

# Town of Ophir

Emergency Operations  
Plan



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# BASIC PLAN

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## LEGAL AUTHORITIES

**Federal:**

1. [Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments](#)

**State:**

1. [Colorado Disaster Emergency Act of 1992](#); [CRS 24-32-2101](#) et al

**Local:**

1. Town of Ophir, Colorado, Resolution No. 2011-4 adopting the San Miguel County All Hazard Mitigation Plan, Town of Ophir, Colorado, Resolution No. 2005-2 adopting the San Miguel County All Hazard Mitigation Plan and Town of Ophir, Colorado, Resolution No. 2007-3 authorizing the San Miguel County’s Board of Health to act as Ophir’s Board of Health.

## PURPOSE

The purpose of the Town of Ophir Emergency Operations Plan is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities before, during and after major emergencies and disaster events that affect the town.

## EMERGENCY MANAGEMENT POLICIES

This emergency operations plan has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other state and federal guidelines for local emergency management plans and programs.

The contents of this plan are intended to provide a basis for the coordinated management of the types of emergencies and disaster events that may occur in Town of Ophir.

The Town Administrator is responsible for regularly scheduled plan updates and revisions and for developing a training and exercise program to familiarize town staff with provisions of the plan.

The National Incident Management System, NIMS, is the adopted method and organizational structure for managing emergency response and recovery operations within the Town of Ophir.

## CONCEPT OF OPERATIONS

The **Town of Ophir** is responsible for emergency response operations within town boundaries in conjunction with the San Miguel County Sheriff's Office and the Telluride Fire Protection District.

Disasters and large-scale emergencies are rarely confined to one jurisdiction. Although only a portion of Town of Ophir is likely to be impacted by a single disaster or emergency event, a multi jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of town and municipal governments, private and volunteer organizations, and state and federal governments.

- ⊗ Within the Town of Ophir, emergency response functions are provided by the following agencies:
  - San Miguel Town Sheriff's Office
  - Telluride Fire Protection District
- ⊗ Routine emergencies will be managed by these agencies under Colorado Revised Statute authorities using the Incident Command System. As an emergency escalates the Incident Commander will coordinate with town officials to ensure all public safety functions are being provided.
- ⊗ When required by incident complexity, the Town of Ophir will either assign an agency representative to command and/or open a town Operations Center. The Operations Center will manage issues including, but not limited to the following:
  - damage assessment,
  - coordination of outside agencies and volunteers,
  - intergovernmental relations,
- ⊗ The **Colorado Division of Emergency Management (CDEM)** is available 24 hours a day to provide advice and technical assistance to San Miguel Town and the Town of Ophir. In addition, the CDEM may provide state resources or coordinate other supplemental assistance in support of local emergency management actions. A formal declaration of a disaster by the Town General Assembly may be required as a pre-condition of some forms of state assistance or to expedite state assistance. CDEM is also the state agency responsible for processing requests for state and federal disaster assistance. It should be noted that response and recovery operations are the responsibility of Town of Ophir and initial support should be provided by San Miguel County. As a result of an emergency or disaster event and declaration, state or federal **funding assistance is not guaranteed.**

## DESIGNATED ROLES AND RESPONSIBILITIES

The following Town entities have the listed responsibilities relevant to emergency operations:

### Town of Ophir General Assembly

- Approval of Town of Ophir resources and funds for disaster or emergency purposes.
- Formal declaration of a town emergency or disaster.
- Issuance of official orders or proclamations regarding population protection or temporary social restrictions, such as evacuation orders or establishment of curfew.
- Issuance of formal requests to the Governor's Office (through Colorado DEM) for the declaration of a state emergency for the purposes of obtaining state and/or federal assistance.

### Town of Ophir Administrator

- Coordination, commitment and direction of Town of Ophir government activities in support of emergency or disaster relief efforts
- Issuance of directives to town departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed.
- Intergovernmental liaison and initiation of formal requests for outside assistance from other local jurisdictions.
- Coordination of resources to support the Incident Commanders' requirements
- Activation and management of the Town of Ophir Emergency Operations Center (EOC)
- Emergency situation assessment and recommendations to the Town General Assembly concerning the need for local disaster declarations, travel restrictions, curfews or other temporary social restrictions
- Preparation of situation and damage assessment reports
- Establishing communications with San Miguel County Emergency Management for purposes of providing situation reports and forwarding requests for state assistance
- Obtaining technical support for; resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed
- Plan maintenance, training and exercises
- Develops standard operating procedures (SOP) for Emergency Operations Center (EOC).

