Council Request Update

March 28, 2019

Council Request: 18-140
Requested by: Mayor Pro Tem Russell
Request: Request for a 'NO right turn' sign in the parking lot of Caribou Coffee on Hampden Avenue
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D’Andrea

Council Request: 19-024 and 19-028
Requested by: Mayor Pro Tem Russell, Council Members Barrentine and Sierra
Request: What is the snow pushing policy of City snowplows? Snow has been piled in the RTD path. Provide an update on snow removal issues (wheelchair access in and around Simon Center, bus stops, possible employee assistance to business)
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D’Andrea

Council Request: 19-026
Requested by: Council Member Cuesta
Request: Traffic light change at Quincy and Broadway
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D’Andrea

Council Request: 19-036
Requested by: Mayor Pro Tem Russell and Council Member Wink
Request: Information on sewer bill at 4630 South Bannock Street
Assigned to: Utilities
Response: Please see the response from Utilities Director Tom Brennan

Council Request: 19-048 Follow-up
Requested by: Council Member Barrentine
Request: Provide copies of:

2. Emergency Operations Guidelines -2010
3. Reports Documenting the Completion of Grant and Expenditures of Grant Funds
4. Identify Task Force Members
5. Any Documents, Reports or Communication regarding the implementation, activities, direction, communication or work performed by either or both of the Co-Emergency Managers regarding the July flood.

Assigned to: City Manager
Council Request: 19-049
Requested by: Council Member Barrentine
Request: Sign for short-term rental at Shriner’s property on Floyd. Is this in compliance with our Code?
Assigned to: Community Development
Response: Please see the response from Senior Planner Brook Bell

Council Request: 19-050
Requested by: Mayor Olson
Request: Several residents have tried calling Public Works and only receive voicemails.
1. How can we ensure residents are able to talk to someone about their concerns?
2. We have reports that the online service request app (CRM) is not working.
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D’Andrea

Council Request: 19-051
Requested by: Mayor Pro Tem Russell
Request: Provide a copy of the February 13 report for the accident that occurred in the alley between South Sherman and South Grant on Floyd Avenue. Accident involved a utility truck and telephone/electrical line. Also provide amount of damages and who paid for the repairs.
Assigned to: Safety Services and Human Resources
Response: Please see the response from Chief Collins and Benefits/Risk Manager Joan Weber

Council Request: 19-053
Requested by: Council Member Barrentine
Request: Provide clarification of Director D’Andrea’s estimate of $80-$100 million for storm water infrastructure for the City as mentioned in the Friday, March 15, 2019 meeting with Congresswoman Diana DeGette
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D’Andrea

Council Request: 19-058
Requested by: Council Member Barrentine
Request: What are the number of vehicles used by the Police Department?
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D’Andrea
DATE:            March 28, 2019
TO:              Mayor Olson and City Councilmembers
THROUGH:         Dorothy Hargrove, Interim City Manager
FROM:            Maria D’Andrea, Director of Public Works
SUBJECT:         Council Request #18-140: “No Right Turn” sign

Council Request #18-140: Request for “NO Right Turn” in the parking lot of Caribou Coffee on Hampden.

Staff had to research ownership in this area before a sign could be installed. This area is actually under the jurisdiction of Cherry Hills Village. City staff felt that a sign was warranted and installed it. Staff will inform Cherry Hills Village of the installation.
DATE: March 28, 2019

TO: Mayor Olson and City Councilmembers

THROUGH: Dorothy Hargrove, Interim City Manager

FROM: Maria D’Andrea, Director of Public Works

SUBJECT: Council Request #19-024 & #19-028: Snow Plowing & Sidewalks

Council Request #19-024: What is the snow pushing policy of City snowplows? Snow has been piled in the RTD path.

City crews attempt to plow snow without pushing it or piling it onto sidewalks. This is a difficult task in locations where there is attached sidewalk. They do this by plowing the center lane areas only and depositing snow, where possible, in the parking area, close to the curb. If snow gets deposited onto walks by a city plow, staff will come back to clear it off.

Roads which are plowed by CDOT, such as US 285, are plowed to the curb line and thus often have snow plowed onto the adjacent walk. In these cases, the property owner is responsible for clearing the walks.

The snow removal contractor for EEF has also been informed not to pile snow on the RTD path along Floyd Avenue.

Council Request #19-028: Snow removal issues (wheelchair access in and around Simon Center, bus stops, possible employee assistance to business)

Per Municipal Code, §11-3-2 Removal of Ice and Snow, the adjacent property owner is responsible for clearing sidewalks. Snow and ice must be removed within 12 hours after snow stops falling. This includes removal of snow from pedestrian ramps.

RTD is responsible for removing snow at bus stop locations where a bus shelter (provided by RTD) is in place. Bus stop locations with no shelter or a bench are the responsibility of the adjacent property owner. Many cities have contracts in place where the bus bench advertiser is responsible for maintenance. Staff will pursue a similar contract as time allows.

Persons having difficulties shoveling their walks can access the Volunteers of America’s "Snow Buddies" program or Arapahoe County’s Senior Resources.
Council Request #19-026: Do you know who at the City I would contact for the traffic light at Quincy and Broadway having changed recently? For the past two mornings I have been the second car at the intersection trying to turn left to go North on Broadway and the light changes to red even before the first car gets through! It’s ridiculous. Somebody changed something recently as it used to be plenty long enough for a half dozen cars to get through at least.

On the night of Monday, February 11th, 2019, the traffic signal controller cabinet at the intersection of Broadway and Quincy was hit by a vehicle. The crash knocked-out the traffic signal and damaged some components and wiring. The city has a contract with a signal maintenance company who were able to install a new traffic controller cabinet, all its contents, and get the traffic signal up and running on Tuesday morning.

The wiring to the video detection cameras which detect traffic on Quincy Avenue could not be repaired immediately. As a result of the damage, traffic on Quincy was not detected properly and the controller was giving those approaches only the minimum 3 seconds of green time.

Once staff became aware of the timing issue, the programming was changed to assign a standard 18 seconds to the Quincy movements. This accommodated most traffic situations until the permanent repairs were completed in early-March.
TO: Mayor Olson and City Council  
FROM: Tom Brennan, Director of Utilities  
DATE: March 27, 2019  
SUBJECT: Follow-up to CR19-036 Information on Sewer Bill at 4630 South Bannock Street

1. Regarding the $32.57 charge on the sewer bill, please refer to the attached map and the 2017 Water and Sewer Rates Table. On the map the areas of the city highlighted in the color peach are served by in-city district sewers.

These City of Englewood residents are located in South Englewood Sanitation District No. 1, which is a connector district to the City of Englewood. South Englewood Sanitation District No. 1 has a district charge of 60% of Englewood sewer charges. The City of Englewood’s minimum sewer treatment charge is $54.29 for in-city districts, with 60% being $32.57 added by the district. These charges are remitted to the District.

2. The $4.50 is the Interceptor Basin Agreement charge. Some Englewood resident’s sewer flows drain to the Basin Interceptor line for conveyance to the treatment plant. This line is jointly owned by the City of Englewood, South Englewood Sanitation District No. 1, Southgate Water and Sanitation District, and South Arapahoe Sanitation District. The Basin Interceptor is not maintained by the City. This charge covers maintenance, repairs, and rehabilitation of the line. City of Englewood residents not charged the Interceptor Basin Agreement charge have their sewer flows conveyed to the treatment plant in lines owned and maintained by the City.
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**0% SEWER RATE INCREASE EFFECTIVE 1/1/2017**

- **Sewer Rate for Outside Districts**
  - Annual bills: Winter volume x $17.8889 = Sewer Charge: $2.8935 x 6 x 1.05 = $17.8889
  - Period for winter volume: November of previous year thru April of current year

- **Interceptor Basin Agreement (IBA)**

- **Concrete Utility Charge**

- **Storm Water Charge**
  - $4.16 per quarter for SF residential
  - $0.00554 per square foot of impervious surface for commercial properties

**SANITATION CHARGES**

**Southgate Sanitation district charges:**
- Effective 6/1/2017

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<td>6&quot;</td>
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**Valley Sanitation district charges:**
- Effective 1/1/15
- 10% of Englewood sewer charge

**South Arapahoe Sanitation district charges:**
- Effective 6/1/13
- 44% of Englewood sewer charge

**Sheridan Sanitation district charges:**
- Effective 8/2/12

| Single Family Dwelling | $20.00 |
| Business - 3/4" meter  | $20.00 |
| Business - 1" meter    | $40.00 |
| Mobile Home (each unit)| $15.00 |

**South Englewood Sanitation district charges:**
- 60% of Englewood sewer charge
Disclaimer: The City of Englewood makes no claims or guarantees to the accuracy or currency of the contents of this map and subsequent data sets, and explicitly disclaims liability for errors and omissions in its contents. Any questions should be backed up by a field locate.
TO: Mayor and City Council
FROM: Dorothy Hargrove, Interim City Manager
DATE: March 28, 2019
SUBJECT: Council Request 19-048 Followup: Provide copies of:

2. Emergency Operations Guidelines -2010
3. Reports Documenting the Completion of Grant and Expenditures of Grant Funds
4. Identify Task Force Members
5. Any Documents, Reports or Communication regarding the implementation, activities, direction, communication or work performed by either or both of the Co-Emergency Managers regarding the July flood.

The Task Force members include Tim Englert, Maria D’Andrea and Margaret Brocklander as facilitator of the team. The Task Force was formed in order to address the lack of coordinated effort among the Departments during previous emergency situations. The task force was requested to review the City’s readiness to support emergencies and report the findings and recommendations to City Council on April 8.

Thus far the team has reviewed staff presentations to City Council on April 9, April 23 and May 14, 2018 requesting the addition of a full time Emergency Manager who would be able to finalize an emergency operations plan, coordinate resources and compliance with federal, state and regional emergency offices, and coordinate the critical, ongoing training for on emergency response procedures. The team has also reviewed the State and Federal requirements and the Emergency Operations Plan (EOP) that has been in draft form since 2015. A copy of the 2015 draft EOP as well as the Emergency Guidelines document from 2010 are attached.

The team was unable to locate any additional documents related to the grant beyond Ordinance No. 3 previously provided.

All documentation, images and video related to the July flood have been compiled and will be provided on a thumb drive to all Council Members simultaneously before the April 1 study session, since the information includes not only an extraordinarily high number of print documents but also photos and videos that can best be accessed digitally.
This document serves as the formal declaration and announcement of the issuance of the City of Englewood Emergency Operations Plan (EOP).

This plan is intended to provide City of Englewood officials and critical stakeholders with a basis for the coordinated management of disaster incidents in order to preserve life, property and natural resources, and to minimize the impacts of the disaster on the community in order to resume daily county operations and community conditions as quickly as possible.

All offices of elected officials, partner agencies and organizations in the City of Englewood are responsible for developing and maintaining up-to-date internal standard operating procedures, training and exercise plans, and plan maintenance procedures in order to support the EOP. The coordination and integration of emergency plans and procedures is an ongoing process that should be collectively promoted by scheduling inter-agency meetings, formulating mutual aid agreements, and by conducting or participating in multi-agency and inter-jurisdictional emergency exercises.
Approval and Implementation

The purpose of the City of Englewood Emergency Operations Plan (EOP) is to provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of The City of Englewood before, during and after major planned events, emergencies or disaster events.

The EOP is consistent with the accepted standards and principles of the National Incident Management System (NIMS) as mandated by Homeland Security Presidential Directive 5 (HSPD 5), as well as Presidential Policy Directive 8 (PPD‐8). The use of NIMS ensures that Arapahoe County’s response and recovery efforts are aligned with the nationally accepted emergency management system for addressing all types of hazards and for integrating multiple agencies, jurisdictions and disciplines into a coordinated response and relief effort.

This document utilizes the all-hazards preparedness and planning approach, which is consistent with federal guidelines, including NIMS, the National Response Framework (NRF), the National Preparedness Goal, and the Core Capabilities List. As such, the EOP recognizes that while all disaster situations are unique, key response and recovery activities and planning elements are consistent.

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the duly elected leadership of each jurisdiction. For events requiring decisions about the commitment of resources beyond those normally available to county emergency response agencies, the following line of succession will be observed, based on the availability of the senior ranking public official:

1. Mayor and members of city council
   City Manager

Major modifications to this document must be submitted to the Mayor and City Council for approval prior to implementation or distribution.

All changes to this document shall be noted in the Record of Changes document, which shall be a continuous record from all versions of the plan beginning with this approved version.

This plan is approved and implemented effective upon adoption by the Englewood City Council which authorizes the Mayor to sign the Emergency Operation Plan for a period of five (5) years from the date of signature.
Record of Changes

This is the official documentation of changes, updates, revisions, revocations, or other alterations of the City of Englewood Emergency Operations Plan. This record, in its entirety, carries over between major versions and publications of the plan and helps provide documentation of the plan development, testing and maintenance process. Changes to the document should be noted here as specifically as possible. The Office of Emergency Management is responsible for tracking all changes and also for distributing the updates.

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NOT FOR DISTRIBUTION
**Record of Distribution**

This record serves as official documentation for the distribution of this planning document, in part or in whole, to critical stakeholders. The record maintains its entirety and carries over between various versions of the planning document. Changes to the document noted in the Record of Changes should be distributed to relevant parties and tracked in this section as well.

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Tornado
Flood
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DRAFT
NOT FOR DISTRIBUTION
Purpose and Scope

Purpose

The purpose of the City of Englewood Emergency Operations Plan (EOP) is to provide general guidelines and principles for planning, managing, and coordinating the overall response and recovery activities of the City of Englewood before, during and after major events.

The overall goal of this plan is to coordinate the roles, resources, and responsibilities of city departments and other stakeholders to ensure a rapid, flexible response to any disaster, critical incident, or planned event in City of Englewood. To facilitate this goal, the EOP utilizes the all-hazards preparedness and planning approach, which is consistent with federal guidelines including the National Incident Management System (NIMS), the National Response Framework (NRF), the National Preparedness Goal, and the Core Capabilities List.

This is a plan, not a procedural document. The contents of this plan are intended to provide a basis for the coordination, planning and management of the types of emergencies and disaster events most likely to occur in the City of Englewood. The EOP is not intended as technical or specific operational or functional procedures. Instead, this document consolidates the various policies and considerations which impact the development of procedures. In short, this is the 'why', not the 'how'. Appropriate procedural documents are referenced as needed.

The plan is organized into four major sections:

1. Basic Plan: This section introduces the overall EOP and gives it authority, provides the general planning concept, outlines standard or commonly accepted agency responsibilities at a city level, and identifies leading agencies for each event. The EOP is considered a public document, though it may be "washed" prior to public distribution to remove phone numbers and names as appropriate.

2. Organizational assignments and responsibilities.

3. Emergency Support Function (ESF) Annexes: Each Annex contains a general description of the function, the major response and recovery responsibilities of the function, and identifies primary and support agencies. These are planning documents, not procedural documents, and are typically available for public purview. Lead agencies may identify other planning efforts or procedures that assist in the execution of the ESF. These documents may fall under different rules or requirements for public availability.

4. Incident Specific Annexes: These documents provide specific information as to response to incidents that possibly could occur in the City of Englewood.

Scope

The EOP applies to all incidents or events within a geographic boundary of the City of Englewood. The EOP also applies to any event that may affect the City of Englewood regardless of location or size. This includes events in neighboring jurisdictions, large-scale events within the State of Colorado, or any situation where the City of Englewood may be called upon for Mutual Aid. The EOP embraces the concept of scalability, and therefore may be expanded or contracted to suit any size, scope, scale, or magnitude.
of events, including catastrophic incidents. While the plan is not intended for use in the response or recovery of incidents which are considered part of the daily operating procedures, the plan may be helpful if standard events coincide and cause a strain on the City of Englewood’s resources.

**Hazard and Threat Summary**

Situations that may require implementation of this plan include:

**Natural Hazards**

Natural hazards which Englewood is vulnerable include but are not limited to:

- Winter storm
- Flood
- Tornado
- Severe wind storm
- Extreme heat or cold weather
- Earthquake

**Technological (Man-Made) Hazards**

Technological hazards are those that occur as a result of either an accidental or deliberate human act. The technological hazards of greatest potential significance include:

- Mass Casualty Incidents
- Hazardous Materials Release
- Terrorism
- Civil Disturbances
- Major Power Outage
- Planned events which can cause major gatherings
- Transportation incident, including: aircraft crash, heavy rail accident, light rail incident

The City of Englewood Emergency Operations Plan is an “all-hazard” plan, drafted to address any emergency, whether it be a terrorist attack or tornado, any of the above hazards remains relevant.

**Planning Assumptions**

The development of the City of Englewood Emergency Operations Plan includes several standard assumptions. An emergency of disaster can occur at any time and may cause human suffering, loss of life, property damage and economic hardship. A major emergency or disaster will overwhelm the capabilities of the City of Englewood. Vital utility services such as electrical power, water service and petroleum fuels may be severely restricted or may not be available. The City’s priorities will be to save lives and protect the health and safety of the public and responders. Citizens of Englewood expect their local government to keep them informed and to provide guidance and assistance in the event of threat, emergency or disaster.

City Departments with emergency responsibilities will ensure that all appropriate personnel are properly trained and familiar with this plan and any applicable department standard operating procedure (SOP).
City personnel without emergency responsibilities may be asked to work in a support role during the disaster.

**Concept of Operations**

The Concept of Operations section explains the City of Englewood’s intended approach to address all-hazards events. This information pertains to a scalable, flexible, and general, and as such it applies to plausible emergency, disaster, or catastrophic events in the City of Englewood. The Concept of Operations section does not include specific procedures. This section addresses the integration of the City of Englewood into the larger disaster response picture.

All incidents will be organized using the National Incident Management System (NIMS), including the use of the Incident Command System (ICS). The management of incidents will start in the field. If appropriate, an Incident Command Post (ICP) will be established and the incident scene may be expanded to suit the needs of the event. As the incident expands, resource requirements increase, the Arapahoe County Emergency Operations Center (EOC) will open and provide support to the ICP. The Arapahoe County Office of Emergency Management may also be called upon for Mutual Aid.

The ICS will be established by the first arriving units in the field. An Incident Commander (IC) takes charge of the scene and assigns positions within ICS as the incident evolves. During complex responses, the IC may be replaced with a Unified Command (UC). If there are multiple events that require multiple resources, an Area Command (AC) may be established. These organizational concepts are addressed in the Error! Reference source not found. section.

Based on the assessment of emergency conditions by the designated command structure, the municipal leadership will be notified and advised of the situation. Municipal leadership personnel will comprise the Policy Group, which may be co-located with the EOC or another appropriate venue. The location of municipal or county leadership will depend on the type of command in place and the incident type.

**Mutual Aid**

Emergency response agencies in Arapahoe County request resources through mutual aid agreements, which are usually discipline-specific. All local governments and special districts within Arapahoe County are responsible for coordinating with one another and for determining the provision of mutual aid within their capabilities and according to established written agreements. Various types of aid agreements include Mutual Aid Agreements (MAA), Memorandums of Agreement (MOA), and Memorandums of Understanding (MOU). In most jurisdictions, special districts may enter into Inter-Governmental Agreements (IGA). Resource requests should be coordinated through a district or the EOC depending on the incident, and be documented on the appropriate ICS form.

**Emergency Operations Center**

The City of Englewood Emergency Operations Center (EOC) is the facility designated as a central location for coordinating emergency management activities in support of incident command forces in the field. The EOC, in most situations, is staffed by city department officials, with authority to direct the use of city
resources, and responding representatives from cooperating agencies and jurisdictions, including volunteer and private organizations. In addition to supporting command post actions, EOC personnel coordinate intergovernmental and supplemental assistance, gather and document disaster information, perform damage assessment activities, and facilitate demobilization and recovery operations.

**Continuity of Operations**

Departments within the City of Englewood will maintain a Continuity of Operations Plan (COOP) that is specific to their department. The individual plans are interconnected to form one overarching Plan. The following is a summary of continuity planning. Disasters can interrupt, paralyze, or destroy the ability of local government to carry out their functions. Therefore, it is important that each level of government have plans in place to maintain or restore its essential functions. The important factors for assuring continuity of government at the local level include: well defined lines of succession for key officials and authorities; and the preservation of essential services and records.

