



Emergency Response Plan

2008

ADDENDUM 1

FORWARD

The Purpose of this Plan is to provide a guide for emergency operations. The plan is intended to assist key officials and emergency personnel to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. It emphasizes the coordination which must exist within and between services and levels of government, private and volunteer organizations, and the many individuals with emergency responsibilities.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little value if it is not reduced to written form. Personnel with intimate knowledge or unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written Plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of the individuals and can be used to inform persons who become replacements.

Upon termination of office or position by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his successor.

Copy No. _____

Assigned to: _____

RESOLUTION

A RESOLUTION TO ADOPT AMENDED LOCAL EMERGENCY OPERATIONS PLAN.

WHEREAS, pursuant to the Colorado Disaster Act of 1992, which provides the authority for disaster and emergency planning matters within the State, including county and local emergency management office, and

WHEREAS, a written plan for the City of Manitou Springs is needed to provide for emergency operations to assist key officials and emergency personnel to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions, and

WHEREAS, a written plan will furnish a documentary record which can be referred to as needed and will benefit the residents of Manitou Springs, and

WHEREAS, an update of officials, procedures, and resources is needed in the Local Emergency Operations Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MANITOU SPRINGS, COLORADO:

SECTION 1: The City of Manitou Springs hereby adopts the LOCAL EMERGENCY OPERATIONS PLAN (LEOP), A WRITTEN PLAN, providing a guide for emergency operations. The LEOP was coordinated through the El Paso County Office of Emergency Management and copies of the plan are to be kept at the City Hall, Fire Department, Police Department and by key officials.

SECTION 2: This Resolution shall take effect immediately upon approval and adoption by City Council.

Adopted at the regular meeting of the City Council of the City of Manitou Springs, Colorado, on the 20th day of March, 2007.

Mayor and Council:

Mayor

Attest:

City Clerk

REVERSE 911

Reverse 911 notifications will be used in the following examples: disaster notifications or evacuations, escaped criminal alerts, building lock-downs, missing person searches, barricaded gunman, water contamination warnings, and weather updates such as flood warnings (this list is not all-inclusive).

When the Reverse 911 system is used, the dispatcher at the Manitou Springs Police Department will select an area of residents that will need to be contacted for a notification. The area can be one residence, an entire street, multiple streets, or even the entire city, depending on what type of notification it is.

The dispatcher will select a message; all telephones registered to homes in the selected area will receive a telephone call with a recorded message. If no one is home, the message will go to the answering machine. If you currently have a residential phone, you do not need to register it.

What can you expect?

The notification is a recorded message that will state “**THIS IS AN IMPORTANT MESSAGE FROM 9-1-1 or THE MANITOU SPRINGS POLICE DEPARTMENT.**” The message then will ask you to hit “1” on your phone to listen to the message. If you hang up, it will call you back, so **PLEASE DO NOT HANG UP UNTIL YOU HAVE HEARD THE ENTIRE MESSAGE.** The message will inform you about the event and will only contact the geographical area designated to receive the call. The message can be replayed at the end by pressing “1”. Please follow the instructions on the message and if prompted, call the phone number that is provided to you in the message. **PLEASE DO NOT CALL 9-1-1 UNLESS DIRECTED TO DO SO.**

If you use a cell phone for your residence, you must register your cell phone at the E-911 center. When the dispatcher selects a specific area for the Reverse 911 messages, it will go directly to your cell phone.

We would encourage you to register your cell phones, even if it is not your residence phone. If we should have a situation at one of the schools, and you are at work, the message would go to your cell phone. E-911 will only register one call phone per household address.

You may register your cell phone online at the following email address:

<http://www.elpasoteller911.org>

TO THE PUBLIC

A function of government is to protect life and property. Equally important is the public's responsibility to be informed, take a community interest and assist when possible. This plan should be reviewed and discussed with family and friends. As a minimum, you should know the hazards in your community and have a plan for yourself and family. It could save your life.

THINGS YOU CAN DO:

- Take a course in First Aid.
- Know what areas, where you live and work that are subject to flooding.
- Get a Weather Alert Radio
- Develop a 72-hour emergency kit for your home.
- Always check the weather forecast more than once a day.
- Make your home safe.
- Know where possible shelters are in your community.
- Obey law enforcement personnel instructions in an emergency.
- Keep your car in good operating condition (have a safety kit in it).
- Work out an emergency plan with friends and family.

SPECIAL NOTE: Flash flooding is the number one hazard for Manitou Springs. Knowing what and when to do before, during, and after a flood event could not only save your life, but save you money.

If you have any questions or concerns, call or visit the **EL PASO COUNTY OFFICE OF EMERGENCY MANAGEMENT (575-8400)**.

**LOCAL EMERGENCY OPERATIONS PLAN
BASIC PLAN**

I. AUTHORITIES AND REFERENCES

A. Authorities

1. The Colorado Disaster Act of 1992, as amended, which provides the authority emergency planning matters within the State, including county and local emergency management.

B. References

1. C.R.S. 24-33, 5-701
2. Title 29, Article 22 (Senate Bill 172)
3. Civil Preparedness Guides
4. Colorado Disaster Emergency Operations Plan
5. El Paso County Disaster Operations Plan
6. Local Emergency Operations Plan for Manitou Springs, Colorado

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. The City of Manitou Springs has capabilities which, if effectively used in the event of any emergency, would maximize the preservation of life and property. These capabilities include the limited protection offered by larger structures, as well as the manpower, equipment and skills of the municipal forces; the medical, health and allied professions; and other non-government professions and groups.

2. The objective of this Plan is to insure effective use of these capabilities should a disaster affect any area of the town.

3. Mitigations, pre-planning and increased readiness actions taken by municipal government in anticipation of natural disaster or technological emergency situations could further increase these capabilities.

