean Energy Company			
Health Care			
Aerospace/Aviation			
Bio-Science			
Arts/Sculpture Related			
Rocky Mountain Innovation Initiative Client			

## Yancey's Food Service Impact on The City of Loveland

Martin Shields, Regional Economist  
Michael Marturana, Research Economist  
Colorado State University

21 February 2012

- Yancey's Food Service is a food distribution company which specializes in servicing restaurants
- Yancey's is planning on purchasing and renovating another facility as an expansion
  - Acquisition of price of new facility: \$9.5 million
  - Expected value of facility after renovation: \$12.5 million
  - Once operational, Yancey's utility budget is \$205,000 per year (see Table 6)
- Yancey's expects to hire 78 employees over five years
  - The average expected annual wage is \$42,500
    - Expected wage growth rate: 2.5 percent
    - 2010 average earnings per worker in Larimer County: \$40,820

### Notes About the Calculations

- Due to current market conditions, we assume a real estate value growth rate of 1 percent
  - Because Yancey's estimates that their facility will have a market value of \$12.5 million upon completion, real property taxes are the greatest single revenue source for the City (see Table 1)
- We assume 30 percent of Yancey's employees reside in Loveland (we provide a range of estimates based on different commuting patterns in Table 5)
  - According to the US Census Bureau, 30 percent of Loveland workers in a similar industry to Yancey's live and work in the City
- A discount rate of 3 percent is assumed for present value calculations
- Fiscal impacts are calculated using CSU's Insight-based fiscal impact model

### Estimated Revenue Impacts to the City of Loveland from Yancey's

- Over five years, city tax revenue generated is estimated at \$444,886 (Table 1)
- The greatest municipal revenue impact is \$206,548, over five years, from operations, see Table 1
  - \$140,772 in real property taxes
  - \$64,849 in sales tax on utility consumption
  - \$927 from personal property taxes
- \$127,500 in use taxes on construction materials
- \$107,816 from employee effects, over five years (Table 1)
  - \$104,092 in retail sales tax
  - \$3,221 from single family property taxes
  - \$503 in multifamily property taxes
- \$3,525 from visitor impacts

### Estimated Cost to the City of Loveland

- \$157,003 over five years in providing government services (Table 2)
  - \$131,059 in providing government services to Yancey's

- \$25,944 over five years in government services employees of Yancey’s that reside in Loveland

Net Fiscal Impacts of Yancey’s on the City of Loveland

- The City of Loveland is estimated to experience a net revenue gain of \$287,883 over a period of five years (Table 3)
  - Five year net present value: \$255,780
- Ten year estimates show a net public revenue of \$472,781
  - Ten year net present value: \$362,347
- The net revenue loss per new employee over the next five years is reported in Table 4
- If a larger percentage of Yancey’s workers reside in Loveland, then the net public revenue to the City decreases, see Table 5
- Table 6 details the major expenses in the next 5 years and corresponding present values for Yancey’s

Table 1: Revenue benefits to Loveland from Yancey’s

Revenue Source and Breakdown	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
<b>Construction</b>	<b>\$127,500</b>					<b>\$127,500</b>
<b>Operations</b>	<b>\$11,550</b>	<b>\$47,222</b>	<b>\$48,110</b>	<b>\$49,273</b>	<b>\$50,393</b>	<b>\$206,548</b>
Real property taxes during operations		\$34,670	\$35,016	\$35,366	\$35,720	\$140,772
Personal property taxes during operations		\$333	\$165	\$228	\$201	\$927
Sales tax on utilities	\$11,550	\$12,220	\$12,929	\$13,679	\$14,472	\$64,849
<b>Offsite Employee Effects</b>	<b>\$7,459</b>	<b>\$12,323</b>	<b>\$19,165</b>	<b>\$31,264</b>	<b>\$37,102</b>	<b>\$107,816</b>
City sales tax on retail sales	\$7,459	\$11,893	\$18,720	\$30,344	\$35,677	\$104,092
Single family property taxes		\$431	\$445	\$920	\$1,425	\$3,221
Multifamily property taxes		\$79	\$82	\$169	\$174	\$503
<b>Visitor Impacts</b>	<b>\$660</b>	<b>\$682</b>	<b>\$704</b>	<b>\$728</b>	<b>\$752</b>	<b>\$3,525</b>
<b>Total Public Revenues</b>	<b>\$147,169</b>	<b>\$60,227</b>	<b>\$67,979</b>	<b>\$81,264</b>	<b>\$88,246</b>	<b>\$444,886</b>

Sources: Yancey’s and Insight

Table 2: Costs to Loveland from providing government services to Yancey’s

Public Cost Source	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
<b>Operations</b>	<b>\$9,391</b>	<b>\$14,974</b>	<b>\$23,570</b>	<b>\$38,205</b>	<b>\$44,919</b>	<b>\$131,059</b>
City Residents	\$2,540	\$2,603	\$4,956	\$7,033	\$8,811	\$25,944
<b>Total Public Costs</b>	<b>\$11,931</b>	<b>\$17,577</b>	<b>\$28,526</b>	<b>\$45,239</b>	<b>\$53,731</b>	<b>\$157,003</b>

Sources: Yancey’s and Insight

Table 3: Net revenue to Loveland from Yancey's

	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total	5 Year Average
Total Public Revenues	\$147,169	\$60,227	\$67,979	\$81,264	\$88,246	\$444,886	\$88,977
Total Public Costs	\$11,931	\$17,577	\$28,526	\$45,239	\$53,731	\$157,003	\$31,401
<b>Net Public Gain</b>	<b>\$135,238</b>	<b>\$42,651</b>	<b>\$39,454</b>	<b>\$36,026</b>	<b>\$34,516</b>	<b>\$287,883</b>	<b>\$57,577</b>

Sources: Yancey's and Insight

Table 4: Net public revenues per new worker over five years

	Year 1	Year 2	Year 3	Year 4	Year 5
Net Revenue	\$135,238	\$42,651	\$39,454	\$36,026	\$34,516
Total New Jobs	18	28	43	68	78
<b>Net Public Revenue per New Worker</b>	<b>\$7,513</b>	<b>\$1,523</b>	<b>\$918</b>	<b>\$530</b>	<b>\$443</b>

Sources: Yancey's and Insight

Table 5: Net revenue to the City of Loveland for different commuting patterns over 5 and 10 years

Percent of Workers Residing in Loveland	5 Year Net Revenue	Present Value of 5 Year Net Revenue	10 Year Net Gain	Present Value of 10 Year Net Revenue
30%	\$287,883	\$255,780	\$472,781	\$362,347
40%	\$282,756	\$251,225	\$457,305	\$350,486
50%	\$274,885	\$244,232	\$437,430	\$335,254

Sources: Yancey's and Insight

Table 6: Net present value of major expenses for Yancey's

Expense	Construction Materials	Furniture	Computer Equipment	Operational Materials	Utilities*	Total
5 Year Total Expense Spent in Loveland	\$4.3 mil 15%	\$100,000	\$300,000	\$725,000	\$1.2 mil 100%	<b>\$6.6 mil</b>
Present Value of Expense	\$3.8 mil	\$88,849	\$266,546	\$644,153	\$1.0 mil	<b>\$5.8 mil</b>
Present Value of Expense Sent in Loveland	\$566,410				\$1.0 mil	<b>\$1.6 mil</b>

\*The City of Loveland does not charge sales tax on the purchase of water

Source: Yancey's

Permit Estimate

Estimate New - Service Stn, Rpr Grg, Car Wash	Estimate Printed Date:  03/14/2012
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Description	Item Amount	Total Estimate
A02a N-R Bldg PC (New)	\$3,942.25	\$3,942.25
D02b N-R Bldg Permit Fee (New)	\$6,065.00	\$6,065.00
D02c N-R Mech Permit Fee (New)	\$1,038.55	\$1,038.55
D02d N-R Elec Permit Fee (New)	\$860.75	\$860.75
D02e N-R Plum Permit Fee (New)	\$860.75	\$860.75
D14 City Use Tax	\$16,875.00	\$16,875.00
D15 County Open Space Tax	\$1,406.25	\$1,406.25
D16 County Courthouse Tax	\$1,125.00	\$1,125.00
D16 County Jail Tax	\$1,125.00	\$1,125.00
D17 County Fairgrounds Tax	\$843.75	\$843.75
D19 Construction Water 1.00in Tap	\$45.00	\$45.00
D19 Water Meter Fee 1.00in	\$355.00	\$355.00
<b>Sub Total</b>		<b>\$34,542.30</b>
F03 Raw Water Dev Non-Res 1.00in Tap	\$1,700.00	\$1,700.00
F04 SIF Water Non-Res 1.00in	\$17,290.00	\$17,290.00
F05 Stormwater Invest Fee Commercial	\$11,223.61	\$11,223.61
F06 SIF Sewer Non-Res 1.00in	\$17,090.00	\$17,090.00
F42 CEF Com Fire Protection	\$2,557.80	\$2,557.80
F42 CEF Com General Government	\$3,616.20	\$3,616.20
F42 CEF Com Law Enforcement	\$3,351.60	\$3,351.60
F42 CEF Com St Ret1	\$13,935.60	\$13,935.60
F47 Street Insp Non-Res (ea Building)	\$150.00	\$150.00
F49 Stormwater Insp Non-Res (ea Building)	\$150.00	\$150.00
<b>Sub Total</b>		<b>\$71,064.81</b>
		<b>\$105,607.11</b>



Address: Unknown Byrd Dr (Address will be updated for new building)

Contact: Stu MacMillan 970-215-7000 stu@bohemiancompanies.com

**THIS IS AN ESTIMATE ONLY, ACTUAL COSTS MAY VARY.  
This estimate is valid until 3/30/2012**

This estimate is based on the following provided information:

Total project valuation	\$1,125,000	Client valuation used
Electrical sub-valuation	\$81,000	
Mechanical valuation	\$108,000	
Plumbing valuation	\$81,000	
Building size	8,820 sq ft	
Construction type	VB	
Occupancy type	S-1	
Water service size	1.00in	
Street CEF	\$1.58 per sq ft	
Lot size	99,412 sq ft	

- The final street CEF costs will be established based on information provided in the TIS or traffic worksheet. These amounts are subject to change during the review process.

The sales tax paid with building permits is a deposit only. All projects are subject to an audit at the conclusion of the project to determine the final sales tax amount to be paid. As project changes, additional fees and taxes may be required; subject to audit by the City of Loveland. Sales tax paid is for City of Loveland and Larimer County tax only; the applicant will still be required to pay State of Colorado sales tax.

This estimate does not include costs associated with electrical engineering; contact Kathleen Porter at 970-962-3561 for additional information.

This estimate does not include costs associated with water rights; contact Sarah Smith at 970-962-3718 for additional information.

This estimate does not include costs associated with any fire suppression, fire alarm, or hood/duct permits required separately by the Loveland Fire Prevention Bureau. Please contact them at 970-962-2536 for additional information on these fees.

Feel free to contact me if you have any questions or would like any additional information.

*Development Services/Building Division  
Amanda Dwight  
970-962-2610  
dwicha@ci.loveland.co.us*



March 16, 2012

City of Loveland  
Mr. Bill Cahill, City Manager  
500 East Third Street  
Loveland, CO 80537

Dear Mr. Cahill;

I respectfully submit this request for an expedited review, rezone and permitting process for the expansion of Yancey's Food Service facilities currently located at 5820 Piper Drive, Loveland, CO 80538. We are in our 72nd year of operation; located in Loveland since 2003. Our company is a well established, locally owned and operated food service provider, making significant contributions to the Northern Colorado community, the city of Loveland and the important local economic climate.

We provide products and services to over 1800 restaurants in our distribution area and employ 270 people at our facility. Yancey's partners with and services many independent and local/national chain accounts. Our success and steady growth has created warehouse space challenges and as a result, we have had to rent space off site to help temporarily accommodate the large volume of items we must procure.

We are currently in the RFP process stage and hope to identify a General Contractor soon. Our City of Loveland fees are estimated to be \$249,508. We would appreciate any assistance the City of Loveland's planning and development staff can provide in order that we can move forward with the planned expansion and our continued presence and investment in Loveland.

Thank you for your consideration,

Greg Yancey  
President  
Yancey's Food Service

cc: Betsey Hale, Business Development Manager, City of Loveland  
Kelly Peters, NCEDC

# Yancey's

**A Family Owned Company**

In 1940, C.R. Yancey began providing Northern Colorado customers with fresh produce in a small fruit stand. C.R.'s fruit stand became his passion, starting a family tradition that remains strong today.



C.R.'s son, Ed Yancey, soon joined the company. As Ed's passion grew, so did the company. In 1972, Ed took over the reins and the company's product lines began to expand beyond produce. New customers were established by providing grocery, dairy, meat and non-food items.

In the early 1980's, C.R.'s grandson, Greg Yancey, continued the tradition. Over the next twenty-five years, Yancey's went from a small local company to a large regional distribution company, servicing over 1,800 customers across 4 states.



Today, with over 70 years of success, C.R.'s great-granddaughter and great-grandson have joined the Yancey's team. We attribute our long, rich history of success to the perseverance and greatness of our customers who have helped us grow to become a top 50 food distribution company in the United States.

## *Did You Know...*

Yancey's 100,000+ square foot state-of-the-art facility is located in Loveland, Colorado and was completed in 2003.



5820 Piper Drive • Loveland, Colorado 80538  
970.613.4333 • [www.yanceys.com](http://www.yanceys.com)



# National

## Buying Power

Yancey's belongs to two premier national buying groups: UniPro and PRO\*ACT. Membership allows Yancey's to leverage volume purchases so that we can offer competitive pricing on a larger array of products and services.



- PRO\*ACT is America's leading distributor of fresh produce to the foodservice industry.
- PRO\*ACT provides foodservice operators significant cost benefits and fresh produce from over 70 third-party inspected distribution centers.
- PRO\*ACT contracts with the industry's leading growers and shippers.
- PRO\*ACT provides category cost management through commodity contract pricing, in-house consultation services, and integrated produce program distribution management .



- UniPro Foodservice, Inc.® is the largest foodservice distribution cooperative in the United States.
- UniPro is made up of 650 shareholder companies with over 900 locations.
- With a collective sales volume of over \$58 billion, the buying power of UniPro enables its members to receive enhanced purchasing opportunities, thereby providing better pricing and choice of products and services.

### *Did You Know...*

Yancey's has a food defense and security program including electronic limited facility access, digital video recording, visitor ID documentation and secure truckload verification.



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# Capabilities

## Products and Facility

### Our Products

- We buy directly from the grower/shipper and adhere to strict rotation policies
- Fixed produce contracts available on some items
- We stock more than 5,000 items including dry, refrigerated, frozen and non-frozen foods
- Member of two buying cooperatives—Pro\*Act for produce and UniPro for grocery items

### We Provide

#### Our Customers With:

- Quick credit turnaround—most returns are credited within 48 hours
- Up to six deliveries per week including next day deliveries
- Key drop service
- Access to hundreds of vendors and suppliers
- Usage reports, price lists, order forms and produce market reports
- Service to Colorado, Southern Wyoming and Western Nebraska
- On-site ServSafe courses
- Slot management to meet your needs

### Yancey's

#### Distribution Center

- 100,000 square foot state-of-the-art distribution facility
- 5,000 square foot Allegra Conference Center with stadium seating
- Test kitchen for product cuttings and cooking demos
- Future expansion capabilities
- Temperature controlled trucks with separate freezer units
- Voice pick technology for loading accuracy
- Ammonia refrigeration system with temperature security alarm
- Complete security program including limited facility access and secure truckload verification
- Quality assurance team that ensures product integrity
- Comprehensive food safety program including inspections and product traceability



### Did You Know...

Yancey's markets name brands as well as our own top-of-the-line national CODE brand.