**Preservation of Essential Services**

Mission essential services are defined as being life-saving or critical to the immediate operation of the City of Englewood. These services need to be maintained or restored immediately should they be struck by a disaster and rendered unusable. In the event that a City facility is rendered unusable, a back-up facility has been pre-identified that will allow for essential services to be provided.

**Preservation of Essential Records**

Protection of essential records is vital if the City is to resume functioning after a major catastrophe. The vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible location, preferably off-site.

**Line of Succession**

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the duly elected leadership of each jurisdiction. The lines of succession for each department can be found in the City’s Continuity of Operations Plan.

**Emergency/Disaster Reporting Process**

Proper reporting of expenditures and other actions taken is necessary in order to ensure maximum reimbursement for losses and expenses incurred in the recovery process. Prompt and accurate reporting is crucial in order to ensure the local governments recover the maximum financial reimbursement for authorized disaster emergency related expenses and losses. It is almost impossible to document claims after the work has been done and a period of time has passed. Any disaster or emergency will come with associated costs and expenditures. Additional funding will be needed and/or
reimbursement necessary for costs associated with a disaster or emergency. Current budget commitments as well as any reserve funds may need to be expended on the disaster or emergency. All departments, organizations, and agencies involved in a disaster or emergency occurring within the City of Englewood will need to keep accurate records of expenditures, losses, and other actions taken. These records will be forwarded to the Finance Department for tracking of overall expenditures and losses.

Public Information

The objective of emergency public information is to provide timely, accurate and comprehensive information about an emergency situation to the public and to the news media. Emergency public information can include general information about the incident, including a summary of government response actions and the projected duration of emergency conditions, as well as specific information and instructions regarding street closures, shelter locations, and hazardous areas to avoid, or where to call for additional information.

Incident Commanders in the field, local elected officials and other officials at the EOC should be prepared to respond to media inquiries or to designate a spokesperson or Public Information Officer (PIO) to handle media questions in their absence. In order to reduce confusion, control rumors, and promote public confidence in emergency response efforts, a single point-of-contact (POC) will be established for the direct release of countywide, disaster-related information to the public and to the news media.

In smaller incidents, a single spokesperson from the primary response agency at the scene should be designated to release information about the incident. In large and protracted disaster events, a single spokesperson (PIO) should be designated at the EOC to give media briefings and to approve coordinated media releases. A Joint Information Center (JIC) may be established when there is a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.

Communications

In disasters and large-scale emergencies, a coordinated response depends on the ability of emergency agencies and personnel to communicate with one another, regardless of location. Establishing communication links between command posts and operations centers at the onset of an emergency/disaster can help speed delivery of emergency resources requested from county and municipal government and outside sources.

During response operations, agencies will use their own dedicated radio frequencies and those specifically designated for emergency response according to the policy of the responding agency. Where possible, an emergency channel will be established and dedicated for emergency-related traffic between the ICP(s), EOC(s), and primary and supporting jurisdictions.
The incident commander (IC) will ensure that a Communications Plan is established using the ICS form 205, which is available in the annexes. When appropriate, the IC may delegate the responsibility for completing and maintaining the 205 to a member of the communications section staff, either in dispatch or on scene.

**ADA Considerations for Local Government**

Emergency preparedness and response programs must be made accessible to people with disabilities and are required by the Americans with Disabilities Act of 1990 (ADA). Disabilities can include mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the City’s planning efforts for those with disabilities are:

- Notification and warning procedures
- Emergency evacuation considerations
- Sheltering requirements
- Accessibility for mobility devices and service animals while in transit or at shelters
- Access to emergency information

**Authorities and References**

**Authorities**

**Federal**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (P.L. 93-288, as amended by P.L. 100-707)

**State**

- C.R.S. 24-33.5-701 Colorado Disaster Emergency Act (2014)
- C.R.S. 24-33.5 §701-716 : Emergency Management
- C.R.S. 24-33.5 §1601-1615 : Division of Homeland Security and Emergency Management
- C.R.S. 24-33.5 §1101-1109 : Disaster Relief
• C.R.S. 24-33.5 §1501-1507 : Colorado Emergency Planning Commission

References
• National Strategy 2007, Department of Homeland Security
• Colorado State Emergency Operation Plans (SEOP) 2013, Colorado Division of Emergency Management
• Arapahoe County Multi-Hazard Mitigation Plan (2015-2020)
• Comprehensive Planning Guide (CPG) 101 – March 2009, Department of Homeland Security and FEMA
Organization and Assignment of Responsibilities

Most City departments have emergency functions in addition to their normal operations. Below is an overview of the emergency-related responsibilities for each department.

All Departments

- Develop their section of the City’s Continuity of Operations Plans (COOP) to ensure that essential government services remain available to the public.

- Ensure appropriate personnel are trained and familiar with this plan and any applicable department standard operating procedures (SOP).

- Ensure all emergency related expenses are recorded for reimbursement purposes.

- Prepare standard operating procedures, guidelines, and/or checklists needed to effectively accomplish their assigned responsibilities.

- Establish mutual aid or intergovernmental agreements for their area of responsibility.

- Identify resources that can be called upon in the event that the city’s resources become depleted or otherwise unavailable.

- Provide trained personnel to staff the EOC when activated and requested.

- Ensure all planning efforts address the needs and requirements of the Disability community.

City Council

- Provide Policy Group leadership

- Approve emergency ordinances for the immediate preservation of public health, safety, and property.

- Authorize expenditures for disaster and emergency purposes.

City Manager

- Determine the level of commitment of City resources and funds for the disaster.

- Issue emergency and disaster declarations as necessary.

- Determine the need to suspend day-to-day City functions that do not directly contribute to the emergency operations.
• Assign City employees to assist with functions and duties outside of their normal responsibilities.

• Request county or state assistance if it appears that the resources of the City are inadequate to cope with the emergency.

• Implement the Emergency Operations Plan as the situation requires.

In Colorado, a local disaster may be declared only by the principal executive officer of a political subdivision (24-32-2109 C.R.S.). In Englewood, the City Manager holds this title.

Declaring a Disaster or Emergency allows the City to activate disaster related policies and procedures, authorize the expenditure of public funds.

A Declaration should be issued when all local resources have been depleted. A Local Declaration is necessary to initiate State assistance and/or a request by the Governor for Federal assistance.

City Attorney

• Prepare emergency disaster declarations and ensure emergency ordinances are in place prior to an emergency.

• Provide interpretation of state and federal regulations related to disasters.

• Advise on the use of TABOR funds.

Designated Emergency Management Coordinator

• Activate the Emergency Operations Plan and all applicable ESFs.

• Keep the City Manager and other key officials informed of the situation.

• Establish the Emergency Operations Center (EOC) and manage its operation.

• Coordinate the request of county, state and federal disaster assistance.

• Function as overall coordinator of disaster operations until normal government operations can be resumed.

• Assist the City Manager in evaluating the need for declaring a disaster emergency.

• Provide situational updates as necessary to Arapahoe County Office of Emergency Management and the State of Colorado Office of Emergency Management.

Police Department

• Assist in citizen evacuation operations.

• Maintain law and order.
• Protect property in evacuated areas.
• Control access and provide security to the disaster site.
• Provide security at shelter locations as required.
• Provide damage reports to the EOC for situational awareness purposes.
• Establish re-entry procedures for personnel returning to limited-access areas.
• Provide emergency traffic direction and control measures including signalization and barricading.
• Coordinate the clearing of disaster debris from major thoroughfares and emergency traffic routes.
• Assist in damage assessments of bridges, roadways and any equipment owned by the City.

Utilities
• Provide emergency shutdown of water and sewer services and have provisions in place to provide potable water for essential city relief activities.
• Coordinate the repair of water and sewer systems.
• Provide GIS mapping assistance.

Finance Department
• Maintain emergency purchasing procedures for acquiring supplies, services, and equipment needed during a disaster.
• Monitor the budgetary impact of the disaster on the City.
• Maintain detailed financial records of all incident costs accrued and prepare reports for reimbursement purposes.
• Provide disaster related financial information to state and federal agencies for reimbursement purposes.

Information Technology Department
• Provide emergency restoration of critical information systems.
• Ensure the EOC has the necessary equipment in place to manage and coordinate the emergency.
• Ensure redundancy and backup of essential city electronic communications, documents and reports.
Community Development
- Encourage all rebuilding efforts to consider the vision of the City's Comprehensive Plan.
- Assist in locating temporary housing for disaster residents.
- Collect damage statistics and losses sustained by industry, businesses, and on private dwellings in coordination with the Fire Marshal and Building Department.
- Participate in the preparation of a long-term recovery plan post disaster.

Human Resources
- Coordinate and maintain employee records/preserve benefit information
- Recruit and hire temporary workers for emergency related employment
- Develop emergency hiring procedures
- Coordinate employee work schedules and telecommuting possibilities
- Consider catastrophic based leaves of absence for personal reasons
- Establish emergency leave bank guidelines and points of contact (primary and backup) for coordinating leave and leave donations.

Parks and Recreation
- Provide assistance to Red Cross personnel in the opening of shelter facilities that are operated by the parks department.
- Assist with conducting damage assessments of City parks.
- Coordinate the use of equipment and other resources under the control of the Department.

Victim Assistance
- Coordinate with service organizations to provide emergency shelters for displaced persons.
- Coordinate the mental health and social services needs of the disaster victims.
- Assist with registering victims, locating missing persons, and the reunifying of family members.

Fire Department
- Coordinate mass casualty response efforts.
- Assist with citizen evacuation operations.
- Assist with search and rescue operations.
- Provide firefighting and hazardous material response.
- Provide damage reports to the EOC for situational awareness purposes.
- Assist in the clearing of disaster debris from major thoroughfares and emergency traffic routes.
- Assist in damage assessments of bridges, roadways and any equipment owned by the City.

**Denver Health Paramedic Division**

- Provide medical response, stabilize and transport casualties.
- Provide medical assistance, evacuations, and triage, as needed.

**Fire Marshal**

- Assist in the damage assessment process.
- Inspect structures in the disaster area for safety concerns.

**Building and Safety**

- Assist in determining the habitability of damaged structures and whether services can be restored.
- Assist in the damage assessment process.
- Inspect temporary home repairs for safety issues.
- Provide residents with contracting and licensing information.

**Specific Outside Agencies**

In addition to city departments, specific outside agencies provide emergency functions in addition to their day-to-day operations. Outside agencies may include but are not limited to:

**Tri-County Health Department**

- Issue precautionary health warnings as necessary.
- Provide environmental surveillance information.
- Monitor the disposal of hazardous and radiological materials.
- Coordinate the implementation of quarantine, isolation, and community containment measures.
- Determine food and water safety and provide guidance on proper disposal methods for contaminated products.
- Provide immunization and mass prophylaxis to citizens and first responders.
- Coordinate the activation of mental health and victim assistance personnel.
- Assist with tracking of victims and family reunification measures.
American Red Cross (ARC)
- Designate and provide shelter assistance to disaster victims.
- Assist with mass feeding of victims and emergency workers.
- Provide crisis counseling assistance to disaster victims and response workers.

Salvation Army
- Provide crisis counseling for victims and emergency workers.
- Provide mass feeding of victims and emergency workers.
- Provide clothing and personal hygiene items to disaster victims.
- Provide pastoral care services.

Amateur Radio Emergency Service (ARES) – District 21
- Set up emergency communications upon request in the EOC.
- Provide communication to emergency workers.
- Assist with conducting damage assessments.

Utility Companies
- Restoration of gas and electric services.
- Restoration of telephone and other communications disruptions.
Emergency Support Functions (ESFs) are those capabilities or activities that are most likely to be needed during an incident. Each of the ESFs have been assigned a lead department/agency based on the expertise that department brings to the problem. It is the Lead department’s responsibility for developing the annexes and for coordinating the efforts needed during the response to an incident.
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EMERGENCY SUPPORT FUNCTION

DETAIL

Emergency Support Function (ESF) 1
Transportation

Lead Departments: Englewood Police Department
Public Works/ Streets

Purpose
To provide guidance for the coordination of citizen evacuations and for transportation and distribution of critical resources including food and fuel supplies. Priority of the transportation function will be to support any evacuation operations.

Concept of Operations

- First responders will determine the need for evacuation based on the threat and magnitude of the event.
- Coordination of the evacuation process should include:
  - Identifying anyone needing transportation assistance to evacuate.
  - Designating an assembly point for evacuees who will require transportation.
  - Arranging bus transportation through RTD or the school district for evacuees.
  - Coordinating with shelter locations to ensure space availability and staffing is in place to receive evacuees.
  - Providing evacuation information to the local media to be disseminated.
  - Coordinating with animal emergency response organizations to ensure the needs of evacuees’ animals are addressed.
- The Police Department will provide security for the evacuated area and access will be controlled.
- A list of evacuees and their location will be maintained with assistance from sheltering staff.
• An evacuation of a large part of the City may impact neighboring jurisdictions and evacuation routes should be coordinated with them.

• Provisions, to the extent possible, will be made for providing the elderly and special needs population with transportation.

• Some residents may refuse to evacuate and a record of these attempts should be maintained.

• Re-entry into the evacuation area will only be allowed after it is determined that it is safe to do so. Technical advice from building officials, public health and other subject matter experts may be necessary depending on the nature of the incident.

• Transportation routes may require clearing of debris or snow to allow access to response personnel and for the movement of critical supplies.

• Damaged or destroyed critical transportation routes may require immediate repairs or rebuilding.
EMERGENCY SUPPORT FUNCTION (ESF) 2

Communication

Primary Agencies:

- Police Dispatch
- Englewood Information Technology (IT)
- Private industry providers

Purpose

To provide emergency communications resources and capabilities for the response to and recovery from a disaster or emergency within the City of Englewood. To provide assessment and restoration of the telecommunications and IT systems infrastructure.

It is essential that the City of Englewood have reliable communications, warning capabilities, and coordination with other organizations during a disaster.

Concept of Operations

- Radios, telephones, related IT resources, network capability, and communications capability essential to emergency services will be monitored for operational readiness.

- Personnel may be requested to support the communication and IT capability of the Emergency Operations Center.

- All requests for communication support will be submitted to EOC for coordination, validation, and/or action. If necessary, mutual aid and/or private sector resources will be acquired to augment the City’s resources.

- Personnel may need to prioritize the restoration of services and prioritization will be based upon the incident objectives set by command staff.

- Alternate communication systems such as Amateur Radio Emergency Services (ARES) will be requested when normal communication systems are overwhelmed or inadequate.

- Regional mobile communications vans may be available to assist with interoperable communications.

- Additional communication resources will be requested from the State or through the Arapahoe County Office of Emergency Management.
EMERGENCY SUPPORT FUNCTION (ESF) 3

Public Works and Engineering

Lead Agency: Public Works Department

Purpose: To provide guidance and coordination for public works and engineering-related support during disaster situations.

Planning assumptions

In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities, including water and wastewater systems, may be damaged. Access to the disaster area may be dependent upon debris clearance and roadway repairs.

Emergency environmental waivers, legal clearances and alternate disposal sites may be needed for disposal of materials from debris clearance and demolition activities.

Concept of Operations

Personnel will:

- Participate in damage assessments of building, roads, bridges and other infrastructure immediately following the event.
- Provide debris removal and route clearing for life safety and infrastructure support activities.
- Coordinate the disposal of solid waste to include locating and designating temporary storage and reduction sites.
- Provide traffic control signs and barricades for road closure and detours and provide operational control of traffic signals and flashers under local control.
- Restore potable water production and the treatment/discharge of wastewater.
- Repair water distribution and wastewater collection systems.
- Request assistance from neighboring jurisdictions and contractors as needed.
- Provide GIS mapping of the disaster area.
- Provide repair of emergency City vehicles and provide fuel supplies for the duration of the emergency.
EMERGENCY SUPPORT FUNCTION (ESF) 4

Firefighting

**Lead Agency:** Denver Fire Department and Denver Health Paramedic Division

**Purpose:**
To provide the necessary resources to effectively respond to a fire or medical emergency.

**Assumptions:**
Major fires may occur at any time with little or no warning and may occur as a large isolated incident or in conjunction with a disaster.

**Concept of Operations:**
- In the event the Emergency Operations Center is activated, a representative from Denver Fire Department will provide personnel to coordinate the provision of firefighting personnel and equipment.
- Mutual aid may be requested from neighboring entities and will be coordinated and assigned as needed.
- On-scene patient triage, treatment and transport may be required and coordination with hospitals and private ambulances can be requested through the EOC.
- Control and mitigation of hazardous materials releases as well as decontamination of victims may require the assistance of the Arapahoe/Douglas Hazardous Materials Team. ESF 10 may be activated to assist with this capability.
- Rescue and extraction of victims may require the assistance of neighboring jurisdictions or from Urban Search and Rescue teams. ESF 9 will be activated to assist with this capability.
- The police department will assist with perimeter and crowd control issues.
EMERGENCY SUPPORT FUNCTION (ESF) 5

Emergency Management

Lead Agency: Designated Englewood Emergency Management Coordinator

Purpose: The Emergency Management Coordinator is responsible for supporting overall activities of the City of Englewood for incident management. ESF 5 provides the core management and administrative functions in support of the Emergency Operations Center.

Concept of Operations

- The Designated Coordinator (DC) will monitor the status of the incident and ensure all information is disseminated to key decision makers and will advise the need for declaring a disaster.
- The need for partial or full activation of the Emergency Operations Center (EOC) will be determined and necessary ESF support will be requested.
- Upon activation of the EOC, the DC assumes responsibility for coordinating the functions occurring in the EOC.
- Information will actively be collected, analyzed, summarized, and distributed to all applicable departments and supporting partner agencies to ensure situational awareness is maintained.
- The DC will determine the need to open emergency shelters or reception centers and will coordinate requests to support the ESF. Shelter and staffing activities are discussed in ESF 6.
- The DC will provide technical assistance and support to response personnel to include the coordination of resource requests.
- The DC will act as a liaison with county and state Office of Emergency Management.
- The DC will facilitate the disaster declaration process in coordination with the City Manager.
EMERGENCY SUPPORT FUNCTION (ESF) 6

Mass Care/Sheltering

Lead
Agency/Agencies: American Red Cross

Supporting
Agency/Agencies: Parks and Recreation
Victim Assistance

Purpose
To ensure there is a plan in place to provide services to disaster victims and displaced persons within the City.

Scope
This annex addresses the immediate needs of displaced persons and does not address the longer term recovery phase. The evacuation function of Mass Care is specifically addressed in the transportation/evacuation annex, ESF 1.

Concept of Operations
- The Emergency Management Coordinator in coordination with first responders will determine the need for mass care services based on the magnitude of the incident.
- Disaster Relief Organizations including the American Red Cross, Salvation Army, and Colorado Volunteers Active in Disaster (COVOAD), will be requested to provide sheltering and feeding services for displaced individuals and families.
- The Police Department will coordinate the evacuation process as detailed in ESF 1.
- Victim Assistance will coordinate the mental health and social services needs of the disaster victims.
- The Denver Health Paramedic Division will provide medical assistance to shelter occupants.
- The Police Department will provide security to the shelters.
- PetAid Colorado, a disaster response organization, will be requested to arrange for the sheltering of pets and other animals.
- 2-1-1 will be requested to assist with the family reunification process.

- The City is responsible for sending a representative to each shelter. This representative will serve as a liaison between the EOC and the shelter and will allow for shelter occupants to receive regular updates on the status of the emergency.

- The City’s designated shelters include: not confirmed as of 4-11-16
  - Englewood Recreation Center
  - Malley Senior Center
  - All Souls Church
  - Englewood High School

A shelter guidance document has been developed and will be provided to sheltering personnel as well as the ESF 6 representative in the EOC.
Resource Management

Situation

During a major emergency or disaster, shortages in the City’s resources may occur. Having procedures in place to acquire additional resources is essential for an effective response.

Concept of Operations

- Each department is encouraged to create and maintain a current resource list specific to their department and functions. This list should include resources available internally as well as externally through agreements with neighboring jurisdictions, businesses and private vendors.

- A method for tracking resource acquisitions will be established to ensure they meet the requirements for disaster cost reimbursements.

- All resource requests will be made through the Emergency Operations Center (EOC) for tracking purposes. If EOC is not activated, resources will be tracked by the Emergency Management Coordinator or the Finance Department.

- All disaster related expenses will be maintained for reimbursement purposes.

- Proper emergency purchasing procedures will be followed.