### Town of Ophir Attorney

- Provision of legal counsel and assistance to Town General Assembly (and to other town officials before, during and after disaster and emergency incidents in the town.
- Draft and/or review emergency contracts, memoranda of understanding and inter-governmental agreements.
- Preparation of legal documents (disaster declarations, resolutions or regulations required to facilitate emergency operations).

### San Miguel Sheriff's Office/Emergency Management

- Implementation of the Incident Command System (ICS), including determining the locations of Incident Command Post (ICP) and establishing necessary positions and functions (i.e., planning, finance, logistics, operations and public information).
- Assessment of emergency conditions and determination of required levels of immediate assistance.
- Implementation of available public warning measures (WENS, Target Notification).
- Conducts and coordinates search and rescue operations.
- Determination of the need for population evacuations and provision of instructions to uniformed law enforcement personnel regarding evacuation operations.
- Coordination of communications and provision of communications staff support for field command post(s).
- Coordination of volunteer amateur radio resources to augment primary communications and provide back-up capabilities.
- Provision of law enforcement, traffic control, and access control within the disaster area(s) and in other areas of the town.
- Provision of aviation support to include search & rescue, rapid transportation and aerial observation.
- Establishment of locations for temporary shelters, in coordination with the fire departments and in cooperation with American Red Cross.
- Provision of security measures at ICP, EOC, temporary emergency shelters, temporary morgues, and in evacuated and disaster-impacted areas, if available.
- Coordination of wildland fire suppression in conjunction with the
- Coordination of uniformed reserve forces and uniformed explorer scouts.
- Development and maintenance of standard operating procedures (SOP's).
- Designated Emergency Response Authority (DERA) for hazardous materials incidents within unincorporated Town of Ophir.

### Telluride Fire Protection District

- Implementation of available public warning systems.
- Assist in implementation of emergency evacuation operations.
- Provision of triage, extrication, medical treatment, to include, field coordination of emergency transportation to hospitals.
- Provision of heavy rescue services.
- Provision of onsite emergency medical facility for minor injuries.
- Provision of fire suppression, fire causation, and arson investigation services.
- Provide a representative to the unified ICP and EOC.
- Hazardous Material Incident response.

### County Geographic Information Systems (GIS)

- Provision of town maps, aerial photography and survey control information (**Geographic Information System**).

## Town of Ophir Administration

### *General Administration*

- Procurement of emergency-related supplies and materials and administration of vendor contracts for emergency services and equipment (Finance)
- Resource tracking, record-keeping and documentation of disaster-related costs and financial commitments (Finance).
- Participation with other departmental representatives on town damage assessment team at EOC and on local-state field damage survey teams, as needed (Finance and Risk Management).
- Provision of emergency public information and establishment of procedures for coordinated releases of disaster-related information to news media and the public. (Public Information Officer).
- Establishes and maintains an incident related financial record keeping system. (Finance)
- Development and maintenance of standard operating procedures (SOP's). (Finance and Risk Management)

### *Records*

- Contribution of personnel, records and other resources to support damage assessment function (participation on EOC damage assessment team).
- Provide for safe keeping of vital records.

### *Animal Control*

- Establishment of measures for animal control, including the coordination of animal relief measures, the assurance of their care, and the search for their owners.
- Assist shelter managers with problems associated with displaced persons bringing pets to shelter facilities. Development and maintenance of standard operating procedures (SOP's).

### *Information Management*

- Provision of information services and telecommunications support to EOC.
- Provision of technical support/resources for information management activities during disaster recovery efforts.

### *Recovery*

- Participation in long-term disaster recovery and hazard mitigation planning to ensure the compatibility of community redevelopment plans and hazard mitigation measures with the comprehensive town land use plan and other community development plans.
- Development and maintenance of standard operating procedures (SOP's).

## Town of Ophir Public Works Department

- Restoration of public facilities, services, utilities (**Facilities**). Development and maintenance of standard operating procedures (SOP's).
- Provision of transportation services in support of emergency response and recovery efforts (e.g., movement of town personnel, equipment and supplies to designated staging areas).
- Removal of debris, clearance of public right-of-ways, and planning for street/route recovery operations, with priority assigned to critical emergency services life line.
- Provision of personnel and heavy equipment in support of search and rescue operations.
- Provision of personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures.
- Restoration of damaged town roads and bridges and other related infrastructure.
- Provision of personnel for structure and facility inspections to determine safety of individual

structures (businesses, residences and public buildings) and to identify needed repairs (or to implement condemnation procedures when necessary).