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# Colorado

## Connection



A new trend that many in our industry are supporting is **buy local**. This opportunity is much more than supporting local farmers; it is a culture of doing business that reaps many rewards for our community. We want to encourage you to support your **only local food distribution company** and believe that by doing so, you are bringing about several important benefits to the area:

- **Local Spend:** Yancey's employs more than 200 people which represents over 200 families. These families are spending dollars everyday in our community by buying houses, cars, insurance, banking services and going out to eat supporting your business. With an annual payroll of over \$10 million, **Yancey's is an integral part of our business community.**
- **Local Support:** Yancey's has a rich history of supporting area non-profits including Larimer County Food Bank, United Way, American Red Cross, Partners, Young Life, Alpha Center and Open Door Missions. **By supporting Yancey's, you enable us to give back.**
- **Local Investment:** Yancey's **profits stay exclusively in Colorado** as we invest back into our business, our employees and our community. This has a ripple effect positively impacting your business. Our competitors' dollars go out of this region with much of their profits heading back to corporate headquarters bringing no positive and lasting benefits to your business.

### *Did You Know...*

Each year, Yancey's donates over \$100,000 in products and dollars to help local organizations in need.



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970.613.4333 • [www.yanceys.com](http://www.yanceys.com)



# Produce

## Expertise and Selection



### Produce

For over seven decades, Yancey's has been sourcing and handling only the best produce. As a member of Pro\*Act, the leading produce cooperative, we buy directly from the grower/shipper. We have over 500 produce items in our catalog, including specialty and organic items.

At Yancey's, we adhere to a strict rotation procedure to provide you with the freshest produce possible and offer a 100% guarantee on our produce if it is used within the suggested shelf-life. Additionally, our Sales Consultants are trained to expertly determine correct pack sizes and varieties to streamline your operation.

### Broadline

In addition to produce, Yancey's offers over 4,000 broadline items. Our membership in UniPro provides us access to better pricing and a large selection of products from the top suppliers in the field. At Yancey's, you'll have a full selection of grocery, dairy, meat and non-food items.



### Service

Our reputation is our legendary service. We are constantly striving to make our partnership more beneficial to you. In addition to our dedication to excellent food quality and distribution, we also offer the option of deviated pricing and contracts, free food cost analysis, free custom usage reports and free commodity market updates. Ask your

Sales Consultant how Yancey's can help!

**At Yancey's, we are:**

**Driving Customer Success Through Teamwork, Innovation, Quality and Service!**

### *Did You Know...*

Yancey's has product temperature tracking and total cold chain preservation from receipt to delivery.



5820 Piper Drive • Loveland, Colorado 80538

970.613.4333 • [www.yanceys.com](http://www.yanceys.com)

# Services

## Programs and Features

### **48-hour Credit Policy**

Enjoy quick credit turn-around—most returns are credited within 48 hours.

### **No Hassle Pick-Ups**

Our easy, no waiting philosophy makes pick-ups easy.

### **Online Ordering**

Talk to your Sales Representative about how you can begin placing your order online!

### **ACH**

Streamline your payments with automatic payment withdrawals.

### **Contracted Produce Pricing**

Depending on your volume, you may be eligible for contracted produce pricing—ask your Sales Consultant if you qualify.

### **Loyalty Program**

Earn rebates and additional incentives by being a loyal Yancey's customer.

### **Prime Supplier Agreements**

Create a customized Prime Supplier agreement and receive enhanced services.

### **Consultative Services**

Learn more about product and pricing comparison, food cost analysis and monthly reporting—ask your Sales Consultant for more details.

### **Allegra Center**

Yancey's has over 5,000 square feet of meeting space—including stadium seating and a fully-equipped test kitchen.

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## *Did You Know...*

Yancey's offers will-call services 6 days a week and can usually have your order ready in less than 30 minutes.



5820 Piper Drive • Loveland, Colorado 80538

970.613.4333 • [www.yanceys.com](http://www.yanceys.com)



# Preferred

## Vendors and Suppliers



**Bunge**  
Frying oil, salad oil



**Butterball**  
Turkey breast



**Daily's Premium Meats**  
Bacon



**Frito Lay**  
Chips, bottled drinks



**Gold'n Plump Chicken**  
Fresh chicken



**Hormel**  
Ham, pepperoni, bacon



**Kellogg's**  
Crackers, cereal



**Kraft**  
Dressings, mayonnaise



**Lamb Weston**  
Frozen potato products



**Michael Foods**  
Processed eggs



**Mission**  
Corn and flour tortillas



**Perdue Chicken**  
Chicken



**R3**  
Tissue, wrap, foil, towels, to-go containers



**Ready Foods**  
Tortillas, prepared Mexican items



**Robinson Dairy**  
Fluid dairy



**Rocky Mountain Eggs**  
Shell eggs



**Roland**  
Specialty items



**Taylor Farms**  
Fresh tomatoes



**Ventura**  
Frying oil, dressings



**WOW! Factor Desserts**  
Cheesecakes, cakes

### Did You Know...

Yancey's regularly works with over 400 vendors and suppliers—with access to hundreds more.



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**AGENDA ITEM:** 2  
**MEETING DATE:** 4/10/2012  
**TO:** City Council  
**FROM:** Div. Chief Merlin D. Green, Loveland Fire & Rescue Authority  
**PRESENTER:** Lt. Pat Mialy

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**TITLE:** Emergency Operations Plan

**RECOMMENDED CITY COUNCIL ACTION:** Discussion item only; no action required

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**DESCRIPTION:** This is a review of the updated local Emergency Operations Plan.

**BUDGET IMPACT:**

- Positive
  - Negative
  - Neutral or negligible - No Budget Impact
- 

**SUMMARY:** This study session item is an opportunity to inform City Council of the new revisions to the local Emergency Operations Plan. This document is reviewed annually and presented to Council for adoption every three years as outlined by federal guidelines.

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**REVIEWED BY CITY MANAGER:** *William D. Cabell*

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**LIST OF ATTACHMENTS:** 2012 Local Emergency Operations Plan



# LOCAL EMERGENCY OPERATIONS PLAN

Office of Emergency Management  
410 East Fifth Street  
Loveland, Colorado 80537  
(970) 962-2519

Published 2007  
Revised 2012

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**CITY OF LOVELAND – LOCAL EMERGENCY OPERATIONS PLAN**

**LETTER OF PROMULGATION**

This Local Emergency Operations Plan is approved and hereby ordered published, posted, and distributed. All departments and personnel are directed to accept the assigned responsibilities herein and to conduct the organizational planning and training necessary to implement the Local Emergency Operations Plan when and to the extent required.

\_\_\_\_\_

City Manager

\_\_\_\_\_

Date

## Record of Changes

Changes that are significant in nature shall be reflected and preserved as a stand-alone copy of the master document. Minor changes will be incorporated into this plan during the next scheduled update and specifically listed on the Record of Changes below.

<b>Date Posted</b>	<b>Change(s)</b>	<b>Page / Paragraph / Line</b>	<b>Made by</b>
July 2011	Content and formatting	Multiple – changes tracked	OEM - Mialy
March 2012	Content and formatting	Multiple – changes tracked	OEM - Mialy

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## **I. PURPOSE**

- A. The purpose of the Local Emergency Operations Plan (LEOP) is to minimize the loss of life and property caused by a disaster. It is applicable to all elements of the city government and the private sector engaged in, or acting in support of, emergency operations. It prescribes the course of action to be taken by city departments to protect the lives of the population and the management of human and material resources during and after emergencies.
- B. These tasks will be accomplished through:
  - 1. Identification of the roles, responsibilities and actions required of City departments and other agencies in preparing for and responding to major emergencies and disasters;
  - 2. Ensuring a coordinated local response by government-sponsored agencies through the use of the National Incident Management System (NIMS) in managing emergencies or disasters; to save lives, prevent injuries, protect property and the environment, and to return the affected area to a new state of normalcy as quickly as possible;
  - 3. Providing a framework for coordinating, integrating, and administering this emergency operations plan and other related programs of local government;
  - 4. Providing for the integration and coordination of volunteer agencies and private organizations involved in emergency response and relief efforts.

## **II. LEGAL AUTHORITY**

### **A. Local**

- 1. Code of the City of Loveland, Chapter 2.72, Comprehensive Disaster Plan, Section 2.72.010
- 2. Title 24, Article 32, Part 2109 et. seq., Colorado Revised Statutes, as amended; entitled the Colorado Disaster Emergency Act of 1992

### **B. State**

- 1. Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the Colorado Disaster Emergency Act of 1992

2. Title 25, Article 11, Part 101 et. seq., Colorado Revised Statutes; entitled the Radiation Control Act
3. Article IV, Constitution of the State of Colorado; entitled the Executive Department

### **C. Federal**

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121-5206)
2. The National Response Framework, 2008

## **III. SPECIAL DEFINITIONS**

- A. Most definitions of terms, abbreviations, and acronyms used in emergency management are found in the Glossary section of this document.

## **IV. SCOPE**

- A. The 2011 version of this plan replaces the Local Emergency Operations Plan dated 2007.
- B. The LEOP details the specific incident management roles and responsibilities of city departments and external agencies involved in emergency management.
- C. The Local Emergency Operations Plan (LEOP, or “the Plan”) utilizes an all-hazards emergency management approach that addresses a full range of complex and constantly changing requirements in anticipation of, or in response to, threats or acts of major disasters (natural or technological), terrorism, and other emergencies.
- D. The LEOP was developed to provide a seamless link between local-to-local and local-to-County/State/Federal operations by following the principles outlined in the National Response Framework.

## **V. SITUATION**

### **A. Vulnerability and Hazard Analysis**

1. Larimer County has experienced and continues to be vulnerable to a multitude of natural and man-made hazards such as floods, wildfires, winter storms, and hazardous material incidents.
2. There is a probability of the occurrence of major events striking simultaneously or within a close time frame where the occurrence of one event will trigger one or more secondary events.
3. For in-depth information on the identified local hazards refer to the Northern Colorado Regional Hazard Mitigation Plan 2009, currently located at: <http://larimer.org/bcc/100518/2009HazardMitigationPlan.htm>

## **VI. PLANNING ASSUMPTIONS**

- A.** The format of this Local Emergency Operations Plan aligns itself with the National Response Framework by incorporating the National Incident Management System and employing a functional approach to managing emergencies.
- B.** The functional approach to managing emergencies is utilizing Emergency Support Functions (ESFs); a grouping of the most frequently used supporting actions and agencies. ESFs are assigned to a lead city department and to other agencies in supporting roles. The ESFs are attached to this document as appendix B.
- C.** All levels of government share the responsibility for working together in the prevention of, preparing for, responding to, and recovering from the effects of an emergency or disaster event. There are several assumptions made with regard to the expectations of emergency response and service delivery during a local emergency or disaster. These assumptions include the following:
  1. The NIMS-based Incident Command System will be the principle management system to direct and control response, relief actions and recovery activities. City departments will ensure that all personnel concerned are properly trained, NIMS compliant, are familiar with existing plans and procedures, and are capable of implementing these in a timely manner.

2. City government will continue to function under all disaster and emergency conditions to the extent possible and based on the situation.
  - a. The Continuity of Operations Plan (COOP) must be developed in accordance with this Plan and the NRF and shall be updated at least annually.
  
- D.** The City will modify normal operations and will redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property, and assist in reestablishing essential services. Life-saving and life-protecting response activities have precedence over other emergency response activities, except when national security implications are determined to be of a higher priority.
  
- E.** Assistance will be available from neighboring jurisdictions, through mutual-aid agreements, intergovernmental agreements, and other formal agreements. Likewise, the City of Loveland will be available to assist neighboring jurisdictions, as requested, through mutual aid, automatic aid and other formal agreements.
  
- F.** With the increased possibility of terrorism and employment of weapons of mass destruction, biological and technological emergencies must be approached as a potential act of terrorism.
  
- G.** The Mayor may request the Governor of Colorado to declare a disaster or state of emergency when the local response to an event is beyond the combined response capabilities of the City of Loveland and external mutual-aid agencies. Once the Governor authorizes the allocation of resource requests made to the State, local jurisdictions should plan appropriately for the arrival of state response assets approximately 72 hours after the original request.
  
- H.** The City of Loveland will keep the Larimer County Emergency Management Office informed of activities and provide copies of assistance documentation. The Larimer County Emergency Management Office will, in turn, coordinate with the State of Colorado Department of Emergency Management.
  
- I.** If the Governor of Colorado determines that an emergency exists where the primary responsibility for response rests with the State of Colorado, the Governor may unilaterally direct the provision of assistance and will, if practicable, consult with the local jurisdiction.

## **VII. EMERGENCY OPERATIONS PLAN MANAGEMENT**

### **A. General**

1. This Plan is the primary and general plan for managing incidents and it details the coordinating structures, processes, authorities, and protocols used during emergencies.
2. Supplemental plans, such as the COOP and department-level operational plans, provide technical guidance for managing specific situations.

### **B. Plan Development and Maintenance**

1. All plans, appendixes, implementing procedures, and resource inventories shall be based on identified potential hazards to which the local area is subject, along with the support needed to assist local government before, during, and after any emergency or disaster incident. Plans, appendixes, and procedures will detail who (by title or functional assignment), what, when, where, and how emergency tasks and responsibilities will be conducted.
2. This Plan and its appendixes, and the COOP shall be maintained and kept current by all parties on the following schedule:
  - a. Review and update the Loveland Emergency Operations Plan and appendixes every three (3) years.
  - b. The COOP document shall be revised annually.
  - c. Associated resource inventories, database lists, and department internal plans and checklists will be updated at least annually.
  - d. Notification and recall lists shall be revised at least every six (6) months.
3. All changes, revisions, and/or updates to COOPs, the LEOP and its appendixes shall be forwarded to Office of Emergency Management (OEM) for review, publication, posting, and distribution to all holders of the Plan.

### **C. Local Emergency Operations Plan Implementation**

1. The LEOP has the force and effect of law adopted by the Loveland City Council in the Loveland Municipal Code Section 2.72.010 as the comprehensive disaster plan. The Plan implementation and the subsequent supporting actions taken by local government will be specific to the emergency or disaster situation.
2. The Plan implementation is influenced by the timely acquisition and assessment of reliable information gathered from the affected area(s). This Plan is in effect for all phases of emergency management when a major emergency or disaster occurs or is imminent.

## **VIII. DELINEATION OF AUTHORITY**

### **A. Local Government**

1. Direction and control during, and following an emergency or disaster rests with the elected leadership of the legally recognized jurisdiction. This authority continues throughout all stages of emergency operations or until conditions warrant a change in such authority. As defined within the Colorado Disaster Emergency Act of 1992, the Mayor holds this authority.

### **B. City Departments**

1. All City departments are mandated under the authority of the Colorado Disaster Emergency Act of 1992 and this City of Loveland Local Emergency Operations Plan to carry out assigned activities related to mitigating the effects of an emergency or disaster and to cooperate with each other, the Larimer County Emergency Management Office, the Colorado Division of Emergency Management, and other political subdivisions in the provision of emergency assistance.
2. City departments, within their given authorities, are responsible for their assigned roles as delineated within the LEOP and the Emergency Support Functions (ESFs). The ESFs represent the types of assistance activities that local government may provide and/or require regardless of the nature of the disaster or emergency.
3. Each department shall implement the actions defined by the COOP when unusual or extraordinary circumstances preclude the normal operations and/or the provision of critical services.

