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## RECOVERY PLAN ANNEX C

### I. PURPOSE

Boulder County/City of Boulder in protecting the health, safety and welfare of its citizens will mobilize all resources available to reduce the loss of life and property resulting from both natural and human caused disasters.

Necessary measures will be taken to alleviate the impact of such disasters on the economic structure, production capacity, and services and facilities essential to the well-being of the community.

The Recovery Plan Annex to the Boulder County/City of Boulder Emergency Operations Plan defines agency responsibilities and coordinated actions required in disaster situations to protect life and property, restore essential facilities and bring Boulder County/City of Boulder to a less hazardous condition. The functions and actions outlined adhere to the general principles and structure of the MACS concept as much as possible. Agencies using this plan should be familiar with the Basic MACS Plan, Annex A.

### II. GENERAL INFORMATION

Past experience in dealing with disaster emergency situations in Colorado has shown that all too frequently local governments have not received the maximum amount of financial assistance authorized and available to them from state and federal emergency programs. The reasons for this range from:

- \* A lack of knowledge on the part of local government as to what programs exist and how to obtain their benefits.
- \* A lack of necessary information supplied to state and federal agencies to justify the approval of financial assistance under existing programs.

In many cases, financial assistance was sought by local government and approved by the state and federal governments only to have the local government receive a partial reimbursement due to a lack of adequate supporting documentation to justify their claims. In many cases, this variance between the expenses that were incurred and the amount actually reimbursed meant the loss of many thousands of

dollars.

The Recovery Plan for Boulder County/City of Boulder consisting of Section I Damage Assessment, Social Economic Assessment-Debris Removal; Section II Record Keeping; Section III Victim Relief-Disaster Fatality Identification; and Section IV Long Term Recovery; will anticipate utilization of federal, state and local resources. A detailed system for damage assessment will be implemented prior to the recovery phase to determine the scope and magnitude of the disaster. Severe natural and human caused hazards may disrupt Boulder County/City of Boulder in a costly manner and may necessitate immediate relief and recovery measures for its citizens and their property. An accurate assessment of actual loss and damage to persons and property will enable Boulder County/City of Boulder to provide necessary assistance to disaster victims and the impacted area.

All responding agencies and officials within Boulder County/City of Boulder will be concerned with providing for the immediate and short term needs of the disaster victims and the rapid and orderly restoration of public services and facilities. Boulder County/City of Boulder must accomplish the following before seeking state or federal assistance:

\_\_\_\_\_ Assessment of damage expected or incurred.

\_\_\_\_\_ Record damage on damage assessment forms attached to Section I - Damage Assessment.

\_\_\_\_\_ Local Contribution

\_\_\_\_\_ Collect, record, and report information on the utilization of manpower, material and equipment used in response to disaster emergency situations as soon as possible. Forms attached to Section II - Record Keeping.

\_\_\_\_\_ Declaration of a Local Disaster

\_\_\_\_\_ The declaration can be made only by the principal executive officer of a political subdivision.

\_\_\_\_\_ It cannot be extended or continued in excess of 7 days without the consent of the governing board of a political subdivision.

\_\_\_\_\_ All orders or proclamations referencing a local disaster emergency will be given prompt and general publicity and shall be filed promptly with the County/City Clerk, and with the State Office of Emergency Management (OEM).

The effect of the local declaration is to activate the

response and recovery aspects of all applicable local and interjurisdictional emergency plans and to authorize aid and assistance under such plans. It is not in itself a request for outside assistance. A sample format for a local disaster declaration is attached to this Recovery Plan.

### III. RESPONSIBILITIES

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**General: All Directors And Heads Of City/County Departments And Agencies Will:**

- \_\_\_\_\_ Prepare plans and organize their departments for meeting their obligations in the recovery phase of a disaster, both natural and human caused, that might occur in the City/County and for assuring continuity of governmental operations during the emergency.
- \_\_\_\_\_ Integrate the MACS concept into individual plans. All agencies should be familiar with the Basic MACS Plan, Annex A.
- \_\_\_\_\_ Identify functions to be performed in the recovery phase of a disaster and assign responsibility for performing those functions to personnel of their departments.
- \_\_\_\_\_ Be prepared to provide staff members to the Emergency Operations Center (EOC) to coordinate their preliminary recovery functions with those of other agencies.
- \_\_\_\_\_ Ensure that the City Manager/Board of County Commissioners are kept informed of the situation during emergencies by reporting events and activities to the EOC in a timely fashion. When recovery operations shift from the EOC, reports will be sent to the Office of Emergency Management at the Public Safety Building, 1805 33rd Street, Boulder.

The Boulder County/City of Boulder Emergency Operations Plan details all responsibilities for disaster preparedness for directors and heads of City/County departments and agencies. Specific responsibilities for City/County departments in the Recovery Phase of a disaster situation are covered in detail in Section I through IV of this Recovery Plan.