B. Assumptions

1. Tornadoes, flooding, blizzards and other forms of natural disaster can affect the area.

2. Major accidents such as truck fires and explosions are possible.

3. Outside assistance from adjacent and higher levels of government, the military and non-government organizations may be available under localized emergency conditions. However, during widespread disasters affecting large areas of the state or nation, outside aid could be severely limited or unavailable for long periods of time.

III. MISSION

The emergency mission of local government is to:

- A. Protect life and property,
- B. Insure the continuity of government
- C. Sustain survivors,
- D. Repair essential facilities and utilities.

IV. ORGANIZATION

A. The existing structure of municipal government will be the basis for emergency operations. The Colorado Incident Command System will be used in field operations during the disaster. Commitment of municipal resources and evacuation, unless an immediate life threatening situation exists, will be made at the municipal executive level. Mutual aid agreements will be sought and encouraged whenever possible with neighboring jurisdictions.

V. EXECUTION

A. Concept of Operations

In time of major disaster (declared), the Mayor through Council vote may take command of all resources and govern the City by Proclamation. In that case, he/she shall be responsible for providing overall direction and control, and shall receive assistance in this effort from all municipal departments in non-declared emergencies/disasters. The City Administrator and/or his designee will resolve the event. Depending on the scope and severity of the event, a centralized Emergency Operations Center (EOC) will be set up at the City Hall with backup at that facility that affords the best communication links out of harms way. Field tactical response will be managed under the Colorado Incident Command System with the Police and/or Fire Chief in charge. There may be instances where a unified command structure may best serve the community's needs.

For events that have not reached, or are not anticipated to be a declared disaster, the City Administrator shall head the event with the support of City staff.

The El Paso County Office of Emergency Management Manager shall serve in a liaison role with respect to the procurement of County, State and Federal level resources.

B. Operations Policies

1. It is recognized that protection of life and property during an emergency is the primary responsibility of government.

2. Existing municipal agencies will perform emergency activities relating to those they perform under non-emergency conditions.

3. Within City limits, the Police Department/Fire Department will be responsible for the direction and control of field emergency operations, and will utilize mutual aid to augment resources to expedite response and recovery. They will also be responsible for keeping municipal government informed on the response and recovery effort.

4. In an emergency affecting more than one political jurisdiction, the jurisdictions involved will coordinate their services to the maximum extent possible, through existing agreements and plans.

5. The El Paso County Office of Emergency Management will assist in providing coordination between higher levels of government (County, State) and assist in the recovery phase of a locally declared disaster.

6. Each agency, department, or service of government shall provide for the maintenance of records during an emergency. These records should include man-hours, equipment hours, supplies and material consumed, injuries to personnel and damage to public facilities and equipment.

C. Lines of Succession

1. The following lines of succession have been established.

- a. Mayor
- b. Vice-Mayor
- c. City Council member with duration in office

2. Line of Authority

- a. Mayor
- b. City Administrator or designee

D. Support

1. Military

Military will be sought only under extraordinary circumstances where all municipal and County resources cannot relieve the threat to life and property.

a. Support by military units would be made in accordance with existing plans and agreements.

b. Military assistance will complement and not be a substitute for City and /or local participation in disaster operations.

c. Military forces, if made available, will remain under military command at all times, but will support and assist town and/or local forces, and may receive task assignments, objectives, priorities and other directions necessary to accomplish missions in disaster relief.

2. Federal and State Agencies

a. Federal agencies have been assigned emergency preparedness functions by Executive Orders. These agencies will be accessed through the State office after all previous resources have been exhausted or a Federal disaster has been declared.

b. State agencies and local government emergency responsibilities and support functions are described in the **Colorado Disaster Emergency Plan**. This Plan is available in the El Paso County Office of Emergency Management Manager's office and the Sheriff's office.

c. A State "disaster team" may be sent to the affected area for the purpose of determining support required from State and Federal agencies. This team will be put on alert with a situation report from the El Paso County Office of Emergency Management.

d. The Colorado Division of Local Government, Office of Emergency Management, has some assets which can be moved to the scene of an emergency to provide support. These assets will be managed through the El Paso County Office of Emergency Management.

3. Mutual Aid Agreements

Written and verbal agreements exist between local fire departments and between law enforcement agencies to provide all possible assistance when called upon by other agencies in the County or by adjoining agencies. All written mutual aid agreements should be on file with the City Clerk and available for review and inclusion in State reports.

E. Administration

1. State Disaster Contingency Fund.

Every effort shall be made to recover from any disaster with municipal resources. All departments of municipal government shall maintain detailed accounts of disaster

expenses. If it is necessary, an application for disaster relief shall be filed with the State Office of Emergency Management through El Paso County Office of Emergency Management.

2. Temporary Housing

Housing needs which cannot be met locally will be worked through the local Red Cross representative. A representative of local government will be assigned this coordinating task.

3. Crisis Counseling

Since individuals will be affected in varying degrees in a disaster, this subject will be addressed at the first opportunity in an EOC environment. A representative from Pikes Peak Mental Health will be contacted for input as soon as possible.

4. Disaster Assistance Center

The El Paso County Office of Emergency Management Manager shall coordinate state requests for space needed to house a Disaster Assistance Center. Provide local logistical support to the DAC to meet local needs and provide coordination of local assistance activities.

F. Testing and Exercising

This plan and its supporting documents (Annexes and SOP's) are to be reviewed annually during the first week in April. It will be tested at the discretion of the City Administrator in a tabletop format under varying scenarios, (see Hazard Analysis for likely hazards). This is necessary to keep the Plan from becoming outdated beyond usability, to continually refine the Plan, and to keep those responsible for implementing the Plan familiar with its contents. As a minimum, City personnel will attempt to observe those neighboring functional exercises that could apply to their jurisdictions.