4. City departments will retain administrative control of their own personnel and equipment when tasked to support the Emergency Operations Center (EOC) or other jurisdictions, unless directed otherwise by the City Manager or his/her designee.
5. City departments will maintain detailed logs of actions taken while implementing the COOP, while staffing the EOC, or during operations supporting the Incident Action Plan. Personnel and equipment, and other costs for expenditure reporting and reimbursement documentation shall also be maintained by each city department.
6. All City departments will monitor and coordinate with the EOC during all phases of emergency management.
7. City departments will provide the Office of Emergency Management (OEM) with information regarding potential or impending incidents or disasters.
8. Each City department shall develop and maintain their section of the Continuity of Operations Plan (COOP) that is congruent with this Emergency Operations Plan and the National Response Framework.

### **C. Field-Level Management**

1. The on-scene Incident Commander or Area Command is responsible for the command and control of specific activities at the incident site; however, the local government is generally responsible for the coordination and control of administrative and overhead functions. When activated, the EOC directly supports the needs of the Incident Commander or Area Command to address the needs of the incident.

### **D State Government**

1. The elected officials of the State have responsibility for reducing the vulnerability of people and property to the effects of emergencies and disasters, and ensuring that local governmental agencies are capable of efficient and responsive mobilization of resources and can expedite recovery efforts during an emergency or disaster. These efforts are accomplished through the funding of mitigation and risk-reduction projects and their direct support to local governments during large-scale events.

**E. Federal Government**

1. The Department of Homeland Security has the overall responsibility for the coordination of Federal emergency / disaster relief programs and for supporting local and State government capabilities with additional resources from other states.

**F. Volunteer and Private Organizations**

1. Several agencies exist within the county and state, which are organized to provide assistance during a disaster or emergency to meet essential human needs. The organizations identified for serving critical roles in disasters have agreed to hold Memorandums of Understanding / Agreements with the City of Loveland and are assigned to a supporting role within specific Emergency Support Functions.

**IX. CONTINUITY OF GOVERNMENT**

**A. General**

1. The activities necessary to maintain continuity of government are addressed and detailed within the Continuity of Operations Plan (COOP) The COOP serves a critical role in the overall success of response and recovery efforts and therefore is implemented in any event that affects city-owned property and/or city employees.
2. Effective emergency operations are inseparable from the concept of Continuity of Operations. The COOP identifies several important factors for assuring continuity of government:
  - a. Well defined and understood lines of succession for officials, department directors, and supervisors.
  - b. Preservation of vital records and critical facilities which are essential to the functions of government and for the protection of rights and interests of the City of Loveland and its citizens.
  - c. Setting action priorities for sustained provision of critical services to the community, such as utilities and public safety.



## **B. Administrative Line of Succession**

1. City Employees are responsible for following line of succession rules as adopted by City Charter or Resolution.
2. To insure the continuity of local government during the management of a major emergency, the line of succession for the City Manager shall be:
  - a. The City Manager
  - b. The Acting / Assistant City Manager
  - c. The Fire Chief
  - d. The Chief of Police
3. Each member of the City Management Team (M-Team) is responsible for establishing his or her own specific line of succession.

## **C. Provision of Critical and Essential Services**

1. The provision of critical and essential services and the means to restore these services is defined and detailed within the COOP.
2. Should critical infrastructure be struck by a disaster and rendered unusable, services normally provided by the City of Loveland that are life-saving/preserving and critical to sustain the economy shall be maintained or restored as soon as feasible.

## **D. City Administration**

1. During an emergency or disaster, local government shall determine which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments of emergency operations and recovery activities. Any departure from the usual methods of doing business will be specified in the COOP and supporting policies or procedures.

## **E. Finance**

1. Financial support for emergency operations shall be from funds regularly appropriated to City departments. If the demands exceed available funds, the City Council may make emergency funds available. Additionally, the Mayor has the authority to request assistance under a State Declaration of Disaster / Emergency to receive additional funds for the reimbursement of extraordinary expenditures incurred during the management of a significant event.

2. City departments designated as a lead agency for an Emergency Support Function (ESF) will be responsible for providing financial support for their operations by working with the Finance Section and through the EOC.
3. Each City of Loveland department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out assignments by working with the Admin & Documentation Section of the EOC.
4. City of Loveland departments or working groups are responsible for documenting all emergency or disaster related expenditures using generally accepted accounting procedures including: logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents are necessary to support claims, purchases, reimbursements and disbursements

#### **F. Mutual Aid and Inter-Governmental Agreements**

1. According to C.R.S. 24-32-2113, as amended; it is the responsibility of local government to ensure that local emergency operations plans contain adequate provisions for the rendering and the receipt of mutual aid.
2. Additional emergency or long-term assistance may be rendered through Mutual Aid Agreements for obtaining needed resources from non-impacted, inter/intra-jurisdictional governmental agencies and other organizations.
3. Where appropriate, Inter-Governmental Agreements shall be established with stakeholders in order to facilitate a rapid and seamless system of support and collaboration during an emergency.

#### **E. Compacts**

1. Colorado is a member of the Emergency Management Assistance Compact (EMAC). Any Member State may request EMAC assistance when the Governor of the affected state has declared a state of emergency. When Colorado suffers or expects to suffer a major disaster and needs assistance from other states, the Authorized Representative for each state will initiate the EMAC procedures for requesting assistance. Reference: Title 24, Article 60, Part 29 Colorado Revised Statutes, as amended.

## **F. Training**

1. Emergency Operations training of local staff will be conducted on a continuing basis. In-house sessions, exercises, actual operations, or sponsored classes are sources for accomplishing this training.
2. During increased readiness conditions, accelerated/refresher training for emergency operations staff and emergency response coordinators may be conducted.

## **X. EMERGENCY MANAGEMENT PHASES**

- A. Emergency and disaster management activities are associated with five (5) defined phases: Preparedness and Prevention, Response, Recovery, and Mitigation. These phases are naturally occurring divisions in the emergency where the demands for resources change and the operational strategies shift.

### **1. Preparedness and Prevention Phases**

- a. Each department director or designee shall be prepared to provide a representative for the EOC during activations. The representative shall be empowered to make decisions and expend resources in support of the emergency incident. They will report all actions taken by their department in the form of a situation and status report to the Planning Section of the EOC. The department representative should have lists of pertinent names and 24-hour contact phone numbers.
- b. Each City department will have immediate access to the Continuity of Operations Plan (COOP), internal Standard Operating Procedures (SOPs), and checklists that prescribe in detail how their department will implement its assigned responsibilities and maintain critical and essential services during emergencies. These plans will include notification processes of key personnel, setting up staffing plans for multiple work periods, and their department / division sections of the COOP.
- c. All departments will maintain a current resource database of all departmental equipment, specialty personnel, and materials available to perform assigned functions.
- d. The OEM will coordinate with partner jurisdictions and Larimer County to revise the local Hazard Mitigation Plan a minimum of every five (5) years or when the local hazards have significantly changed.

## 2. Response Phase

- a. Upon a 911 emergency notification or by official request, the designated departments, local resources, and personnel shall be prepared to support all response capabilities to stabilize the emergency incident.
- b. All City departments shall implement departmental emergency plans, and activities defined within the COOP as appropriate or as requested.
- c. To protect the lives of employees, vendors, and citizens, all City departments shall participate in alerting city personnel of an emergency situation and mobilize resources as requested.
- d. Upon request of the Policy Group or the EOC, designated City departments shall provide a department representative either in person or virtually to coordinate efforts with the EOC.
- e. City departments shall coordinate response activities with the EOC.
- f. City departments shall coordinate the release of emergency public information through the PIO Group or through the Joint Public Information Center, if one is activated.
- g. Through the staffing of a Rapid Needs Assessment Team or a Damage Assessment Team, designated City departments will provide personnel for assessing and reporting local emergent needs of the community and to determine the damages to City of Loveland facility or property under departmental jurisdiction.
- h. City departments shall record and report to the EOC Finance Section Chief all costs that are incurred in carrying out emergency or support operations.
- i. The M-Team acting as the Policy Group will coordinate plans and procedures with participating State, local, private, and volunteer agencies. Additionally, they will facilitate working agreements with these agencies in order to promote effective and efficient emergency response and relief efforts.

## 3. Recovery Phase

- a. The designated departments shall assure that upon notification or official request local resources and personnel are prepared to address the following recovery activities:

- 1) Restoration of critical services (electric and gas services, water, sewer, telephone);
  - 2) Repair and replacement of disaster damaged public facilities (roads, bridges, schools, hospitals);
  - 3) Debris cleanup and removal;
  - 4) Temporary housing and other assistance for disaster victims;
  - 5) The provision of Individual Assistance Programs for individuals and businesses to help with long-term rebuilding and mitigation measures;
  - 6) Crisis counseling and mental health;
  - 7) Planning and programs for long-term economic stabilization, community recovery, and mitigation.
- b. Upon request, designated departments shall provide personnel, equipment and other resources to support initial relief operations.

#### **4. Mitigation Phase**

- a. Examples of key mitigation activities include the following:
- 1) Ongoing public education and outreach activities designed to reduce loss of life and destruction of property;
  - 2) Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property, and impact on the environment;
  - 3) Code enforcement through such activities as zoning regulation, land management, and building codes;
  - 4) Flood insurance and the buy-out of properties subjected to frequent flooding, etc.

## **XI. THE EMERGENCY OPERATIONS CENTER**

### **A. General**

1. The Emergency Operations Center (EOC) is a physical location through which the Office of Emergency Management can coordinate the support efforts in disaster situations. It provides a location for the assembly and analysis of critical information, for the coordination and support of the response and recovery activities of local government, and to ensure interagency cooperation and communication. The EOC is not the Incident Command Post, which is always located in the field.
2. The EOC is activated and staffed based upon the severity of an emergency or planned event and according to the anticipated or actual level of involvement by City employees and supporting agencies. In a major event, the EOC coordinates with the Larimer County EOC for the collaboration of mutually-beneficial efforts.
3. Each City department has or may have the legal responsibility and authority to respond to or to take command of an unforeseen event or emergency that could result in a loss of life, property, or have an environmental impact to those people residing in or traveling through the City of Loveland and its borders.

### **B. Structure and Functional Organization**

1. The Incident Command System and the organization of the EOC must closely integrate in order to adequately address the issues facing the community during emergencies. The criteria for EOC activation, its organizational structure and issues of authority are delineated in this document but are determined by the City manager or the Policy Group, if one is established.
2. The EOC is organized to provide for basic incident management functions. These functions can be combined into the best appropriate form and function based upon the staffing requirements and the needs of the incident and will be determined by the needs of the incident.
3. The operations organizational structure is designed to be flexible, easily expanded, and proactive to meet the needs of local government. The emergency organization is set up by functional elements to provide for a uniform linkage between the county, State, and Federal systems.

4. The organization of the EOC in relationship to the Incident Command Structure facilitates the coordination of the political decisions made by the City Council and the procedural decisions made by the Policy Group with the needs of the incident as managed by the Incident Commander / Area Command and is illustrated by the following chart:

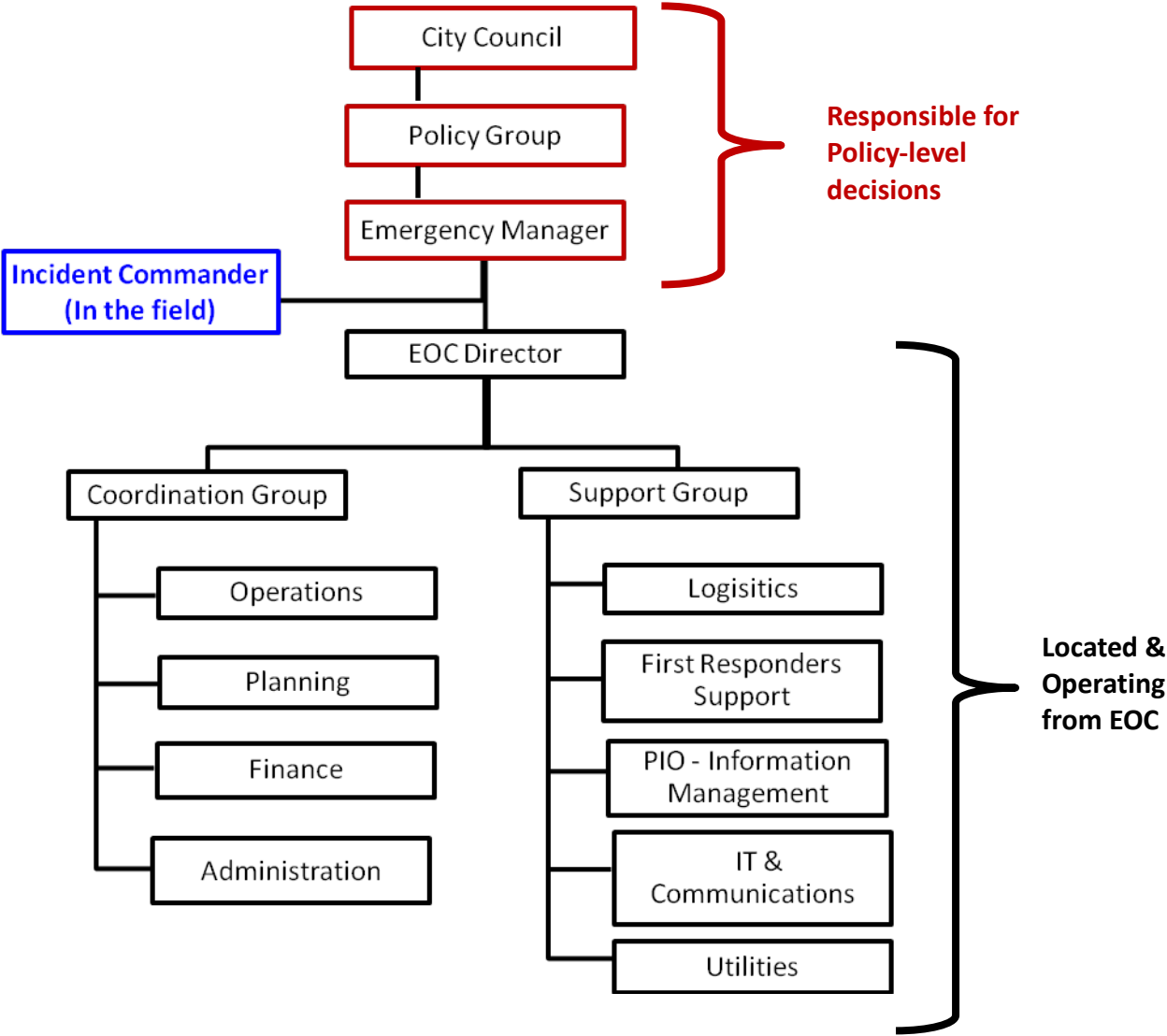


Figure 1 – Emergency Management Organizational Structure

### C. Emergency Activation

1. The City of Loveland shall establish a set of procedures to be implemented within the initial hour of large planned events or emergencies that require coordination between multiple City departments.
3. The major functions of an emergency activation plan include: determining the emergency activation level for the event, defining the organization of working groups, establishing the roles and responsibilities of those working groups and specific individuals, defining initial notification and communication requirements, and facilitating employee integration into the Incident Command System.