### IV. MACS MODES

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Recovery operations, especially those following a major disaster such as Big Thompson can extend from weeks into months.

While preliminary recovery operations will begin during the MACS response Modes III and IV, the bulk of these operations will take place after the Demobilization Phase. Recovery operations will then be transferred from the Emergency Operations Center in the Public Safety Building to the Office of Emergency Management. Arrangements for the transfer of all records and reports will be completed in the Demobilization Mode.

Following transfer of records from the Documentation Officer, the Emergency Management Office will:

- \_\_\_\_\_ Brief the Board of County Commissioners and/or City Manager on procedures necessary for obtaining state or federal assistance.
- \_\_\_\_\_ Continue maintaining records transferred from the Documentation Officer to document recovery operations.
- \_\_\_\_\_ Keep a permanent record of all procedures followed in the recovery process.

#### **Mode III Operations**

- \_\_\_\_\_ Severity of threats will be studied on a priority basis in order to develop an assessment of probable damage.
- \_\_\_\_\_ Physical and social needs resulting from a disaster will be estimated to ensure capability of meeting those needs.
- \_\_\_\_\_ Damage assessment will begin and initial report filed.

Response agencies involved will keep accurate records of all expenditures made and resources utilized.

- \_\_\_\_\_ Agencies responding to the human, social and physical needs of disaster victims will execute immediate assistance as the situation dictates.

#### **Mode IV Operations**

- \_\_\_\_\_ State and or federal assistance if needed, will be requested by the Board of Directors. (In order for such assistance to be rendered, the Board of County Commissioners/City Council must declare a "State of Emergency" within their jurisdiction and a formal request for assistance be initiated to the Governor.)
- \_\_\_\_\_ Damage assessment information from all available resources will continue to be collected and reliability of reports evaluated.

\_\_\_\_\_A summary of reports will be prepared and updated as more complete and valid information is received.

\_\_\_\_\_A recovery coordination group will be established by the Board of Directors from government officials, and will include, but not be restricted to the following organization. (See chart following plan.)

\_\_\_\_\_A summary of damage will be reported through the County/City OEM Director to the State Office of Emergency Management (OEM).

**Demobilization And Recovery Phase**

\_\_\_\_\_Relief measures will be implemented to the populace affected at Disaster Assistance Centers set up by the Emergency Management Office and the Red Cross.

\_\_\_\_\_Damage assessment information will continue to be collected and submitted to the County/City Director.

\_\_\_\_\_In a declared disaster, local, state and federal personnel will prepare applications for financial assistance under Public Law 93-288 Federal Disaster Relief Act of 1974. (Amended and retitled as the Robert T. Stafford Disaster Relief and Emergency Assistance Act - 1988.)

\_\_\_\_\_Mitigation plans and reports will be prepared.

**V. ELEMENTS OF MACS - SPECIAL INSTRUCTIONS FOR RECOVERY OPERATIONS**

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**Emergency Operations Center**

In addition to duties as outlined in the Basic MACS Plan, Annex A the Emergency Operations Center should:

\_\_\_\_\_Maintain a Damage Assessment Status Board for public and private property.

\_\_\_\_\_Maintain a Social Economic Status Board listing human needs.

\_\_\_\_\_Maintain a Status Board listing shelter and housing needs.

**Resource Allocation Center**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Resource Allocation Center should:

\_\_\_\_\_Be aware of state and federal resources available if incident becomes a "declared disaster".

**Board Of Directors**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Board of Directors should:

\_\_\_\_\_Issue resolutions concerning the disaster.

\_\_\_\_\_Issue proclamations advising the general public of the situation.

\_\_\_\_\_Request state and/or federal assistance if needed. ("State of Emergency" must be declared by Boulder County Commissioners or Boulder City Council and formal request for assistance initiated to the Governor.)

**Situation Officer**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Situation Officer should:

**Mode III Operations:**

\_\_\_\_\_Notify the public works/transportation directors or entity involved of need for damage assessment and debris removal.

\_\_\_\_\_Alert the Documentation Officer of the need to keep specific forms as required. (These forms are attached to Damage Assessment, Section I and Record Keeping, Section II of this plan.)

\_\_\_\_\_Notify the Boulder Office of Emergency Management (OEM) of current situation. OEM will alert the State Office of Emergency Management (OEM) and keep them advised of the situation.

**Mode IV Operations:**

\_\_\_\_\_Continue collection, evaluation and posting of damage assessment of public and private property.

\_\_\_\_\_Update and summarize all valid information as received.

**Demobilization:**

\_\_\_\_\_Check reliability of damage assessment reports.

\_\_\_\_\_ Ensure all information will continue to be collected and submitted to the City/County Director (OEM).