VI. FUNCTIONAL RESPONSIBILITIES

A. Warning

It shall be the responsibility of the following agencies to provide the warning signal to the public upon the threat of natural hazard, such as a flood or tornado.

Officials responsible for the warning are:

Chief of Law Enforcement (using vehicle PA/City sirens). During thunderstorm/tornado season (May – September), the local weather alert radio will be monitored daily. Assistance will be provided by the El Paso County Office of Emergency Management to track severe thunderstorms and heavy rainfalls (one inch/hour).

Communications

- FIRE: MS-MAN-1,2 and 3
- POLICE: MS-PD- 1 and 2

B. Direction and Control

Emergency Operations Center of Manitou Springs

Primary: Public Works Shop, Phone: 685-2573

Secondary: Depends on disaster situation, Cliff Dwellings Parking Lot

If the primary EOC is damaged beyond immediate use, emergency personnel should gather at the Secondary EOC. If EOC and communications equipment are intact, standard radio procedure should be used to contact El Paso County Sheriff's Department and the El Paso County Office of Emergency Management's Manager. If the Secondary EOC must be used, steps should be taken to locate and utilize other communication resources. The following persons or groups will move immediately to the EOC:

1. Elected Officials
2. Representative of Medical Profession (local doctor)
3. Fire Representative
4. Representative of the main utilities
5. Law Enforcement Representative
6. Ham Radio Operator (RACES) through El Paso County Office of Emergency Management.

The EOC will operate under the Colorado Multi Agency Communication System (MACS), using input from the Colorado Incident Command system. Under Mode conditions one through four, the following color code and criteria are guides:

Mode 1: (Condition Green) City staff handle event within existing resources. EOC is not activated, but in stand-by status.

Mode 2: (Condition Yellow) The event is large enough to involve other City departments and outside agencies. The EOC is partially activated and the County EOC is put on alert.

Mode 3: (Condition Orange) The event has caused widespread damage and will not readily be resolved in a few days. The EOC is activated, as is the El Paso County EOC, with communication links established. The El Paso County EOC alerts the State EOC. Multi-agency representatives work out of an EOC environment. A local emergency Declaration could be declared.

Mode 4: (Condition Red) A Disaster Declaration is declared and the County, through the El Paso County Office of Emergency Management, to coordinating County aid. Documentation, to include cost figures, are being compiled for possible State declaration.

C. Emergency Public Information

News releases impacting on the City and other public information should be cleared through the Mayor, or in his absence, his designee. Scene or tactical news information will be the responsibility of the PIO at the Incident Command Post. This information will be passed to the EOC as soon as possible.

D. Law Enforcement Services

In the event of a major disaster (dam failure, wildland fire moving toward City), the following shall apply:

If the disaster is of a nature too large for the City Police resources to effectively handle (area security, evacuation), the Police Chief will call on the following agencies for support:

1. El Paso County Sheriff's Office
2. State Highway Patrol
3. Other agencies at his discretion

It shall be the duty of the law enforcement Chief to determine who to call for assistance. It is the responsibility of the law enforcement to determine which streets is to be sealed off, that an area is isolated, with barricades. Barricades will be manned by volunteers when necessary, under the direction of the law enforcement, to keep out unauthorized personnel.

E. Fire Protection

In the event of any fire, the Municipal Fire Department shall have the responsibility for providing fire fighting equipment and personnel under the direction of the Fire Chief or his designee. Search and Rescue and medical support will come under the purview of the Fire Chief.

If the situation warrants, the Officer in Charge may ask for assistance from nearby fire departments, invoking Mutual Aid Agreements.

F. Emergency Medical Services

1. In the event of a major disaster, the primary medical facility will be located at a designated facility which can setup a triage, first aid and ambulance transfer station.

2. The injured shall be treated in accordance with the Mass Casualty Plan, Annex 5, of the El Paso County Disaster Operations Plan. The Colorado Incident Command System will be used to manage resources.

The person in charge of the medical station will appoint one individual to keep a record of all persons taken to the hospital and to which hospital they were taken. This person is then to forward this information back to the EOC.

3. Ambulance Service

Available ambulances (public and private) will be incorporated into the response effort at the discretion of the Incident Commander. A triage officer should be on the scene to direct the ambulances. In the event that a triage officer is not present, the doctor or the senior medical staff member shall make these directions.

G. Emergency Public Health and Mortuary

The following missions are appropriate for the emergency public health through the El Paso County Health Department function: Examination of food and water supplies, inspection of sewage and waste disposal systems, inspection of feeding and housing facilities, control of disease vectors, and epidemic control. (See El Paso County Disaster Operations Plan, ANNEX 5.)

H. Public Health Operations:

The County Public Health Officer and his staff will:

1. Maintain regular surveillance of the public water supply and sanitation system, and issue appropriate instructions or warnings to the public through the EOC.
2. Maintain regular surveillance of all mass feeding and canteen operations to ensure the proper food handling practices and disease prevention procedures.
3. Maintain regular surveillance of the health of the population and institute all necessary preventive programs of inoculation with the assistance of the EOC and voluntary agencies such as the Red Cross.

I. Emergency Morgue Facilities:

The El Paso County Coroner will be contacted as soon as possible to deal with the dead, to include identification, release and disposition of bodies, and the setting up of a morgue.

Maintenance of a policy and procedures to be used in connection with the release of information about disaster victims. Said policy should be cleared with local hospital(s), the Red Cross, and the other appropriate health-medical groups in the community.

J. Utilities Restoration

1. It is the responsibility of the City Public Works to repair and maintain the water supply. If necessary, the municipal water section, with Council approval, may enter into contracts with private contractors providing for the purchase and hauling of safe and sanitary drinking water.

