

## **Section 3.4: PROCEDURAL and OPERATIONAL ANNEXES**

### **Introduction and Purpose**

Procedural and Operational Annexes provide for a detailed view of many of the key response actions that are necessary for the successful management of a large-scale incident or disaster. These include the following additional documents to the Emergency Operations Plan:

- Incident Management Annex
- EOC Management Annex
- Resource Management Annex
- Communications Annex
- Public Information Management Annex

Process thinking allows for continual change and learning, rather than just an end result. It allows emergency management personnel to determine gaps and vulnerabilities along a spectrum of response, allowing for better learning opportunities in the future. The Larimer County CEMP is process-based. This allows Larimer County to increase or decrease response activities as needed to meet the needs of the community. Each process should be able to function during a basic emergency response as well as a catastrophic incident.

### **INCIDENT MANAGEMENT ANNEX**

Larimer County will follow the Incident Command System for all incidents, large and small. This annex outlines the various stages of incident management and the priority actions of responders.

#### **Incident Management Authority**

The authority for Emergency Operations is granted by the Federal Disaster Relief and Emergency Act (Public Law 93-288 also known as the Stafford Act), and the Colorado Revised Statutes, Title 24, Article 33.5, Part 701, Colorado Disaster Emergency Act, as amended June 2012.

The Sheriff and the Board of County Commissioners, through Colorado State Statute, share responsibility and authority for incident management functions as outlined in this Comprehensive Emergency Management Plan.

#### **Incident Management by Stages**

Incident Management will be based on the following stages:

- Incident Onset
- Expanded Scene Management
- Extended Incident Operations and Management
- Recovery
- Demobilization
- Return to Day-to-Day Operations

### Incident Onset

The initial response to any incident within Larimer County is managed by the jurisdiction having authority, including individual departments, local agencies, local fire/police chiefs and/or special districts. All command functions are handled on-scene and the initial objectives include, but are not limited to:

1. Ensuring life safety for citizens and first responders
2. Stabilization of the scene
3. Property Preservation and Environmental Protection

### Expanded Scene Management

If the incident expands or evolves, incident management progresses as follows:

- The objectives at this stage include, but are not limited to:
  1. Meet objectives established by initial incident command for life safety, property preservation and scene stabilization
  2. Establish formalized ICS organization, to the scale required by the incident
  3. Develop and implement a verbal or written Incident Action Plan (IAP)
- Command functions continue to be managed on scene
- The Incident Commander is responsible for providing direction on the need for additional support (ICS sections) and for determining the appropriate type of command (Single Agency Command, Unified Command).
- Potentially, the type of command may evolve or change several times during the incident based on severity of the incident or the increasing complexity of the original response.
- The Agency Having Jurisdiction (AHJ) may delegate authority to the Sheriff's Office to manage the incident based upon the incident priorities and the capability of the jurisdiction to respond
- The EOC will be activated to the level needed for situational awareness and resource support to the incident. The IC may request additional support through the EOC at any time.

### Extended Incident Operations and Management

When the incident expands and requires increased management, due to complexity, size and scope, an Incident Management Team (IMT) will be activated and will work through a Delegation of Authority to manage incident operations. The IMT will be activated at a level appropriate to support the complexity of the incident and to facilitate the effective response to and recovery from the incident.

- The objectives at this stage include, but are not limited to:
  1. Supporting and/or enhancing the on-scene Incident Command structure
  2. Enhancing and or activating Logistics, Finance and Planning functions
  3. Assistance with functional tasks such as public information, media relations, sheltering, volunteer management, damage assessment, donations management, etc.

- An IMT is a multi-discipline group that includes all components/functions of Command and General Staff
- The IMT is activated to either assume command from on-scene command or to provide support to on-scene operations. This decision is made by the current IC and jurisdictions having authority. If the IMT does take command, a transfer of command will occur once the Delegation of Authority is signed
- The EOC will be activated to the level appropriate to support incident operations and provide for consequence management for the county as a whole
- The Policy Group will be placed on stand by for policy decisions and future actions
- Situations that may require the activation of an IMT may include:
  1. Actual or potential for mass casualties
  2. Sizeable loss of property
  3. Evacuation resulting in mass sheltering operations
  4. Events requiring significant use or exhaustion of agency resources
  5. Events requiring multiple operational periods
  6. Events requiring an extended recovery period
  7. Other situations as deemed appropriate

### Recovery

In many cases, administrative operations critical to successful recovery phase of the incident must occur parallel with the incident response phase. Initial recovery efforts will be assigned under the ICS structure that is managing the incident or within the Emergency Operations Center.

Recovery usually has two phases: short-term and long-term.

- Short-term recovery overlaps with response and may include:
  1. Mass Care and Sheltering
  2. Rapid Needs Assessment
  3. Re-Establishing Infrastructure Systems
  4. Debris Management
  5. Donations Management
  6. Damage Assessment
- Long-term recovery encompasses the following:
  1. Long-term human needs, such as transition and permanent housing needs, job placement assistance, etc.
  2. Economic Recovery
  3. Environmental Restoration
  4. Infrastructure Repair

To maximize efficiency, the short-term recovery capabilities will be managed by the Emergency Operations Center. The EOC Planning Section will be tasked with an initial Recovery Plan for the incident including the following components:

- Assessment of the impacts through evaluation of the conditions and needs after a disaster.
- Identification of recovery priorities and tasks.
- Collaboration with all groups of people affected by the disaster.
- Setting long-term recovery goals and objectives.
- Identifying opportunities to improve community functions/features as the recovery proceeds.
- Developing specific projects important to the community's overall recovery.
- Integrating lessons learned into future planning.
- Strengthening relationships among departments and agencies.
- Identifying future resource and acquisition requirements.

Long-term recovery efforts will be managed independently from the response efforts once the need for them is clearly established. Long-term recovery efforts will be managed using the fundamentals established in the National Disaster Recovery Framework (NDRF).

Successful long-term recovery requires informed and coordinated leadership throughout all levels of government, all sectors of society, and all phases of the recovery process. Local government has primary responsibility for the recovery of the community and plays the lead role in planning for and managing all aspects of community recovery.

More specific information about short- and long-term recovery efforts is available in Part Four of this CEMP: Disaster Recovery Plan.

#### Demobilization

As the incident approaches resolution, or as the incident transitions out of short-term to long-term recovery, Incident Command and the Emergency Operations Center will begin to demobilize and transition functions to appropriate county and partner organizations.

- Demobilization involves the measured reduction of resources based on the criteria established by the IC and the EOC.
- The objective of the demobilization plan is to assure orderly, safe, and efficient demobilization of incident resources.
- The demobilization plan will be developed by the Planning Section as directed by the IC and EOC.
- The plan will be based on the determination of which skill sets and operational requirements will be needed to safely prepare for recovery and a return to day-to-day operations.

#### Return to Day-to-Day Operations

When Incident Command determines that demobilization is appropriate and short-term recovery objectives are achieved, the need for the EOC decreases and remaining recovery activities are incorporated into day-to-day operations.

- The long-term recovery plan is overseen by the Larimer Office of Emergency Management.
- Financial reports are compiled and submitted to the Finance Department at the direction of the Finance Director.
- Debriefings of the incident are scheduled and facilitated by the Larimer Office of Emergency Management.
- After Action Reports (AARs) are written and distributed. AARs will include a situational overview, incident objectives, key successes, areas of improvement, and an improvement plan matrix.