

**TOWN OF TIMNATH, COLORADO
RESOLUTION NO. 68, SERIES 2024**

A RESOLUTION APPROVING THE EMERGENCY OPERATIONS PLAN

WHEREAS, the Town Council of the Town of Timnath (“Town”) pursuant to C.R.S. § 31-15-103, has the power to pass resolutions; and

WHEREAS, the Colorado Disaster Emergency Act, as amended, requires counties to establish agencies responsible for disaster preparedness and coordination of response, section 24-33.5-701 C.R.S; and

WHEREAS, attached hereto as Exhibit A is the Town of Timnath Emergency Operations Plan, for inclusion as an Annex to the Larimer County Comprehensive Emergency Management Plan; and

WHEREAS, the attached plan provides an outline of the necessary emergency management activities to allow the Town to conduct business as normally as possible during times of emergency; and

WHEREAS, all agencies, jurisdictions, department heads and personnel are directed to accept the responsibilities as herein assigned and to conduct the organizational planning and training necessary to implement the Town of Timnath Emergency Operations Plan, when required, and

WHEREAS, the Town Council is familiar with the Town of Timnath Emergency Operations Plan and finds it to be in the best interests of the Town, its residents, and the general public.

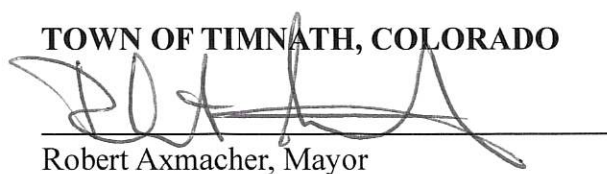
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO AS FOLLOW:

Section 1. Approval

The Emergency Operations Plan is hereby approved in substantially the form as attached hereto, subject to technical or otherwise non-substantive modifications, as deemed necessary by the Town Manager in consultation with the Town Planner, Public Works Director, Legal Counsel, and other applicable staff or consultants, and shall be effective upon adoption of this Resolution. This Emergency Operations Plan shall replace any previously approved Town of Timnath Emergency Operations Plan.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, ON OCTOBER 22, 2024.

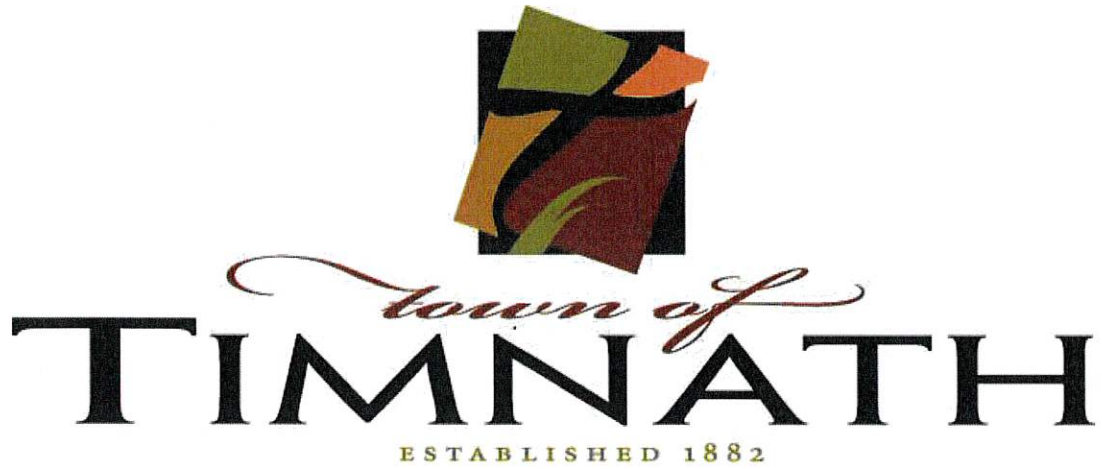


TOWN OF TIMNATH, COLORADO

Robert Axmacher, Mayor

ATTEST:



Milissa Peters-Garcia, CMC
Town Clerk



Emergency Operations Plan
2024 Draft

Town of Timnath Emergency Operations Plan

LETTER OF PROMULGATION

The Town of Timnath and the Town Council hereby affirm their support of emergency management planning and processes. The following Emergency Operations Plan has been reviewed and approved by the Town Council and is hereby ordered published and distributed and is approved for inclusion as an Annex to the Larimer County Comprehensive Emergency Management Plan.

All agencies, jurisdictions, department heads and personnel are directed to accept the responsibilities as herein assigned and to conduct the organizational planning and training necessary to implement the Emergency Operations Plan when required.