In the event of a serious power loss, the City Administrator and Public Works Chief shall determine if an emergency condition exists. If they so determine, the Mayor shall be responsible for enacting water conservation and rationing program until service can be restored.

2. City Public Works shall oversee the sewage treatment in order that it may be kept functioning in a disaster/emergency environment.

3. In the event of any major disaster, it shall be the responsibility of the appropriate department head to notify the utility companies affected that there is a problem with their utility.

K. Debris Clearance and Material Transport

1. It is the responsibility of City Public Works to develop procedures to clean and maintain passable city streets. If local heavy equipment and volunteers cannot get the job done, request for assistance from El Paso county Department of Transportation will be used before going to private contractors. Coordination in an EOC environment through the EOC OEM should be implemented as soon as possible.

The City Administrator will establish contact with the El Paso County Manager of the Department of Transportation through the El Paso County Office of Emergency Management (575-8400) for emergency assistance for truck transport of critical emergency material.

2. Those industries and contractors willing to supply equipment and drivers at the lowest costs will be contacted as a last resort after all local and county government sources have been exhausted.

L. Evacuation

1. The law enforcement Chief and the Fire Chief will coordinate necessary transportation to facilitate evacuation when necessary. Evacuation will be controlled by law enforcement. Any school buses secured will be under law enforcement control. Whenever possible, private vehicles will be used by individuals. Priorities for evacuation will be established by the law enforcement with input from Fire based upon the degree and immediacy

of the threat, ability of those threatened to evacuate themselves, and the number of persons housed in the facility, except that school buses will be used to evacuate schools first.

2. Prior to any mass evacuation, coordination will be made with the Red Cross for sheltering assistance for evacuees. The El Paso County Office of Emergency Management will act as the point of contact (can be paged through Sheriff's Office Dispatch).

a. The Manitou Springs Fire Department is responsible for maintaining the names and phone numbers of persons to contact to secure buses needed for evacuation of people, regardless of the day of the week or time of day.

M. Damage Assessment

1. City Public Works, locally designated window survey units, with assistance as necessary from the El Paso County Office of Emergency Management damage assessment team, shall gather information to determine the extent of damage, consolidate reports (use form in Appendix), and later review all areas damaged (see County Plan).

a. Early assessment will be gathered as a by-product of radio communication from Police, Fire and other units which are first in the field.

b. When the general areas have been outlined from information gathered by radio communication and visual reports, the data shall be further refined and analyzed by field examination. Such field work to be done by teams set up by the City Administrator who have been released from other primary duties.

2. Operation Policies

a. The basic outline of the affected area is of prime importance in determining the magnitude of a disaster and in dispersing other operation units to the field. The outlining of the damaged area shall be given high priority and other operations are expected to cooperate fully in supplying the basic information. All accumulated information will be directed to the EOC.

N. Emergency Human Services Support

1. It shall be the duty of the City Administrator to contact the Red Cross, Salvation Army, and El Paso County Social Services, and to set up a meeting place so that they may coordinate a uniform human services input. These agencies should be brought into the EOC as soon as possible.

Hazard Specific Checklists

Hazard Specific Checklists are designed for rapid sequential orderly response and are to be supplemented by internal department Standard Operating Procedures. It is acknowledged that events may preclude following these guides in the order indicated.

**AREAS OF RESPONSIBILITY ARE UNDERLINED OR DESIGNATED BY
ASTERISK (*) FOR EACH CHECKLIST.**

1. **FLASH FLOOD**

2. **RESERVOIR OVERTOPPING**

A. **Phase 1 – (INCREASED READINESS PHASE)** – Begins with twenty-four hours of continuous rain with no change expected next twenty-four hours, or issuance of a Flash Flood Watch, a Severe Thunderstorm Watch, or environmental cues, such as rapid creek rise/foilage debris, and bank erosion, are observed.

ACTIONS: Key agencies, such as **Police, Fire, Public Works**, and **City Administrator** are alerted by Fire Chief (word could come from Weather Alert Radio or Manitou Springs Police Department Dispatcher). Personnel and/or alternates remain on standby until released by City Administrator. **Police** and any **other municipal agencies** monitor environmental cues. Reports from the reservoir caretaker and El Paso County Office of Emergency Management monitoring rain and reservoir amounts will be collected at El Paso County Office of Emergency Management and relayed to Manitou Springs Police Dispatcher.

B. **Phase 2 – (WARNING PHASE)** – Begins with issuance of a warning for the area (**THUNDERSTORM, FLASH FLOOD, TORNADO**) from the National Weather Service. Emergency Operations Center (EOC) is partially activated by City Administrator or designee. **Spotters** are positioned at key locations with phone contacts to the EOC. **Shelter contacts**** are put on standby, **police and fire personnel are put on alert.****

C. **Phase 3 – (EMERGENCY PHASE)***** - Begins with urban street flooding, flash flooding, and/or reservoir overtopping or failure in progress. Staff of EOC manned. The El Paso County Office of Emergency Management contact established. Reverse 911 utilized. Key areas are evacuated. Red Cross and Salvation Army representatives called to area. Fire and Police resources are deployed. Alert system (EAS). Police and volunteer fire units patrol area.

D. **Phase 4 - (RECOVERY PHASE)** – Damage assessment reports are assembled at EOC. Procedures in accordance with functional responsibilities section of Plan until situation restored to normal. **Prepare press release (Mayor)**. Critique and Plan review held with El Paso County Office of Emergency Management.

***Police Dispatch calls El Paso County Office of Emergency Management (575-8400) Day, Night Sheriff's Office Dispatch).**

****City Clerk puts shelter contacts on standby (day), Fire Chief activates during non-duty hours.**

*****During this phase, the City Administrator activates the EOC after being briefed by the Police Chief and Fire Chief. The EOC staff makes calls and take action as directed by the Mayor or his designee**

3. **WILDLAND FIRE**

A. **Phase 1 (Pre-Emergency Phase)** – Begins with reports and/or watches of high fire threat due to dry conditions and/or high winds.