- As city resources become depleted, mutual aid agreements will be invoked along with any other locally available agreements.

- Once all local resources are depleted, including those from the county, assistance will be requested from the state.
EMERGENCY SUPPORT FUNCTION (ESF) 8

Health and Medical

DRAFT

Lead Agency: Denver Health Paramedic Division

Support Agencies: Colorado Department of Public Health and Environment

Lead Agency: Denver Health Paramedic Division

Support Agencies: Colorado Department of Public Health and Environment
Arapahoe County Coroner’s Office
Tri-County Health Department

Purpose: To provide guidance and coordination of emergency medical, public health, and mortuary services during epidemics, disease outbreaks or other health related emergencies.

Assumptions

- Paramedics will assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.
- The Metropolitan Medical Response System (MMRS) may be activated to provide mutual aid and equipment.
- Assistance in maintaining the continuity of health and medical services will be required.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease or injury.
- Primary medical treatment facilities may be damaged or inoperable, thus, assessment and emergency restoration to necessary operational levels is a basic requirement to stabilize the medical support system.
- A major medical and environmental emergency resulting from chemical, biological, radiological, nuclear or explosive (CBRNE) weapons of mass destruction (WMD) could produce a large...
concentration of specialized injuries and problems is so high that it could overwhelm the City of Englewood's local public health and medical care systems.

**Concept of Operations**

- Preservation of life and the safety of emergency workers and the public will take precedence over all activities addressed in this Annex.
- Local response to a mass casualty-producing incident involves triage, transport, treatment, and logistics support.
- Personnel providing health and medical services will adhere to appropriate and accepted standards of care and take appropriate protective measures.
- Emergency health and medical services programs will be administered by those agencies having that day-to-day responsibility.
- Representatives at the EOC will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.
- ESF 8 shall establish direct responsibility for the delivery of emergency medical services (including personnel and supplies), safety of food and water supplies, the prevention and control of epidemics and the identification of victims and emergency mortuary services.
- Englewood's Office of Emergency Management will maintain a resource list of current contact numbers and develop future use of resources. Representatives will assist inactivate current contacts and adjust as needed.
Search and Rescue

Lead Agency: Denver Fire Department

Support Agencies: Police Department

Public Works

Office of Emergency Management

Arapahoe County Rescue

Urban Search and Rescue Teams (USAR)

Purpose: To provide guidance in the response to and rescue of individuals from any type of emergency where those individuals are not accessible through usual means.

Situations and Assumptions:

- Events that require technical rescue capabilities will most likely occur with little or no warning.
- Specially trained and equipped personnel will be required to adequately respond.
- Rescuers and victims may be exposed to many hazardous conditions.
- Special equipment and outside agencies may be needed to assist in finding trapped victims.

Concept of Operations

- The Fire Department will respond to all events calling for technical rescue.
• Mutual aid will be requested for major events and under water recovery.

• City personnel and equipment may be reallocated to assist during major technical rescue events.

• Property management, with building blueprints may be requested to assist.

• If a structure collapse or cave-in is involved, a technical engineer may be needed.

• The Emergency Management Coordinator will be notified and respond to all technical rescue events to assist in resource management.

• Regulatory agencies may be involved due to personnel safety, health and environmental issues.

Requests for specialized equipment must be done in a timely manner.

USAR and CUSAR teams may be requested to respond.
Hazardous Materials

**Lead Agency:**
Denver Fire Department
Englewood Fire Marshall
Arapahoe/Douglas Hazardous Materials Team

**Purpose**
To protect the citizens and employees of the City from the immediate and long-term effects of exposure to hazardous substances.

**Situation**
There are thousands of chemicals in daily use that can cause an emergency affecting the population. These materials are stored at fixed facilities and transported via rail and highways through the City of Englewood.

**Concept of Operations**
The Denver Fire Department will coordinate the response efforts associated with a hazardous materials incident to include containing and neutralizing the substance and providing decontamination of exposed persons.

Neighboring response agencies including the Arapahoe/Douglas Hazmat Team will be called upon to assist during a hazardous materials incident that is beyond the capability of the responding Denver Fire personnel.

Spills and releases will be reported to the appropriate agencies such as CDPE or the EPA’s Response Center.
First responders should treat all spills as hazardous until the material(s) can be identified.

The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort.

- Police Department - Deny entry beyond the hazard zone except to those with appropriate PPE and respiratory protection.

- Metropolitan Medical Response System Mass Decontamination teams are prepared to handle up to 500 ambulatory patients per hour.

- Tri-County Health Department – Can monitor the air and coordinate with the hospitals for medical epidemiology.

- Public Works will provide barriers and routing of traffic and will monitor runoff into the storm water system.
Utilities

Lead Agency: Public Works

Purpose: To facilitate a coordinated response to manage and recover from loss or damage to utilities.

Situation: Generally, utility outages result from failures in the distribution system. Distribution components are most susceptible to failure during extreme hot and cold temperatures, as well as during violent weather conditions. Utility disruptions can involve electricity, gas, telecommunications, water/wastewater facilities.

Electricity: Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above-ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electrical utilities restore power lines to a safe condition.

Water/wastewater: Disruption of water may require notification to the public regarding any restriction on water usage, boiling requirements, acquiring bottled water; etc. Local firefighting activities also be impacted by the disruption of water service.

Utility companies may not be able to restore service to critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or materials are not readily available. It is therefore essential that a plan exists that enables government to continue functioning.

Fire department operations may be affected due to broken water lines, hazardous environments from leaking or severed gas lines, and threats of electrical shock.

Loss of power and fuel could cause life threatening situations to hospitals and health care facilities.
Power failures could create traffic problems, spoilage of food, loss of heating and air conditioning.

CONCEPT OF OPERATIONS

It is critical that an initial assessment of a major utility outage be conducted as soon as possible. This will allow plans to be made regarding the anticipated impact and any actions needed to protect public health and safety.

In large scale emergency situations that require massive repair and rebuilding needs, mutual aid agreements may be invoked or private contractors may be requested to assist.

Depending on the extent of the outage, priority of the restoration activities may need to be determined and should be based on life safety and the incident response objectives identified by the command staff.

Private utility companies, such as Comcast and Xcel will restore their services in accordance with their emergency operation plans.

Public information messages should be distributed to provide updated information on the current situation, conservation measures, response, recovery activities that are being taken, and include information regarding safety associated with re-entering their homes.

The American Red Cross and Salvation Army will be requested to provide temporary shelters and provisions for people unable to stay in their homes.
EMERGENCY SUPPORT FUNCTION (ESF) 14

Damage Assessment

Lead Agencies:  
Fire Marshall  
Building and Safety  
Public Works

Purpose

To provide timely and comprehensive information on the scope and extent of damage.

Situation

A timely and accurate assessment of damage is critical to determining response priorities and resource needs. The assessment provides the data necessary to determine if the disaster event and resultant damage exceeds the capacity of available local resources, and whether a Disaster Declaration is warranted.

Concept of Operations

- Personnel will conduct an Initial Damage Assessment which will serve as the basis for evaluating the need for a disaster declaration.
- Guidance and checklists will be provided to personnel conducting the assessments.
- Information and documentation compiled will be consolidated into a Preliminary Damage Assessment report and provided to appropriate personnel as well as to the State Office of Homeland Security and Emergency Management.
EMERGENCY SUPPORT FUNCTION (ESF) 15

Emergency Public Information

Lead Agency: Public Information Officer

Purpose

To establish procedures for the preparation and dissemination of timely and accurate official information to the public during a major emergency or disaster.

Assumptions

- The public needs timely and accurate information for protection of life and property during response to, and recovery from a disaster or emergency situation.
- Pre-scripted public messages will be drafted for the variety of hazards most applicable to Englewood.
- The City is well covered by local media, including newspapers, radio, internet, and television.
- The cooperation of the media will be relied upon as a means to disseminate emergency public information and/or instructions to the public.

Concept of Operations

- This annex will be activated whenever accurate and timely information is needed to inform the public during an emergency or disaster.
- The City’s PIO will provide information when needed to inform the public of disaster-related information.
- In order to reduce confusion, control rumors, and promote public confidence in emergency response efforts, a single point-of-contact will be established for the direct release of disaster-related information to the public via the news media during a major event.
• In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.

• A Joint Public Information Center (JPIC) may be established when there is a need to coordinate information from many agencies. The City’s single point of contact will be designated as the JPIC Manager and will coordinate the release of information.

• Records shall be kept of actions performed and information that is released.

• If additional public information support is needed, State’s Virtual Operations Support Team (COVOST) may be requested to assist.

**Warning receipt and dissemination:**

• Dispatch receives emergency information from a variety of sources including:
  - National and State Warning Systems messages over radio and the Colorado Crime Information Computer (CCIC).
  - National Weather Service (NWS) provides severe weather advisories, warnings and watches.
  - Reports to 9-1-1 from citizens.

• Once it is determined that the public should take emergency precautionary measures, warnings will be disseminated to the public through one or more of the following sources:
  - Activation of the Emergency Alert System (EAS)
  - Electronic and social media
  - Public address system
  - Reverse 9-1-1
  - News media sources

Citizens will be encouraged to acquire and monitor additional warning methods such as weather radios and smartphone apps.
Incident Specific Annexes

Annex A – Civil Disturbance

Lead Agency: Englewood Police Department
Supporting Agencies: Area Law Enforcement

Purpose

To facilitate the City’s response to the threat or actual event of civil disturbance.

Situation

Civil disturbances, such as looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc. may arise that require for specialized law enforcement activities, including outside assistance.

Citizens may gather to promote or demonstrate their individual rights or group interests. These demonstrations, though generally peaceful, have the potential to turn violent and cause injury to persons, and damages to property. It is therefore imperative that the Englewood Police Department monitor large gatherings within the City for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

Assumptions

- Civil disorders can cause alteration or disruption of daily operations.
- City employees may be in danger in normal field operations.
- Public utilities may be disrupted.
- Public information will be a vital function.
- Law enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation.
- During an emergency situation, the Englewood Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security.
Concept of Operations

- Emergency law enforcement operations will be an expansion of normal functions and responsibilities.

- Direction and control will be administered by the incident commander. The EOC may be activated to provide information, incident logistics, and resource management.

- Only essential personnel and authorized individuals with appropriate identification will be allowed within the distressed area.

- The City Manager may order and enforce a curfew.
Annex B – Terrorism

Lead Agency: Englewood Police Department
Supporting Agencies: Englewood Fire Division
All Englewood Departments

Purpose
To facilitate the City’s response to threats or actual terrorism events.

Situation
The citizens of Englewood would be at great risk in the event of a Terrorism/WMD attack.
The scope of the incident may expand geographically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may carry WMD agents far from their initial source.

Assumptions
- An attack may not be recognizable as a terrorism event until there are multiple casualties.
- There may be multiple simultaneous events.
- First responders will be placed at higher risk of becoming casualties.
- Mass casualties and fatalities will occur.
- National support teams may be called in.
- The event may quickly overwhelm local resources.

Concept of Operations
- The initial response will be coordinated by the Fire Department as a hazardous materials incident.
- Unified command between police and fire will be required.
- The EOC will be activated for a credible threat or actual event.
- All available communications methods will be utilized to verify and disseminate warnings.
- Mutual aid resources will be called up.
- The Colorado Office of Emergency Management will be notified.
Annex C - Tornado

Lead Agency: Englewood Police Department
Denver Fire Department
Denver Health Paramedic Division

Purpose

The purpose of this annex is to provide The City of Englewood with a tornado plan that identifies the threat, informs and alerts, and warns citizens. It describes direction and control procedures, and provides checklists of emergency actions in order to protect life and property for citizens and visitors of The City of Englewood. It is designed to supplement the operational strategy outlined in the Basic Plan.

Situation and Definitions

Tornadoes are one of nature’s most violent and damaging hazards causing almost complete destruction of everything in its direct path and often occurring with little or no warning. While most tornado damage is caused by violent winds, most tornado injures and deaths result from flying debris.

The size of a tornado and resulting damage can vary greatly. The Enhanced Fujita scale is based on a range of 0 to 5. The EF 0 category is a relatively weak tornado, while the EF 5 storms result in some of the most powerful and destructive winds ever observed.

- EF 0 – winds up to 65 to 85 mph with light damage
- EF 1 – winds up to 86 to 109 mph with moderate damage
- EF 2 – winds up to 110 to 137 mph with considerable damage
- EF 3 – winds up to 138 to 167 mph with severe damage
- EF 4 – winds up to 168 to 199 mph with devastating damage
- EF 5 – winds above 200 to 234 mph with incredible damage
Located on the western fringe of “Tornado Alley,” Colorado ranks 9th in the country with about 50 tornadoes each year. The spring and summer months are the primary months in Colorado for a tornado to occur.

**Tornado Warning** means a tornado is developing or about to be reported. This warning is typically issued for a small area for less than an hour. People in the warning area should take shelter immediately.

**Tornado Watch** means the conditions are favorable for tornados to develop. It is normally issued for 4 to 6 hours and can include many counties. People in the watch area should stay informed via NOAA Weather Radio, commercial radio or television and be on the lookout for severe weather.

**Assumptions**

- Evacuation of city facilities may be necessary.
- The Englewood Communications Center will activate the warning sirens and notify key officials and field personnel depending on severe weather conditions.
- Tornado Warnings will be disseminated through all available communication systems.
- Damage or destruction to public buildings, facilities and/or utilities may hinder the delivery of essential services.
- Response times of first responders and assisting agencies could be delayed due to debris on roadways.
- The EOC may be activated and staffed upon confirmation of a tornado touchdown resulting in injuries and/or property damage.
- Critical support agencies will be notified and coordination maintained throughout the emergency.
  - Designated individuals by department may be dispatched to affected areas.
  - Damage assessment personnel will be deployed as needed.
  - All news releases will be coordinated through the Public Information Officer.
  - City Manager by request will declare a state of emergency.
  - State assistance will be requested through Arapahoe County as needed.
  - Homes may be destroyed, forcing residents to find temporary shelter.
Concept of Operations

- Citizens will be advised of potential severe weather conditions through a variety of means, including: NOAA weather radio, Emergency Alert System (EAS), television and radio announcements, local sirens, smart phone apps, etc.
- Upon confirmation of a tornado resulting in significant injuries or property damage, the EOC will be activated and staffed accordingly.
- An Incident Command Post (ICP) will be established in the vicinity of the affected area to coordinate on-scene actions and to provide a link to the EOC.
- It is essential that a rapid assessment is conducted as soon as it is safe to do so. This information is needed by decision makers to help them determine and prioritize response actions for life-safety and other critical needs purposes.
- In a large event that overwheals the resources of The City of Englewood, additional support in the forms of mutual aid and/or county assistance will be requested. State aid will be obtained through the Arapahoe County Office of Emergency Management via the disaster declaration process.
- The National Weather Service (NWS) will provide tornado and severe weather warnings.
- Due to the rapid development of tornados, public awareness, timely warning, and appropriate public reaction are the keys to a favorable response.
- Statistical damage assessment reports will be distributed to city officials, county, state and federal government agencies, media, various organizations and the general public.
Annex D - Flood

Lead Agencies: Englewood Public Works

Purpose

To protect the health, safety, and welfare of the citizens of the City Of Englewood, through early warning, notification, response and evacuation from flooding caused by heavy rains, snow melt or dam failure.

Assumptions

- Many areas of the City are prone to flooding either because they lie within flood zones, or in the path of a potential dam failure.
- The delivery of public flood warnings is dependent upon a large amount, up-to-date, and easily discernible information with the National Weather Service (NWS), being primarily responsible for the initial release of the warning and its content.
- Local governments are also responsible for disseminating public warning information within their political boundaries.
- Flash floods on the front range can occur at any time.
- Street flooding from heavy rains or snowmelt may also occur.

Concept of Operations

- Depending upon flood threat conditions, the following activities may occur:
  - Emergency Management Coordinator will maintain continuous monitoring of all weather conditions.
  - Potential evacuation of suspected flood locations will be considered.
  - Evacuation routes may need to be established.
  - Determine need for diking (sandbags, earth, etc.)
  - Determine available resources from outside agencies.
  - Warn public through available means of public notification (See ESF 15).
  - Evacuate public to other locations or staging areas.
  - Establish communications with Arapahoe County Office of Emergency Management.
• Provide search and rescue operations as required.

• If emergency shelters are setup, organizations may be requested to assist in providing temporary shelter and feeding services to evacuees.

• Transportation may be needed to help evacuate a portion of the population.

• The City Manager will declare a State of Emergency as needed.

• Notification of state and federal agencies will be implemented.

• City Council will approve emergency contingency funding.

Englewood lies within the boundaries of the Urban Drainage and Flood Control District (UDFCD). UDFCD provides a Local Flood Warning Program in conjunction with NWS and sends out a message for advisories, Flash Flood Watches, Flash Flood Warnings, and an “All Clear.”
Annex E - Winter Storm

Lead Agency: Englewood Public Works

Purpose
To ensure essential city services are maintained during severe winter weather.

Definitions
Winter Storm Watch – issued when severe winter weather is possible, including cold air, strong winds, and accumulation of snowfall.

Winter Storm Warning – issued when snowfall is expected to exceed six inches in a 12-hour period or eight inches in a 24-hour period.

Blizzard Warning – issued when severe winter weather with sustained winds of at least 35 mph is expected, along with considerable snowfall.

Winter Storm Emergency – vital community services have been severely impacted. The City Manager has declared a state of emergency.

Assumptions
- All areas of Colorado are vulnerable to major winter storms.
- Longtime residents of the area are usually well equipped to handle routine and even severe winter weather.
- Large-scale loss of life or property does not normally occur as a result of a winter storm, however, any persons caught out in the storm and stranded motorists are in extreme danger.
- Loss of utilities in the City can create a critical situation for a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
Concept of Operations

- Depending upon the winter storm threat conditions, any of the following actions may occur.
  - The City Manager may declare a citywide emergency. This proclamation gives the City Manager the power to enact orders necessary to preserve public peace, health, and safety.
  - The Arapahoe County or State Office of Emergency Management may be notified if extra assistance is anticipated.

Snow Routes

Snow plow routes throughout the City are prioritized according to the number of vehicles traveling on each thoroughfare. When snow falls, streets are plowed in the following order:

Primary Grid Streets-
- The primary grid consists of streets that are considered main thoroughfares, as well as roadways adjacent to schools and hospitals. These include Broadway, Dartmouth, Oxford, Logan, and Tejon.

Secondary Grid Streets-
- The secondary grid includes streets that create links to the primary grid streets. These include Delaware, Clarkson, Huron, Kenyon, Quincy, and Tufts.

Residential Streets-
- Residential streets are generally not plowed unless they have steep hills with chronic icing problems or a snow emergency is declared. If snow accumulates over eight inches, crews will "V" plow the center of all residential streets. Alleys are not plowed.
- The state highways that pass through the City (Santa Fe, US 285 and a portion of Belleview and Federal) are the responsibility of the Colorado Department of Transportation.
CITY OF ENGLEWOOD  
Emergency Operations Guidelines

Distribution Plan

The initial distribution of these guidelines was made to the following listed officials for information and utilization during a disaster emergency. Additional copies are available upon request to the Emergency Manager. Each copy is numbered for accountability and updating.

<table>
<thead>
<tr>
<th>OFFICIAL</th>
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<tbody>
<tr>
<td>Mayor</td>
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<td>City Manager</td>
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<td>City Clerk</td>
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<td>Arapahoe County Office of Emergency Management</td>
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<td>Colorado Division of Emergency Management</td>
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<td>Fire Chief</td>
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<td>Fire, Shift Battalion Chief</td>
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<td>Human Resources Director</td>
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<td>Parks and Recreation Director</td>
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<td>Office of Emergency Management</td>
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<td>Code Enforcement</td>
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Revisions
Policy

The Emergency Management Coordinator shall update the Emergency Operations Guidelines whenever necessary, and shall formally review the Guidelines on an annual basis. All such revisions shall be so noted in the Record of Revisions.

RECORD OF REVISIONS

<table>
<thead>
<tr>
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LIST OF ACRONYMS

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<th>Description</th>
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<td>CBRNE</td>
<td>Chemical, Biological, Radiological, Nuclear or Explosive</td>
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<td>CDPHE</td>
<td>Colorado Department of Public Health and Environment</td>
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<td>COOP</td>
<td>Continuity of Operations Plan</td>
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<td>DOLA</td>
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<td>Office of Emergency Management</td>
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<td>Public Information Officer</td>
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<td>Standard Operating Procedures</td>
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<tr>
<td>Voad</td>
<td>Volunteers Active in Disasters</td>
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</tbody>
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DEFINITIONS

Fan-out System - A system of notifying multiple people in a short amount of time. Similar to a calling tree.