DocuSigned by:
Aaron Adams
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Aaron Adams
Timnath Town Manager

10/24/2024

Date

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EMERGENCY OPERATIONS PLAN

Section 1: INTRODUCTION AND PURPOSE

The purpose of the Emergency Operations Plan (EOP) is to provide a framework for response to disasters and other incidents which overwhelm normal resources. The EOP consists of the Base Plan and Operational Annexes. The Base Plan includes the purpose, scope, situations, assumptions, and concept of operations. It also includes a description of the organization and assignment of responsibilities, direction, control, and coordination elements. It describes how intelligence, communications, administration, finance and logistics will be addressed. It addresses plan development and maintenance, and it includes a section describing authorities and references. The Operational Annexes provide information about emergency operations that are specific to the Town of Timnath and/or fall outside of the Larimer County Comprehensive Emergency Management Plan.

The EOP is a living document and will continue to evolve as it is tested in exercises and real incidents. The Town of Timnath is confident that this will serve as an excellent tool for improving coordination and strengthening relationships among all emergency management partners - Federal, State and Local governments, voluntary disaster relief organization, and the private sector - as we work together to meet basic human needs and restore essential government services before, during and after a disaster. This enhanced partnership should reduce human suffering and decrease costly damage to property. It also recognizes that the Town of Timnath is a smaller municipality with limited resources. It will be important to rely on our partners for assistance and emergency management.

Section 2: BASE PLAN

A. Legal Authorities

1. Federal

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (Volume VI Public Law 93-288 as amended by Public Law 100-707).
- b. National; Response Framework.
- c. Homeland Security Act and Information Sharing Act of 2002.

- d. Homeland Security Presidential Directive 5, Management of Domestic Incidents.
- e. Homeland Security Presidential Directive 8, National Preparedness.
- f. National Incident Management System.
- g. Standards of Good Practice; National Fire Protection Association 1600, Disaster/Emergency Management and Business Continuity Programs and the Emergency Management Standard by the Emergency Management Accreditation Program (EMAP).

2. County

- a. Larimer County Comprehensive Emergency Management Plan 2022.
- b. Larimer County resolution adopting the National Incident Management System (NIMS), signed February 8, 2022.
- c. Larimer County ordinance establishing the Larimer County Office of Emergency Management.

3. Local

- a. The Town of Timnath under the authority of C.R.S Section 24-33.5-701. *et seq* Colorado Disaster Emergency Act has established a joint agreement with the Larimer County Office of Emergency Management by signing this document.
- b. Town of Timnath Resolution No. 29, Series 2016 entitled “A Resolution Adopting the National Incident Management System”.

B. Explanation of Terms

Disaster (State Definition) -The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, hostile military or paramilitary action, or a condition of riot, insurrection, or invasion existing in the state or in any county, city, town, or district in the state.

Emergency (State Definition) - An unexpected event that places life or property in danger and requires an immediate response through the use of state and community resources and procedures.

Terrorism - Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Local Government - Refers to the Town of Timnath.

County Government - Refers to Larimer County, unless otherwise specified.

State Departments - An all-inclusive term referring to all state level governmental departments, agencies and commissions, etc.

The Plan - The term “The Plan” as used herein refers to this Emergency Operations Plan.

C. Scope

The intent of the Plan is to provide the citizens and Town government with a standardized system for managing disasters and emergencies. Central components of this system shall include:

- A comprehensive framework for effective use of government, private sector and volunteer resources.
- An outline of local responsibilities.
- The lawful means to obtain assistance from state and federal government.

This Plan is intended to cover a full range of complex and changing requirements in preparation for, or in response to threats or acts of terrorism, disasters and other emergencies. The Plan distinguishes between incidents that require minor emergency management coordination, and incidents of greater magnitude that require county, state or federal cooperation. The Plan establishes interagency and multi-jurisdictional protocols and mechanisms for Town involvement in incident management operations.

The Plan, using NIMS principles, establishes methods to:

- Maximize the integration of all-hazards, incident-related preparation, response, and recovery activities.
- Improve coordination and integration of town, county, regional state, federal, private-sector and non-governmental organizations.
- Maximize efficient use of resources needed for effective incident management and Critical Infrastructure/Key Resources (CIKR) protection and restoration.
- Improve incident management communications and increase situational awareness across jurisdictions and between the public and private sectors.
- Facilitate emergency mutual aid, and emergency support from Larimer County, the state, and federal government.
- Provide a proactive and integrated Town response to catastrophic incidents.