## XII. EMERGENCY OPERATIONS

### A. General

1. The Emergency Operations Center (EOC) organization is established through a series of situational evaluations made by the Mayor, the Policy Group, and the Emergency Manager. There are two evaluation tools utilized for this purpose. These evaluation tools are the *Emergency Preparedness Levels* and the *Modes of Activation*.

### B. The Emergency Preparedness Levels

1. An Emergency Preparedness Level is issued to indicate what level of readiness the City of Loveland is to adequately prepare for an impending threat or hazard. The EOC will be activated in a mode that corresponds to the specific preparedness threat level.

2. The Emergency Preparedness levels clearly indicate whether the threat is:

*Elevated* - if no specific time or location information is available

Or

*Imminent* - if the threat is impending



### C. The EOC Modes of Activation

1. EOC Modes of Activation reflect the level at which the City of Loveland is prepared to respond to an emergency. The Standby Mode is the lowest level of EOC activation; whereas, Full Activation is the highest level.

#### 3. **STANDBY MODE:**

a. This mode provides key officials with planning opportunities in advance of an event and requires no physical activation of the EOC and is usually prompted by weather related or in anticipation of scheduled events.

#### 4. **PARTIAL ACTIVATION MODE:**

a. This mode requires *limited activation* of the EOC when an event has the potential to create operational deficiencies and requires additional input from local officials to develop an Incident Action Plan (IAP). Limited activation of the EOC will consist of staffing only the minimum necessary EOC positions and workstations.

b. Demobilizing and resupplying procedures may be conducted while the EOC is in a partial activation. Demobilizing and resupplying procedures are implemented to release all resources from other agencies and the incident command is returned to the appropriate City of Loveland official.

#### 4. **FULL ACTIVATION MODE:**

a. This mode requires full activation of the EOC where all work stations are operational and appropriate department representatives are working in the EOC. In this mode, the incident has or may exceed the capabilities and resources of the local and mutual aid responders.

b. The Communications Emergency Operations Center (CEOC) located in Police Dispatch may be activated to support the increasing volume of 911 phone calls and radio traffic.

c. Demobilizing and resupplying procedures may be conducted while the EOC is in a full activation. Demobilizing and resupplying procedures are implemented to release all resources from other agencies and the incident command is returned to the appropriate City of Loveland official.

### **XIII. RESPONSIBILITIES BY DEPARTMENT / DIVISION**

- A.** This Emergency Operations Plan can be effectively implemented and managed appropriately when the appointed personnel are familiar with their unique roles and responsibilities during Emergency situations, as outlined:
- B. The Mayor shall:**
1. Act as liaison between the Policy Group and the City Council.
  2. Support the City Manager in notifying and informing the City Council of the emergency situation.
  3. When local resources are inadequate to cope with the emergency, proclaim the existence of a local emergency and forwarding this request to the Governor for a proclamation of a "state of disaster emergency". In the event a local emergency is proclaimed, the Mayor will facilitate:
    - a. The issuing rules and regulations on matters related to the protection of life, health, safety and property.
    - b. Authorizing the acquisition of vital supplies and equipment; and, if required immediately, commandeering the same for public use.
    - c. Requiring the formation of an emergency labor force of city employees and commandeering the aid of as many citizens of the City of Loveland as deemed necessary.
- C. The City Council Members shall:**
1. Report to (or establish direct communications with) the City Council Chambers at 500 E. Third Street to obtain briefings from the City Manager, the Mayor, or other designee.
  2. Coordinate with the PIO Group to provide media updates and for holding citizen and business briefings.
  3. Support the effort for emergency acquisitions; approving emergency declarations, and approving emergency expenditures, as needed.

**C. The Executive Department shall:**

**1. City Manager:**

- a. In the event of an emergency or disaster, implement the Local Emergency Operations Plan and/or the COOP.
- b. Facilitate the response of the Policy Group to meet at the Fire Battalion Chief's Training Room located on the second floor inside Fire Station One.
- c. Serve on the Policy Group and act as the liaison between the Policy Group and the City Council.
- d. Determine the frequency of Policy Group briefing session(s) and the members that should attend the briefing sessions.
- e. The City Manager's office staff shall support the City Manager as needed.

**2. The Assistant City Manager shall:**

- a. Serve as the Administration Section Chief and as the liaison between the City Manager and all City Departments.
- b. Coordinate the activation of the Continuity of Operations Plan to ensure the continued provision of critical and essential services.

**3. Economic Development shall:**

- a. Coordinate with the Policy Group for the development of long-term economic recovery planning.
- b. Provide personnel for an emergency workforce, as requested.

**D. The Management Team shall:**

1. Serve as the Policy Group and report to the Fire Battalion Chief's Training Room located on the second floor inside Fire Station One. The members of the M-Team / Policy group **may** include:
  - i. The City Manager
  - ii. The Assistant City Manager
  - iii. The City Attorney
  - iv. The Public Works Director

- v. The Director of Community Services
  - vi. The Fire Chief
  - vii. The Chief of Police
  - viii. The Emergency Manager
  - ix. The Human Resources Director
  - x. The Director of Water and Power
  - xi. The Budget Officer
  - xii. Subject Matter Experts, based on the type of incident
2. Designate the department that has primary incident management responsibility at the EOC.
  3. Provide staff members to the EOC to coordinate operations and tasks associated with managing the emergency.
  4. Evaluate the emergency in terms of the need for a proclamation of "local emergency" or a "state of disaster emergency" pursuant to State law. See Appendix D for an example disaster declaration.
  5. Establish or modify policies concerning the expenditure and allocation of funds as well as a resource priority assignment and allocation policy.
  6. In coordination with the Assistant City Manager, implement the COOP in their respective departments for the provision of critical and essential services and assure continuity of government.
  7. Coordinate with the EOC to implement mutual aid agreements with other government and private agencies.

**F. The Emergency Manager shall:**

1. Serve as the liaison between the Policy Group and the EOC.
2. Recommend to the Mayor and/or the City Manager the activation level of the EOC and the phase of operation within the EOC.
3. At the direction of the City Manager, implement the Local Emergency Operations Plan.
4. Notify appropriate officials and agencies of the emergency situation and the applicable phase of operation.
5. Advise the Policy Group and other officials on the current status of the overall emergency operations and current conditions.

6. Assign an EOC Director to assist in the execution of operational duties and the management of staff in the EOC.
7. Provide the Policy Group with technical information regarding emergency management.
8. Direct the development of an Incident Action Plan based upon an analysis of the situation status and anticipated probabilities.
9. EOC - IC/ Operations Coordination Section
  - a. This individual or group is primary responsible for coordinating all operations directly applicable to the primary mission and for supporting operations required to mitigate the emergency.
  - b. Objectives:
    - i. Maintain a current awareness of situation
    - ii. Predict current and future resource needs
    - iii. Assist in the coordination of multi-jurisdictional response
    - iv. Appoint and brief coordination staff as needed
    - v. Develop an Incident Action Plan
    - vi. Keep in direct communications with the Incident Commander/Area Command
10. EOC - Planning Section
  - a. The primary responsibility is to collect, evaluate, display, and disseminate information.
  - b. Objectives:
    - i. Create and maintain a Situational Status report
    - ii. Collaborate with the Logistics Section to create and maintain a Resource Status report.
    - iii. Collect damage assessment information
    - iv. Display situation/operational information using maps and other visual aids in the EOC
    - v. Control and distribute EOC communications documents
    - vi. Provide support to other groups
    - vii. Ensure accurate recording and documentation of the incident, including time and materials
    - viii. Assist in preparation of After Action Report
    - ix. Assist in preparation of Recovery Plan
    - x. Produce required documentation for state and FEMA filing requirements

c. Unit Activation: The following units may be activated under PLANNING as the need arises:

- i. Message coordinator
- ii. Rapid needs assessment
- iii. Damage assessment
- iv. Situation status
- v. Resource status
- vi. Recovery planning
- vii. Demobilization
- viii. Documentation

11. EOC - Logistics Section:

a. The primary responsibility is to acquire, transport, and mobilize the necessary resources to support the response efforts at the emergency sites, public shelters, EOCs, and other locations as needed.

b. Objectives:

- i. Obtain facilities, equipment, supplies, services, and other resources as needed.
- ii. Determine support and supplemental needs.
- iii. Determine logistical support needs for immediate and long-term operations.
- iv. Document actions taken and items procured for future use by State and FEMA.

c. Unit Activation: The following units may be activated under LOGISTICS as the need arises.

- i. Communications Management
- ii. Personnel
- iii. Care/ shelter
- iv. Supply
- v. Facilities
- vi. Transportation

12. EOC - Finance Section

a. The primary responsibility is to maintain the financial systems necessary to keep the City functioning during a disaster/emergency and to assist the Logistics Section in negotiation and administration of vendor and supply contracts and procedures.

b. Objectives:

- i. Implement and notify groups and City Departments that the Disaster Accounting System is to be used for emergency
- ii. Implement a system for financial tracking.
- iii. Establish procedures and accounting systems to support payment of supplies, vendors, contractors, and other expenses.
- iv. Upon disaster declaration by the state and/or federal government, finance group will initiate recovery process for costs incurred.
- v. Coordinate with other groups and departments in the collection and documentation of costs incurred by emergency.
- vi. Coordinate with the emergency/disaster assistance agencies for the required documentation, audits, and other necessary work in order to recover costs.

c. Unit Activation: The following units may be activated under the Finance Section as the need arises.

- i. Claims
- ii. Time
- iii. Cost

**G. Community & Business Relations** Department shall:

1. Coordinate with the PIO Group to manage information to local businesses and other local stakeholders.

**H. The Legal Department** shall:

1. Provide a representative to act in the role of Legal Officer for the Policy Group to provide advice concerning legal responsibilities relating to emergency readiness, response, and recovery; and, advising the EOC staff concerning legal matters.
2. Draft documents such as agreements, declarations, orders, ordinances, and resolutions that may be necessary to address emergency operations.
3. Provide the City of Loveland organization with legal opinions regarding assistance to victims, special districts, or organizations impacted by a disaster.
4. Resolve questions of authority and responsibility that may arise.

**I. The Police Department shall:**

1. Assist in warning the public regarding the nature of the emergency.
2. If the Police Department has incident primary control responsibility: designate an employee as IC / Ops Coordination Section and a Plans Section Chief to be located in the Emergency Operations Center (EOC).
3. Activate and provide staff for a Police workstation in the EOC.
4. Maintain coordinated communications with the Larimer County EOC, as needed.
5. Establish and/or coordinate with an Incident Command Post for law enforcement-related activities.
6. Coordinate with the PIO Group to provide ongoing information to the media and the community.
7. Control access and verify authorized entry to the EOC, Policy Group meeting room, and the Council Chambers.
8. Establish Emergency Support Function #13, as needed.

**J. The Loveland Fire Rescue Authority shall:**

1. Assist in warning the public regarding the nature of the emergency.
2. Establish and/or coordinate with an Incident Command Post / Area Command and maintain continuous communications with the EOC.
3. If the Fire Rescue Authority has incident primary control responsibility: designate an employee as IC / Ops Coordination Section and a Planning Section Chief to be located in the Emergency Operations Center (EOC).
4. Maintain coordinated communications with the Larimer County EOC, as needed.
5. Activate and staff the Fire Rescue workstation in the EOC.
6. **The Public Safety Administration Director shall:**
  - a. Serve as the Finance Section Chief to coordinate efforts between the City Finance Department, other City Departments, and with external service providers.



**K. Water & Power Department shall:**

1. If the Water or Power Department has the incident primary control responsibilities: designate an employee as IC / Ops Coordination Section and a Plans Section Chief to be located in the Emergency Operations Center (EOC) and designating a Branch Director in charge of Water / Power field operations.
2. Establish and/or coordinate with an Incident Command Post at the incident site(s) and maintain continuous communications with Water / Power counterparts in the field.
3. Establish Emergency Support Function #12, as needed.

**a. Water Utilities Divisions shall:**

- (1). Expedite emergency shutdown, repair, and restoration of the water distribution system.
- (2). Provide for and assess the quality of an emergency source of potable and non-potable water for essential city activities.
- (3). Coordinate with the PIO Group for the development and release of public information.
- (4). Notify the Fire Rescue Authority of the status of the fire hydrant grid system.

**b. Wastewater Division shall:**

- (1). Expedite emergency shutdown, repair, and restoration of the water treatment and distribution systems.
- (2). Expedite emergency repair, bypass operations, and restoration of the wastewater treatment and collection systems.
- (3). Expedite emergency shutdown, repair, and restoration of raw water conveyance and storage systems.

**c. Power Operations Division shall:**

- (1). Assess the extent of damage, rerouting power, restoring, and repairing power facilities in accordance with pre-established priorities.

- (2). Provide technical assistance, personnel, and equipment to the Incident Commander in the field.
- (3). De-energize circuits in the vicinity of an incident, as requested.
- (4). Report field status updates to the SCADA control center as well as the Power representative at the EOC.
- (5). Restore service to areas that are identified by the Power representative at the EOC as a priority.
- (6). Coordinate with Platte River Power Authority regarding the operations of the transmission and generation systems that may be affected.

**a. Utility Finance Division shall:**

- (1). Assign the Utilities Accounting Manager or designee to serve in support of the Finance Section Chief, either in person at the EOC or virtually.
- (2). Inform the Policy Group regarding the financial impact of an emergency.
- (3). Prepare in advance, emergency purchase orders that can be utilized during a crisis period.
- (4). Purchase or facilitate the purchase of materials or equipment vital to coping with emergency conditions.
- (5). Coordinate with the Finance Section for the development of cost-based contracts for heavy equipment rental agreements or other services.
- (6). Maintain vital records necessary to support or perpetuate the continuity of city government during an emergency.
- (7). Collect, correlate, and record actual expenses incurred and disseminating information to the Finance Section.
- (8). Assist in obtaining and disbursing funds necessary to recover from an emergency.

**b. Customer Relations Division shall:**

- (1). Notify Key Account customers of emergency situation and providing them with situational updates, repair status and restoration estimates.
- (2). Maintain constant contact with the EOC, Water and Power Command Center, SCADA personnel, Water Operations and Power Operations crews for the collection and sharing of information on system damage and outages that affect Key Accounts.
- (3). Coordinate with the PIO Group for the development and release of public information.

**L. The Public Works Department shall:**

1. If Public Works has primary control responsibility: designate an IC / Ops Coordination Section and a Plans Section Chief in the Emergency Operations Center (EOC) and designate a Branch Director in charge of Public Works field operations.
2. Establish Emergency Support Function #3, as needed.
3. Providing logistical support for Field Operations during the course of an emergency.
4. Activate and staff the Public Works workstation in the EOC.

**a. Vehicle Maintenance Division shall:**

- (1). Ensure that equipment and vehicles are maintained, and providing 24-hour service for parts and maintenance.
- (2). Anticipate emergency needs for equipment replacement parts and stock an appropriate inventory.
- (3). Implement an emergency fueling plan to address prioritization of fueling, power outages, and acquisition of fuel supplies for the duration of the emergency.
- (4). Develop an alternative location of the City of Loveland vehicle maintenance shop.

- (5). Develop and maintain a current list of suppliers, vendors, heavy equipment and operators, wreckers for large debris removal, and other sources for specialty services.
- (6). Maintain a liaison with the Thompson School District for the use of vans, buses, and other vehicles.
- (7). Communicate status updates with the Planning Section and the Logistics Section workstation in the EOC.