Incident Commander – The person responsible for managing the scene of an emergency. This responsibility usually is assigned to the highest qualified individual on the scene.
1. INTRODUCTION

1.1. Purpose

The purpose of the Englewood Emergency Operations Guidelines (EOG) is to provide direction and principles for planning, managing and coordinating the overall response and recovery activities of Englewood government before, during and after major emergency and disaster events. It delineates the roles and responsibilities of City departments, outside agencies, and volunteer organizations which are anticipated to contribute to the protection of people and property. These guidelines should be used in conjunction with the City of Englewood’s Continuity of Operations Plan (COOP).

These Guidelines were prepared under the Comprehensive Emergency Management Concept developed by the Federal Emergency Management Agency (FEMA) to integrate the response of all available emergency management resources and increase the level of emergency preparedness in the City of Englewood.

2. BASIC GUIDELINES

These guidelines should be reviewed annually and updated as necessary. Maintaining and updating these guidelines is the responsibility of the Office of Emergency Management. These guidelines have been approved by City of Englewood staff and have been reviewed and approved by City Council.

Any changes, additions or deletions to the substantive content of this EOG must be done by an amendment to the EOG and approved by the appropriate staff, Emergency Manager and City Council.

Annexes to this EOG will be developed as needed and shall be incorporated into this EOG by reference. The annexes may be updated as needed without the need for action by the City Council.

2.1. Legal Authorities

The development of these guidelines meets 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 these guidelines are intended to provide a basis for the coordinated planning and management of the types of emergencies and disaster events most likely to occur in the City of Englewood. It also provides the basic framework for the management of unforeseen events. Specific legal references include:

- Title VI of PL 93-288, as amended, entitled "The Robert T. Stafford Disaster Relief and Emergency Assistance Act"
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Title 24, Article 32, Part 2101 et. seq., Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992."
- Disaster Mitigation Act of 2000

The Disaster Mitigation Act of 2000 provides for new approaches and support for comprehensive hazard mitigation planning. One of the requirements of this Act was the development of a State Mitigation Plan as a condition of federal disaster assistance. The City of Englewood participated in the Denver Regional Council of Government (DRCOG) Mitigation Plan which satisfies the federal requirement.

2.2. Situations

Natural Hazards

Natural hazards which Englewood is vulnerable include but are not limited to:

- Winter storm
- Flood
- Tornado
- Severe wind storm
- Extreme heat or cold weather
- Earthquake

Technological (Man-Made) Hazards

Technological hazards are those that occur as a result of either an accidental or deliberate human act. The technological hazards of greatest potential significance include:

- Mass Casualty Incidents
- Hazardous Materials Release
- Terrorism
- Civil Disturbances
- Major Power Outage
- Planned events which include mass gatherings

2.3. Assumptions

With respect to natural or technological emergencies, certain standard assumptions can be made regarding the incident:

- The City will continue to be subject to the hazards noted above. Warning time available to prepare or react will vary from little or no warning, to days or weeks, depending on the type of hazard.
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- City officials will implement procedures regarding public safety and protection of property. This includes all phases of comprehensive emergency management and provisions to ensure continuity of government.

- Citizens expect their elected officials to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.

- Departments with emergency responsibilities will ensure that all appropriate personnel are properly trained and familiar with these guidelines, department standard operating procedures (SOPs) and standard operating guidelines (SOG’s) as applicable, so that they are capable of implementing them in a timely and effective manner.

- City personnel without emergency responsibilities may be asked to work in a support role during a disaster.

- The Incident Command System (ICS) will be used as the on-scene incident management system.

- County, State and Federal assistance, as well as volunteer and private organizations, should be requested to supplement the City’s resources as needed.

2.4. Continuity of Government/Operations

Purpose

The purpose of the City’s Continuity of Operations Plan is to provide a means of ensuring the continuity and preservation of the functions of government during a major emergency or disaster that impact facilities or personnel. Disasters can interrupt, paralyze, or destroy the ability of local government to carry out its functions. Therefore, it is important that each level of government have the capability to preserve, maintain, and reconstitute its ability to carry out essential functions.

There are two important factors for assuring continuity of government at the local level: first, well defined and understood lines of succession for key officials and authorities; second, preservation of records and critical facilities which are essential to the effective functioning of government and for the protection of rights and interests of the citizens.

The City, in conjunction with the Denver metro area, is currently using Bold Planning Solutions software to meet the requirements of Section 2.4 for continuity of operations planning and guidance. All city departments should define mission essential functions and lines of succession in the COOP plan.
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Line of Succession

The statutory responsibility for the management of an emergency or disaster in Colorado rests with the duly elected leadership of each jurisdiction. It is highly recommended that each department “cross train” employees to support mission essential functions within their respective department and across departmental boundaries. The following line of succession, by department is currently used by the City:

Elected Officials

1. Mayor
2. Mayor Pro-Tem
3. Senior Council Member

City Administration

1. City Manager
2. Deputy City Manager
3. Director of Public Works

Community Development

1. Community Development Director
2. Community Development Manager
3. Senior Planner

Public Works

1. Director Public Works
2. Engineering/Capital Projects Administrator
3. Traffic Engineer

Legal

1. City Attorney
2. Assistant City Attorney
3. City Prosecutor

Police Department

1. Police Chief
2. Deputy Police Chief
3. Police Commander

Fire Department
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1. Fire Chief
2. Deputy Fire Chief
3. Battalion Chief

Utilities
1. Director of Utilities
2. Operations Superintendent
3. Water Production Supervisor

Parks and Recreation
1. Director
2. Recreation Services Manager
3. Parks and Open Space Manager
4. Manager of Golf Operations

Wastewater Treatment
1. Director of Utilities
2. Plant Manager
3. Operations Manager

Information Technology
1. Director
2. Information Technology
3. Client Services Coordinator

Human Resources
1. Director
2. Benefits/Risk Manager
3. Human Resources Generalist

Finance
1. Director
2. Accounting Manager
3. City Clerk

Provision of Mission Essential Functions
Mission Essential Functions identify those services that are determined to be life-saving/preserving and those critical to the immediate operation of the Department.
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Such services need to be maintained or restored immediately should they be incapacitated by a disaster and rendered unusable. In the event that a City facility is rendered unusable, a back-up facility must be designated that will allow for essential services to be provided.

Preservation of Essential Records

Protection of essential records is vital if City government and citizens are to resume normalcy after a major catastrophe or emergency.

The selection of the records to be preserved rests with the City Clerk’s Office in conjunction with the custodians of the records. These decisions should be made in concert with the organization’s overall plan for determination of value, protection and disposal of records. Vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible location, preferably off site.

2.5. Concept of Operations

If a disaster occurs within the City of Englewood an immediate response by the City will be required. Only personnel trained in the prearranged plans and procedures will be prepared to make the coordinated efforts necessary to deal with a threat to life and/or property.

If a response to a disaster exceeds the capabilities of the City, the responsible department will request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical, or public works). All local governments and special districts within Arapahoe County are responsible for coordinating with one another and for providing mutual aid within their capabilities as established by written agreements.

When local resources and mutual aid resources are exhausted, the City of Englewood, through Arapahoe County, may request aid from the state.

The Emergency Operations Guidelines (EOG) is based on the concept that emergency response functions will generally parallel the normal operations of all City departments. To the extent possible, the same personnel should be utilized in both cases. Day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

National Incident Management System (NIMS)

NIMS is a predetermined flexible command structure, incorporating the concepts of the Incident Command System (ICS) for safely directing all emergency response activities
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at the scene of an emergency during situations that go beyond a routine, single-agency response.

Incident Response

Upon notification of an actual or impending disaster, the responsible Department Head, the Emergency Management Coordinator, or the City Manager will activate all or part of the Emergency Operations Guidelines.

Emergencies will be managed in the field. The Emergency Operations Center (EOC) will be activated, as needed, to support responders, coordinate resources and keep records of the event, as well as coordinating any additional functions that are needed (e.g. damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information support, etc.) The EOC provides a place for decision makers to gather for briefings, incident planning, and information and resource management. The Emergency Operations Center will be located at the Police and Fire Complex unless another location is designated.

Management and Functional Facilities

Incident Management

Each hazard, whether natural or technological, will be assigned a Lead Agency based on the expertise that the agency brings to the problem. It will be the Lead Agency's responsibility to provide the overall incident management.

The Emergency Management Coordinator will then coordinate with City department heads and all supporting agencies active in the EOC. The coordinator will ensure that information is kept current and that written communications are processed in a timely manner.

Each department operating within the EOC is responsible for keeping records of employee hours and expenses for their department, plus maintaining a time log with dates and times of activities that occur during the event.

Functional Facilities

The Emergency Operations Center (EOC) provides a functional area for policy and decision-making officials to operate. It also provides communication capabilities, resources for logging data, and a conference area. Access to the EOC is restricted to City officials or other designated individuals with decision making authority for their department or agency.

The Incident Commander (IC) will control and coordinate all response personnel at the emergency or disaster scene. The IC is usually the highest ranking official on the scene.
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with the knowledge to manage the incident. The IC will establish and maintain communication with the EOC when it is operational.

2.6. Organization and Assignment of Responsibilities

General

Most City departments have emergency functions in addition to their normal operations. Each department should develop and maintain its own emergency procedures. Each department should use the responsibilities listed below as a basis for the development of their own procedures.

Mayor/City Council

- Announce the existence and the subsequent termination of the emergency.
- Request State assistance if it appears that resources are inadequate to cope with the emergency.
- Approve authorization of expenditures during major emergencies or disasters.

City Manager

- Implement the Emergency Operations Guidelines in whole or in part as the situation requires.
- Maintain direction and oversight of all City departments before, during and after an emergency event.
- Establish a policy for expenditures and allocation of funds.
- Ensure that a plan is in place so that all vital records are identified and protected.

Emergency Management Coordinator

- Act as the coordinating staff advisor to the City Manager and key City officials during response to disaster emergencies to include debriefing reports after each incident.
- Monitor and assist in implementation of the Emergency Operations Guidelines.
- Ensure that the City Manager and other key officials are kept informed of the emergency situation.
- Establish the Emergency Operations Center (EOC), manage its operation and ensure city personnel are familiar with the EOC procedures.
- Compile, coordinate and present requests to the state and federal government for disaster relief assistance as needed.
- Assist the City Manager in evaluating the need for declaring a disaster emergency.
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- Prepare the Emergency Operations Guidelines for the City of Englewood and enable training and exercises as necessary to maintain and improve the response capabilities of all elements in the City.
- Develop private and local government resource lists. Assist in developing written agreements for their effective utilization during emergencies and disasters as needed.
- Coordinate disaster planning, operations, and training exercises with appropriate outside agencies to enhance the integrated emergency management system.
- Obtain the assistance of Radio Amateur Civil Emergency Service (RACES) personnel in establishing a logistical resource communications network.
- Represent the City as directed on matters relating to emergency management.
- Keep Arapahoe County and the Colorado Division of Emergency Management (CDEM) informed of a disaster situation.
- Coordinate operational periods and resource needs with the Incident Commander.

Police Department

- Conduct all regularly assigned functions relating to law enforcement in the City of Englewood.
- Evacuate people who are or may be threatened by an imminent disaster.
- Control traffic access to the scene of a disaster.
- Plan and coordinate response to hostage situations, as well as civil disturbances.
- Establish mutual aid agreements with local law enforcement jurisdictions.
- Develop an intelligence gathering and analysis capability.
- Establish, maintain, and coordinate an emergency public warning and notification system.
- Provide law enforcement assistance to shelter managers when requested.
- Establish a methodology to control access of persons and vehicles into secured buildings and limited-access areas.
- Maintain and operate a mobile command post and provide communications between the disaster scene and EOC.
- Receive and relay National Warning Service emergency messages.
- Establish, maintain, and activate the outdoor siren system to notify the public of an imminent danger.
- Enable a radio communications plan that will allow departments to communicate across disciplines (ie: police to public works)

Fire Department
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- Provide all regularly assigned departmental functions relating to fire prevention and control and EMS so as to minimize the loss of life and property.
- Establish and maintain radiological monitoring capabilities.
- Respond to and direct operations in hazardous materials incidents.
- Provide decontamination and mitigation during any hazardous materials incident.
- Receive and relay National Warning Service messages.
- Maintain automatic and mutual aid agreements with local fire jurisdictions and EMS agencies.
- Investigate options which would allow medics to be able to perform triage functions from the dispatch center.

Public Works

- Provide emergency traffic engineering and control measures to include signalization. Maintain emergency traffic routes in coordination with police and fire departments.
- Coordinate clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares.
- Establish damage assessment capabilities and procedures.
- Provide snow removal during winter storm conditions.
- Provide resources and technical support to public safety operations.
- Provide assessment of structural conditions of bridges and roadways.
- Participate in damage assessment activities.
- Provide additional personnel to all departments as needed.

Utilities

- Develop Emergency Operations Guideline annexes that address dam failure, flooding, and water shortages.
- Provide for the response of all water and sewer matters.
- Provide personnel for situations regarding storm water, reservoirs and the Englewood/Littleton wastewater treatment facility.
- Maintain a department Emergency Response Guide which includes a fan out notification procedure.

City Attorney

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- Provide legal assistance to the City Council, City Manager, and all City departments, to include operation of the municipal justice system.
- Prepare emergency disaster declarations and emergency ordinances prior to emergencies or disasters for more rapid enactment.
- Provide interpretation of federal and state regulations that relate to disasters.

Risk Management

- Establish damage assessment capabilities and procedures.
- Provide mapping, ownership, and assessment of structural conditions of bridges and roadways.
- Participate in damage assessment activities.
- Develop a methodology for purchasing supplies, services, and equipment under emergency conditions.
- Assist in the preparation of damage assessment reports as it relates to public buildings.
- Identify alternate facilities for use by the City to carry on essential operations.
- Provide for the safety and protection of the employees of the City of Englewood.
- Coordinate the development of damage assessment reporting system to meet post-disaster needs.
- Coordinate data for damage assessment reports to be forwarded to state and federal disaster agencies.
- Assist in recommending which public buildings or structures are retained or demolished.
- Assist in the coordination of disaster recovery planning efforts as it relates to public buildings before, during and after an event.
- Assist in the declaration of safe buildings or structures deemed safe for occupancy.

Finance/Administration

- Provide financial advice to the City Manager.
- Coordinate the development of a damage assessment reporting system to meet post-disaster needs.
- Maintain detailed records of all disaster-related expenditures.
- Coordinate all data for damage assessment reports to be forwarded to state and federal disaster agencies.
- Ensure City-wide understanding of emergency purchasing procedures.
- Provide administrative and logistical support to City Council, the City Manager, and all departments within the City.
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- Develop and maintain a methodology for purchasing supplies, equipment and services, under emergency conditions.
- Provide emergency public information printing needs.
- Assign City employees as needed to assist with other functions and duties outside of their normal responsibilities.
- Provide equipment and manpower upon request.
- Develop a plan to keep vital City facilities and functions operating during a disaster.
- Staff and support damage assessment teams.
- Identify alternate facilities for use by the City to carry on essential operations in the event of the loss of a primary facility.

Community Development

- Conduct vulnerability studies before a disaster occurs and during the post-disaster recovery period to include making appropriate recommendations that mitigate disaster vulnerability.
- Implement mitigation measures during the development application process.
- Collect and maintain data on significant population relocation.
- Establish a pre-disaster long term recovery plan.

Victim Assistance

- Provide and coordinate volunteer staffing to help provide services to disaster victims.
- Coordinate with surrounding victim assistance advocates to respond to an event, when needed.
- Act as a liaison between the victims of a disaster and other agencies such as Red Cross, Salvation Army, and other referral resources.
- Provide crisis counseling to victims.
- Provide services to emergency services workers and their families who are injured or killed during the disaster.
- Provide follow up with emergency services workers after an event to ensure their mental health needs are met through EAP services debriefings through Swedish Medical Center Mayflower Critical Incident Stress Debriefings, or other appropriate venues or systems.

Specific Outside Agencies

In addition to City departments, specific outside agencies provide emergency functions in additional to their normal operations. The list of agencies includes, but is not limited to:
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Tri-County Health

- Issue precautionary health warnings as necessary.
- Provide advice on all health matters.
- Provide environmental surveillance.
- Coordinate any quarantine, isolation and community containment measures.
- Monitor the disposal of hazardous and radiological materials.
- Inspect all food services facilities at relocation centers.
- Determine food and water safety and oversee the disposal of any contaminated products.
- Provide immunization and mass prophylaxis.
- Provide information on disinfecting public and private water supplies.
- Send a representative to the City EOC as needed.

Englewood School District

- Provide for the safety and protection of students and school personnel.
- Coordinate with the City and the American Red Cross for feeding, sheltering, and transportation of persons displaced by a disaster.
- Assist the City with identification and selection of school facilities best suited for sheltering and feeding displaced persons caused by a disaster.
- Advise the Emergency Management Coordinator or the City Manager on the availability of school district resources.
- Send a representative to the City EOC as needed.

American Red Cross (ARC)

- The provide relief and assistance for a variety of human needs resulting from natural and technological disasters.
- Maintain an updated list of available mass care facilities and provide shelter to disaster victims.
- Work in conjunction with City and State agencies to coordinate planning, preparedness and response activities at mass care incidents.
- Provide food and services for these shelters.
- Register displaced persons.
- Provide crisis counseling to disaster victims and response workers.
- Provide basic first-aid to disaster victims.
- Provide assistance to damage assessment teams.
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- Send a representative to the City EOC as needed.

**Salvation Army**

- Assist with personnel evacuation and shelter.
- Assist the American Red Cross and Englewood Victim Assistance Coordinator with crisis counseling for victims.
- Provide food to disaster relief workers.
- Provide clothing to disaster victims.
- Send a representative to the City EOC as needed.

**Amateur Radio Emergency Service**

- Set up emergency communications in a designated location at the request of the EOC.
- Provide communications to emergency workers.
- Assist with damage assessment upon request.

**County Coroner**

- Develop a plan to handle mass fatalities in the event of a major disaster.
- Establish a temporary morgue, should existing facilities become overwhelmed.
- Perform all functions relating to identification, registration, and disposition of fatalities.
- Send a representative to the City EOC as needed.

**Xcel Energy**

- Coordinate with the City to expedite restoration of gas and electric disruptions caused by a disaster or emergency.
- Provide a liaison to the EOC upon request.

**Qwest Communications**

- Coordinate with the City to expedite restoration of telephone and other communications disruptions caused by disaster or emergency.
- Provide emergency cell phone capabilities upon request.
- Provide a liaison to the EOC upon request.

**Comcast**
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- Coordinate with the City to expedite restoration of cable and other communications disruptions caused by disaster or emergency.
- Provide emergency capabilities upon request.
- Provide a liaison to the EOC upon request.

CIRSA
- Provide claims processing support and appraisals
- In coordination with risk management, assist in recommending which public buildings or structures are to be retained, repaired or demolished.
- Provide assistance in obtaining emergency equipment and/or supplies to maintain operations
1. ANNEXES

EMERGENCY SUPPORT FUNCTIONS

The Emergency Support Function (ESF) annexes describe the fifteen most likely emergency support activities to be utilized by the City of Englewood during an incident or planned event. Not all ESFs will be activated during any given incident. Each incident will be evaluated and the ESFs most useful to the response effort will be activated and deployed in response to the incident. Each ESF will be assigned a Primary Agency for ESF administrative and operational duties and each ESF will be associated with support agencies having either jurisdictional or operational interest in the implementation of the Emergency Operations Guidelines.

The scope of an ESF, as listed below, describes the principle functions for which the personnel staffing that ESF provide support. The functions listed under "Scope" should not be considered all inclusive.
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Emergency Operations Guidelines

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EMERGENCY SUPPORT FUNCTION (ESF) – 1

TRANSPORTATION

Primary Agency: Office of Emergency Management

Support Agencies: Englewood Police Department
Public Works-Fleet Services
Englewood Public Schools
RTD
Arapahoe County

PURPOSE:
The Purpose of this ESF is to provide guidance for the coordination and organization of transportation resources including the evacuation of people and the redistribution of food and fuel supplies for incidents which impact the citizens of Englewood. Priority of the transportation function will be to support any evacuation operations.