\_\_\_\_\_ Ensure all reports have been prepared and submitted to the City/County Director (OEM).

**Recovery Mode Operations:**

\_\_\_\_\_ Operations transferred to the Emergency Management Office.

\_\_\_\_\_ In a "declared disaster" local, state and federal personnel will prepare applications for financial assistance under Public Law 93-288 Federal Disaster Relief Act of 1974. (Amended and retitled as the Robert T. Stafford Disaster Relief and Emergency Assistance Act - 1988.)

\_\_\_\_\_ Disaster Assistance Centers set up by the Emergency Management Office.

**Documentation Officer**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Documentation Officer should:

**Mode III Operations:**

\_\_\_\_\_ Document all expenditures using standardized forms attached to Record Keeping - Section II.

**Mode IV Operations:**

\_\_\_\_\_ Maintain and duplicate all records so copies can be retained in the Emergency Operations Center and copies transferred to the Office of Emergency Management.

**Demobilization:**

\_\_\_\_\_ Transfer all records to the Emergency Management Office.

**Public Information Officer**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Public Information Officer should:

\_\_\_\_\_ Provide copies of any proclamations made by the Board of Directors to the Communications Officer for airing on Citizens Alert and all local media outlets.

**Demobilization And Recovery Mode:**

\_\_\_\_\_ Advise all agencies of transfer of operations for recovery in a "declared disaster" to the

Emergency Management Office.

\_\_\_\_\_ Publicize Disaster Assistance Centers.

**Resource Officer**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Resource Officer should:

**Mode IV Operations:**

\_\_\_\_\_ Work closely with state/federal resource specialists during a "declared disaster".

**Finance Officer**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Finance Officer should:

\_\_\_\_\_ Coordinate with the Documentation Officer in record keeping.

**Facilitator**

In addition to duties as outlined in the Basic MACS Plan, Annex A, the Facilitator should:

**Mode III And IV Operations:**

\_\_\_\_\_ Brief the Board of Directors of initial damage assessment so they can advise the public in a timely manner of the situation and make decisions as necessary.

**Demobilization Mode:**

\_\_\_\_\_ Brief the Board of Directors of the transfer of recovery operations to the Emergency Management Office.

**VI. COMMUNICATIONS**

Boulder Regional Communications Center will be the control point for the flow of information between the field assessment teams and the Emergency Operations Center.

Assistance from amateur radio resources will be requested by the Director of Boulder Regional Communications Center if needed.

**Disaster Emergency Declaration (City)**

WHEREAS, THE CITY OF BOULDER SUFFERED SERIOUS DAMAGE TO STREETS, BRIDGES, HOMES, BUSINESSES, AND OTHER PUBLIC AND PRIVATE FACILITIES CAUSED BY \_\_\_\_\_  
\_\_\_\_\_ WHICH OCCURRED ON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; AND

WHEREAS, THE COST AND MAGNITUDE OF RESPONDING TO AND RECOVERY FROM THE IMPACT OF \_\_\_\_\_ IS FAR IN EXCESS OF THE CITY'S AVAILABLE RESOURCES:

NOW THEREFORE, BE IT RESOLVED, THAT THE MAYOR OF THE CITY OF BOULDER DECLARE THIS TO BE A DISASTER AREA.

DATED AT \_\_\_\_\_, COLORADO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
MAYOR - CITY OF BOULDER

**NOTE:** The Boulder Office of Emergency Management will supply two copies of this declaration to the State Office of Emergency Management, 15075 South Golden Road, Golden, CO 80401-3979

***Disaster Emergency Declaration (County)***

WHEREAS, BOULDER COUNTY SUFFERED SERIOUS DAMAGE TO ROADS, BRIDGES, HOMES, BUSINESSES, AND OTHER PUBLIC AND PRIVATE FACILITIES CAUSED BY \_\_\_\_\_  
\_\_\_\_\_ WHICH OCCURRED ON \_\_\_\_\_  
\_\_\_\_\_ ; AND

WHEREAS, THE COST AND MAGNITUDE OF RESPONDING TO AND RECOVERY FROM THE IMPACT OF \_\_\_\_\_ IS FAR IN EXCESS OF THE COUNTY'S AVAILABLE RESOURCES:

NOW THEREFORE, BE IT RESOLVED, THAT THE BOARD OF COUNTY COMMISSIONERS OF BOULDER COUNTY, COLORADO, DECLARE THIS TO BE A DISASTER AREA.

DATED AT \_\_\_\_\_, COLORADO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
CHAIRMAN-BOARD OF COUNTY  
COMMISSIONERS

**NOTE:** The Boulder Office of Emergency Management will supply two copies of this declaration to the State Office of Emergency Management, 15075 South Golden Road, Golden, CO 80401-3979

**Boulder County - City Of Boulder - Recovery Coordination Group**