**b. Facilities Management Division shall:**

- (1). Report status of City-owned or operated facilities to the Planning Section in the EOC.
- (2). Provide emergency and/or temporary building repairs.
- (3). Manage emergency power generators and monitor fuel usage at city buildings.
- (4). Facilitate the relocation of workspaces for critical and essential City services.
- (5). Facilitate modifications to convert the Chilson and/or Senior Centers into an Employee Dependent Care Center.
- (6). Provide employees to serve on the “Rapid Needs Assessment Team” and/or the “Damage Assessment Team”.

**c. Streets, Solid Waste Division shall:**

- (1). Maintain and repair streets to ensure minimal traffic disruption in the impacted area.
- (2). Provide emergency traffic control devices, including specialized signs where needed.
- (3). Provide heavy equipment for the removal of debris to facilitate emergency rescue operations and movement of emergency vehicles and supplies.
- (4). Provide the Plans Section Chief in the EOC with damage assessment information regarding transportation systems (i.e., roads and bridges).

- (5). In coordination with Vehicle Maintenance, provide the Logistics Section Chief with a list of the locations of heavy equipment (bulldozers, graders, etc.) and operators available during an emergency.
- (6). Collaborate with Finance Section relative to entering into cost-based agreements.
- (7). Manage the snow-removal plan and coordinate efforts through the EOC for emergency snow-removal needs.
- (8). Provide the EOC Planning Section on weather and road status updates.
- (9). Provide solid waste collection and removal service at city-designated care and emergency shelter facilities.
- (10). Provide equipment and personnel to remove debris, clean drainage, and assist in drainage control in the case of hazardous material release, flooding, or other emergency.
- (11). Recommend alternative routes and actions to handle flooding and other storm drainage problems.

d. **Engineering, Transportation Development Divisions** shall:

- (1). Maintain current maps of street locations and city limits in the EOC for use during an emergency.
- (2). Provide employees to serve on the “Rapid Needs Assessment Team” and/or the “Damage Assessment Team” to report on damages to critical infrastructure and to facilities in the public right-of-way, including roadways and bridges.
  - (a). Project potential vulnerabilities of transportation systems due to an emergency and develop plans to address the identified issues.
  - (b). Provide assessment and information regarding damaged traffic signal equipment to field personnel addressing traffic problems.
  - (c). Coordinate with the IC / Ops Coordination Section in the EOC to utilize available traffic control devices to expedite traffic flow on a disaster priority basis.

- (3). Establish Emergency Support Function #1, as needed.
- (4). Provide technical assistance and information for drainage information as it relates to incident mitigation.
- (5). Provide for the coordination and repair of water, wastewater, and storm drain conveyance systems.

**e. Transit Division shall:**

- (1). Provide personnel for an emergency workforce, as requested.

**M. The Finance Department shall:**

1. The **Finance Director**

- a. Coordinate with the Finance Section Chief in the EOC to manage all financial aspects of the emergency.

2. The **Budget Officer**

- a. Serve as a member of the Policy Group.
- b. Inform the Policy Group of the financial impact of an emergency.

3. **Accounting & Purchasing Division shall:**

- a. Prepare in advance, emergency purchase orders for utilization during an emergency.
- b. Purchase or facilitate the purchase of materials or equipment vital to coping with emergency.
- c. Maintain vital records necessary to support or perpetuate the continuity of City government during an emergency.
- d. Collect, correlate, and record, and disseminate information pertaining to actual expenses incurred by the City of Loveland and provide necessary forms to the EOC and City departments / divisions to facilitate the collection of accounting and purchasing-related activities for the duration of the response and recovery of the event
- e. Assist in obtaining and disbursing funds necessary to recover from an emergency event.

4. **The City Clerk's office** shall:
  - a. With the assistance of the emergency workforce, function as the Documentation Unit in the Planning Section of the EOC.
  - b. Ensure the safe keeping of essential and vital city records.
  - c. Collaborate with the Policy Group to assist in the development of documents during an emergency operation.

5. **The Business Division** shall:
  - a. Provide personnel for the emergency workforce, as requested.

**N. The Information Technology Division** shall:

1. Protect and maintain the City of Loveland's computer systems and critical applications.
2. Ensure network and internet access are running and remain stable.
3. Maintain file backups of critical and essential information at an off-site storage facility.
4. Provide a list of cellular phones assigned to non-critical area City employees for use by emergency personnel. Provide emergency phone needs as requested by the Logistics Section.
5. Serve as the coordinator of ESF #2 in the EOC, as needed.

**O. The Human Resources Department** shall:

1. Implement and manage an emergency workforce of City employees for providing staff to support emergency efforts, such as clerical assistance, staffing the Emergency Call Center, or other duties.
2. Coordinate the scheduling of emergency workforce personnel for multiple operating periods.
3. Assist in just-in-time training, as needed.
4. Receive and address employee family safety and welfare requests related to the emergency.

5. In coordination with the Parks and Recreation Department, activate and manage the operations and staffing of the Chilson and/or Senior Centers as an Employee Dependent Care Center for the dependents of employees called to work during the emergency and/or for the temporary sheltering of employees and their dependents.
6. The **Human Resources Director** shall:
  - a. Serve as a member of the Policy Group.
7. **Risk Management** shall:
  - a. As requested, report to the Policy Group and advise the Policy Group of methods to mitigate further loss.
  - b. Facilitate investigations for insurance claims purposes.
  - c. Coordinate with the “Rapid Needs Assessment Team” in assessing damage to City-owned or operated facilities.
  - d. Prepare documentation necessary to provide liability and injury coverage for organized citizen volunteers utilized to assist with disaster response and recovery efforts.

**P. The Cultural Services Department and the Library shall:**

1. Provide personnel for the emergency workforce, as requested.
2. Provide staff for the operation of the Chilson and/or Senior Centers that are converted into an Employee Dependent Care Center.

**Q. Development Services Department shall:**

**1. Building and Planning Divisions**

- a. Provide personnel for the emergency workforce, as requested.
- b. Provide employees to serve on the “Rapid Needs Assessment Team” and/or the “Damage Assessment Team” to compile information for development of damage assessment reports.



2. **Community Partnership Office**

- a. Serve as Liaison between the EOC and external community partners including: non-governmental agencies, faith-based organizations, volunteer organizations, and service industries.
- b. Provide personnel for the emergency workforce, as requested.

**R. The Parks and Recreation Department shall:**

1. **Administration** shall

- a. Coordinate department activities and collaborate with the EOC to address the needs of the emergency.
- b. Maintain a list of employees and equipment available for field support assignments and report this information to the Logistics Section Chief in the EOC.

2. The **Recreation Center / Senior Center** shall:

- a. In coordination with the Human Resources Department, activate and operate the Hatfield Chilson Recreation/Senior Center as an evacuation shelter, staging area, or as an Employee Dependent Care Center.
- b. Provide personnel for the emergency workforce, as requested.

3. The **Golf Course, Cemetery, and Parks** shall:

- a. Assist the Public Works Department with debris management efforts.
- b. Provide personnel for the emergency workforce, as requested.

**S. The Municipal Court** shall:

- 1. Provide personnel for the emergency workforce, as requested.

**T. The Airport Manager shall:**

1. Activate the Airport Emergency Operations Plan.
2. Maintain direct communications and coordinate activities with the Incident Command Post and/or the IC / Ops Coordination Section in the EOC, as appropriate.
3. Prepare the airport to receive aircraft transporting disaster assistance from various state and national relief agencies.
4. Coordinate aerial surveillance activities of the affected incident area and to facilitate the transfer of intelligence to the Planning Section and/or the Law Enforcement Section at the EOC.

**U. External Agency Representatives** are responsible for:

1. Assisting Policy Group in authorizing and committing agency resources to the incident via physical or virtual presence in the EOC.
2. Ensuring that current situation / resource status is provided by their agencies to the Planning Section.
3. Assisting the IC / Ops Coordination Section in prioritizing multiple incidents.
4. Determining and authorizing resource requirements by agency.
5. Serving as agency representative in the EOC.

**V. Medical Services** (McKee Medical Center and Medical Center of the Rockies) is responsible for:

1. Providing a representative to the EOC to serve as the medical Branch Director to:
  - a. Providing immediate lifesaving medical care.
  - b. Coordinating emergency medical transportation to a hospital or other designated emergency treatment facility outside the at-risk area.
  - c. Coordinating emergency medical assistance to all shelters in operation in order of most emergent situation.

- d. Coordinating emergency medical care triage sites.
  - e. Participating in primary and / or secondary decontamination depending on nature and / or location of incident.
2. Providing accurate and timely information to the public through coordination with the PIO Group.
  3. Providing public health, disease, and injury control and prevention information to the general public that are located in or near affected areas.
  4. Coordinating with Disaster Medical Assistance Team (DMAT) and other medical response organizations.

**W. Volunteer Organizations:**

1. **American Red Cross (ARC)**
  - a. Coordinating sheltering of emergency/disaster victims.
  - b. Providing food and clothing to emergency/disaster victims.
  - c. Assisting with emergency/disaster welfare inquiries.
  - d. Assisting with shelter for victims and families.
  - e. Assisting in mass feeding of citizens.
2. **Salvation Army**
  - a. Providing canteen trucks for emergency workers and displaced citizens.
  - b. Providing suitable comfort, counseling, and religious activities during emergency and disaster situations.
3. **ARC and Salvation Army**
  - a. Providing meals at established shelters and vouchers to purchase food on a case by case basis.
  - b. Providing counseling services.
4. **Larimer County 211**
  - a. Maintaining resource list for needs in emergency/disaster situations.

- b. Serving as point of contact for citizen requests / needs.
- c. Serving as point of contact for volunteer registration.
- d. Serving as point of contact regarding information on donations from public.

5. **VOAD**

- a. Coordinating donations through receiving, warehousing and distribution.

**X. County Coroner** representatives are responsible for:

- 1. Advising the EOC on matters pertaining to handling, disposition, and identification of deceased.
- 2. Organizing and training hospital, mortuary, and grave registration impromptu support teams.
- 3. Establishing a morgue and directing the identification and burial of the dead.
- 4. Providing public information concerning the deceased.
- 5. Coordinating with Disaster Mortuary Operational Response Team (DMORT).

**Y. Larimer County Humane Society** is responsible for:

- 1. Providing overall management, coordination, and prioritization of animal services and assets to support pet, farm, and wildlife needs in an emergency or disaster.
- 2. Facilitating transportation of injured, stray, or nuisance animals to animal care facilities.
- 3. Assisting emergency response teams with animal related issues.
- 4. Impounding pet animals at large.
- 5. Euthanizing of sick and / or injured animals through assigned and authorized persons.
- 6. Removing and disposing of animal carcasses weighing up to 100 lbs.

7. Utilizing designated animal shelter sites first and then identifying additional shelters, as the situation requires.
8. Coordinating with the Veterinary Medical Assistance Team (VMAT)

#### **XIV. EMERGENCY SUPPORT FUNCTIONS**

##### **A. General**

1. When an emergency or disaster occurs, there are common types of assistance that are likely to be requested from the City of Loveland and external agencies. These common types of assistance are grouped into functional areas, termed Emergency Support Functions (ESFs). City departments are pre-assigned responsibilities for implementing these functions. Individual department assignments are shown on the Emergency Support Functions Assignment matrix, Table 1.
2. Assignments are made based upon the department's statutory, programmatic, or regulatory authorities and responsibilities as well as the availability of resources. In an Emergency Declaration, the ESFs work directly with the corresponding County ESF. For a matrix of ESF responsibility assignments by identified hazard see Table 2.

**Table 1: EMERGENCY SUPPORT FUNCTION RESPONSIBILITY ASSIGNMENTS**

	City Attorney	City Clerk	City Manager	Colt Transit System	Dev. Services	Finance	Fire	Hospitals	Human Resources	IT	Larimer County	Mayor	OEM	Police	PIO	Public Works	R2J Schools	State / Federal	Utilities
<b>P:</b> Primary responsibility																			
<b>S:</b> Secondary responsibility																			
<b>*:</b> Limited responsibility/ incident specific																			
Casualty disposition	*						S	P			*		S					*	
Communications										S				P					*
Damage assessment	*		*			*	P	*		*	S		S	S		S	*	S	S
Debris removal						*					*		S			P		*	S
Decontamination							P	S			*			S				*	
Direction and control			S				S	*				P	S	S			*		
EOC Ops	*		S	S		S	S	S		*	*		P	S	S	S	*	*	S
Fatalities			*			*	S				P			S		S			
Liaison with elected officials	*		P									S	S						
Medical/mass casualty	*			*	S		S	P						S					
Public information	*		S					S				S	S		P				
Records	*	P	*			S			S										
Recovery coordination	*				S	S					S		P			S		S	
Resource procurement & allocation	*				*	P							S			S			
School safety and evacuation													S	S			P		
Security and protection											*			P	S			*	
Shelter issues	*		*		S	*							P		S		S		
Street maintenance																P			S
Transportation				P		*	*						S	*		S	S		
Utility emergency						*	S			*			S						P
Vital records	S	P	S																
Warning and notification	*									S			P	S					

**Table 2: AGENCY INVOLVEMENT FOR IDENTIFIED HAZARDS**

Identified Hazards																		
	City Attorney	City Clerk	City Manager	Coroner	Finance	Fire	Human Resources	IT	Larimer County	Mayor	Medical Services	OEM	Police	PIO	Public Works	State / Federal	Transportation	Utilities
Drought	*		*		*				S	*		*		S	*	S		P
Aircraft accident	*		*	*	*	P				*	S	*	P	S				
Civil unrest – terrorism	*		*	*		S				*	S	S	P	S				
Communication disruption	*		*					P						S				
Dam failure/contingency	*	*	S	*	S	S				S	S	S	S	S			S	S
Earthquake	*		*	*	*	P		*	S	*	S	S	S	S	S	S		S
Flood	*		*	*	*	P		*		*	S	S	S	S	S	S	*	S
HAZMAT	*		*	*		P				*	S	S	S	S				
Mass casualty	*		*	S		S				*	P	S	S	S			S	
National emergency	*	*	S	*	*	S	*	*	*	P	*	S	S	S	*	*	*	*
Radiological	*		*	*		P				*	*	S	S	S				
Thunderstorm (wind, hail)	*		*			P				*	*	S	S	S	S			S
Tornado (micro burst)	*		*	*		P			*	*	S	S	S	S	*	*	*	S
Urban fire	*		*	*		P				*	S	*	S	*				S
Utility interruption	*		*							*		*	*	S				P
Wildland fire	*		*			P			S	*	*	S	S	S		S		
Winter storm	*		*	*		S				*	S	S	S	S	P		S	S

## **B. ESF Responsibilities**

### **1. Lead Department**

Responsible for planning, coordinating, and tasking the support departments and agencies with the development of policies, procedures, and other requirements of the ESF and its operations management. The Lead Department also develops and maintains additional incident procedures to support this plan.

### **2. Secondary Lead Department**

Some ESFs require a shared leadership role between two or more City departments. Each department in a shared Lead position is responsible for the development and implementation of their section of the ESF.

### **3. Supporting Agencies**

- a. Specific supporting role functions will be assigned to volunteer and private organizations who through written ordinances, mandates, or Memorandums of Understanding (MOU), are committed to providing disaster response/relief assistance.
- b. Departments not assigned to specific ESF will serve as a reserve for material and personnel resources, which may be required to perform previously unassigned tasks or supplement other response agencies.

## **C. Emergency Support Functions List**

1. The following list correlates the ESF number and the functional name. The ESFs are attached to this document as Appendix B.