- Participation with representatives of other town departments on Town of Ophir damage assessment team at EOC and on local-state field damage survey teams, as needed.
- Development and maintenance of standard operating procedures (SOP's).

## CONTINUITY OF GOVERNMENT

1. In accordance with CRS 24-32-2107(9), it is the intent of the Town of Ophir General Assembly that town government will continue to provide essential services in order to protect the public health, safety and welfare during an emergency or disaster event by distribution of these disaster chain of command procedures and protocols.
2. During a declared emergency or disaster event, the following Town of Ophir elected and appointed officials, in the order listed, have the authority to execute the powers of the board in accordance with [CRS 31-15-101](#).
  - i. Mayor
  - ii. Any duly elected member of the town general assembly
  - iii. Town manager
  - iv. (others)
3. All Town of Ophir department heads and town elected officials shall be consulted regarding emergency or disaster event issues that might impact their area of responsibility.
4. Each Town of Ophir department head and town elected official shall work within the framework established by the Town of Ophir emergency operations plan.
5. GENERAL RESPONSIBILITIES. The head of each Town department and Town elected office, as appropriate, shall:
  - a. Be prepared to respond adequately to all emergency or disaster events.
  - b. Consider potential emergency or disaster events in the conduct of his or her regular functions, particularly those functions essential in time of emergency.
  - c. Design preparedness measures to permit a rapid and effective transition from routine to emergency operations, and to make effective use of the period following initial indication of a probable emergency or disaster events. This will include:
    - i. Development of a system of emergency actions that defines alternatives, processes, and issues to be considered during various stages of emergency or disaster event;
    - ii. Identification of actions that could be taken in the early stages of a emergency or disaster event to mitigate the impact of or reduce significantly the lead times associated with full emergency action implementation
  - d. Identify areas where additional legal authorities may be needed to assist management and notify the town emergency manager of those authorities.
  - e. Coordinate with State and local government agencies and other organizations, including private sector organizations, when appropriate.
  - f. Cooperate, to the extent appropriate, in compiling, evaluating, and exchanging relevant data related to all aspects of emergency or disaster events.

- g. Ensure that plans consider the consequences for essential services provided by the town if the flow of State and/or Federal funds is disrupted.
- 6. CONTINUITY OF OPERATIONS. The head of each town department and each town elected official shall ensure the continuity of essential functions in any emergency or disaster event by providing for: succession to office and emergency delegation of authority in accordance with applicable law; safekeeping of essential resources, facilities, and records; and establishment of emergency operating capabilities.
- 7. RESOURCE MANAGEMENT. The head of each town department and each town elected official, as appropriate within assigned areas of responsibility, shall:
  - a. Develop plans and programs to mobilize personnel, equipment, facilities, and other resources;
  - b. Assess essential emergency requirements and plan for the possible use of alternative resources to meet essential demands during and following emergency or disaster event.
  - c. Prepare plans and procedures to share between and among the responsible agencies resources such as energy, equipment, food, land, materials, services, supplies, transportation, water, and workforce needed to carry out assigned responsibilities and other essential functions, and cooperate with other agencies in developing programs to ensure availability of such resources in an emergency or disaster event
- 8. PROTECTION OF ESSENTIAL RESOURCES AND FACILITIES. The head of each town department and each town elected official, as appropriate within assigned areas of responsibility, shall:
  - a. Identify facilities and resources, both government and private, essential to the public welfare, and assess their vulnerabilities and develop plans to provide for the security of such facilities and resources, and to avoid or minimize disruptions of essential services during any emergency or disaster event

Participate in interagency activities to assess the relative importance of various facilities and resources to essential community needs and to integrate preparedness and response strategies and procedures.

## **PLAN MAINTENANCE, TRAINING AND EXERCISES**

Authority for maintenance and regular updates of this plan rests with the Town Manager. The Town Manager may conduct exercises and training sessions to ensure that provisions of the plan are understood by all departments and offices with assigned responsibilities.

**CHECKLIST FOR PLAN MAINTENANCE, TRAINING AND EXERCISES**

- Ensure that ICS policies and procedures are communicated to all agencies that may become involved in emergency response operations.
- Provide ICS and EOC training and exercise opportunities to all agencies and offices with emergency management responsibilities.
- Encourage all agencies with emergency responsibilities to develop and maintain current internal procedures for carrying out assigned functions, where appropriate.
- Conduct multi agency and multi jurisdictional exercises to improve coordination and reduce overall training costs.
- Establish procedures for distributing plan revisions to all agencies with assigned responsibilities.