D. Planning Assumptions

Below are assumptions reflecting the situations that must be considered in order to achieve effective emergency management planning in the Town of Timnath:

- All incidents are local. Therefore, initially the Town of Timnath strives for self-sufficiency and should not depend on any outside assistance.
- Local governments at all levels must continue to function under all threat, emergency and disaster conditions.
- The Town and its employees will mobilize to deliver emergency and essential services under all threats and emergencies.
- As incidents grow in length and magnitude, outside assistance may be requested from county, state, and federal agencies or organizations.
- Mutual aid and other forms of assistance will be rendered by outside jurisdictions in accordance with existing mutual aid agreements when the Town exhausts or anticipates exhausting its resources.

- Emergencies may occur at any time with little or no warning and may exceed the capabilities of the local, regional, state, and federal governments, as well as the private sector, in the affected areas.
- Depending on various factors including the magnitude of the event, the Town of Timnath may not be able to meet all responsibilities indicated in this Plan.
- Emergencies may result in casualties, fatalities, and displace people from their homes.
- An emergency can result in property loss, interruption of essential public services, and damage to basic infrastructure, and significant harm to the environment.
- The greater the complexity, impact and geographic scope of an emergency, the more multi-agency coordination will be required.
- Individuals, community-based organizations, and businesses will offer services and support in time of disaster.
- State and regional agencies and departments with regulatory oversight responsibilities will insert themselves into the established organizational chain to support local emergency management efforts.
- The County, state and federal governments will provide emergency assistance to the Town of Timnath when requested and in accordance with the National Response Framework.

E. Situation

Situations that may require the implementation of this Plan include natural hazards, technological, man-made hazards and planned events.

These may include but are not limited to:

- Earthquakes
- Flood/Dam Failure
- Wildland Interface Fires
- Severe Weather Events, including: Severe Wind Storm, Extreme Heat or Cold, Tornado, Drought Heavy/Prolonged Snow
- Pandemic Events
- Transportation Accident; Aircraft Incident, Railroad Incident

- Structure Fires/Conflagration
- Structural Collapse
- Civil Disturbance
- Terrorism
- Infrastructure Disruption; Extended Utility Outage
- Mass Casualty Incidents
- Mass Gatherings

The Town of Timnath recognizes that the planning process must address each hazard that threatens our community. A full Hazard Identification and Risk Assessment (HIRA) for the Town of Timnath is available in the latest Larimer County Multi-Jurisdictional Hazard Mitigation Plan.

F. Incident Support Group (ISG)

During times of emergency or disaster, the Town of Timnath may want to activate an Incident Support Group (ISG). The ISG shall be established to coordinate the Town of Timnath's response to disasters and emergencies. The ISG is composed of core decision-makers who provide strategic direction and support to ensure a coordinated and effective response.

The ISG may include, but not be limited to, the following members, or their designees:

- Town Manager (ISG Leader)
- Mayor
- Police Chief
- Poudre Fire Authority (PFA) Representative
- Public Works Director
- Finance Director
- Community Development Director
- Town Attorney
- Public Information Officer (PIO), if any
- Emergency Management Coordinator or Representative

Responsibilities of the ISG may include, but not limited to, the following:

- **Incident Assessment:** Quickly assess the situation to determine the immediate needs and scale of the response required.

- **Resource Coordination:** Mobilize and allocate resources, including personnel, equipment and supplies to effectively manage the incident. Mobilization and allocation of fire/rescue resources will be handled initially by FC 911 and PFA.
- **Communication:** Ensure clear and consistent communication among all team members, response units, and the public. The PIO will manage public communications and activate a Joint Information System (JIS) as necessary.
- **Decision-Making:** Make strategic decisions to support incident management, including the activation of mutual aid agreements and request state or federal assistance if necessary.
- **Documentation:** Maintain detailed records of actions taken, resources used, and decisions made to ensure accountability and facilitate post-incident analysis.

The ISG is activated by the Town Manager, or in his or her absence, the Public Works Director or Police Chief. Activation criteria include, but are not limited to:

- Occurrence of a major disaster, act of terrorism or emergency impacting the Town of Timnath.
- Request for assistance from the Incident Commander or other on-scene coordinators.
- Anticipation of a prolonged incident requiring coordinated response efforts.

Upon activation, the ISG will convene at a designated Emergency Operations Center (EOC) or virtually if necessary. Regular briefings will be scheduled to ensure ongoing coordination and response efforts.

G. Concept of Operations

If a disaster occurs within the Town of Timnath, an immediate response is 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.