(1) **Police** patrols/check selected areas.

(2) **Fire Chief** establishes contact with Forest Service (Woodland Park).

(3) Public Service Announcements are made on radio, television, and in newspapers (Mayor with input from City Administrator and Fire Chief).

B. **Phase 2 (Emergency Phase)*** - Begins with forest fire and/or grass fire in progress. Partial EOC is activated (called by City Administrator). Contact is established with Forest Service. Mutual aid is invoked as necessary with neighboring fire agencies. Shelters are opened as necessary. The Red Cross is called to area.

Expansion of this Phase is in accordance with basic portion of Plan.

C. **Phase 3 (Recovery Phase)**** - Begins when firefighters have situation under control.

(1) Damage assessment reports are turned in to Fire Chief.

(2) Shelter requirements are processed through Red Cross.

(3) Mayor or designee issues press release as necessary.

(4) Critique and review of event conducted by Fire Chief

***City Administrator completes all actions under Phase 2.**
**** Fire Chief.**

4. **TORNADO**

A. **Phase 1* (Increased Readiness Phase)** – Begins with issuance of Severe Thunderstorm or Tornado Watch. Liaison with El Paso County Office of Emergency Management, neighboring fire stations, and Red Cross made. Selected shelters are designated in advance. A volunteer spotter network using fire and police field units. Sightings are passed to the National Weather Service office.

B. **Phase 2 (Emergency Phase)** – Begins when tornado touches down in area. Sirens from **Police** and **Fire** vehicles are sounded. In addition, the City siren is activated. **El Paso County Office of Emergency Management** is called. The damage area is patrolled for

injured.** Damage assessment teams survey area. City Administrator issues press release. Red Cross called for long term shelter support as necessary.

C. **Phase 3 (Recovery)** – Damage assessment reports are reviewed at EOC. Procedures in accordance with basic portion of Plan apply.

A review of actions and Plan is conducted with El Paso County Office of Emergency Management.

***Police Dispatch, weather alert radio is monitored, and selected people called.**

****Police/Fire Department.**

5. **SEVERE WINTER STORM**

A. **Phase 1 (Pre-Emergency Phase)** – Several days of snow create delays in clearing, transportation, and daily business. If the projection is for more snow (greater than six inches), **utility, Police, and Fire** personnel should be apprised of the situation (department head). Snow removal equipment assistance from mutual aid sources should be lined up.* Special resources, such as heaters and portable generators, should be identified. Personnel should be encouraged to monitor weather reports and minimize travel.

B. **Phase 2 (Warning Phase)** – A Blizzard Warning is issued.* Establish a radio link between Police and Fire to discuss response to emergency situations as they develop, (i.e., power outages, rescues). If the blizzard conditions persist or are forecast to persist for more than twenty-four hours, a link to County Department of Transportation should be set up through El Paso County Office of Emergency Management for snow removal assistance.

C. **Phase 3 (Recovery)** - Damage to roads and stream beds should be assessed (City assigned teams).

***City Administrator should insure actions listed are completed.**

6. **EARTH MOVEMENTS (MUDSLIDES, ROCKSLIDES)**

A. **Phase I (Pre-Slide Potential)** – Excessive heavy rains saturate soils on steep slopes to the point that foliage and rocks are loosened and some movement is detected. Reports from residents and tourists should be collected by **Police Dispatch and passed to Police and**

Fire for follow-up. If key utilities are threatened, calls should be made to the respective utility for possible intervention.* Consideration should also be given to increased road traffic through the City if slides affect U.S. 24 traffic. Residents in harms way should be advised (police/fire).

B. Phase II (Major Damaging Slide – Imminent or in Progress) – Residents in harms way should be evacuated (Police and Fire). Damage to utilities reported to respective utility for repairs (Police and Fire).

C. Phase III (Recovery) – Damage assessment reports gathered and reviewed at City Hall by selected staff.

*City Administrator or designee
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7. HAZMAT

A. Phase 1 (A Chemical Incident is in Progress) – The release of chemicals either through spillage, fire or leak is of such a magnitude that it poses a threat to people or the environment. Actions of first responders are to isolate the area, protect life, and contain the release, if possible. Incident Command procedures apply.

B. Phase 2 (Clean Up and Assessment) – Assistance from the County Designated Emergency Response Authority (DERA) and private contractors may be required (ire Department’s decision).

DEFINITIONS OF EMERGENCY FUNCTIONS

1. **COMMUNICATIONS:** Anticipating emergency communications needs as well as providing communications during an emergency.
2. **DAMAGE ASSESSMENT:** Assessing: (1) The physical damage suffered in order to determine operational status and organize the disaster response, and, (2) The monetary loss incurred as the basis for seeking a State or Federal disaster declaration which could make the jurisdiction eligible for financial assistance.
3. **DIRECTION AND CONTROL:** Key public officials (Mayor, Supervisors, City Administrator, Civil Defense Directors, Sheriff, Police Chief/Fire Chief, etc.) exercising overall coordination of emergency operations from the EOC.
4. **EMERGENCY HEALTH AND MORTUARY:** Health-threatening problems arising from a disaster including such things as inspection of food and water supplies (public or private), sewage and waste disposal systems, and public feeding and housing facilities, control of disease carriers, epidemic control, and the proper collection, identification, and disposition of the dead.
5. **EMERGENCY MEDICAL SERVICES:** All the emergency medical care procedures required from the onset of injury or disease until a patient is in an established medical care facility. This includes such things as triage (sorting of victims at the scene), emergency first aid, medical transportation, hospital care, and post-hospital out patient care.
6. **EMERGENCY PUBLIC INFORMATION:** The systematic release of official information and guidance concerning a disaster to newspapers, radio and TV stations, and the general public.
7. **EMERGENCY WELFARE:** Temporary feeding, clothing, housing, social services, and registration and inquiry.
8. **EVACUATION AND MASS TRANSPORTATION:** The emergency, large scale evacuation of people, movement of injured, and transportation of supplies and equipment.
9. **RESOURCE MANAGEMENT:** The effective allocation and coordinated utilization of all unassigned resources (manpower, equipment, facilities, and supplies) made available to a jurisdiction stricken by a disaster.
10. **UTILITIES RESTORATION:** Establishment of priorities for the restoration of service to those facilities with a critical need for it.
11. **WARNING:** Receiving warning of an impending disaster or emergency situation and transmitting that warning both to key public officials and to the general public of the jurisdiction concerned.