**ESF 1:** Transportation

**ESF 2:** Communications and Emergency Warning

**ESF 3:** Public Works and Engineering

**ESF 4a:** Urban Fire Fighting

**4b:** Wildfire Suppression

**ESF 5:** Emergency Management and Planning

**ESF 6:** Mass Care, Housing, and Human Services

**ESF 7:** Resource Support, Logistics, and Finance

**ESF 8a:** Public Health and Medical Services

**8b:** Mental Health and Substance Abuse

**8c:** Fatalities Management



**ESF 9:** Search & Rescue

**ESF 10:** Hazardous Materials Response

**ESF 11:** Agriculture and Natural Resources

**ESF 12a:** Power

**12b:** Water and Wastewater Infrastructure

**ESF 13:** Law Enforcement and Security

**ESF 14:** Long-Term Community Recovery and Mitigation

**ESF 15:** External Affairs

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## **XIV. APPENDICIES**

### **A. GLOSSARY OF TERMS, ACRONYMS & ABBREVIATIONS**

#### **Agency Representative(s)**

An individual or group of individuals assigned to an incident from an assisting or cooperating agency. The Agency Representative reports to the Incident Liaison Officer.

#### **Amateur Radio Emergency Service (ARES)**

A regional network of amateur radio operators, licensed by the Federal Communications Commission. Similar to the Federal Radio Amateur Civil Emergency Services (RACES).

#### **Area Command**

An organizational structure used to oversee the management of multiple incidents that are each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it.

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#### **Blizzard Warning**

An advisory issued by the National Weather Service when considerable snow and winds of 35 miles per hour or more are expected.

#### **Branch Director**

The individual responsible for a major segment of geographical/functional operations. The branch level is between a Section and a Division/Group.

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#### **Casualty**

A person injured and needing treatment or killed because of man-made or natural disaster.

#### **Catastrophic Incident**

Any natural or manmade incident that results in an extraordinary level of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions.

#### **Colorado Division of Emergency Management (CDEM)**

The branch of state government under the Department of Local Affairs, which is responsible for the Comprehensive Emergency Management Program for the State of Colorado.

**Command Post**

A generic term given to the area or vehicle that provides field personnel a physical location from which to give on-site direction, information, coordination and communication.

**Command Staff**

In a typical ICS configuration, the Command Staff is composed of the Incident Commander, a Safety Officer, a Public Information Officer, and Liaisons to other agencies.

**Continuity of Government**

The principle of establishing defined procedures that allow a government to continue its essential operations during an emergency or disaster.

**Continuity of Operations Plan**

A document that (1) delineates lines of succession at the department, division, and supervisor levels; (2) describes which functions or city-provided services are critical, essential, and non-essential within a given group or division; (3) describes the needed actions or procedures necessary to maintain critical services during emergencies; (4) lists facilities for relocation and associated contingency operations; and, (5) describes needed actions for rapid resumption of critical functions following a disruption. Some COOPs also contain contact lists for employees and describes how the emergency needs of employees are addressed.

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**Damage Assessment**

The appraisal or determination of the actual effects resulting from man-made or natural disasters.

**Damage Assessment Group / Team**

A group designated with the responsibility of assessing the scope and effect of physical damages to the infrastructure and the local community. Damage Assessment Groups provide comprehensive findings in Damage Survey Reports. They also provide situation status (SITSTAT) reports to the Plans Section. Also see Rapid Needs Assessment Team

**Damage Survey Report (DSR)**

A comprehensive engineering report prepared by a federal-state-local team that outlines the scope of work and estimated cost of repairs at each site of damage that has occurred as a result of disaster. See Damage Assessment Group / Team.

**Division of Local Affairs - Office of Emergency Management**

The branch of State Government responsible for the comprehensive Emergency Management Program for the State of Colorado.

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**Emergency**

As defined by the Stafford Act, an emergency is “any other occasion or instance for which the President determines that Federal assistance is needed to supplement State, local, and tribal efforts to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.”

**Emergency Alert System**

Consists of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster or other national emergency as provided by the state-wide comprehensive Emergency Alert System Plan.

**Emergency Management**

An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response and recovery), for all types of emergencies and disasters (natural and man-made) and for all levels of government (Federal/State/Local) and the private sector.

**Emergency Management Operations Plan**

See Local Emergency Operations Plan (LEOP).

**Emergency Operations Center (EOC)**

A protected site from which government officials and support staff facilitate the coordination and supporting operations of an emergency.

**Emergency Relocation Center**

A temporary geographical area or facility designed to serve as a safe haven for persons in the process of evacuating a dangerous area or environment. Persons usually stay at the Emergency Relocation Center until the establishment of an evacuation shelter.

**Evacuation**

Organized, timed, and supervised dispersal of civilians from dangerous and potentially dangerous areas, their reception and care in safety areas and their return to their own home communities.

**Evacuation / Emergency Shelter**

A form of lodging provided for the communal care of individuals or families made homeless by a disaster or an emergency. Typically, the evacuation shelter provides care, minor emergency medical assistance, feeding, and sleeping resources.

**Family Safety and Welfare Requests**

An information gathering and communication process designed to keep emergency response personnel advised of their own families' condition. An integral component of sustained operations during a significant disaster or a disaster where an emergency worker is unable to make family contact to personally check his/her family's safety.

**Financial Assistance**

Any form of loan, grant, guaranty, insurance, payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance, other than general or special revenue sharing or formula grants made to the States.

**Fire Emergency Radio Network (FERN)**

Established radio network for Fire and Rescue mutual aid operations.

**Fire Resource Officer**

The individual assigned to the emergency communications center to assist with resource requests, radio traffic, and information processing. Typically, a Fire Officer trained in incident management staffs this position.

**Five-Hundred (500) Year Floodplain**

Refers to that area which is subject to inundation from a flood having a 0.2 percent (two-tenths of 1%) chance of being equaled or exceeded in any given year.

**Flash Flood Warning**

An advisory issued by the National Weather Service indicating that flash flooding is **occurring or imminent** on certain streams or designated areas and those threatened should take immediate action.

**Flash Flood Watch**

An advisory issued by the National Weather Service indicating that heavy rains occurring or expected to occur **may soon result** in flash flooding in certain areas.

**Flood Warning**

A forecast of **impending flooding**, given by radio, television and local government emergency forces. A flood warning message tells the expected severity of flooding, the affected river, and the location and time when the flooding will begin.

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**General Staff**

The individuals assigned to specific functional areas (Planning, Operations, Logistics, and Finance Sections) within the Incident Command System (I.C.S.).

**Group**

The organizational level of the Incident Command System having operational responsibility for a specified tactical function. A Group is the same level as that of a Division.

**Group Supervisor**

The individual having responsibility to direct personnel assigned to a Group.

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**Hazardous Materials (Haz Mat)**

Any element, compound, or combination thereof which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiologic agent, or highly reactive and which because of handling, storing, processing or packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.

**Hazard Mitigation**

Hazard mitigation includes any cost-effective measure, which will reduce the potential for damage to a facility from a disaster event. Measures may include zoning and building codes, floodplain property acquisitions, home elevations or relocations, and analysis of hazard-related data.

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**Incident Action Plan (I.A.P.)**

The strategic goals, tactical objectives, and support requirements for the incident. The I.A.P. is developed by the Plans Section, for approval by the Incident Commander, and executed by the Operations Section Chief.

**Incident Command System (I.C.S.)**

A standardized method of managing emergency incidents based on a common organizational structure, common terminology, common operating procedures and known qualifications of agency operating personnel; used on-scene and/or in conjunction with activation of an Emergency Operations Center (EOC) operation where command and control coordination is centralized.

**Incident Mitigation**

Incident mitigation involves actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

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**Liaison Officer**

A Command Support Staff or Policy Group member who is the contact point for coordinating information to internal and external agencies.

**Line of Succession**

A pre-designated assignment of qualified individuals to stand in for key officials, directors, or supervisors in their absence.

**Local Emergency**

The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City or any other disaster that requires the aid and assistance of outside, local, state or federal agencies.

**Local Emergency Operations Plan (LEOP)**

Also known as “The Plan”. A description of actions or instructions to all city personnel stating what will be done in the event of an emergency. It states the actions to be taken by whom, what, when and where based on predetermined assumptions, objectives, and capabilities, as well as describing the methods of direction and control in a disaster or emergency.

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**Major Damage**

A structure which has received substantial damage but is technically and economically feasible to repair.

**Major Disaster**

A natural or man-made catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government to supplement the efforts and available resources of State and Local Governments in alleviating the damage, hardship, or suffering caused by such event.

**Management Team (M-Team)**

See Policy Group.

**Mitigation**

Mitigation efforts occur before, during and after emergencies or disasters. Pre-disaster mitigation involves activities designed to reduce the damaging impact of a disaster should it strike. Post-disaster mitigation is actually part of the recovery process and includes eliminating or reducing the impact of hazards that exist. Hazard mitigation includes any cost-effective measure, which will reduce the potential for damage to a facility from a disaster event. Incident mitigation involves actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

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**National Flood Insurance Program (NFIP)**

A Federal program enabling property owners to purchase flood insurance based on an agreement which states that if a community implements measures to reduce future flood risks to new construction in Special Flood Hazard Areas, the Federal government will make flood insurance available within the community as a financial protection against flood losses.

**National Incident Management System (NIMS)**

A system to provide a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents regardless of size, cause, or complexity.

**National Response Plan (NRF)**

A Federally-designed and organized Emergency Response Plan that establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents.

**National Warning System (NAWAS)**

A Federal system, originating from NORAD, used to disseminate warnings and other emergency information from the warning centers to warning points at, and within, each State. For the Larimer County area, the receiving point is the Larimer County Communications Center. Information is distributed via Teletype to the Loveland Communications Center.

**National Weather Service**

The branch of the National Oceanic and Atmospheric Administration (NOAA) which forecasts and issues weather watches and warnings.

**NOAA Weather Radio**

A broadcast system that furnishes continuous weather messages on dedicated very high frequencies and is a part of the warning system managed by the National Ocean and Atmospheric Administration.

**Non-governmental Organization**

Include entities that may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Non-governmental organization may include the Private Sector.

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**One-Hundred (100) Year Floodplain**

Refers to areas that are subject to inundation from a flood having a 1 percent (1%) chance of being equaled or exceeded in any given year.

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**Plan, the (LEOP)**

The term "the Plan" refers to the City of Loveland's Local Emergency Operations Plan.

**Policy Group**

The Policy Group is responsible for the development of policies and the direction of City operations implemented during a disaster or emergency.

- The City Manager and/or Assistant City Manager-serves as the Liaison between the City Council and the Policy Group
- The City Attorney-serves as the Legal Officer
- The Public Works Manager
- The Director of Community Services
- The Fire Chief
- The Chief of Police
- The Emergency Manager-serves as a Liaison between the Policy Group and the EOC
- The Director of Water and Power
- The Budget Officer
- Subject Matter Experts

**Preparedness**

Those activities, programs and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster.

**Prevention**

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These actions might include emergency/disaster planning, training and exercises, and public education.

**Public Assistance**

The Federal financial assistance provided to State and Local governments or to eligible private nonprofit organizations for disaster-related requirements.

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**Rapid Needs Assessment Team**

A team(s) designated with the responsibility of conducting rapid assessments of physical damages to the City infrastructure and the emergency needs of the impacted local community. Rapid assessments are also known as Windshield Surveys. Rapid Needs Assessment Teams conduct brief evaluations of damage whereas Damage Assessment Group/Teams conduct detailed damage assessments.

**Recovery**

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. They may reflect the continuation of the response phase activities (i.e., restoration of utilities), or they may include new activities wholly enacted as a part of the recovery process after the disaster has abated (i.e., removal of debris after a flood).

**Response**

Activities that include immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the affected community. In this phase, emergency personnel engage in the appropriate actions as dictated by an incident's characteristics.

**RESTAT**

Short version of the term "Resource Status". The Plans Section is responsible for collecting information on RESTAT and providing the information to the Operations Section Chief, Incident Commander, or the IC / Ops Coordination Section.

**Riverine**

Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

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**Severe Blizzard Warning**

An advisory issued by the National Weather Service when very heavy snowfall is expected, with winds of at least 45 miles per hour and temperatures of 10 degrees or lower.

**SITSTAT**

Short version of the term "Situation Status". The Plans Section is responsible for collecting information on SITSTAT and providing the information to the Operations Section Chief, Incident Commander, or the IC / Ops Coordination Section.

**Special Flood Hazard Area**

The land in the floodplain subject to a one percent or greater chance of flooding in any given year, which is mapped and regulated by the Federal Emergency Management Agency.

**Staging Area**

The location where incident personnel and resources are assigned for immediate response (available) status.

**Staging Manager**

The individual responsible for the tracking of response-available personnel and equipment. Usually reports to the Incident Commander or Operations Section Chief.

**Support Group**

A group of individuals and/or internal and external agencies that support the needs of the incident through the management of tasks assigned by Emergency Support Functions. The Support Group / ESFs coordinator reports directly to the IC / Operations Coordination Section.

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**Title III**

Also known as the "Emergency Planning and Community Right-to-Know Act of 1986," this law establishes requirements for Federal, State, Local governments, and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals.

**Tornado Warning**

An advisory issued by the National Weather Service when a tornado is sighted or indicated by radar. Warnings describe the area that could be affected. When a warning is issued, take cover immediately.

**Tornado Watch**

An advisory issued by the National Weather Service indicating tornadoes may occur in certain areas. Watches specify a time period and an area where tornadoes are possible.

**Travelers' Advisory**

Issued by the National Weather Service when ice and snow are expected to hinder travel, but not seriously enough to require warnings.

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**Unified Command**

The shared responsibility of several agencies for incident management as a result of a multi-jurisdictional or multi-agency response effort. During a large-scale event, a Unified Command may change to an Area Command.

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**Windshield Surveys**

Following a disaster, a rapid assessment of physical damages to the City infrastructure and the local community is conducted by a Rapid Needs Assessment Team.

**Winter Storm Warning**

An advisory issued by the National Weather Service when heavy snow (expected snowfall of 4 inches or more in a 12 hour period, or 6 inches or more in a 24 hour period), is forecasted to occur.

**Winter Storm Watch**

An advisory issued by the National Weather Service indicating there is a threat of severe winter weather in a particular area.

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## **B. EMERGENCY SUPPORT FUNCTIONS**

### **ESF 1 – TRANSPORTATION**

#### **Department with Primary Responsibility - Public Works Department**

ESF 1 is designed to provide transportation support to assist in domestic incident management. Activities within the scope of ESF 1 functions include: processing and coordinating requests for transportation support as directed under the Local Emergency Operations Plan; reporting damage to transportation infrastructure as a result of the incident; coordinating alternate transportation services (air, surface, and rail); coordinating the restoration and recovery of the transportation infrastructure; and coordinating and supporting prevention, preparedness, and recovery among transportation infrastructure stakeholders at the local and state levels.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provide for coordination, control and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies; coordination of all transportation needs; transportation safety; movement restrictions; restoration/recovery of transportation infrastructure.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Public Works; Streets Department; Engineering Department; Building Department; Emergency Management.
2. NE Region: Public Works; Fleet Services; Transportation/Public Works; Community Development-Planning/Transportation Manager.
3. State: CDOT.
4. NRF: US DOT.