The National Incident Management System (NIMS) is a predetermined flexible command structure; incorporating the concepts of the Incident Command System (ICS) for safely directing all emergency response

activities at the scene of an emergency during situations that go beyond routine, single agency response.

If a response to a disaster exceeds the capabilities of the Town of Timnath, the responsible jurisdiction will request resources through mutual aid agreements (usually discipline specific, such as fire, law enforcement, emergency medical services, or public works). When local resources and mutual aid resources are exhausted, the agency with jurisdiction may request aid through the County Emergency Operations Center.

The Emergency Operations Plan is based on the concept that emergency response functions will generally parallel the normal operations of the Town of Timnath. To the extent possible, the same personnel should be utilized in both cases. Day-to-day functions that 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.

H. Direction, Control, and Coordination

Management of an emergency is a collection of activities related to ensuring that the Incident Commander possesses the resources to accomplish the objectives of the Incident Action Plan for any operational period and that accurate information is available to all participants. Emergency responders from one or more jurisdictions will respond to an emergency/disaster, established incident command, maintain tactical control of response assets and resources and undertake mitigation activities in accordance with their respective standard operating procedures or standard operating guidelines and this Plan. Town Staff will provide resource and coordination assistance to Incident Command as requested and needed to manage the incident.

I. Organization

All incidents will be organized using the Incident Command System (ICS) as part of the National Incident Management (NIMS). ICS is a standard, on-scene, all-hazard incident management system that allows users to adopt an integrated organizational structure to match the needs of a single or multiple incidents. ICS can be expanded or contracted depending upon the degree of need during an incident.

J. Assignment of Responsibilities

Municipalities have emergency functions in addition to their normal operations. Each department within the jurisdiction should develop and maintain its own emergency procedures. Each department shall maintain a list of outside resources and contacts in the event that the jurisdiction's resources and automatic and mutual aid are exhausted or expected to be exhausted.

The following is a brief summary of individual employee positions and their responsibilities:

- Town Manager
 - Initiate operation of Town's Emergency Operation Center (EOC) and coordinate with County EOC.
 - Coordinate continuity of operations and support for incident command requests.
 - Determine whether to convene an ISG
 - Communicate with Mayor and elected officials.
- Mayor
 - Communicate with Town Council, press, and residents in coordination with the County PIO if activated.
 - Sign emergency documents, requests for funding or assistance as needed.
- Finance Director
 - Assure access to funding, credit cards or other monetary sources to allow functioning of operations and acquisition of resources.
 - Maintain detailed accounting and record keeping of all expenses related to the incident/disaster event.
- Town Clerk
 - Processing necessary documentation for emergency action and requests by the Mayor or Town Council.
- Town Council
 - Declaration of disaster and giving Mayor (or Town Manager in Mayor's absence) authority to act as needed to assure resources and continuity of government.
- Town Attorney
 - Preparation of necessary resolutions and/or ordinances for Town Council action or later ratification.

- Police Chief
 - Coordinate with Larimer County Sheriff or other law enforcement or emergency personnel as needed to support incident command.
- Public Works Director
 - Coordinate with Police Chief and others on logistics of needed resources and their deployment.
- Administrative Staff
 - Provide whatever support is necessary including copying services, printing, emailing, etc.
 - Manage the Town's Emergency Operations Center (EOC) and provide staff with food, paper or any materials needed allowing the EOC to smoothly function.
- Community Development Director
 - Coordinate with contracted building safety staff to conduct damage assessment or structure inspections if needed.

K. Continuity of Government

A major disaster could result in loss of life and property, the death or injury of key government officials, and/or the partial or complete destruction of established seats of government, and the public and private records essential to continued operation of government and industry. To help preserve law and order and to continue/restore local services, it is essential that units of government continue to function during or following an incident. Responsible government at all levels provides continuity or effective leadership, authority, and adequate direction of emergency and recovery operations.

In a disaster, however, people may be dealing with issues related to their own homes and families. As a result, it may be necessary for others to step into roles. The following is the list of key people who will assume responsibility in another's absence:

- In the Town Manager's absence, the Public Works Director will assume the Town Manager's responsibilities.
- In the Mayor's absence, the Mayor Pro-Tem will assume the Mayor's responsibilities.
- In the Finance Director's absence, the **Accounting Manager** will assume the Director's responsibilities.