DISASTER DECLARATION

WHEREAS, **serious damage to**

 (e.g., roads, bridges, homes, businesses, and other public and private facilities)

caused by _____
 (e.g. excessive snow melt and unseasonably heavy rains)

which occurred in _____ ; and
 (inclusive of incident)

WHEREAS, the cost and magnitude of responding to and recovery from impact of _____
 (e.g., the ensuing flood) **is far in excess of the city's available**

resources,

NOW, THEREFORE, BE IT RESOLVED, that the _____
 declare this to be a local disaster.

DATED AT _____, **COLORADO, THIS** _____ **DAY OF** _____, **20**_____.

(Mayor)

DIRECTORY OF PHONE NUMBERS / CONTACTS

CITY OF MANITOU SPRINGS

EMERGENCY	911
MANITOU SPRINGS CITY HALL	(719) 685-2560
MANITOU SPRINGS POLICE DEPARTMENT	(719) 685-5407
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MANITOU SPRINGS

EMERGENCY PLAN

2008

CITY OF MANITOU SPRINGS

EMERGENCY OPERATION PLAN FOR ALL MAJOR EMERGENCIES

This is a guide and information source that enables the city of Manitou Springs to address disasters which could occur in the city, particularly floods and flood threat.

This basic plan addresses those problems that may be encountered during a threatened, imminent or actual flood, whether flash flood or high water and or any other designated major emergencies.

It assigns control and command responsibilities, outlines organizational structure during flood situations, identifies resources and personnel, and provides for continuity of city government.

This master plan and those individual department plans detail the actions of those responsible for the various functions of the emergency plan.

It is designed to be used in conjunction with county or state plans.

NOTE:

In all situations where emergency activation is necessary, THE INCIDENT COMMAND SYSTEM will be utilized and when necessary a shared (dual command, Fire Chief or senior officer and senior officer) shall command.

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A. PURPOSE

- 1. To establish procedures and to assign tasks and responsibilities to Manitou Springs departments, employees and officials for the conduct of operations during a threatened, imminent or actual flood to:**
 - a. Provide for the maximum protection, care and support of all people in the city during the sheltering or evacuation of persons from areas of potential high risk.**
 - b. Maintain and support essential local services in the city relating to the protection and care of people, as the situation allows.**
 - c. Provide for the continuity of local government and other essential services.**
 - d. Support the emergency services of state and county governments and surrounding communities.**
 - e. Provide persons in the city with guidance and timely information.**
 - f. Control and coordinate the orderly movement and support of persons from actual or potential dangerous areas.**
- 2. This plan includes the assignment of departments of city governments with appropriate responsibilities and response actions for coping with a flood.**
- 3. Plan to be reviewed annually.**

B. SITUATIONS AND ASSUMPTIONS

- 1. Situation**
 - a. Manitou Springs, by location, is vulnerable to flooding, both by high water and flash flood.**
 - (1) Unusual or extreme rainfall in the area west of the city.**
 - (2) Warning system**

- (a) **County flood warning system – stream level gauges and rain gauges.**
- (b) **National Weather Service**
- (c) **Green Mountain Falls Marshal**
- (d) **Green Mountain Falls Fire Department**

2. Assumptions

a. Flood Danger

- (1) **Loss of life**
- (2) **Property damage**
- (3) **Disruption of fresh water supply**
- (4) **Disruption of utilities**

b. Protective Acts

- (1) **Life**
 - (a) **Evacuation**
 - (b) **Medical aid**
 - (c) **Temporary lodging**
- (2) **Property**
 - (a) **Fire Suppression**
 - (b) **Looting**

C. DEPARTMENT RESPONSIBILITIES

1. Police Department

- a. Traffic and Pedestrian Control**
- b. Enforcement of Emergency Proclamations**

- c. **Security of essential utilities and resources**
 - d. **Alerting the populace: FD 911 alerting system.**
 - e. **Assist Fire Department in rescue operations if necessary.**
 - f. **Assist Fire Department to collect and identify bodies if necessary.**
- 2. Communications: Alert County EOC to mobilize.**
- a. **Coordinate and maintain city-wide communications.**
 - b. **Coordinate communications with outside agencies.**
 - c. **Monitor and appraise telephone service and needs.**
 - d. **Monitor and coordinate assistance from Amateur radio operators**
- 3. Fire Department**
- a. **Fire prevention and control operations.**
 - b. **Rescue operations.**
 - c. **Triage, medical care and treatment**
 - d. **Set up temporary morgue, collect bodies and support the coroner's office.**
 - e. **Assist Police Department to alert populace.**
 - f. **Assist Parks Department with damage assessment.**
- 4. Water Department**
- a. **Coordinate with utilities departments in the public right-of-way.**
 - b. **Provide and maintain potable water supply.**
 - c. **Provide and maintain water pressure for fire suppression.**
 - d. **Assist Police Department with traffic control.**

e. Assist Public Services department to mobilize City-owned vehicles, except Fire and Police

5. Parks Department

a. Provide damage assessment

(1) City-owned property.