CONCEPT OF OPERATIONS:

ESF 1 is under the leadership of the Office of Emergency Management. In a major emergency or disaster, emergency responders may require the use of local vehicles, equipment and other assistance for moving equipment, supplies, or people.

RESPONSIBILITIES:

A. Primary Agency:
   1. Office of Emergency Management will coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services.

B. Support Agencies:
   1. Provide vehicles, equipment, personnel, supplies and resources necessary for support.
   2. Immediately following an incident of significance, assess the overall status of vehicles and equipment and begin determination of potential needs and resources.
Emergency Support Function (ESF) 2  
Communication and Warning

Primary Agency:  Englewood Police/Fire Communications  
Information Technology

Support Agencies:  Arapahoe County Dispatch  
Colorado Division of Emergency Management  
Private Communication Agencies

Purpose
To maintain communications during major emergencies.
To identify alternative communications resources should Englewood’s capabilities be insufficient or incapacitated.
To maintain methods for warning the public of a potential or occurring emergency or disaster.

Planning Assumptions

1. The City of Englewood’s primary concern will be lifesaving operations and the restoration of vital City services. Communication systems are vulnerable, and depending on the nature of the disaster and the extent of damage, repairs to these systems may take an extended period of time.

2. The City of Englewood currently uses a “citizen alert” system which can relay critical information to residents quickly in the event of an emergency.

3. Following an emergency or disaster, citizens will need to be informed as to what actions the City of Englewood will take to protect life and property loss. This responsibility lies with the designated Public Information Officer

4. Alternate communication systems, if available, will be used when normal communication systems are overwhelmed or inadequate.

CONCEPT OF OPERATIONS

It is essential for the City of Englewood to have reliable communications, warning capabilities, and coordination with other organizations.

When activated, the Emergency Operations Center may provide centralized communications to field units and other organizations responsible for response.
and recovery efforts. Additional communication resources may be requested from the State of Colorado or through the Arapahoe County Office of Emergency Management.

Warnings will be disseminated to the public via:
- Activation of the Emergency Alert System
- Electronic media
- Public address system
- Door-to-door notification
- Emergency Preparedness Network (EPN) (reverse 9-1-1)

The decision to use the EPN system will be made in accordance with established procedures for the system.

The City of Englewood will use normal communications and warning systems during an emergency or disaster. The City will prioritize available communications systems to ensure life safety, followed by critical government functions, and the protection of property.

When disaster conditions require the activation of the Emergency Operations Center, the Communication Unit of the Logistics Section will be responsible for emergency communication issues.

It is the responsibility of all departments to develop and utilize their own fan-out system (calling tree).

Mobile communications vans may be set up for police and fire as necessary for interoperable communications.
Emergency Support Function (ESF) 3
Public Works and Engineering

Lead Agency: Public Works Department

Support Agencies:
- Utilities Department
- Parks & Recreation
- Fire Department-Building Code Division

Purpose: To provide guidance on public works and engineering-related support for incident management. Activities within the scope of this function include: providing technical advice and evaluation, engineering services, snow removal operations, management of debris removal, participation in pre-emergency activities, such as pre-positioning of equipment, assessment teams, and contractors; and deployment of other elements.

Planning assumptions
In an emergency, damage to public works, infrastructure, and engineered systems may be significant. Buildings or other structures may have to be reinforced or demolished. Utilities may be damaged or inoperable. Debris may make streets and other transportation elements impassable. Sufficient resources may not be available locally to meet emergency needs.

Access to areas impacted by an emergency may be dependent upon restoring and reestablishing transportation infrastructure and systems.

Construction equipment and materials and personnel with construction and engineering skills may be required.

Mutual Aid may be requested from neighboring jurisdictions.

Responsibilities

The Public Works Department will be the primary agency for snow and ice removal operations. In addition, this department will provide support personnel for damage assessment.

Support Agencies:

CITY OF ENGLEWOOD
Emergency Operations Guidelines

2. Parks & Recreation- Responsible for clearing transportation corridors of trees and other debris.

3. Fire Department-Building Code Division- Responsible for assessing damage to buildings and for restoring City facilities.
Emergency Support Function (ESF) 4
Firefighting

Lead Agency: Englewood Fire Department

Support Agencies:
Douglas/Arapahoe Hazardous Materials Team
Englewood Police and Fire Communications Center

Purpose:
To protect the citizens of the City of Englewood from loss of life and property.

Assumptions:
Major fires may occur at any time with little or no warning. They have the potential to rapidly overtax the resources of the Englewood Fire Department. This ESF is prepared to help identify, notify and coordinate the necessary fire suppression resources to efficiently respond to a fire or explosion of serious magnitude.

Concept of Operations

- The City of Englewood’s Emergency Operations Guidelines may be activated when responding to any major fire.
- The fire chief and/or designee will staff the EOC.
- When an actual or pending emergency exists with the potential to impact the City of Englewood, mutual aid may be requested from neighboring entities.
- The police department will set up perimeter control and maintain crowd control.

The Englewood Fire Department will:

- Coordinate the provision of local firefighting personnel and equipment.
- Plan, coordinate, and assign any responding mutual aid resources.
- Coordinate on scene patient triage, treatment and transport as a result of a major fire.
- Coordinate the control and mitigation of a release of hazardous materials.
Emergency Support Function (ESF) 5
Emergency Management

Primary Agency: Office of Emergency Management (OEM)

Purpose: The Office of Emergency Management is responsible for supporting overall activities of the City of Englewood for incident management. ESF 5 provides the core management and administrative functions in support of the Emergency Operations Center.

Concept of Operations

- The EOC, staffed by ESF 5 and other ESF's when activated, monitors incidents and supports the efforts of field operations.

- The Office of Emergency Management has the responsibility for coordinating the entire emergency management program.

- OEM coordinates planning activities including immediate, short-term and long-range planning.

- OEM acts as a liaison with State, Federal, private, and volunteer agencies.

- OEM performs all the functions outlined in the basic guidelines.
Emergency Support Function (ESF) 6
Mass Care/Sheltering

Lead Agency: Englewood Victim Assistance

Supporting Agencies:
American Red Cross-Mile High Chapter
Salvation Army
Englewood Fire Department
Englewood Police
Tri-County Health
Englewood Public Schools
Arapahoe County Department of Human Services

Purpose: The purpose of this Emergency Support Function is to provide and coordinate for non-medical mass care, mental health, human services, and sheltering to disaster victims within the City.

Scope:
ESF 6 promotes the delivery of non-medical services and programs to assist individuals, households, and families impacted by hazards or events within the City of Englewood.

ESF 6 includes three primary functions: mass care, housing, and human services.

Mass Care involves the coordination of non-medical services including: temporary sheltering, mass feeding operations, disaster welfare information, distribution of bulk emergency relief items, and transition from pre-disaster to post-disaster recovery.

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

Human Services includes providing victim related recovery efforts such as counseling, support for those with special needs, aid in processing of federal benefit claims, and mail services.

ESF 6 does not address the delivery of public health or emergency medical services. These are addressed in ESF 8.

Concept of Operations

- ESF 6 services will be coordinated by Englewood Office of Emergency Management, assisted by the American Red Cross, and will provide for the immediate needs of sheltered residents for lodging, food, clothing, and personal items.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Englewood Victim Assistance, supported by private VOAD's, provides initial response to mass care requirements of emergency/disaster victims.
- The Police Department will coordinate security for the evacuated area.
- The Police Department will coordinate security for the shelters, if needed.
- A list of evacuees and their location will be maintained.
- The City will provide a representative to each shelter. This representative will be in contact with the EOC—either in person, by phone or radio—so occupants of the shelter may receive regular updates on the status of the emergency, the duration of their needed stay and other information relative to the incident.
- Victim Services will coordinate with the American Red Cross to provide mass care to disaster victims and operation of mass care facilities during disasters. If the ARC is unavailable for any reason, all duties fall to the OEM.
- The Emergency Management Coordinator will notify supporting departments or agencies when an event has occurred that requires staffing for the EOC.
- RTD and/or Englewood school district will be requested to supply buses for transportation if needed.

Local designated shelters include:

<table>
<thead>
<tr>
<th>Englewood High School</th>
<th>Bethany Lutheran Church</th>
</tr>
</thead>
<tbody>
<tr>
<td>3800 S. Logan</td>
<td>4500 E. Hampden</td>
</tr>
<tr>
<td>Englewood, CO</td>
<td>Englewood, CO</td>
</tr>
<tr>
<td>Contact: Principal 303.806-2266</td>
<td>Contact: Joel Halvorson 303.758.2820</td>
</tr>
<tr>
<td>Capacity: 750</td>
<td>Capacity:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Littleton Golf &amp; Tennis Club</th>
<th>Sheridan Recreation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>5800 S. Federal Blvd.</td>
<td>3325 W. Oxford Ave</td>
</tr>
<tr>
<td>Littleton, CO</td>
<td>Denver, CO</td>
</tr>
<tr>
<td>Contact: David Lorenz 303.794.5838</td>
<td>Contact: Greg Gotchey 720.833.6987</td>
</tr>
<tr>
<td></td>
<td>Capacity: 750</td>
</tr>
</tbody>
</table>

FOR ANIMALS:
Denver Dumb Friends League (can take three animals from each resident) 2080 S. Quebec St. Denver
Arapahoe County Animal Control (Sheriff's Office dispatch)
Horse Protection League

SPECIAL NEEDS POPULATIONS:
Provisions for providing mass care services for special needs populations affected by a disaster:

- School districts will be responsible for the children in their schools
- Daycare providers and facilities will be responsible for children in their care
- Long term care facilities will be responsible for residents in their care
- Inmates will be the responsibility of the Arapahoe County Jail.
- Patients in hospitals will be the responsibility of the respective hospital.
Emergency Support Function (ESF) 7
Resource Support

Primary Agency: Office of Emergency Management
Support Agencies: All Englewood Departments

Purpose: To ensure efficient utilization of resources during an emergency or disaster situation while providing for the effective procurement and/or allocation of existing and requested resources.

Situation
City resources will be available during an emergency and should be used accordingly; however, as City resources become depleted, mutual aid, state and federal resources may be requested.

Assumptions
- Shortages in Englewood response resources may occur in any emergency or disaster. Procedures should be maintained to identify where and how to replenish them.
- Private contractors and volunteer agencies will be willing to assist the community during an emergency or disaster. They should to be identified prior to a disaster or emergency, by material or service they can provide.
- Mutual aid agreements with neighboring jurisdictions are established and will be invoked as needed.
- Support will be available through requests to state and federal agencies. Procedures should be maintained for accessing this support.
- Each responding organization has an established system for managing its own resources.
- Generally, sufficient resources necessary for an emergency operation are found locally.
- The State Mobilization plan can be utilized to obtain additional resources upon the depletion of local and mutual aid resources.

Concept of Operations
- In a large-scale multi-agency response, the City of Englewood’s Emergency Operations Guidelines will be implemented.
- Pre-emergency planning requires that each department assigned a responsibility in the basic guidelines will identify all personnel and material resources they may require and how to access or procure those resources.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- The Emergency Management Coordinator will coordinate the development and keep current a resource inventory list and assist other departments in the maintenance of their resource plan.

- Emergency procurement procedures will be established and records maintained of all expenditures for goods, services and personnel.

- If additional resources are required, requests should be made through the Emergency Operations Center (EOC) whenever it is operational.

- All purchases and requests for additional resources will be coordinated through the EOC.

- In the event of a proclaimed disaster or a major emergency, use of local resources will be the first priority.

- In an emergency operation, each responding entity will be responsible for conserving and controlling its own resources

- Requests for additional outside equipment or other assistance will be a coordinated effort. Responding agencies should contact the Emergency Operations Center with requests for emergency resources.

- The Englewood City Council has executive responsibility and authority to place economic controls, within legal constraints to prevent price gouging by vendors.
Emergency Support Function (ESF) 8
Health and Medical

Lead Agency: Englewood Fire Department

Support Agencies: Colorado Department of Public Health and Environment
Arapahoe County Coroners Office
Tri-County Health Department

Purpose: To provide guidance and coordination of emergency medical, public health, and mortuary services during epidemics, disease outbreaks or other health related emergencies.

Assumptions
- Firemedics will assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.
- The Metropolitan Medical Response System (MMRS) may be activated to provide mutual aid and equipment.
- Assistance in maintaining the continuity of health and medical services will be required.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
- Primary medical treatment facilities may be damaged or inoperable; thus, assessment and emergency restoration to necessary operational levels is a basic requirement to stabilize the medical support system.
- A major medical and environmental emergency resulting from chemical, biological, radiological, nuclear or explosive (CBRNE) weapons of mass destruction (WMD) could produce a large concentration of specialized injuries and problems that could overwhelm the City of Englewood’s local public health and medical care system.

Concept of Operations
- Preservation of life and the safety of emergency workers and the public will take precedence over all activities addressed in this Annex.
- Local response to a mass casualty-producing incident involves triage, transport, treatment, and logistics support.
- Personnel providing health and medical services will adhere to appropriate and accepted standards of care and take appropriate protective measures.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Emergency health and medical services programs will be administered by those agencies having that day-to-day responsibility.

- Representatives at the EOC will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.

- ESF 8 shall establish direct responsibility for the delivery of emergency medical services (including personnel and supplies), safety of food and water supplies, the prevention and control of epidemics and the identification of victims and emergency mortuary services.

- Englewood's Office of Emergency Management will maintain a resource list with current contact names and phone numbers and develop mutual support relationships with professional associations and other private services and volunteer organizations that may assist during an emergency or disaster.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Emergency Support Function (ESF) 9
Search and Rescue

Lead Agency: Englewood Fire Department
Support Agencies: Police Department
Public Works
Office of Emergency Management
Arapahoe County Rescue
Urban Search and Rescue Teams (USAR)

Purpose: To provide guidance in the response to and rescue of individuals from any type of emergency where those individuals are not accessible through usual means.

Situations and Assumptions

- Events that require technical rescue capabilities will most likely occur with little or no warning.
- Specially trained and equipped personnel will be required to adequately respond.
- Rescuers and victims may be exposed to many hazardous conditions.
- Special equipment and outside agencies may be needed to assist in finding trapped victims.

Concept of Operations

- The Fire Department will respond to all events calling for technical rescue.
- Mutual aid will be requested for major events and under water recovery.
- City personnel and equipment may be reallocated to assist during major technical rescue events.
- Property management with building blueprints may be requested to assist.
- If a structure collapse or cave-in is involved, a technical engineer may be needed.
- The Emergency Management Coordinator will be notified and respond to all technical rescue events to assist in resource management.
- Regulatory agencies may be involved due to personnel safety, health and environmental issues.
- Requests for specialized equipment must be done in a timely manner.
- USAR and CUSAR teams may be requested to respond.
Emergency Support Function (ESF) 10
Hazardous Materials

Lead Agency: Englewood Fire Department

Support Agencies: Arapahoe/Douglas Hazardous Materials Team

Purpose
To protect the citizens and employees of the City of Englewood from the immediate and long-term effects of exposure to hazardous materials, and to identify the actions and responsible agencies for handling a hazardous materials incident.

Situation
There are thousands of chemicals in daily use that can cause an emergency by accidental or intentional release, affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life. These chemicals and flammable gasses are stored at fixed facilities and transported via air, rail and motor transport.

Assumptions
- Incidents involving transportation of hazardous materials may occur in the City. U.S. Highway 285, Santa Fe Drive and the heavy rail that parallels Santa Fe Drive are designated routes for transporting hazardous materials.
- Numerous emergency service agencies may be called upon to assist in their area of expertise during a hazardous materials incident.
- Experience has shown that when dealing with hazardous materials accidents, procedures normally utilized in emergencies may not be effective, i.e., applying water to fires and normal evacuation procedures. For these reasons special knowledge through training must be acquired to effectively manage the operations.

Concept of Operations
- Englewood Fire Department will coordinate all response activities associated with a hazardous materials incident in accordance with established SOP’s.
- Hazardous materials incidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.
- Responding units should treat all spills as hazardous until the product can be identified as to their safety.
- Technical decontamination will be done by the Hazmat team.
- The emergency site will be isolated to prevent civilians from becoming contaminated and/or exposed.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- To the extent possible, operations should be:
  - Upwind
  - Uphill
  - Upstream

  The size of the spill, characteristics of the material and potential threat determine the structure of the emergency response effort.

- Englewood Police - Deny entry beyond the Support zone and up to the Contamination Reduction Corridor. These specially trained officers are trained and compliant with advanced PPE and respiratory protection.

- Metropolitan Medical Response System Mass Decontamination teams – South Metro FPD, West Metro FPD, Denver FD and Boulder FD all operate mass decontamination teams. Each team is prepared to handle up to 500 ambulatory patients per hour.

- Englewood Wastewater/Sanitary Departments - Monitor runoff into sanitary and storm water waste system.

- Tri-County Health Department - Monitor the air and coordinate with the hospitals for medical epidemiology.

- Englewood Public Works/Streets Department and the Colorado Department of Transportation - Provide barricades and routing of traffic.
Emergency Support Function (ESF) 11
Animal Issues

Primary Agency: Englewood P.D. Code Enforcement

Support Agencies: Colorado Animal Response Team (CART)
Colorado Department of Public Health and Environment
Veterinary Medical Assistance Team (VMAT)
Colorado Veterinary Medical Foundation (CVMF)
Area Animal Shelters and Veterinary Facilities

Purpose: To provide for the needs of the City's companion animal population impacted by disasters.

Responsibilities: In the event of the introduction of a foreign animal disease, natural or man-made disaster, Englewood Police Code Enforcement, in coordination with CART, will work closely with the Department of Public Health and Environment, the State departments of agriculture and natural resources and the Division of Wildlife's Animal and Plant Health Inspection Service (APHIS) to ensure an integrated response.

CVMF will facilitate a prompt and effective response consistent with the National Incident Management System and provide resources for the evacuation, transportation, decontamination, care, shelter, treatment and disposal of pets, livestock and wildlife impacted by disasters or foreign animal disease.
Emergency Support Function (ESF) 12
Energy

Primary Agency: Public Works
Utilities Department

Support Agencies:
Fire Department
Englewood Water
Police Department
XCEL Energy

Purpose: To identify the utilities vital to the City, and alternate resources available for use when services are disrupted.

Scope: This ESF involves water, gas, electricity and telephone. Englewood Water maintains an emergency response guide which will be utilized during a water disruption. Gas and electricity are provided by private industry. This ESF will identify the City's response and coordination with the private sector during a utility disruption.

Assumptions:

The City of Englewood relies almost entirely on utilities provided by private entities.

- Gas and electric services are provided by Xcel Energy.
- Telephone service is provided by Qwest.
- Water provided by the City of Englewood Utilities Dept.
- Sewer services are provided by the Bi-City Wastewater Treatment Plant

Disruption of services to the businesses in Englewood could produce a major loss of revenue.

Local government's ability to operate and communicate would be severely impacted.

Public safety's capabilities to respond to emergency calls could be affected due to the disruption of incoming phone calls.

Disruption of water and sewer lines could create a threat to the health and welfare of the community.

Severed electric and gas lines could cause other problems (i.e. fires, explosions and hazardous materials incidents). Search and rescue efforts could be hindered by severed utilities.
Fire department operations may be affected due to broken water lines, hazardous environments from leaking or severed gas lines, and threats of electrical shock.

Loss of power and fuel could cause life threatening situations in hospitals and health care facilities.

Power failures could create massive traffic problems, spoilage of food, loss of heating and air conditioning.

**Concept of Operations**

City departments will work in cooperation with public and private utilities to eliminate hazards and restore service.

Long delays could be expected for restoration of services that are not city owned.

Qwest and Xcel will restore their services in accordance with their emergency operation plans.

Evacuations will be coordinated with the responsible agency to provide temporary housing or shelter for the duration of the incident.

The Water Department shall assist in supplying potable water to affected areas.

Public information will be coordinated though news releases, statements, and advisories as soon as possible to help reduce citizen concern.
Emergency Support Function (ESF) 13
Public Safety

Lead Agency: Englewood Police Department
Supporting Agencies: Englewood Fire Department
                      Area Law Enforcement Agencies

Purpose: To provide guidance for the coordination of law enforcement operations in response to large scale emergencies and disasters which go beyond normal day to day operations.