- In the absence of the Town Clerk, the **Deputy Town Clerk** will assume the Town Clerk's responsibilities.
- In the absence of the Town Attorney, an alternate member of the Town Attorney's firm shall assume his/her responsibilities.
- In the absence of the Police Chief, a Timnath officer designated by the Police Chief or Town Manager will assume the Chief's responsibilities.
- In the absence of the Public Works Director, the Town Engineer will assume those responsibilities.
- In the absence of the Community Development Director, the **Principal Planner** will assume those responsibilities.

Lastly, a "Continuity of Government Plan" is attached hereto. Each department however, should also create a continuity plan to be implemented in the case of a disaster.

L. Administration and Support

During an emergency or disaster, the Town of Timnath shall determine, if necessary, what normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments of emergency operations and recovery activities. Such action should be carefully considered, and the consequences should be projected realistically.

Finance

A major disaster or emergency may require the expenditure of large sums of local funds. Financial operations may be carried out under compressed schedules and intense political pressures, which will require expeditious actions, which still meet sound financial management and accountability requirements. The Town of Timnath's purchasing procedures provide for emergency actions including purchases and suspension of certain procedures if warranted.

During a disaster the Mayor may issue a declaration of disaster giving the Mayor, **Mayor Pro Tem** and Town Manager authority to waive purchasing or other procedures, authorize the Town Manager to exceed his/her spending authority as necessary or to submit requests for aid and assistance to the Larimer County Emergency Manager. Said declaration will be filed with the

Town Clerk and the Board of Larimer County Commissioners and a copy to the Larimer County Emergency Manager.

In the case of an emergency or an immediate public necessity, when it is not feasible to follow the bidding procedures, and it is necessary to authorize the purchase of equipment, supplies or services, or emergency repair costs in excess of \$35,000, the Town Manager shall first notify the Mayor or in the absence of the Mayor, the Mayor Pro Tem. In the absence of the Mayor and Mayor Pro Tem, the Town Manager is authorized to purchase the equipment, supplies or services necessary to manage the emergency. The Mayor and Mayor Pro Tem are also authorized to approve emergency purchases as needed.

Requests for County, State, or Federal assistance, including the Colorado National Guard, shall be made to the County Office of Emergency Management or the County EOC. All requests shall be made by the **Town Manager**, Police Chief, Sheriff's Office or by an elected official duly authorized by the Town Council.

Logistics

When the Town of Timnath has exhausted **or expects to exhaust** mutual aid opportunities it shall engage the Larimer County Office of Emergency Management or the Larimer Regional EOC for assistance. Larimer County Office of Emergency Management and Town of Timnath EOC shall develop and maintain a current database of locally available resources and their locations. The database shall include public and available private equipment, and personnel with special technical skills, pertinent to the anticipated needs of the local jurisdiction.

The Colorado State Division of Homeland Security and Emergency Management in coordination with other state departments, will facilitate logistical support for emergency operations (i.e. provide supplies and equipment) that the county is unable to procure or acquire.

Mutual Aid Agreements and Compacts

No single local jurisdiction will have all the personnel, equipment, and materials required to cope with a major emergency or disaster. Necessary additional assistance may be rendered through mutual aid agreements, which

provide for obtaining additional resources from non-impacted inter/intra-jurisdictional governmental agencies and other organizations. Mutual aid agreements are an essential component of emergency management planning, response, and recovery activities. These agreements can significantly increase the availability of critical resources and improve response and recovery efforts.

According to Title 24, Article 33.5, Part 700, Colorado Revised Statutes, as amended: it is the responsibility of local government to ensure that local emergency operations plans contain adequate provisions for the rendering and the receipt of mutual aid.

The Town has several mutual aid agreements that are attached as addenda to this Plan.

M. Plan Development, Maintenance and Implementation

The Emergency Operations Plan, annexes and appendices, and subsequent revisions, supersede all previous editions and is effective upon signing by the Town of Timnath Town Council, for planning, training and exercising, and preparedness and response operations. The Town Manager shall be responsible to review this Plan regularly. The Town Manager shall update the Plan as required and shall conduct drills and exercises in order to identify deficiencies and maintain an adequate level of readiness.

Section 3: EMERGENCY OPERATIONS PLAN APPROVAL SIGNATURE

The Base Plan of the Emergency Operations Plan has hereby been reviewed and approved by the Town of Timnath, Town Council on this 22nd day of October, 2024, and will be added to the Comprehensive Emergency Management Plan for Larimer County.

SIGNATURE PAGE

DocuSigned by:
By: Aaron Adams
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Aaron Adams, Town Manager

DocuSigned by:
By: Terry Jones
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Terry Jones, Police Chief