### **C. Support Agencies**

1. City of Loveland: Finance Division; Traffic Engineering; Police Department; EMS; Schools; Fleet Services; local volunteer organizations; private sector contractors.
2. NE Region: municipal and county Public Works; municipal and county Road & Bridge; public transportation; Sheriff/Police; EMS; Schools; CDOT; Emergency Management; Special Transit; AMTRAK; DIA; Fleet Services; COVOAD; CSP; CSU.
3. State: DMVA; DPS; DOLA Corrections; Education; Revenue; Regulatory Agencies.
4. NRF: DHS; Agriculture; Commerce; Defense; Energy; Interior; Justice; GSA; U.S. Postal Service; Dept. of State.



## **ESF 2 – COMMUNICATIONS**

### **Department with Primary Responsibility - Information Technology**

ESF 2 coordinates actions to provide the required temporary telecommunications and the restoration of the telecommunications infrastructure. ESF 2 supports all City departments and agencies in the procurement and coordination of services from the telecommunications and information technology (IT) industry during an incident response.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provide communications and IT support; coordinate with telecommunications industry for the restoration or repair of the telecommunications network; ensure the protection, restoration, and the sustained procurement of cyber and information technology resources; and provide GIS and computer support services.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Information Technology; Facilities Service Division; local radio and television.
2. NE Region: Telecommunications; Information Technology; Police (Communication and Records)/Information Technology (Telecommunications, Network Systems, End User Support); Technical Services.
3. State: Personnel and Administration.
4. NRF: DHS (Information Analysis and Infrastructure Protection/National Communications System).

### **C. Support Agencies**

1. City of Loveland and NE Region: Emergency Management; Police/Sheriff; Fire/EMS; Qwest; ARES; IT; Dispatch; Parks and Recreation; Health and Environment; Everbridge; Intrado; Comcast; Legacy Communications; Mile-Hi.
2. State: Governor's Office; DMVA; DOLA; CDPHE; DPS; COVOAD; Private Sector.
3. NRF: Defense; Agriculture; Commerce; Interior; FCC; GSA.

## **ESF 3 – PUBLIC WORKS AND ENGINEERING**

### **Department with Primary Responsibility – Public Works Department**

Activities within the scope of this function include conducting pre and post-incident assessments of public works and infrastructure; executing emergency support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and other recovery programs.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Evaluate, maintain and restore public roads, bridges, public transportation systems, and drainage facilities. Support the protection and restoration of infrastructure (i.e. electrical, gas, communications, water, and wastewater systems). Provide engineering related support for incident operations and coordination of debris removal, storage, and disposal activities.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Fire & EMS; Police Department; Public Works; Streets Division; Solid Waste Division, Water & Power Department; Wastewater Department; Engineering Department.
2. NE Region: Public Works/Road and Bridge; Larimer County.
3. State: CDOT.
4. NRF: U.S. Army Corps of Engineers.

### **C. Support Agencies**

1. City of Loveland: Police; Parks and Recreation Department.
2. NE Region: Building Department; Community Development; Parks and Recreation; Emergency Management; Little Thompson Water District; Fort Collins / Loveland Water District; SAME; UDFCD; General Services; Denver Water Board; Schools; Private Sector.
3. State: DOLA; DMVA; Labor & Employment; Higher Education; Corrections; CDPHE.
4. NRF: DHS/FEMA; Agriculture; Commerce; DOD; DOE; Health & Human Services; Interior; Labor; Veterans Affairs; EPA; GSA; NRC; TVA; ARC.

## **ESF 4(a) – URBAN FIREFIGHTING**

### **Department with Primary Responsibility – Loveland Fire Rescue Authority**

ESF 4 manages and coordinates firefighting activities, including the detection and suppression of fires, and providing personnel, equipment and supplies, and the utilization of interagency fire fighting resources in support of local agencies involved in urban firefighting operations. Additionally, this function provides for incident management teams as well as providing a Governor Authorized Representative (GAR) for FEMA Fire Assistance Declarations.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provide for the mobilization and deployment, and coordination of all firefighting resources to combat urban and rural incidents.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Fire Rescue Authority.
2. NE Region: Fire Departments; Fire Districts.
3. State: DPS; Division of Fire Safety.
4. NRF: Dept. of Agriculture; U.S. Forest Service.

#### **C. Support Agencies**

1. City of Loveland: EMS; Police Department.
2. NE Region: EMS; Jefferson County Airport; Dispatch.
3. State: CDOT; DMVA; DOLA; Law; Corrections; Education; ARC; Salvation Army; COVOAD.
4. NRF: DHS/FEMA; Commerce; DOD; Interior; EPA.

## **ESF 4(b) - WILDFIRE SUPPRESSION**

### **Department with Primary Responsibility – Loveland Fire Rescue Authority, Larimer County Sherriff**

This ESF manages and coordinates wildland firefighting activities, including the detection and suppression of fires, and providing personnel, equipment and supplies, and the utilization of interagency fire fighting resources in support of local and tribal agencies involved firefighting operations. Additionally, this function provides for incident management teams as well as providing a Governor Authorized Representative (GAR) for FEMA Fire Assistance Declarations.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provide for the mobilization and deployment, and coordination of all firefighting resources to combat and wildland incidents.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Fire Rescue Authority.
2. NE Region: Fire Departments; Fire Districts; Sheriff's Departments.
3. State: DPS; Division of Fire Safety.
4. NRF: Dept. of Agriculture; U.S. Forest Service.

#### **C. Support Agencies**

1. City of Loveland: EMS; Police Department.
2. NE Region: EMS; Jefferson County Airport; Dispatch.
3. State: CDOT; DMVA; DOLA; Law; Corrections; Education; ARC; Salvation Army; COVOAD.
4. NRF: DHS/FEMA; Commerce; DOD; Interior; EPA.

## **ESF 5 – EMERGENCY MANAGEMENT**

### **Department with Primary Responsibility – Office of Emergency Management**

ESF 5 serves as the support ESF for all City of Loveland departments and agencies across the spectrum of domestic incident management. ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response. During the post incident response phase, ESF 5 transitions and is responsible for support and planning functions.

ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. This includes alert and notification, deployment and staffing of designated emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for state and federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provide for the management and coordination emergency operations in support of local response agencies and jurisdictions. Maintain, activate and operate the City/County Emergency Operations Center. Provide information collection, analysis, and dissemination. Coordinate logistical support. Identify the roles and responsibilities of city/county government agencies in coordinating local, state, and federal assistance.

#### **B. Lead Agency**

1. City of Loveland and NE Region: Emergency Management.
2. State: DOLA; CDEM.
3. NRF: DHS/FEMA.

**C. Support Agencies**

1. City of Loveland and NE Region: Leadership/Management; Attorney's Office; Finance; IT; Dispatch; Police/Sheriff; Fire/EMS; Assessor; Clerk and Recorder; Health and Environment; Health and Human Services; Community Resources; Community Development; Court Services; Human Resources; Planning and Zoning; Planning and Development Services; Public Works; Road and Bridge; Schools; American Red Cross; Salvation Army.
2. State: All State Agencies.
3. NRF: All Federal Departments.



## **ESF 6 – MASS CARE, HOUSING, AND HUMAN SERVICES**

### **Department with Primary Responsibility – Larimer County Department of Health & Environment**

ESF 6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual disasters, including economic assistance and other services. ESF 6 includes three primary functions: Mass Care, Housing, and Human Services.

Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first-aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

Housing involves the provision of assistance for short and long-term housing needs of victims.

Human Services include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas

#### **A. Purpose/Scope**

1. Larimer County Department of Health & Environment with assistance of the City of Loveland: Manages and coordinates the sheltering, feeding and first-aid needs for disaster victims. It provides for temporary housing, food, clothing, transportation assistance, and basic human needs. Mass care operations may also include special needs support, benefit claims assistance, English as a second language, and job search assistance. This assistance may continue well after the emergency phase of the response.

#### **B. Lead Agency/Agencies**

1. Larimer County Department of Health & Environment
2. City of Loveland
2. NE Region: Health & Human Services; Human Services; Social Services.
3. State: Human Services.
4. NRF: DHS/FEMA; American Red Cross.

### **C. Support Agencies**

1. American Red Cross; Salvation Army; COVOAD; Emergency Management; Schools; Housing Authority; Victim Advocates/Assistance; CART/Animal Shelters/Adoption Centers/Cooperative Extension; Fairgrounds; Police/Sheriff; Fire/EMS; Parks and Recreation; Parks and Community Resources; Community Resources-Recreation Services/Senior Center; Arenas/Theatres; Environmental Health; Tri-County Health; Community and Economic Opportunity; Jefferson County Airport; Community Reach Center; Broomfield CREW; Community Food Share; Senior Services; Volunteer Connection; CERT Teams; Meals on Wheels; CU; United Way; Faith-Based Groups/Ministerial Alliances.
2. State: DOLA; DPS; DMVA; CDPHE; CDOT; Personnel and Administration; Agriculture; Education; Health Care, Policy and Finance; Higher Education; American Red Cross; Salvation Army; COVOAD; SART.
3. NRF: Agriculture; DOD; Health and Human Services; HUD; Interior; Justice; Labor; US DOT; Treasury; Veterans Affairs; GSA; OPM; SBA; SSA; USPS; NVOAD; Corporation for National and Community Services.

## **ESF 7 – RESOURCE SUPPORT**

### **Department with Primary Responsibility – As assigned**

ESF 7 resources support to local, and tribal governments consists of emergency relief supplies, facility space, office equipment, office supplies contracting services, transportation services (in coordination with ESF 1 – Transportation), security services, and personnel required to support immediate response activities.

ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property is completed.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Secures resources through Mutual Aid Agreements, volunteer organizations, and procurement procedures for all ESFs, as needed. Provides for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief and recovery operations. Supports effective reception and integration of augmentation resources.

#### **B. Lead Agency/Agencies**

1. City of Loveland: appropriate City department or Division.
2. NE Region
3. State: DOLA.
4. NRF: General Services Administration (GSA).

### **C. Support Agencies**

1. City of Loveland and NE Region: Emergency Management; Administration; Finance; Assessor; Treasurer; Budget and Management; Purchasing Services; Fleet Services; Facilities Operations; Procurement and Contracting; Public Works; Road and Bridge; IT; Dispatch; Health and Environment; Police/Sheriff; Fire Departments/Districts; Human Services/Social Services; Health and Human Services; Human Resources; Schools; Cooperative Extension; Libraries; Jefferson County Airport; Mountain Resource Center; COVOAD; American Red Cross; Salvation Army; United Way; Fairgrounds; Police/Sheriff; Fire/EMS; Parks and Recreation; Parks and Community Resources; Tri-County Health; Community and Economic Opportunity; Community Foundation.
2. State: Governor's Office; Personnel and Administration; DPS; CDPHE; CDOT; Treasury; DMVA; United Way 211, Agriculture; Corrections; Education; Higher Education; Labor and Employment; Natural Resources; American Red Cross; COVOAD; Salvation Army.
3. NRF: DHS/FEMA; Agriculture; Commerce; DOD; Energy; Labor; US DOT; Veterans Affairs; NASA; National Communications System; OPM.

## **ESF 8(a) – PUBLIC HEALTH and MEDICAL SERVICES -**

### **Department with Primary Responsibility – Larimer County Department of Health and Environment**

ESF 8(a) addresses the identification process and meeting the public health and medical needs of victims of a disaster including a disease Pandemic. This support is categorized in the following core functional areas: assessment of public health/medical needs (including behavioral health); public health surveillance; medical care personnel; and medical equipment and supplies. Management of livestock pandemics are addressed within the ESFs that are attached to this document as an appendix.

#### **A. Purpose/Scope**

1. Larimer County Department of Health and Environment with assistance from City of Loveland and NE Region: Coordinates all City/County public health services and operations during epidemics or pandemics (disease/virus outbreaks), or other health related emergencies. Provides on-scene triage, first aid, life support and transportation of the injured. Provides resources to support emergency responder health and safety. Coordinates with local hospitals to ensure timely and appropriate delivery of injured to primary care facilities. Ensures mobilization of public health and environmental sanitation services and disease and vector control. Initiates Mass Casualty response as appropriate.

#### **B. Lead Agency/Agencies**

1. Larimer County Department of Health and Environment
2. NE Region: Health and Human Services; Tri-County Health
3. State: CDPHE
4. NRF: Health and Human Services

### **C. Support Agencies**

1. City of Loveland and NE Region: Police/Sheriff; Fire/EMS; Private Sector (hospitals/ambulances); Human Services/Social Services; Health and Environment; Victim Advocates/Assistance; Coroner/Mortuary Services; Environmental Affairs; Senior Services Division; People's Clinic; Community Health Centers; CDPHE; Emergency Management.
2. State: DOLA; DPS; DMVA; CDPHE; CDOT; Personnel and Administration; Agriculture; Education; Law; Natural Resources; Human Services; Regulatory Agencies; Health Care, Policy and Finance; Higher Education; American Red Cross; Salvation Army; COVOAD; SART.
3. NRF: DHS/FEMA; Agriculture; DOD; Energy; Interior; Justice; Labor; US DOT; Treasury; State; Veterans Affairs; EPA; GSA; USPS; U.S. Agency for International Development; American Red Cross.

## **ESF 8(b) – MENTAL HEALTH AND SUBSTANCE ABUSE**

### **Department with Primary Responsibility - Larimer Center for Mental Health**

This ESF provides for the coordination of crisis-counseling services, substance abuse counseling, mobilization of mental health professionals, and education and outreach for coping skills.

#### **A. Purpose/Scope**

1. Provides crisis-counseling services to individuals and groups impacted by the disaster situation. Mental health professionals will be mobilized to offer home and community based services. Crisis counseling is a time-limited program designed to assist victims/survivors/responders in returning to their pre-disaster level of functioning. Provide family support, grief counseling and other assistance as needed.

#### **B. Lead Agency/Agencies**

1. Larimer Center for Mental Health.

#### **C. Support Agencies**

1. Human Services; Victim Advocates/Assistance; Police/Sheriff; Health and Environment; Jefferson/Gilpin Community Crisis Response Team; Schools; American Red Cross; Salvation Army.

## **ESF 8(c) – FATALITIES MANAGEMENT**

### **Department with Primary Responsibility – County Coroner**

#### **A. Purpose/Scope**

1. Provides for the collection, identification, documentation and protection of human remains. Establishes the cause/means of death and appropriate legal notifications and actions. Initiates mass fatality response as appropriate. Includes Family Assistance Center (FAC) operations.

#### **B. Lead Agency**

1. Larimer County Coroner.

#### **C. Support Agencies**

1. Police/Sheriff; Fire Departments/Districts; Emergency Management; IT.



## **ESF 9 – SEARCH AND RESCUE**

### **Department with Primary Responsibility – Loveland Fire Rescue Authority, Larimer County Sherriff**

ESF 9 integrates the Search and Rescue system around a core of task forces prepared to deploy immediately and initiate operations in support of ESF 9. These task forces are staffed primarily by highly trained and specially equipped local fire and emergency services personnel.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region and State: Includes resources for activities to locate, identify, and rescue or remove persons lost or trapped in buildings or other structures or from remote areas. Provides resources for life-saving assistance, including urban, mountain, dive, and other specialized SAR needs.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Fire Rescue Authority.
2. NE Region: Fire Departments/Fire Districts; Sheriff's Department.
3. State: DOLA/CDEM.
4. NRF: DHS/FEMA.