(2) Bridges and trees property.

b. Provide for maintenance, security and support for city-owned buildings.

c. Assist Police Department with traffic control.

6. Public Services Department

a. Mobilize city-owned vehicles, except Fire and Police.

b. Provide debris clearance and disposal.

c. Restore and maintain city streets.

d. Assist Police Department with traffic control.

7. Planning Department

a. Provide engineering support

b. Provide technical support.

8. Finance Department

a. Identify and protect essential City records.

b. Coordinate requests for procurement of material resources.

c. Rationing – identify when needed and implement.

d. Price controls – identify when needed and implement.

9. City Administrator

- a. Manage emergency planning**
- b. Assist Mayor with control and dissemination of official and factual information to the public and the media.**

10. City Clerk

- a. Provide support for City Administrator and the Mayor.**

11. Mayor

- a. Official request for aid and assistance.**
- b. Control and disseminate official factual information to the public and the media.**

D. Direction and Control

1. Line of authority

- a. Mayor**
- b. City Administrator or designee**

2. Command responsibility for operations (Incident Command System will be utilized)

- a. Chief of Police/Fire Chief**
- b. Ranking Police Officer/Fire Officer on scene**
- c. Designee**

3. Emergency operations center

- a. Primary location – Public Services**
 - (1) Emergency radio base equipment**

(2) Telephone service

(a) Existing system

(b) Microwave vehicle (US west)

(c) Cellular Phones

b. Alternate location – Cliff Dwellings parking lot.

(1) Mobile Radio Equipment

(2) Telephone System

(a) Existing System

(b) Telephone Service

(c) Cellular Phones

E. Support appropriations

1. Unless agreed to in writing, the city of Manitou Springs shall not be responsible for financial obligations incurred by volunteers or quasi-governmental organizations.

2. No supplies or equipment may be “commandeered” except by specific authority of the Mayor or the Mayor’s authorized representative.

F. Operation

1. Plan will be implemented when the Manitou Springs Mayor or the Mayor’s designated representative declares an emergency of flood threat.

2. Plan stages

a. Observation and readiness

b. Issue warning and establish a command center

c. Evacuation

d. Security of affected areas

e. Restoration of normal activities

3. Emergency operation ends by declaration by the Mayor of Manitou Springs or the Mayor's designated representative.

G. Master Plan

1. Stages

a. Observation/readiness (Yellow alert from the National Weather Service.

(1) Monitor weather and rainfall reports

(2) Monitor waterway levels

(3) Establish contact with warning systems

(a) El Paso County Emergency Management

(b) Green Mountain Falls Marshal

(c) Green Mountain Falls Fire Department

(d) Amateur Radio Operators

(4) Service, assign and place vehicles

(5) Ready emergency center locations

b. Warning (Red alert from the National Weather Service)

(1) Activation of emergency operations center

(2) Begin public warning

(a) Contact Emergency Broadcast System at Disaster Services

(b) Utilize Reverse 9-1-1

**(c) Patrol car west from City Hall
Patrol car east from City Hall**

(d) Swimming Pool alert

c. Evacuation

(1) Rescue Operations

(2) Enforce emergency regulations

d. Security

(1) Utilities

(2) City Records

(3) Prevent Looting

(4) Identify Needs

(a) Short Term

(b) Long Term

2. Operation Ends

H. Department Plans

Police Department Plan

When Police personnel receive notice to report due to flood danger or other emergency, they will report to the Police station unless otherwise advised. If the Police Station has been abandoned, personnel will report as designated on the page 7 b schedule. Police vehicles will be assigned, placing at least three police vehicles at each post. It is anticipated that, during the Yellow alert stage, many or all Police vehicles will already be in service, and only those vehicles not being used would need to be relocated to a safe location by on-duty personnel. Time permitting, Police vehicles will be filled with fuel at the contract vendor. Should that vendor not be available, it may be necessary to purchase fuel at any nearby location. That decision will be made by the ranking Police Officer on duty at the time.

During the Yellow alert, Officers will closely monitor the water level in Fountain Creek, Ruxton Creek, Sutherland Creek and Williams Canyon. Special attention will be given to locations known to be the first affected, i.e., the trailer court at 15 El Paso and the Green Willow Motel. Water level indicators are in place at these locations:

- 1. El Paso Boulevard bridge near City Hall.**
- 2. The wall directly behind City Hall.**

If it is determined that the water level has reached a dangerous level, or appears to be rising rapidly, that information shall be conveyed to the Chief of Police or designee. (What is measurement in which action is taken?)

If a Red alert is issued, Communications Center personnel will utilize Reverse 9-1-1. During this alert, Officers will assist the Fire Department to evacuate stranded or endangered persons.

Officers, using the public address system in the Patrol vehicle, will warn persons to immediately retreat to high ground. One Officer will proceed westerly from City Hall, along Canon and Park Avenues to the west city limits, returning eastbound on Manitou Avenue to City Hall. A second Officer will precede easterly from City Hall on Manitou Avenue to the east city limits, returning westbound on El Paso Boulevard to City Hall. This method of warning will be repeated as often as necessary, as time and personnel permits. Special attention will be given to persons near the creeks and those in or near the swimming pool facility.