Assumptions:

- Incidents may result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life support systems, essential public services and basic infrastructure, and significant damage to the environment.
- Existing resources may not be sufficient to handle the situation.

Concept of Operations

Upon activation of the Emergency Operation Center, the Police Department may initiate the following functions:

- Work in coordination with other state and local agencies to ensure that services and public safety issues are coordinated throughout the City.
- Provide a representative to the EOC who will give an initial assessment of the situation to include the extent of the emergency and any affects on public safety.
- In the event of a terrorist event the FBI will assume the responsibility of lead agency and will respond to any terrorist threat or event.
- Requests for law enforcement support beyond those of routine mutual aid should be made through the Emergency Operations Center.

Top priorities for law enforcement are to:
- Save lives and protect the public and first responders
- Ensure security of the City
- Protect critical infrastructure and key resources
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and or attribution
- Assist with traffic flow and conduct crowd control
CITY OF ENGLEWOOD
Emergency Operations Guidelines

EMERGENCY SUPPORT FUNCTION (ESF) 14
LONG TERM RECOVERY AND MITIGATION

Primary Agency: Office of Emergency Management

Support Agencies: All City of Englewood Departments
American Red Cross
Tri County Health Department
Salvation Army
Arapahoe County Health and Human Services
Englewood Chamber of Commerce
Community Development
CIRSA

Purpose: This ESF is meant to provide a framework for support to appropriate City
departments, nongovernmental organizations and the private sector following a
disaster. It is designed to enable community recovery from the long-term
consequences of a catastrophic incident.

Organization: Prior to and in the event of a catastrophic disaster, support agencies will
work with the Office of Emergency Management (OEM) for purposes of pre-disaster
planning and post-disaster coordination of the issues addressed by this ESF. The
Emergency Manager is the coordinator for ensuring planning efforts for this ESF is
accomplished. During post-disaster operations, each support agency is responsible for
coordinating their individual plans and procedures and reporting of ESF activities to the
Emergency Operations Center.

Planning Assumptions
- Any major disaster will create a need for recovery and restoration.
- Long-term community recovery and mitigation efforts are forward looking, focusing
  on permanent restoration of infrastructure, housing, and the economy with attention
  to mitigation of future impacts of a similar nature.
- Support of recovery operations is based on the type, extent, and duration of the
  event and long-term recovery period, and on the availability of State and Federal
  resources.

Concept of Operations:
- Recovery and restoration activities are operational in nature and begin while
  response operations are still underway. For most events, these activities will begin
  with OEM, from the EOC or other location, working to assemble data on the extent
  of damages.
- Recovery and restoration activities for local and volunteer agencies will be
  coordinated through the Emergency Operations Center.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Public information activities such as public announcements on recovery and restoration and instructions on applying for assistance programs will be provided.

- Damage and cost assessments will be conducted, as necessary.

- Recovery and restoration operations begin in the EOC or other incident coordination center. They are based on situation assessments, developed as the situation progresses. Emergency Management may assist with the task of collecting initial damage assessments and making recommendations regarding the need for a Declaration of Emergency to the City Manager.

Recovery and restoration tasks may include:
- Formation of a Pre-disaster Long-term Recovery Team
- Formation of a damage assessment task force
- Pre and post-incident assessments of infrastructure
- Execution of emergency contracts to support life-saving and life-sustaining services
- Technical assistance to include engineering expertise, construction management, contracting and real estate services
- Emergency repair of damaged infrastructure and critical facilities
- Assessment and prioritization of affected area needs
- Preparation of preliminary damage assessment reports
- Deployment of human and material resources to meet specified needs
- Documentation of government expenses in response and recovery operations to determine the need for state and federal assistance

Responsibilities:

Primary Agency
- Office of Emergency Management has the overall responsibility to coordinate the recovery and restoration task following an emergency or disaster.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to the agencies area of responsibility.
- Evaluate the availability, operation, condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Request volunteer agencies and private resources with assets to contribute to the response and recovery effort.
- Prepare recovery and restoration plans prior to and after the event.
- Establish procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
- Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Support Agencies

- Develop and maintain a continuity of operations plan (COOP) to recover from the effects of a disaster and to restore agency facilities and operations.

- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 and provide a copy of these records to Emergency Management.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Emergency Support Function (ESF) 15
External Affairs

Lead Agency: City Manager's Office - Public Information Officer

Purpose: To establish responsibilities and procedures for preparation and dissemination of timely and accurate official information and instructions to the public during a major emergency or disaster.

Situation: In the event of a major disaster or national emergency, it is vital that timely, factual and coordinated official information and/or instructions be disseminated by appropriate officials.

Assumptions:

- The City of Englewood is well covered by local media, including newspapers, radio, and television.
- The cooperation of the media will be relied upon as a means of disseminating emergency public information and/or instructions to the public.
- It will take several hours to fully activate a Joint Information Center including City and non-City agencies if warranted by the nature and scale of the emergency.

Concept of Operations:

- ESF 15 will be activated whenever accurate and timely information is needed to inform the public during a natural or man-made disaster or emergency.
- In order to reduce confusion, control rumors, and promote public confidence in emergency response efforts, a single point-of-contact will be established for the direct release of disaster-related information to the public via the news media during a major event.
- Information during a disaster may include disaster-related information concerning the situation or instructions to the public for obtaining disaster relief and assistance.
- This single point-of-contact should be coordinated with the EOC to give media briefings and to approve coordinated news and public information releases.
- In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.
A Joint Public Information Center (JPIC) may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.

When a JPIC is established, the City’s single point-of-contact shall be designated as the JPIC Manager and shall coordinate the release of information through the city PIO.

Records shall be kept of actions performed and information that is released.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Annex A – Civil Disturbance

Lead Agency: Englewood Police Department
Supporting Agency: Area Law Enforcement Agencies

Purpose
To facilitate the City’s response to the threat or actual event of civil disturbance.

Situation
Civil disturbances, such as looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc. may cause a need for specialized law enforcement activities, including outside assistance.

Citizens may gather to promote or demonstrate their individual rights, or group interests. These demonstrations although normally peaceful, have the potential to turn violent and cause injury to persons, and damages to property. It is therefore imperative that the Englewood Police Department monitor large gatherings within the City for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

Assumptions
- Civil disorders can cause alteration or disruption of daily operations.
- City employees may be in danger in normal field operations.
- Public utilities may be disrupted.
- Public information will be a vital function.
- Law enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation.
- During an emergency situation, the Englewood Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security.

Concept of Operations
- Emergency law enforcement operations will be an expansion of normal functions and responsibilities.
- Direction and control will be administered by the incident commander. The EOC may be activated to provide information and support logistics and resource management.
- Only essential personnel and authorized individuals with appropriate identification will be allowed within the distressed area.
- The City Manager may order and enforce a curfew.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Activation of mutual aid resources may be required.
- Once the city issues a "State of Emergency" proclamation, the city has the additional authority to effectively address the situation through its applicable departments.
- The Colorado Office of Emergency Management may be notified.
Annex B – Terrorism

Lead Agency: Englewood Police Department
Supporting Agencies: Englewood Fire Division
All Englewood Departments

Purpose
To facilitate the City’s response to threats or actual terrorism events.

Situation
The citizens of Englewood would be at great risk in the event of a Terrorist/ WMD attack.
The scope of the incident may expand geographically and may affect mutual aid jurisdictions. Airborne agents flow with the air current and may carry WMD agents far from their initial source.

Assumptions
- An attack may not be recognizable as a terrorism event until there are multiple casualties.
- There may be multiple simultaneous events.
- First responders will be placed at higher risk of becoming casualties.
- Mass casualties/fatalities will occur.
- National support teams may be called in.
- The event may quickly overwhelm local resources.

Concept of Operations
- The initial response will be coordinated by the Fire Department as a hazardous materials incident.
- Unified command between police and fire will be required.
- The EOC will be activated for a credible threat/actual event.
- All available communications methods will be utilized to verify and disseminate warnings.
- Mutual aid resources will be called up.
- The Colorado Office of Emergency Management will be notified.
Annex C – Tornado

Lead Agencies:  Englewood Police Department
                Englewood Fire Department

Supporting Agencies:  All City Departments
                     Area Law Enforcement and Fire Agencies

Purpose
To provide guidance for protecting citizens and property in the event of a tornado.

Situation
Tornadoes are one of nature's most violent and damaging hazards. Other hazards may be created from the tornado activity.

Assumptions
- Citizens will be advised of potential severe weather conditions through a variety of means, including: National Oceanic & Atmospheric Administration (NOAA) radio, standard radio announcements, TV announcements, local sirens, etc.
- The National Weather Service (NWS) will provide tornado and severe weather warnings. Warning lead time will vary.

Concept of Operations
- The National Weather Service may advise the area of potential severe thunderstorm and tornado activity.
- Evacuation of city facilities may be deemed necessary and may be called for by the City Manager, the responsible Department Head for the facility, the Emergency Management Coordinator, or the senior supervisor on-duty.
  - **Stage I – Tornado Watch / Warning**
    - The Englewood Dispatch Center will notify field personnel and designated city officials of pending severe weather.
  - **Stage II – Response**
    - Confirmation of a tornado touchdown, resulting in injuries and property damage.
    - The EOC may be activated and staffed as necessary by key individuals.
    - All support agencies may be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
    - Damage assessment teams may be activated as needed.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Direction and control of field operations may be managed through on-site command post.
- All news releases will be coordinated through the Public Information Officer.

- Stage III – State of Emergency
  - The City Manager may declare a state of emergency.
  - State and federal agencies will be notified.
  - Restoration of vital City services will begin.
  - City Council may approve emergency contingency funding.

- Stage IV - Recovery
  - The Emergency Management Coordinator will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
  - Short and long-term disaster recovery will begin.
  - The City Manager may request a State or Federal Disaster Declaration.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Annex D — Flood

Lead Agencies: Englewood Police Department

Supporting Agencies: Englewood Public Works
Englewood Fire Department
Englewood Utilities

Purpose
To ensure a plan is in place to respond to flooding in the City of Englewood.

Urban Drainage and Flood Control District
- Englewood falls within the Districts boundaries.
- Provides Local Flood Warning Program in conjunction with NWS.
- Messages that the District may send out:
  - MESSAGE 1 (Internal Alert)
    - This is an advisory message which is meant to inform key people that weather conditions are such that flood producing storms could develop sometime in the day. If the weather advisory requires priority handling by a communications dispatcher, the message will be preceded with the statement: "THIS IS A RED FLAG MESSAGE."
  - MESSAGE 2 (Flash Flood Watch)
    - This message indicates that a Flash Flood Watch has been issued by NWS and/or a private meteorological service employed by the District and they feel the risk is high that a life-threatening flood may occur later in the day. If it is felt that this watch requires priority handling by a communications dispatcher, it will be identified as a RED FLAG message.
  - MESSAGE 3 (Flash Flood Warning)
    - This message indicates that a Flash Flood Warning has been issued by NWS and/or a private meteorological service employed by the District. This warning message requires priority handling by the communications dispatcher (i.e. AUTOMATIC RED FLAG).
  - MESSAGE 4 (All Clear)
    - This message cancels the flood potential status. This message is issued by the private meteorological service after consultation with NWS and other entities involved with direct private meteorological service communications.

Assumptions

Revision # Dated 3/5/2010 Page 55
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- The delivery of public flood warnings is dependent, to a large extent, upon the electronic news media (i.e., radio and television) with the National Weather Service (NWS) being primarily responsible for the initial release of the warning and its content.

- Local governments are also responsible for disseminating public warning information within their political boundaries.

- Flash floods on the front range can occur at any time.

- Street flooding from heavy rains or snowmelt may also occur.

Concept of Operations

- Depending upon flood threat conditions, activities suggested by this annex may be conducted in four stages.

  - **Stage I**
    - Notification of key individuals.
    - Police and Fire will maintain a continuous monitoring of all weather conditions.
    - The Emergency Management Coordinator will coordinate with other departments and decide when Stage II activation is required.
    - Potential evacuation of suspected flood locations will be considered.
    - Police and Fire personnel may respond to the potential danger areas to warn individuals.
    - EOC may be activated.
    - Incident Command Post may be established.
    - Evacuation routes may need to be established.
    - Determine need for diking (sandbags, earth, etc.)
    - Determine available resources from outside agencies.

  - **Stage II**
    - Warn the public through available means of public notification (See Warning Annex).
    - Evacuate the public to other locations or staging areas.
    - Establish communications with Arapahoe County Office of Emergency Management.
    - Initiate fan-out or call-out lists.
    - Provide search and rescue operations as required.
    - Relocate essential City services, if in the danger zone.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Request appropriate agencies to assist in providing temporary housing, food and shelter.
- The EOC will be activated and staffed as necessary.
- Support agencies may be notified.
- Designated individuals may be dispatched to potential hazard areas to monitor and report findings.
- Shelters and transportation may be provided for evacuees.
- Damage assessment teams will be activated if needed.

- **Stage III**
  - The City Manager will declare a State of Emergency.
  - Notification of state and federal agencies will be implemented.
  - Restoration of vital City services and long-term recovery will begin.
  - City Council may approve emergency contingency funding.

- **Stage IV**
  - The Office of Emergency Management will act as the overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
  - Short and long-term disaster recovery will begin.
  - The City Manager may request a State or Federal Disaster Declaration.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Annex E – Winter Storm

Lead Agency: Englewood Public Works
Supporting Agencies: All Englewood Departments

Purpose
To ensure essential City services are maintained during severe winter weather.

Definitions
Winter Storm Watch – issued when severe winter weather is possible, including cold air, strong winds, and accumulations of snowfall.
Winter Storm Warning – issued when snowfall is expected to exceed six inches in a 12-hour period or eight inches in 24 hours.
Blizzard Warning – issued when severe winter weather with sustained winds of at least 35 mph is expected, along with considerable snowfall.
Winter Storm Emergency – vital community services have been severely impacted. The City Manager has declared a state of emergency.

Assumptions
- All areas of Colorado are vulnerable to major winter storms.
- Large-scale loss of life or property does not normally occur as a result of a winter storm, however, any persons caught out in the storm and stranded motorists are in extreme danger.
- Loss of utilities in the City can create a critical situation in a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
- Medical assistance may become critical.

Concept of Operations
- Depending upon the winter storm threat conditions, this annex may be conducted in three stages.
  
  Stage I
  
  Notification of emergency management staff, police, fire, and other key officials.
  
  Activation of the EOC will be at the discretion of the Emergency Management Coordinator.
  
  Emergency management personnel, as necessary, will staff the EOC.

  Stage II
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- EOC is activated at the discretion of the Emergency Management Coordinator.
- Other essential personnel will respond to the EOC as called.
- Support agencies may be contacted and placed on standby.
- Departments will operate according to their procedures.

Stage III

- The City Manager shall declare State of Emergency. This proclamation gives the City Manager the power to enact any order necessary to preserve public peace, health, and safety.
- Arapahoe County and the State Division of Emergency Management will be notified.

SNOW ROUTES

Snow plow routes throughout the City are prioritized according to the number of vehicles traveling on each thoroughfare. When snow falls, streets are plowed in the following order:

Primary Grid Streets-
The primary grid consists of streets that are considered main thoroughfares, as well as roadways adjacent to schools and hospitals. These include Broadway, Dartmouth, Oxford, Logan and Tejon.

Secondary Grid Streets-
The secondary grid includes streets that create links to the primary grid streets. These include Delaware, Clarkson, Huron, Kenyon, Quincy, and Tufts.

Residential Streets-
Residential streets are generally not plowed unless they have steep hills with chronic icing problems or a snow emergency is declared. If snow accumulates over eight inches, crews will “V” plow the centers of all residential streets. Alleys are not plowed.

The state highways that pass through the City (Santa Fe, US 285 and a portion of Belleview and Federal) are the responsibility of the Colorado Department of Transportation.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Annex F – Emergency / Disaster Reporting Process

Lead Agency: Englewood Administration- Finance Department
Supporting Agency: All Englewood Departments

Purpose
To ensure proper reporting of expenditures and other actions taken to ensure maximum reimbursement for losses and expenses incurred in the recovery process.

Situation
Prompt and accurate reporting is crucial in order to ensure that local governments recover the maximum financial reimbursement for authorized disaster emergency related expenses and losses. It is almost impossible to document claims after the work has been done and a period of time has passed.

Assumptions
- Any disaster or emergency will come with associated costs and expenditures.
- Additional funding will be needed and/or reimbursement necessary for costs associated with a disaster or emergency.
- Current budget commitments as well as any reserve funds may need to be expended on the disaster or emergency.

Concept of Operations
- All departments, organizations, and agencies involved in a disaster or emergency occurring within the City of Englewood will need to keep accurate records of expenditures, losses, and other actions taken.
- These records will be forwarded to the Finance Department for tracking of overall expenditures and losses.
- Initial Report
  - Upon confirmation of a Disaster or Emergency:
  - Activate local warning systems
  - Implement your Local Emergency Operations Plan (LEOP)
  - Mobilize local emergency response resources
  - Activate Local Emergency Operations Center (EOC)
  - Contact Arapahoe County Office of Emergency Management
  - Contact Colorado Division of Emergency Management at the 24-hour emergency telephone number (303) 279-8855
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Lead time is critical when contacting CDEM. Early warning will give the Duty Officer time to place response resources in stand-by and alert the Federal Government as necessary.

- Initial Situation Assessment
  - Initial decisions to mobilize and activate resources will be made on this report.
  - Assess the situation accurately and provide ongoing information flow from the field to local EOC.
  - Provide Situation Reports from local EOC to CDEM/SEOC
  - CDEM will advise appropriate departments of State Government, and request the governor, and Federal Agencies to provide the necessary support.
  - Update Situation Reports as new information is secured.

- Initial Damage Report
  - Reporting Location
  - Type of Disaster/Emergency
  - Area Affected
  - Number of Persons Killed, Injured, or Endangered
  - Damage to Essential Facilities
  - Damage To Public Property
  - Damage To Private Property
  - Types of Assistance Needed

- Recordkeeping
  - The basic rule is to maintain proof of any disaster-related expenditure.
  - Some examples are:
    - Records of Overtime Compensation to Employees
    - Receipts - Purchase Orders
    - Contracts Let For Emergency Repairs
    - Equipment Logs (including Work Site)
    - Receipts for Rented or Leased Equipment
    - Issue Slips for Supplies Used

- Local Declaration of Disaster Emergency
  - 24-32-2109 CRS – Local Disaster Emergencies
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- A local disaster may be declared only by the chief executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, City clerk, or other authorized record keeping agency and with the Colorado Division of Emergency Management.

- The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.
  - The declaration should be made when it is determined that the needed response to a disaster or emergency event is at or beyond the normal capability of local government agencies.
  - Two copies should be sent to CDEM, one of which will be forwarded to the governor.

- Situation Reports
  - During any disaster or emergency operation, daily reports of threat, damage, response and needs are necessary for efficient coordination of outside resource requirements.
  - Situation reports should contain:
    - Nature of Disaster/Emergency/Threat and Current Magnitude
    - Deaths and Injuries (Total to Date)
    - Damage / Potential Damage
      - Utilities
      - Public Property
      - Private Property
    - Resources Committed and Reserves
      - Local Resources
      - Outside Resources
    - Volunteer Activities – Search and Rescue, etc.
    - Local Government Actions
      - Activation of Emergency Operation Guidelines
      - Manning of EOC
CITY OF ENGLEWOOD
Emergency Operations Guidelines

- Evacuation
- Other Information
  - Additional Assistance Needed
  - Date and Time Sent
  - Damage Assessment
    - Use to tabulate initial reports and estimate of damages.
CITY OF ENGLEWOOD
Emergency Operations Guidelines

Annex G – Volunteer Management

Lead Agency: Englewood Community Relations
Supporting Agencies: Englewood Police Department
American Red Cross
Community Emergency Response Team (CERT)
Parks and Recreation

Purpose
Develop a plan to track and assign convergent, citizen volunteers during a disaster.

Situation
History has proved, through the many disasters and emergencies that have occurred in this country, that the public wants to help in any way that they can. Many citizens respond to disaster or emergency scenes unsolicited, and offer their assistance. This can pose an additional dilemma for emergency services.