#### **C. Support Agencies**

1. City of Loveland and NE Region: Police/Sheriff; SAR Teams, EMS; Public Works; Emergency Management; Risk Management; IT; Open Space; Front Range Rescue Dogs; Civil Air Patrol: USAR.
2. State: Colorado SAR Board; DPS; CDOT; DMVA; Natural Resources; Education; Labor and Employment.
3. NRF: Agriculture; DOD; Commerce; Health and Human Services; Justice; Labor; US DOT; NASA; U.S. Agency for International Development.

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## **ESF 10 – HAZARDOUS MATERIALS**

### **Department with Primary Responsibility – Loveland Fire Rescue Authority**

ESF 10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential hazardous materials incidents. Hazardous materials addressed under the LEOP include chemical, biological, and radiological substances, whether accidentally or intentionally released. These include certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD).

Response to hazardous materials incidents is carried out in accordance with the NCP (40 CFR, part 300). The EOP implements the response authorities and responsibilities created by the Comprehensive Environmental Response, Compensation, and Liability Act, and the authorities established by section 311 of the Clean Water Act, as amended by the Oil Pollution Act.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provides response, inspection, containment, and oversight of cleanup of hazardous materials accidents or releases.

#### **B. Lead Agency/Agencies**

1. City of Loveland and NE Region: Fire Departments and Fire Districts; Sheriff's Departments; Public Health department, Risk Management.
2. State: Division of Public Safety.
3. NRF: EPA; DHS/U.S. Coast Guard.

### **C. Support Agencies**

1. City of Loveland and NE Region: Haz-Mat Response Teams; Environmental Health; Human Services; Public Works; City of Loveland Risk Management, Parks and Recreation; Police; EMS; Community Development; Finance; LEPC; EPA.
2. State: Governor's Office; DOLA/CDEM; CDOT; CDPHE; DMVA; Natural Resources; Higher Education; Office of Energy Management and Conservation.
3. NRF: DHS/FEMA; Agriculture; Commerce; DOD; Energy; Health and Human Services; Interior; Justice; Labor; US DOT; State; GSA; NRC.

## **ESF 11 – AGRICULTURE, NATURAL RESOURCES, and LIVESTOCK**

### **Department with Primary Responsibility – Natural Resources, Division, Larimer County Health Department**

The agricultural portion of ESF 11 includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps.

Animal and plant disease and pest response includes implementing an integrated State, local, and Tribal response to an outbreak of a highly contagious or economically devastating animal-based disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. ESF 11 ensures, in coordination with ESF 8 – Public Health and Medical Services, that animal/veterinary/wildlife issues on natural disasters are supported.

Assurance of the safety and security of the commercial food supply includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.

Protection of resources includes appropriate response actions to conserve, rehabilitate, recover, and restore resources.

Additionally, this ESF provides guidance for assisting local entities in the response to livestock rescue or protection needs caused by a disaster such as a flood or fire. It also addresses shelter needs for pet owners who are displaced by a large event.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provides for the evacuation, transportation, decontamination, care, shelter, treatment and/or disposal of companion animals, livestock and wildlife impacted by disasters or foreign animal disease. Provides for damage assessment for farm animals and support for animal, veterinary, and wildlife issues.

## **B. Lead Agency/Agencies**

1. City of Loveland: Human Services Division.
2. NE Region: Sheriff's Department; Humane Society; Environmental Health.
3. State: Agriculture/Natural Resources.
4. NRF: Agriculture; Interior.

## **C. Support Agencies**

1. City of Loveland and NE Region: House of Neighborly Service, Larimer County Food Bank, Loveland Community Health Center, Community Kitchen, Senior Alternatives in Transportation, Meals on Wheels, CARTs; CVMA/SART; CSU Cooperative Extension; Larimer County Fairgrounds; Animal Shelter/Adoption Center; Health and Human Services; Health and Environment; Parks and Recreation; Public Works.
2. State: CDPHE; Education; Higher Education; Human Services; DMVA; DOLA/CDEM.
3. NRF: DHS/FEMA; Agriculture; Commerce; DOD; Energy; Interior; Justice; State; Health and Human Services; Labor; US DOT; State; EPA; GSA; USPS; American Red Cross.

## **ESF 12(a) – POWER**

### **Department with Primary Responsibility – Power Operations Division**

ESF 12 collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provides for the rapid restoration of electric services. Support the restoration of private sector critical infrastructure. Coordinate the rationing and distribution of emergency power and fuel. Provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate. Coordinates discussions and activities with Platte River Power Authority regarding problems that may be occurring on the transmission grid or the loss of generating capacity.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Power Operations Division.
2. NE Region: Platte River Power Authority; Public Works-Utilities; Public Works/Transportation Support; General Services.
3. State: Regulatory Agencies.
4. NRF: DOE.

#### **C. Support Agencies**

1. City of Loveland and NE Region: Loveland Water and Power Department; Platte River Power Authority; Public Works; Telecommunications; IT; Sheriff/Police; Fire Departments and Districts; Environmental Health; Xcel Energy; United Energy; Qwest; Comcast; Other Municipal Electrical Power Utilities Providers.
2. State: Governor’s Office; DOLA/CDEM; CDOT; DMVA; Natural Resources; Private Sector.
3. NRF: FERC; NERC; WECC; DHS/FEMA; Agriculture; Commerce; DOD; Interior; Labor; State; US DOT; EPA; NRC; TVA.

## **ESF 12(b) – WATER and WASTEWATER INFRASTRUCTURE**

### **Department with Primary Responsibility – Water Utility Division**

Activities within the scope of this function include conducting pre and post-incident assessments of water and wastewater infrastructure; executing emergency support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and other recovery programs.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Evaluate, maintain and restore water treatment, water distribution, raw water, wastewater collection and wastewater treatment infrastructure. Support the protection and restoration of infrastructure (i.e. electrical, and communications). Provide engineering related support for incident operations and coordination of debris removal, storage, and disposal activities.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Fire Rescue Authority; EMS; Police Department; Public Works; Streets Division; Solid Waste Division, Water & Power Department; Engineering Department.
2. NE Region: Larimer County; Health Department; NCWCD; NFRWQPA; LTWD; FCLWD.
3. State: CDPHE; State Engineers Office.
4. NRF: U.S. Army Corps of Engineers; EPA.



## **ESF 13 –LAW ENFORCEMENT AND SECURITY**

### **Department with Primary Responsibility – Police Department**

ESF 13 provides a mechanism for coordinating and providing Federal support to State and local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual incidents of national significance.

ESF 13 supports the incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF13 generally is activated in situations requiring extensive assistance to provide public safety and security and where State and local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions or capabilities unique to the Government.

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Includes the protection of life and property by enforcing laws, orders, and regulations including the movement of persons from threatened or hazardous areas. Provides for security, traffic, and access control of an effected area.

#### **B. Lead Agency/Agencies**

1. City of Loveland: Police Department.
2. NE Region: Sheriff/Police.
3. State: Dept. of Public Safety.
4. NRF: DHS; Dept. of Justice.

#### **C. Support Agencies**

1. City of Loveland and NE Region: Road and Bridge; Public Works; IT; Attorney; Dispatch; CSP; Other Law Enforcement/Security Resources (Schools, CSOC, CU; CNG, Private).
2. State: Corrections; CDPHE; DMVA; Natural Resources; Law; DOLA/CDEM.
3. NRF: Agriculture; Commerce; DOD; Energy; Interior; Justice; Veterans Affairs; EPA; NASA; SSA; USPS.

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## **ESF 14 – LONG-TERM COMMUNITY RECOVERY AND MITIGATION**

### **Department with Primary Responsibility – City Administration**

The policies and concepts in this ESF apply to appropriate departments and external agencies following a disaster that affects the long-term recovery of the community. Based on an assessment of incident impacts, ESF 14 support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. ESF 14 will most likely be activated for large-scale or catastrophic incidents that require State and/or Federal assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services).

#### **A. Definitions**

1. City of Loveland and NE Region: Manages and coordinates efforts for returning a jurisdiction back to normal. Establish outline for mitigation opportunities in the aftermath of an emergency. Includes the tracking and assessment of economic and social impacts of the Incident Action Plan. Ensures that procedures and experts are available to provide preliminary estimates and descriptions. Engineers and damage assessment teams should base estimates of the extent of damage on observations. Assessments provide a basis for determining the need for a county, state, or Presidential disaster declaration.

#### **B. Lead Agency/Agencies**

1. City of Loveland: City Manager and City Council
2. NE Region: County Commissioners; County Manager; Community Development; Planning and Development/Emergency Management; Emergency Management: Building Inspection.
3. State: DOLA.
4. NRF: DHS/FEMA.

### **C. Support Agencies**

1. City of Loveland and NE Region: Leadership; Administration; Attorney; Social Services/Human Services; Finance; Budget Officer; City Clerk; Public Works; Engineering; Streets; Risk Management; Housing Authority; Human Resources; IT; Facilities; Fleet Services; Larimer County Health and Environment; Colorado Department of Transportation; Community and Economic Development; Chamber of Commerce; Thompson School District; VOAD; American Red Cross; Salvation Army; United Way 211, CSU Cooperative Extension.
2. State: All State Agencies.
3. NRF: Agriculture; Commerce; DOD; Energy; Health and Human Services; HUD; Interior; Labor; Treasury; US DOT; SBA; EPA; TVA; American Red Cross.

## **ESF 15 – EXTERNAL AFFAIRS**

### **Department with Primary Responsibility – City Administration**

ESF 15 coordinates government actions to provide the required external affairs support to incident management elements. This ESF details the establishment of support positions to coordinate communications to various audiences. ESF 15 applies to all State and local departments and agencies that may require public affairs support or whose public affairs assets may be employed during a disaster. ESF 15 is organized into the following functional components: Public Affairs, Community Relations, Congressional Affairs, International Affairs, State and Local Coordination, and Tribal Affairs.

The provisions of this ESF apply to any response where significant interagency coordination is required. ESF 15 provides the resources and structure for the implementation of the LEOP. Incident communications actions contained in the LEOP are consistent with the template established in the National Incident Management System (NIMS).

#### **A. Purpose/Scope**

1. City of Loveland and NE Region: Provides for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance. Coordinates efforts to minimize rumors and misinformation during an emergency.

#### **B. Lead Agency/Agencies**

1. City of Loveland: the City Manager and City Council.
2. NE Region: County Commissioners/County Administrator/Sheriff.
3. State: Governor's Office.
4. NRF: DHS/FEMA.

### **C. Support Agencies**

1. City of Loveland and NE Region: City Manager, Agency PIOs; Police/Sheriff; Fire Rescue Authority; EMS; Assessor; Office of Emergency Management; Legislative Affairs; Community Development; Community Resources; Human Resources; Attorney; Cable Access Television; state-wide television; Community Relations; Social Services; Tri-County Health; CSU Cooperative Extension; UDFCD; Community Reach Center; Animal Shelter/Adoption Center; Dispatch.
2. State: All State Agencies.
3. NRF: All Federal Departments.

**C. DECLARATION OF LOCAL DISASTER**

CITY OF LOVELAND DECLARATION of LOCAL DISASTER

WHEREAS, the City of Loveland (“City”) has suffered or is threatened with serious injury and damage constituting a local disaster caused by \_\_\_\_\_

\_\_\_\_\_ resulting in \_\_\_\_\_ ,

which conditions commenced on the \_\_\_\_ day of \_\_\_\_\_, in the year of 20\_\_; and,

WHEREAS, CRS section 24-32-2109 provides that a local disaster may be declared only by the principle executive officer of a political subdivision, which under City Charter and Code is the Mayor; and

WHEREAS, the declaration of a local disaster at this time will aid the City in the response and recovery aspects of the City of Loveland’s emergency plans; and

WHEREAS, local emergencies have / have not been declared by other jurisdictions in the immediate vicinity of the City, including \_\_\_\_\_ , Colorado; and

WHEREAS, City residents are strongly encouraged to \_\_\_\_\_ except for emergency purposes where the health or safety of a person is in imminent peril.

NOW, THEREFORE, BE IT DECLARED BY THE MAYOR OF THE CITY OF LOVELAND, COLORADO, that a local disaster exists in the City of Loveland, Colorado.

FURTHER, IT IS HEREBY ORDERED that this declaration be given prompt and general publicity and that a copy be filed promptly with the Loveland City Clerk and with the Division of Emergency Management of the Colorado Department of Local Affairs.

FURTHER, this declaration shall be effective for not more than seven (7) days from the date hereof unless renewed by the Mayor unless extended by actions of the City Council of the City of Loveland, Colorado.

Dated at LOVELAND, COLORADO, this \_\_\_\_ Day of \_\_\_\_\_, in the year of 20\_\_\_\_, at \_\_:\_\_ AM/ PM.

---

Mayor, City of Loveland



**D. REQUEST FOR PROCLAMATION OF DISASTER**

Governor \_\_\_\_\_  
136 State Capitol  
Denver, CO 80203-1792

Dear Governor \_\_\_\_\_:

The purpose of this letter is to request that you proclaim a state of disaster emergency in the City of Loveland pertaining to \_\_\_\_\_ commencing on \_\_\_\_\_, 20\_\_\_\_. This event has exceeded our locally available resources in coping with the emergency.

The City of Loveland (“City”) has established an Emergency Management Ordinance and Emergency Operations Plan in accordance with Colorado law to address these kinds of emergencies. Among the problems the City is experiencing are the following:

1. Brief Example
2. Brief Example
3. Brief Example

Our emergency operations have stressed the City’s resources beyond its limits. Because this emergency event, which I have declared in the enclosed Declaration to be a “local disaster”, has exceeded the City’s resources, I am requesting, by this letter, assistance from your office and/or the Colorado Division of Emergency management. The City is also requesting that financial resources be available under §24-32-2106, C.R.S. and/or from FEMA funds that may be available to the State for distribution to local governments or from other resources that are available to the State. I look forward to receiving additional information about the actions the City should take to perfect this request and to obtain a favorable determination from the State.

Sincerely,

Mayor, City of Loveland

Enclosures

cc: City Council members  
City Manager  
Emergency Manager  
Director, Division of Emergency Management, Colorado Dept. of Local Affairs

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## **E. BIBLIOGRAPHY**

- 1.** U.S. Department of Homeland Security, National Incident Management System, 2004 Washington, D.C.
- 2.** U.S. Department of Homeland Security, National Response Framework, 2008, Washington, D.C.
- 3.** U.S. Department of Homeland Security, “Robert T. Stafford Disaster Relief and Emergency Assistance Act” 25 August 2006, <<http://www.fema.gov/library/stafact.shtm>> (3 January 2007)
- 4.** State of Colorado, State Emergency Operations Plan, 2006, Centennial, CO.
- 5.** Colorado Department of Local Affairs, Disaster Emergency Procedures Handbook for Local Governments, Centennial, CO.
- 6.** City of Fort Collins, Colorado, Emergency Operations Plan 2006, Fort Collins, CO.
- 7.** Municipal Codes of the City of Loveland, Chapter 2.72, Comprehensive Disaster Plan, Section 2.72.010

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**F. EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST**

Loveland City Council	12
City Manager's Office	4
City Clerk's Office	1
Department Directors	12
Public Works	3
Water & Power	2
Loveland Communications	2
Fire Rescue Advisory Commission	9
Loveland Rural Fire Protection District	2
Colorado State DEM Field Office	1
Larimer County OEM	1
Fort Collins OEM	1
City of Loveland OEM	3
Loveland Library	1
Thompson Valley EMS	1
McKee Medical Center	1
Medical Center of the Rockies	1
Thompson R2J School District	1
<b>TOTAL # OF COPIES</b>	<b>58</b>