POLICE DEPARTMENT RESPONSE ROSTER

Chief		A-1
<u>Public Works Facility</u>		
Lt.		A-2
Sgt.		S-2
Det.		X-1
Off.		L-1
Off.		L-2
	(Assign as necessary)	
Off.		L-6
Off.		L-10
Disp.		D-1
Disp.		D-4
<u>Cliff Dwellings Parking Lot</u>		
Sgt.		S-1
Sgt.		S-3
Off.		
Off.		L-7
Off.		L-8
Off.		L-9
Off.		L-4
Disp.		D-2
Disp.		D-3

FIRE DEPARTMENT PLAN

A. Dispatch – All Call – Flood Alert

B. Drivers – Respond to the Fire Station

- 1. Move All Equipment to Designated Locations**

C. Responding Firefighters

- 1. Respond to Reporting Stations**
- 2. Stand-by To Man Equipment, Medical, Evacuation, Search & Rescue**

D. Reporting Stations

- 1. Dispatch & Command – Public Works Facility (1040)**
- 2. Elementary School on Pawnee (1011)**
- 3. High School (Eng. 1)**
- 4. Cliff Dwellings (Rescue 1)**

E. Medical

- 1. All Reporting Stations**

F. Radio Procedures & Options

G. Aircraft Landing Locations

- 1. High School Football Field**
- 2. Higginbotham Flats**
- 3. Cliff Dwellings Parking Lot**

H. General Duties

- 1. Move Equipment, Including Dispatch – Move Radio in Tech’s Room to Public Service Facility.**
- 2. Assist with Evacuation**

- 3. Mitigate Hazards**
- 4. Medical**
- 5. Assist Police Department**
- 6. Search and Rescue Missions**
- 7. Communications with Aircraft**
- 8. Supervise Teams of Outside Personnel**

PUBLIC SERVICES DEPARTMENT PLAN

Public service equipment is housed at the Public Service facility, out of the potential flood area.

All the equipment is equipped with radios on the city frequency, except the grader, which can be equipped with a hand-held radio in an emergency.

**PUBLIC SERVICES DEPARTMENT
PERSONNEL ROSTER**

Department Head – Car 30

STREET DIVISION

Car 31
Car 32
Car 33

(Assign as necessary)

Car 34
Car 50
Car 35

EQUIPMENT

2 1/2 Ton Pickups
4 1-Ton Trucks
2 5-Yard Dump Trucks
1 10-Yard Dump Truck
1 Backhoe
1 Loader
1 Dozer
1 Skid Loader
1 Motor Grader
1 Water Truck

WATER DIVISION

Car 41
Car 42
Car 43
Car 44

EQUIPMENT

1 1/2 Ton Pickup
1 3/4 Ton Pickup
1 Trackhoe
1 Backhoe
1 5-yard pump
2 Pumps

PARKS DIVISION

(Assign as necessary)

**Car 21
Car 22
Car 23
Car 26
Car 27**

EQUIPMENT

**1 1 ½ Ton Dump
1 1-Ton Pickup
1 ½ Ton Pickup**

ASSIGNMENTS

Members of the department report to the Public Services Facility.

WATER TREATMENT PLANT

Car 45

EQUIPMENT

1 1-Ton Pickup

ASSIGNMENT

Report to Plant

FIRE DEPARTMENT RESPONSE ROSTER

Certified drivers will report to the station to move equipment to designated locations

PUBLIC WORKS FACILITY

ASSIGN AS NECESSARY

**ELEMENTARY SCHOOL (PAWNEE AVENUE)
EQUIPMENT: ENGINE – 2**

ASSIGN AS NECESSARY

**HIGH SCHOOL (EL MONTE)
EQUIPMENT: ENGINE – 1**

ASSIGN AS NECESSARY

**CLIFF DWELLINGS (TOP OF WASHINGTON)
EQUIPMENT: BRUSH 1**

ASSIGN AS NECESSARY

HELP US HELP YOU DURING AN EMERGENCY!

REMAIN CALM!

When a flash flood warning is received by the Manitou Springs Emergency Communications Center, you may have only minutes to react and begin to evacuate.

Do not call the police department unless you have an emergency. You will only tie up the telephone lines that are necessary during an emergency.

When you hear the warning siren sound a steady tone that does not waver, it will be your warning, and perhaps your only warning, to begin to evacuate. Tune your radio to 1300 am, KVOR, for information concerning the type of information that exists. If it is a flood threat and you are in a low-lying area, you must move to higher ground. If you have a portable radio, take it with you and tune it to 1300 am, KVOR. If it is a tornado, you will want to stay indoors and move to a safe part of your home. If it is some other emergency, it will be described on the radio announcement.

You must trust the fact that authorities will only sound this particular alert when an emergency exists. In addition, time and manpower permitting, police and fire vehicles will patrol the streets announcing that an emergency exists. When it is determined that the emergency has passed, it will be announced on KVOR radio. The siren is tested for a short one minute burst on the first Friday of each month, at noon.

Business persons and residents are requested to help visitors, particularly in the downtown area, to reach a safe location. Visitors may not recognize the danger, nor will they know the way to high ground or the direction to one of the “safe” areas.

Do not try to drive your vehicle, you may be trapped by flood waters or add to the congested streets that emergency equipment must use. Do not take time to gather your belongings, there may not be time. Your life is more valuable than all your possessions.

Using Manitou Avenue as a north/south dividing line, move quickly to a position uphill from Manitou Avenue. After you reach high ground, proceed toward the high school if you are on the south side, and Higginbotham Flats if you are on the north side.

Patrolling emergency vehicles will assist you to a place of safety. Your first job is to leave any low lying areas of the city. If you are bedridden or have handicapped family members, contact 9-1-1 immediately for assistance from the police or fire departments.

Once you reach an organized “safe area”, you will be asked to sign in so that an accurate register of persons present is kept. Able bodied volunteers may be asked to “pitch in” to free trained personnel for some other project. If you are skilled in some area, i.e., nurses, doctors, please say so when you register.

REMEMBER!!

Your safety and that of your family is greatly enhanced if you follow these instructions. Help us help you survive a disaster, should one occur.