Assumptions
• Citizens who want to help respond to disaster areas without direction.
• Liability becomes an issue.

Concept of Operations
• The City Volunteer Coordinator assigned by Community Relations will be in communication with the Incident Commander and may be assigned to manage the citizen volunteer response as needed. The City Volunteer Coordinator will initially handle all incoming requests for volunteers.
• Unsolicited emergency service personnel, non-emergency personnel, vehicles, equipment and citizen volunteers will be staged away from the incident, possibly in several locations, depending on the scope of the incident and the volunteer response.
• Organized and trained groups of volunteers may be put into service first on a priority basis. Volunteer Coordinators may provide first responders with a source of additional volunteers with specific abilities by screening volunteers to determine skills and experience.
# Annex H - Contact list for outside agencies

<table>
<thead>
<tr>
<th>Title/Department</th>
<th>Name</th>
<th>Telephone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado Division of Emergency Management</td>
<td>Lori Hodges</td>
<td>720.852.6600&lt;br&gt;303.279.8855 (24 hr)</td>
<td><a href="mailto:Lori.hodges@state.co.us">Lori.hodges@state.co.us</a></td>
</tr>
<tr>
<td>Red Cross</td>
<td>B.J. Coyle</td>
<td>303.722.7474 (24 hr)&lt;br&gt;303.781.5511</td>
<td>Denver-redcross.org</td>
</tr>
<tr>
<td>Salvation Army</td>
<td></td>
<td>303.861.4833&lt;br&gt;303.296.2456&lt;br&gt;303.295.3366 (24 hr)</td>
<td><a href="mailto:iminfo@usw.salvationarmy.org">iminfo@usw.salvationarmy.org</a></td>
</tr>
<tr>
<td>Englewood Public Schools</td>
<td>Peg La Plante</td>
<td>303.761.7050 (office)&lt;br&gt;303.806.2099 (fax)</td>
<td><a href="mailto:Peg_lapante@englewood.k12.co.us">Peg_lapante@englewood.k12.co.us</a></td>
</tr>
<tr>
<td>Tri-County Health</td>
<td>Michelle Askenazi</td>
<td>303.761.1340 (main)&lt;br&gt;303.220.9200 (after hrs)&lt;br&gt;303.890.0230 (pager)</td>
<td></td>
</tr>
<tr>
<td>Amateur Radio Emergency Service</td>
<td>Emit Hurdelbrink</td>
<td>720.880.3400</td>
<td><a href="mailto:ec@arapahoeARES.org">ec@arapahoeARES.org</a></td>
</tr>
<tr>
<td>County Coroner</td>
<td>Dr. Michael Doberson</td>
<td>720.874.3608&lt;br&gt;720.874.3625 (office)</td>
<td></td>
</tr>
<tr>
<td>Xcel Energy</td>
<td>Teresa Wilson</td>
<td>800.859.1999 (main)&lt;br&gt;303.571.7029 (office)&lt;br&gt;303.571.7877</td>
<td></td>
</tr>
<tr>
<td>Qwest Communications</td>
<td>Casey Goodson</td>
<td>303.784.0260</td>
<td><a href="mailto:Casey.goodson@qwest.com">Casey.goodson@qwest.com</a></td>
</tr>
<tr>
<td>Colorado Department of Public Health &amp; Environment</td>
<td></td>
<td>303.692.2000</td>
<td></td>
</tr>
<tr>
<td>CIRSA</td>
<td></td>
<td>303.757.5475</td>
<td></td>
</tr>
</tbody>
</table>

Please see City of Englewood Telephone Directory for specific department phone numbers.
TO:      Mayor Olson and Council Members
THRU:    Dorothy Hargrove, Interim City Manager
          Brad Power, Community Development Director
FROM:    Brook Bell, Senior Planner
DATE:    March 27, 2019
SUBJECT: Council Request CR 19-049: Sign for Short-Term Rental

QUESTION: Is the sign for short-term rental at the Shriner's property on Floyd (3285 S. Logan St.) in compliance with the City’s Code.

In June of 2015, the U.S. Supreme Court ruled in Reed v. Town of Gilbert, Arizona that portions of content based sign codes violate the First Amendment. The ruling impacted numerous municipal sign codes, including the City of Englewood’s. In 2017, the City of Englewood amended its sign code to be content neutral to comply with the Supreme Court ruling.

There are multiple types of signs that are permitted in residential zone districts; however, in keeping with the Supreme Court ruling, the City does not regulate the actual content of these signs, only the size of the sign. One type of sign is categorized as “On-Site Signs and Regulatory Signs” in residential zone districts two of these signs are allowed on a property provided they do not exceed 4.5 square feet in area.

The sign at 3285 S. Logan St. is within the permitted 4.5 square feet in area; therefore, the sign is in compliance with the City’s Code.
DATE: March 28, 2019

TO: Mayor Olson and City Councilmembers

THROUGH: Dorothy Hargrove, Interim City Manager

FROM: Maria D’Andrea, Director of Public Works

SUBJECT: Council Request #19-050: Public Works Phone Calls

Council Request No. 19-050: Several residents have tried calling Public Works and only receive voice mails. How can we ensure residents are able to talk to someone about their concerns? We have reports that the online service request app (CRM) is not working.

I have talked with the Public Works front desk staff both at the Civic Center and at the ServiCenter about our protocol around how they answer phones, how calls are routed, how voice mails are responded to, etc. When the lead Administrative person left in mid-February there was not a good hand-off or training to other staff. So, we are making corrections and developing written protocol around answering the phones and how we, collectively, respond to requests for service. Also, Public Works is responsible for answering many of the phone calls to the city’s primary phone number (X. 2300). Also, the X.2500 number is listed on Xfinity and Xcel bills as a resource for citizens. Both of these add to the significant number of calls handled by the Public Works staff.

The following levels of service (LOS) have been established for the Public Works department front desk staff and were implemented this week:

- Answer all phone calls to the general number (X.2500) during business hours, unless staff is assisting a customer at the service counter.
- Answer all phone calls to the ServiCenter number (X.2520) between 10:00 a.m. and 2:00 p.m. (the hours which our part-time administrative staff person works)
- Check for voice mail messages on the main lines (X.2500 & X.2520) at least every two hours, and respond to the caller(s) immediately or forward to the appropriate staff person
- Enter citizen requests into QAlert as they are received; respond to, or assign, Public Works-related QAlert requests as they are received throughout the day

There does not appear to be any technical issues associated with the QAlert (online reporting system).
TO: Mayor and City Council
FROM: John Collins, Chief of Police
       Joan Weber, Benefits and Risk Manager
DATE: March 28, 2019
SUBJECT: Council Request 19-051: Provide a copy of the February 13 report for the accident that occurred in the alley between South Sherman and South Grant on Floyd Avenue. Accident involved a utility truck and telephone/electrical lines. Also provide amount of damages and who paid for the repairs.

The case report is attached. The City's cost is approximately $1,000; however, an insurance claim has been filed for the damage caused by Waste Connection.
# Inclusive Case Report

**Report Title:** HIT AND RUN ACCIDENT  
**Occur. Location:** S LOGAN ST / E FLOYD AVE  
**City:** ENGLEWOOD  
**State:** CO  
**Agency ORI:** CO0030100

## Category: OFFENSE

**Location Type:** HIGHWAY/ROAD/ALLEY  
**Off. Type:** GENERIC OFFENSE  
**Off. Code Desc:** 42-4-1402 2A CARELESS DRIVING

## Category: OFFENSE

**Location Type:** HIGHWAY/ROAD/ALLEY  
**Off. Type:** GENERIC OFFENSE  
**Off. Code Desc:** 42-4-1606 1 FAIL TO NOTIFY POLICE OF ACCIDENT/REMAIN AT SCENE

## Category: PERSON

**Person Type:** WITNESS  
**First:** KEITH  
**Mid:** DUANE  
**Last:** SINGER  
**Race:** WHITE  
**Sex:** MALE  
**DOB:** [Redacted]  
**DL Number/St Name Type:** [Redacted]  
**Name Type:** LEGAL  
**HOME:** ENGLEWOOD  
**Phone:** (303) 761-4854

## Category: PERSON

**Person Type:** ADDITIONAL PERSON  
**First:** WAYNE  
**Mid:** LOUIS  
**Last:** BULLEIGH  
**Race:** WHITE  
**Sex:** MALE  
**DOB:** [Redacted]  
**DL Number/St Name Type:** [Redacted]  
**Name Type:** LEGAL  
**HOME:** U: 3735 S QUATAR WAY  
**Phone:** (303) 519-2404

## Category: PERSON

**Person Type:** SUSPECT  
**First:** CHRISTOPHER  
**Mid:** L  
**Last:** RENELT  
**Race:** WHITE  
**Sex:** MALE  
**DOB:** [Redacted]  
**DL Number/St Name Type:** [Redacted]  
**Name Type:** LEGAL  
**HOME:** 1190 S RICHFIELD ST  
**Phone:**

## Category: VEHICLE

**Vehicle Class:** AUTOMOBILE  
**Make:** [Redacted]  
**Model:** [Redacted]  
**Year:** 2000  
**VIN:** 1M2AC07C1YM002996  
**Color:** BLUE  
**Description:**

---

**Case Number:** 1901358 - IR  
**Reporting Officer:** CREAGHE, MATTHEW  
**Date Printed:** 03/27/2019  
**Time Printed:** 09:33:49  
**Copy to City Council**
On February 13, 2019, at approximately 1032 hours, Officer McCann, Code Enforcement Officer Lewis, Code Enforcement Officer Futro, and I responded to South Logan Street and East Floyd Avenue on a report of a hit and run accident that damaged a traffic light and utility lines.

I arrived on scene and observed the westbound traffic signal at East Floyd Avenue and South Logan Street to be damaged. The traffic light was moved approximately 90 degrees from its original position - with the traffic light now being parallel to the ground. The traffic light also sustained damaged to its hood covers.

In the 300 block of East Floyd Avenue, I observed a guide wire and fiber optic cable line to be torn from its secured position on 2 wooden poles running South and North along the alley (Logan/Grant).

In the 200 block of East Floyd Avenue, I observed a communication line (pole) to have been broken and laying in the north Grant/Sherman alley. I observed numerous telephone/cable/fiber optic lines to be ripped from buildings and other communication poles. The lines were now laying across traffic lanes, the alleys, private fences, and other properties.

All responding Officers took positions to redirect traffic away from the area.

The City of Englewood, Xcel Energy, Century Link, Comcast, and Unite Private Networks all responded to the scene. All representatives of damaged property advised a garbage truck with a front loader, in the up position, most likely caused the damaged.

I made contact with representatives of Waste Management, Waste Republic, and Pro Disposal. I was able to inspect Waste Republic and Pro Disposal's services vehicles for this area and neither had a front loader or were tall enough to have come into contact with the damaged property. Cole Ruddick, a representative of Waste Management, responded to our location and provided me with GPS coordinates of all his service (trash and recycling) vehicles. I observed that none of the vehicles were in the area at the time of the accident, and their routes didn't follow the accident path.

I canvassed the area and was unable to locate any residence or business that had a camera facing East Floyd Avenue.

While canvassing the area, I made contact with W1/SINGER, KEITH DOB [redacted], at 3301 South Grant Street, who advised he observed the accident. SINGER advised that his building is on the southwest corner of South Grant Street and East Floyd Avenue. SINGER advised his office has a north facing window that allows him a clear view of East Floyd Avenue. SINGER advised while looking out of his window, he observed a blue and white garbage truck with "Waste Connections" written on the side, driving westbound on East Floyd Avenue. SINGER advised he was "100 percent certain it said Waste Connections. It was blue and not some other company like Waste Management."
SINGER advised he heard a loud noise, similar to a crash, and look outside his window and observed the communication line rocking back and forth. SINGER advised he observed the same Waste Connections truck to continue westbound away from the accident on East Floyd avenue, then drive north on South Sherman Street.

SINGER later completed a signed written statement and provided it Englewood Police.

I contacted Colorado Waste Connections and made contact with SB1/BULLEIGH, WAYNE DOB [redacted], Operations/Site Manager. BULLEIGH advised his service trucks do not contain GPS but advised one of his service vehicles routes would have had been in the same area on that same date and time. BULLEIGH provided me with the vehicle registration, vehicle insurance information, and driver information. BULLEIGH further advised he spoke with driver, S1/RENELT, CHRISTOPHER DOB [redacted], who denied hitting anything. BULLEIGH advised RENELT was no longer on shift but would be available on 02/15.

Officer Futro took photographs of the accident/damaged property. All photographs were uploaded to veripic.

NFAT.

Category NARRATIVE
SEE STATE TRAFFIC ACCIDENT FORM

Category NARRATIVE
PHOTOS UPLOADED TO VERIPIC

Supplement by Officer Creaghe

On February 15, 2019 at approximately 1420 hours, I made contact telephone contact with SB1/BULLEIGH, WAYNE DOB [redacted] and informed him I would not be able to meet today due to priority calls. BULLEIGH advised S1/RENELT, CHRISTOPHER DOB [redacted] would be available to meet with Officers all day on 02/19.

On February 22, 2019 at approximately 1420 hours I responded to Waste Connections of Colorado at 7120 South Jordan Road in Centennial, CO to serve a summons.

I arrived on scene and made contact with Operations Manager SB1/BULLIEGH, WAYNE DOB [redacted], in his office. Together we spoke with A1/RENELT, CHRISTOPHER DOB [redacted].

RENELT advised he was the driver/operator of a Waste Connections of Colorado garbage/recycling vehicle in Englewood during the date and time in question. RENELT advised his vehicle was in proper working order and did not have any defects. RENELT denied striking or hitting any traffic lights or telephone/fiber lines. RENELT advised the vehicle controls are sensitive enough that he would be able to feel any resistance or impact.

I issued RENELT Arapahoe County summons 33106 for 42-4-1402 Careless Driving and 42-4-1606 Failure to Notify Police of Accident.

BULLEIGH escorted me to the vehicle lot, where I took a single photograph of vehicle RENELT was driving on the...
<table>
<thead>
<tr>
<th>Date Printed</th>
<th>Reporting Officer</th>
<th>Case Number</th>
<th>Report Title</th>
<th>Page</th>
<th>Time Printed</th>
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<tr>
<td>03/27/2019</td>
<td>CREATHE, MATTHEW</td>
<td>1901358 - IR</td>
<td>HIT AND RUN ACCIDENT</td>
<td>4</td>
<td>09:53:49</td>
</tr>
</tbody>
</table>

**Case Number:** 1901358

**Report Title:** HIT AND RUN ACCIDENT

**Begin Date/Time:**

**Occur. Location:** S LOGAN ST / E FLOYD AVE

**City:** ENGLEWOOD

**Number of Arrestees:** 0

**Agency ORI:** CO0030100

---

**Inclusive Case Report:**

- date and time.
- NFAT.
**Describe Accident**

VEH1 was W/B on E. Floyd Ave at S. Logan St. VEH1 had a vehicle equipment in the elevated position. VEH1 collided with W/B traffic signal at S. Logan St., causing damage. VEH1 continued W/B on E. Floyd Ave and contacted a lead wire in the 300 block of E. Floyd Ave, causing damage. VEH1 continued W/B and contacted a lead wire in the 200 block of E. Floyd Ave, causing damage. VEH1 then left the scene.
**ARAPAHOE COUNTY UNIFORM SUMMONS & COMPLAINT**

**ARAPAHOE COUNTY PENALTY ASSESSMENT**

**Date of Violation (mm/dd/yyyy):** 02/13/2019  
**Time of Violation:** 10:32 AM  
**Approximate Location of Violation, Arapahoe County, State of Colorado:** W 23rd E. Flow Ave at S. Logan St

**Drug Possession:** by Underage Person  
- (a) Ethyl Alcohol  
- (b) < 1 oz. Marijuana  
- (c) Marijuana Paraphernalia

**Vehicle License Number:** 496 RBV  
**State:** CO  
**Vehicle Year:** 2000  
**Vehicle Make:** TRS  
**Vehicle Model:** MACK

**Registered Owner Name:** Waste Connections of Colorado  
**Address:** 5500 Franklin St.

<table>
<thead>
<tr>
<th>CR.S.</th>
<th>Title</th>
<th>CC</th>
<th>Pt</th>
<th>Fine / SC</th>
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<tbody>
<tr>
<td>18-3-204</td>
<td>Assault in the Third Degree</td>
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<tr>
<td>18-3-206</td>
<td>Treachery</td>
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<tr>
<td>18-3-208</td>
<td>Reckless Endangerment</td>
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<tr>
<td>18-3-303</td>
<td>False Impersonation</td>
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<tr>
<td>18-4-401</td>
<td>Theft - $</td>
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<tr>
<td>18-4-406</td>
<td>Concealment of Goods</td>
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<tr>
<td>18-4-501</td>
<td>Criminal Mischief - $</td>
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<tr>
<td>18-4-503</td>
<td>2nd Degree Criminal Trespassing</td>
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<tr>
<td>18-4-505</td>
<td>2nd Degree Criminal Tempering</td>
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<tr>
<td>18-4-509</td>
<td>Defacing Property</td>
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<tr>
<td>18-6-401</td>
<td>Child Abuse</td>
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<tr>
<td>18-6-800.3</td>
<td>Domestic Violence</td>
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<tr>
<td>18-6-803.5</td>
<td>Violation of Protection Order</td>
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<tr>
<td>18-8-104</td>
<td>Obstructing a Peace Officer</td>
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<tr>
<td>18-9-106</td>
<td>Disorderly Conduct</td>
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<tr>
<td>18-9-111</td>
<td>Harassment</td>
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<tr>
<td>18-9-306.5</td>
<td>Obstruction of Telephones/Telegraph Service</td>
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<tr>
<td>18-18-428</td>
<td>Possession of Controlled Substances (Marijuana)</td>
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</tr>
<tr>
<td>42-2-101</td>
<td>Drove Vehicle without a Valid License</td>
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<tr>
<td>42-2-138(1)(a)</td>
<td>Drove Vehicle when License is Under Restraint</td>
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<tr>
<td>42-2-138(1)(b)</td>
<td>Drove Vehicle when License is Under Restriction - Alcohol / Drug Related</td>
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<tr>
<td>42-3-114</td>
<td>Displayed Expired Number Plates</td>
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<tr>
<td>42-3-121</td>
<td>Displayed Fictitious / Altered License Plate</td>
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</table>

**Summons:** Traffic Infraction  
**Misdemeanor Traffic:**  
**MISD / Petty:**  

Without admitting guilt, I promise to appear at the time and place indicated below. Failure to appear may constitute a separate offense and result in a warrant being issued for my arrest. (Required for Appearance – DO NOT MAIL)

**Notice:** See instructions on reverse side titled “Summons”

You are summoned and ordered to appear to answer charges noted above:

Arapahoe County Courtroom
7325 S. Potomac St., Centennial, Colorado

**Date:** March 21, 2019  
**Time:** 10:30 AM

If this date is a Saturday, Sunday or Holiday, or for any reason the courthouse is closed, your mandatory appearance date is the next court business day.

**Penalty Assessment:** My signature is a promise to pay this penalty assessment within 20 days. With payment, I acknowledge guilt of all charges listed above and understand that the points will be assessed against my driver’s license. If you do not pay, my signature is a promise to appear as court indicated below.

**Valid Colorado ID:**  
**Penalty Assessment:** $250

**Total to be paid by mail:**

**Date Issued:** 02/01/2019  
**Agency:** Englewood PD

**Court Copy**

**Valid Colorado ID:**

**Penalty Assessment:**

The undersigned has probable cause to believe that the defendant committed the offense(s) against the peace and dignity of the People of the State of Colorado and affirms that a copy of this summons, complaint, or penalty assessment was served upon the defendant.

**Officer (Print):**  
**Badge #:** 1101

**Officer Signature:**

**Date Issued:** 02/01/2019  
**Agency:** Englewood PD

**Court Copy**
## OFFICER NOTES

<table>
<thead>
<tr>
<th>Officer Notes</th>
<th>Officer Notes</th>
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## VICTIM/WITNESS INFORMATION

<table>
<thead>
<tr>
<th>Name 1</th>
<th>Victim</th>
<th>Name 2</th>
<th>Victim</th>
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<table>
<thead>
<tr>
<th>Address</th>
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<tr>
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<tr>
<td>City, State Zip</td>
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<td>City, State Zip</td>
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<tr>
<td>Phone 1</td>
<td>Phone 2</td>
<td>Race</td>
<td>Sex</td>
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## POLICE WITNESSES

<table>
<thead>
<tr>
<th>Officer 1 Name</th>
<th>Badge/Star #</th>
<th>Agency</th>
<th>Phone Number</th>
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<tbody>
<tr>
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<tr>
<td>Officer 2 Name</td>
<td>Badge/Star #</td>
<td>Agency</td>
<td>Phone Number</td>
</tr>
<tr>
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</tbody>
</table>

## FINGERPRINT

| Right Index Finger | |
|--------------------| |

Copy to City Council
STATEMENT FORM

DATE 2/14/19  TIME 3:15 p.m.  CASE NUMBER 1901358

NAME Singer Keith  Duane  DATE OF BIRTH [redacted]

HOME ADDRESS 4845 S. Fox St., Englewood Arapahoe CO 80110

BUSINESS ADDRESS 3301 S. Grant St., Englewood CO 80113

HOME TELEPHONE 303-762-4854  BUSINESS TELEPHONE 303-762-9525

LOCATION OF OFFENSE on Floyd Ave; next to 3301 S. Grant Englewood Arap. CO 80113

DATE OF OFFENSE 2/13/19  TIME OF OFFENSE ~10:30AM

From my back office, east of the main office, on the first floor, I saw a garbage truck with Waste Connections written on the side, driving west on Floyd Ave, directly north of the office window. The truck drove out of sight, and I heard a loud noise. When I looked out the window farther west, by getting closer to the window on the east side of the room, I noticed the telephone pole on the alley swaying quickly back and forth. My co-worker heard the noise, so I went into the main office and pointed through its window to show the pole still swaying. At that point, I saw the same garbage truck turn north on Sherman from Floyd Ave, and the truck drove out of sight. The wires typically hanging high above Floyd were drooping down closer to the ground, and later I noticed a shorter pole seemed to have been sheared.

I hereby certify that the above stated facts are true and accurate to the best of my knowledge.

Signature

Witness
DATE: March 28, 2019
TO: Mayor Olson and City Councilmembers
THROUGH: Dorothy Hargrove, Interim City Manager
FROM: Maria D'Andrea, Director of Public Works
SUBJECT: Council Request #19-053: Storm Water Implementation Cost Estimate

Council Request #19-053: Clarification of Director D'Andrea's estimate of $80-$100 million for stormwater infrastructure for the City as mentioned in the Friday, March 15, 2019 meeting with Congresswoman Diana DeGette

The Storm Water Feasibility Study is anticipated to be completed in late-May 2019 by Calibre Engineering. The scope of work includes evaluating the 1999 Outfall System Plan (OSP) as well as identifying new or different solutions to alleviate flooding of private property. While no cost estimates have yet been completed, preliminary findings from Calibre have indicated that there are additional needs beyond the extent of those identified in the OSP. Also, both labor and construction material costs have risen sharply over the past two decades.

While the $80-$100M may be conservative, this is the likely scale of costs that will come out of the Calibre Study. The other element that has not yet been discussed is deferred maintenance of the existing storm sewer system. For example, storm sewer pipes that are sufficient in size but need to be replaced due to deterioration.
DATE: March 28, 2019

TO: Mayor Olson and City Councilmembers

THROUGH: Dorothy Hargrove, Interim City Manager

FROM: Maria D’Andrea, Director of Public Works

SUBJECT: Council Request 19-058 Follow Up: Police Department Vehicles

Councilmember Barrentine requested information at the March 18, 2019 Council meeting regarding the number of vehicles used by the Police Department. There are 55 vehicles currently assigned to the Police Department. With the two additions approved on March 15 for the Victim’s Assistance vehicle and the additional Code Enforcement vehicle, the total is 57 vehicles.
<table>
<thead>
<tr>
<th>Request No.</th>
<th>Date</th>
<th>Request</th>
<th>Requestor</th>
<th>Type</th>
<th>Source</th>
<th>Staff Assigned</th>
<th>Department</th>
<th>Status</th>
<th>Date completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-131</td>
<td>8/14/2018</td>
<td>Employee census with costs for our employee base over the last 5 to 10 years</td>
<td>Barrentine</td>
<td>Council</td>
<td>Human Resources &amp; Finance</td>
<td></td>
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<tr>
<td>18-133</td>
<td>8/14/2018</td>
<td>Report on the money spent on the repair of the Civic Center Roof</td>
<td>Olson</td>
<td>Council</td>
<td>Public Works</td>
<td></td>
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<td>Completed</td>
<td>12/31/2019</td>
<td></td>
</tr>
<tr>
<td>18-138</td>
<td>8/23/2018</td>
<td>Provide map of problem storm drains in town. Provide records of when these drains have been cleaned.</td>
<td>Cuesta</td>
<td>Council</td>
<td>Utilities</td>
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<td>Completed</td>
<td>2/8/2019</td>
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<tr>
<td>18-140</td>
<td>8/23/2018</td>
<td>Request for “NO right turn” sign in the parking lot of Caribou Coffee on Hampden.</td>
<td>Russell</td>
<td>Council</td>
<td>Public Works</td>
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<td>Completed</td>
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<tr>
<td>18-143</td>
<td>8/27/2018</td>
<td>Request for an employee census; current vacancies within organization</td>
<td>Russell</td>
<td>Council</td>
<td>HR</td>
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<td>Completed</td>
<td>2/8/2019</td>
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<tr>
<td>18-145</td>
<td>8/27/2018</td>
<td>Breakdown of the HR program indicating the 25% turnover rate. What is driving the percentage?</td>
<td>Barrentine</td>
<td>Council</td>
<td>HR</td>
<td></td>
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<td>2/8/2019</td>
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<tr>
<td>18-146</td>
<td>8/27/2018</td>
<td>Request that old audio recordings be fixed on the City's website</td>
<td>Council</td>
<td>Council</td>
<td>Clerk</td>
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<td>Completed</td>
<td>2/8/2019</td>
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<tr>
<td>18-150</td>
<td>8/29/2018</td>
<td>Meeting with Dir. Gonzalez to discuss retiree and turnover data</td>
<td>Wink</td>
<td>Council</td>
<td>HR</td>
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<td>Completed</td>
<td>2/8/2019</td>
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<tr>
<td>18-151</td>
<td>8/29/2018</td>
<td>Request ability to look at employee performance appraisal system and competencies.</td>
<td>Wink</td>
<td>Council</td>
<td>HR</td>
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<td>2/8/2019</td>
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<td>18-152</td>
<td>8/29/2018</td>
<td>Info on reclassification of seasonal employees to part time from 2017 to 2018</td>
<td>Barrentine</td>
<td>Council</td>
<td>HR</td>
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<td>2/8/2019</td>
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<tr>
<td>18-153</td>
<td>8/29/2018</td>
<td>Write up on Pirates Cove; Why is in not an enterprise fund? How is it funded?</td>
<td>Olson</td>
<td>Council</td>
<td>P&amp;R &amp; Finance</td>
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<td>Completed</td>
<td>12/31/2019</td>
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<tr>
<td>18-156</td>
<td>8/29/2018</td>
<td>What improvements need to be made to the Civic Center Building and when would these need to be done on some sort of time schedule</td>
<td>Olson</td>
<td>Council</td>
<td>Public Works</td>
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<td>1/31/2019</td>
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<tr>
<td>18-166</td>
<td>9/18/2018</td>
<td>Update on Flood Study</td>
<td>Olson</td>
<td>Council</td>
<td>Public Works</td>
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<td>12/31/2019</td>
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<tr>
<td>18-169</td>
<td>9/18/2018</td>
<td>Has mattress been removed from alley in the 4600 block between Acoma and Bannock in flood area</td>
<td>Martinez</td>
<td>Council</td>
<td>Public Works</td>
<td></td>
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<td>Completed</td>
<td>12/31/2019</td>
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<td>18-170</td>
<td>9/18/2018</td>
<td>Show additional concrete ramp locations on City website.</td>
<td>Barrentine</td>
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<td>Public Works</td>
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<td>18-233</td>
<td>12/11/2018</td>
<td>Information on air quality in Englewood associated with marijuana smoke</td>
<td>Barrentine</td>
<td>Council</td>
<td>CMO</td>
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<td>2/7/2019</td>
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<tr>
<td>18-234</td>
<td>12/11/2018</td>
<td>Information on gabions used in drainage systems</td>
<td>Olson</td>
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<td>12/31/2019</td>
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<td>19-001</td>
<td>1/7/2019</td>
<td>Information on water main breaks</td>
<td>Cuesta</td>
<td>Council</td>
<td>Meeting/SS Daisy Yu</td>
<td>CMO</td>
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<td>19-002</td>
<td>1/7/2019</td>
<td>Information on multi-family unit by Cochino Taco. What role did Board of Adjustments play?</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/9/2019</td>
<td></td>
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</tr>
<tr>
<td>19-004</td>
<td>1/7/2019</td>
<td>Pull copy of all permits issued, building inspections. The Mayor also asked if we could provide some</td>
<td>Russell</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/9/2019</td>
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<tr>
<td>19-005</td>
<td>1/7/2019</td>
<td>Info on urban lots - historical issues? CD please clarify with CM Sierra.</td>
<td>Sierra</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/24/2019</td>
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<td>19-006</td>
<td>1/17/2019</td>
<td>Englewood Downtown Development Authority Analysis Report</td>
<td>Martinez</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Dan Poremba</td>
<td>Community Development</td>
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<td>1/18/2019</td>
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<td>19-007</td>
<td>1/21/2019</td>
<td>Will an existing alley cottage become an ADU?</td>
<td>Martinez</td>
<td>Council</td>
<td>Email</td>
<td>Wade Burkholder</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/22/2019</td>
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<tr>
<td>19-008</td>
<td>1/22/2019</td>
<td>Trash removal at the plaza</td>
<td>Sierra</td>
<td>Council</td>
<td>Email</td>
<td>Public Works</td>
<td>Completed</td>
<td>1/23/2019</td>
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<tr>
<td>19-009</td>
<td>1/22/2019</td>
<td>Status of the fountains at the plaza</td>
<td>Sierra</td>
<td>Council</td>
<td>Email</td>
<td>Public Works</td>
<td>Completed</td>
<td>1/23/2019</td>
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<td>19-010</td>
<td>1/23/2019</td>
<td>Status of home on 4188 S. Washington St in response to citizen complaint</td>
<td>Cuesta</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/25/2019</td>
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<td>19-012</td>
<td>1/23/2019</td>
<td>Copy of CORA request response provided to Ms. Vicky Hoffman requesting information on staffing in</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Clerk</td>
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<td>1/24/2019</td>
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<td>19-014</td>
<td>1/23/2019</td>
<td>Copy of CORA request response provided to Mr. JJ Margiotta requesting information on a payment to</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Clerk</td>
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<td>1/24/2019</td>
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<tr>
<td>19-015</td>
<td>1/23/2019</td>
<td>Status of code issues raised in video presentation by Mr. Chris Duis</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Police</td>
<td>Completed</td>
<td>1/24/2019</td>
<td></td>
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<tr>
<td>19-016</td>
<td>1/28/2019</td>
<td>Update on the Kmart site and any associated PUD proposal.</td>
<td>Cuesta</td>
<td>Council</td>
<td>Email</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/31/2019</td>
<td></td>
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<tr>
<td>19-017</td>
<td>1/29/2019</td>
<td>Issue with parking on public property</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Police</td>
<td>Terminated</td>
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<tr>
<td>19-018</td>
<td>1/29/2019</td>
<td>Information on previous DDA re: Trolley Square. Why did it fail? What are the financials?</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/29/2019</td>
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<tr>
<td>19-019</td>
<td>1/29/2019</td>
<td>Additional information on investments; concerns about losses</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Finance</td>
<td>Completed</td>
<td>1/29/2019</td>
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<tr>
<td>19-020</td>
<td>1/30/2019</td>
<td>Request for the application packet that was submitted and approved for the current 1327 Tufts development and any associated staff documents that pertain to the approval of this project.</td>
<td>Cuesta</td>
<td>Council</td>
<td>Email</td>
<td>Community Development</td>
<td>Completed</td>
<td>1/31/2019</td>
<td></td>
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<tr>
<td>19-022</td>
<td>1/22/2019</td>
<td>Questions regarding two-year Bennett farm lease</td>
<td>Council</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>SPWRP</td>
<td>Completed</td>
<td>2/6/2019</td>
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<td>Request No.</td>
<td>Date</td>
<td>Request</td>
<td>Requestor</td>
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<tr>
<td>19-023</td>
<td>2/7/2019</td>
<td>Request for an interview regarding ULI grant and the Englewood Downtown Corridor</td>
<td>KMGH Media</td>
<td>In person</td>
<td>Brad Power</td>
<td>Community Development</td>
<td>Completed</td>
<td>2/13/2019</td>
<td>Interview aired on Channel 7 News on</td>
<td></td>
</tr>
<tr>
<td>19-024</td>
<td>2/12/2019</td>
<td>What is snow pushing policy of City snowplows? Snow has been piled in the RTD path.</td>
<td>Sierra Council Meeting/SS</td>
<td>Public Works</td>
<td>Completed</td>
<td>3/28/2019</td>
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<tr>
<td>19-025</td>
<td>2/12/2019</td>
<td>Do we need new audio visual equipment for Community Room?</td>
<td>Cuesta Council Meeting/SS</td>
<td>City Clerk &amp; IT</td>
<td>Completed</td>
<td>2/14/2019</td>
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<tr>
<td>19-026</td>
<td>2/20/2019</td>
<td>Traffic light change at Quincy and Broadway</td>
<td>Cuesta Council Email</td>
<td>Public Works</td>
<td>Completed</td>
<td>3/28/2019</td>
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<tr>
<td>19-027</td>
<td>2/20/2019</td>
<td>Provide a follow up on 4188 Washington St.</td>
<td>Cuesta Council Meeting/SS</td>
<td>Attorney</td>
<td>In progress</td>
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<tr>
<td>19-028</td>
<td>2/20/2019</td>
<td>Update on snow removal issues (wheelchair access in and around Simon Center, bus stops, possible employee assistance to business)</td>
<td>Russell/Barrentine Council Meeting/SS</td>
<td>Public Works</td>
<td>Completed</td>
<td>3/28/2019</td>
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<tr>
<td>19-029</td>
<td>2/20/2019</td>
<td>Follow up issues raised by Mr. Duis about fence in alley, outbuildings in disrepair</td>
<td>Barrentine Council Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>2/21/2019</td>
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<tr>
<td>19-030</td>
<td>2/20/2019</td>
<td>Homeowner Improvement Assistance 1. Did Englewood have a program in place similar to to</td>
<td>Sierra Council Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>2/21/2019</td>
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<tr>
<td>19-034</td>
<td>3/4/2019</td>
<td>Status of sand/debris blown over Broken Tee Golf Course and how it may be mitigated</td>
<td>Olson Council Meeting/SS</td>
<td>PRL</td>
<td>Completed</td>
<td>3/7/2019</td>
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<tr>
<td>19-039</td>
<td>3/4/2019</td>
<td>Number of budgeted positions that will not be filled in this budget year.</td>
<td>Russell Council Meeting/SS</td>
<td>HR</td>
<td>Completed</td>
<td>3/21/2019</td>
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<tr>
<td>19-041</td>
<td>3/4/2019</td>
<td>Information on interest rate for homeowners’ assistance - low or no? What would be involved in reviving this program?</td>
<td>Sierra Council Meeting/SS</td>
<td>Community Development</td>
<td>Completed</td>
<td>3/11/2019</td>
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<tr>
<td>19-042</td>
<td>3/6/2019</td>
<td>Why is BGOOOD unable to expand into the space next door?</td>
<td>Wink Council Email</td>
<td>Police</td>
<td>Completed</td>
<td>3/7/2019</td>
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<tr>
<td>19-042</td>
<td>3/6/2019</td>
<td>Documentation/Explanation on why BGOOD is unable to expand into the space next door to it's current location</td>
<td>Wink/Russell</td>
<td>Council</td>
<td>Email</td>
<td>Police</td>
<td></td>
<td>Completed</td>
<td>3/6/2019</td>
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<tr>
<td>19-044</td>
<td>3/11/2019</td>
<td>Update and explanation on MimeCast</td>
<td>Sierra</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>IT</td>
<td></td>
<td>Completed</td>
<td>3/12/2019</td>
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<tr>
<td>19-045</td>
<td>3/13/2019</td>
<td>Does a City license for a trash hauler require alley pickup of trash?</td>
<td>Sierra</td>
<td>Council</td>
<td>Email</td>
<td>CMO</td>
<td></td>
<td>Completed</td>
<td>3/13/2019</td>
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<tr>
<td>19-046</td>
<td>3/18/2019</td>
<td>Provide a copy of the ballot measure from the November 2016 election in which the citizens approved bond funding for the police building</td>
<td>Sierra</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>CMO</td>
<td></td>
<td>Completed</td>
<td>3/19/2019</td>
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<tr>
<td>19-047</td>
<td>3/18/2019</td>
<td>Information on food truck licensing and zoning, to include: 1. Process for applying for a license 2. Fees associated with licensing 3. Zoning requirements and possibility of a variance for Barnhouse Tap 4. Could we have a 6-month moratorium on food truck licensing?</td>
<td>Barrentine, Russell, Martinez</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Community Development &amp; CMO</td>
<td>In progress</td>
<td>Community Development answered zoning portion on 3/21/2019</td>
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<tr>
<td>19-048</td>
<td>3/18/2019</td>
<td>Provide a copy of current Emergency Operations Plan, to include: 1. Was the grant paid for out of grant funding? If so, how much? 2. When was this approved by Council? 3. Is the City in compliance with Ordinance 51, Series 2017?</td>
<td>Barrentine</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>IT (lead), Police &amp; CMO</td>
<td>Completed</td>
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<td>19-050</td>
<td>3/18/2019</td>
<td>Several residents have tried calling Public Works and only receive voice mails. 1. How can we ensure residents are able to talk to someone about their concerns? 2. We have reports that the online service request app (CRM) is not working.</td>
<td>Olsen</td>
<td>Council</td>
<td>Meeting/SS</td>
<td>Public Works</td>
<td>Completed</td>
<td>3/28/2019</td>
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<td>19-051</td>
<td>3/22/2019</td>
<td>Provide a copy of the February 13 report for the accident that occurred in the alley between South Sherman and South Grant on Floyd Avenue. Accident involved a utility truck and telephone/electrical lines. Also provide amount of damages and who paid for the repairs?</td>
<td>Russell Council</td>
<td>Email</td>
<td>Police</td>
<td>HR</td>
<td>Police</td>
<td>Completed</td>
<td>3/28/2019</td>
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<tr>
<td>19-052</td>
<td>3/22/2019</td>
<td>Which City department is in charge of parking violations?</td>
<td>Russell Council</td>
<td>Email</td>
<td>Police</td>
<td>HR</td>
<td>Police</td>
<td>New</td>
<td></td>
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<tr>
<td>19-053</td>
<td>3/25/2019</td>
<td>Clarification of Director D'Andrea's estimate of $80-$100 million for stormwater infrastructure for the City as mentioned in the Friday, March 15, 2019 meeting with Congresswoman Diana DeGette</td>
<td>Barrentine Council</td>
<td>Meeting/SS</td>
<td>Public Works</td>
<td>Completed</td>
<td>3/28/2019</td>
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<tr>
<td>19-055</td>
<td>3/25/2019</td>
<td>What is the setback rule for fences in alleys</td>
<td>Sierra Council</td>
<td>Meeting/SS</td>
<td>Community Development</td>
<td>New</td>
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<tr>
<td>19-056</td>
<td>3/25/2019</td>
<td>What is the lot size coverage for building? Does lot size coverage change with ADU's?</td>
<td>Sierra Council</td>
<td>Meeting/SS</td>
<td>Community Development</td>
<td>New</td>
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<td>19-057</td>
<td>3/25/2019</td>
<td>Produce a white paper on alleyways no later than April 19</td>
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<td>Public Works</td>
<td>New</td>
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<td>19-058</td>
<td>3/18/2019</td>
<td>What are the number of vehicles used by the Police Department?</td>
<td>Barrentine Council</td>
<td>Meeting/SS</td>
<td>Public Works</td>
<td>Completed</td>
<td>3/28/2019</td>
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