Title: Administrative Policy Emergency Management	**Policy No.** Part 1, County Administration Chapter 2, County Organization Section 4
	Effective Date April 19, 2011
Policy Custodian Emergency Management	**Adoption/Revision Date** April 19, 2011 / May 17, 2013

Adopting Resolution(s): CC11-151

References (Statutes /Resos/Policies): 21-32-24 C.R.S.; CC83-176, CC88-788, CC07-095

Purpose: To provide for the basic governmental functions of maintaining the public peace, health and safety before, during, and after, an emergency or disaster, including mitigation, preparedness, response and recovery, as contemplated by the Colorado Disaster Emergency Act of 1992, (Part 21 of Article 32, Title 24, Colorado Revised Statutes, 1996 as amended)

Policy: Emergency Management

A. Definitions

1. "Disaster" means the occurrence of or the imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including, but not limited to, fire, plague, spill, or any water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, civil disturbance or hostile military or para-military action.

2. "Emergency" means any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause that is less severe than a disaster, but of such severity that it cannot be handled by emergency response agencies in conduct of their normal duties.

3. "Emergency Management" means the marshaling of all resources available to meet all potential disasters or emergencies under coordinated management. The phases of emergency management are mitigation, preparedness, response and recovery.

4. "Mitigation" means any activities that actually eliminate or reduce the probability of occurrence of disaster.

5. "Preparedness" means the development of plans, the stockpiling and inventory of critical resources, the organization and training of response personnel, and the exercise of plans.

6. "Recovery" means those actions, both short-term and long-term, that result in the planned redevelopment of Jefferson County after a disaster, consistent with disaster experience and with measures available for hazard reduction.

7. “Continuity of Operations Plan” (COOP) means the development and maintenance of a plan to relocate operations without the loss of basic government functions.

B. Declaration of Disaster or Emergency

1. The Board of County Commissioners delegates the authority to declare, continue or discontinue a Disaster or Emergency in Jefferson County to the Chairman of the Board of County Commissioners or, if the Chairman is not available, to any Commissioner. Such declaration may be continued, renewed, or discontinued by the Board of County Commissioners.

2. The declaration of an Emergency or a Disaster:

   a. Activates the response and recovery aspects of all applicable disaster or emergency plans of Jefferson County.

   b. Authorizes the Chairman to execute requests and agreements for aide and assistance.

3. Any order or proclamation declaring, continuing or terminating a Disaster or Emergency shall be filed promptly with the Colorado Division of Emergency Management and the Clerk and Recorder of Jefferson County.

4. The Board of County Commissioners may allocate emergency funds when costs of the disaster exceed authorized emergency response budgets.

C. Sheriff Office Duties and Authority During an Emergency or Disaster

1. The duties and powers of the Sheriff shall include, but shall not be limited to the following:

   a. Ensure command of the Emergency Management function.

   b. Marshal appropriate resources as needed.

   c. Request and negotiate aid agreements as needed.

   d. Request additional emergency funds from the Board of County Commissioners when costs for response to disasters goes beyond what has been previously budgeted.

D. Preparing for a Disaster or Emergency

1. The Director of the Division of Emergency Management is hereby empowered to:

   a. Prepare and keep current a plan to be known as the Jefferson County Emergency Operations Plan. The Emergency Operations Plan will be consistent with the standards and principles of the National Incident Management System endorsed by the Department of Homeland Security.

   b. Seek, obtain, or assist in obtaining supplies, equipment and services needed for the protection of the life and property of the people of Jefferson County in accordance with the emergency funds allocated by the Board of County Commissioners.

   c. Direct disaster preparedness coordination and cooperation between the divisions, services and staff of Jefferson County, and resolve questions of authority and responsibility that may arise between such divisions, services and staff, but this shall not constitute any right to direct or control any personnel of the Jefferson County Sheriff's Office or any other operating division of Jefferson County, except as expressly authorized by the Jefferson County Sheriff and the Board of County Commissioners.

d. Represent Jefferson County in all dealings with public or private agencies pertaining to emergency management and disasters, except to the extent it involves the duties of another County elected official, and then only in coordination with that elected official.

e. Receive on behalf of Jefferson County from any duly constituted governmental agency or any private person or agency, any services, equipment, supplies, materials or funds, by way of gift, grant or loan, for emergency or disaster purposes in accordance with direction obtained from the Board of County Commissioners and the Jefferson County Sheriff.

f. Negotiate on behalf of Jefferson County with other duly constituted governmental agencies for the establishment of such mutual aid agreements as may be deemed necessary. The scope of such mutual aid agreements may encompass all facets of the Emergency Operations Plan, and may pledge the assistance and cooperation of Jefferson County in emergency and disaster situations in return for similar pledges from such other governmental agencies, provided any such mutual aid agreements shall be subject to approval by the Board of County Commissioners and by other elected official who may be involved in performance of any obligations contained in any such agreement.

E. Elected Officials, Appointed Officials, and Department Directors

1. The duties and powers of the Elected Officials, Appointed Officials and Department Directors shall include, but shall not be limited to the following:

   a. During a Disaster or Emergency, each Elected Official, Appointed Official, and Department Director will participate when requested by providing resources under their control, filling any statutory requirement they may have, and ensuring appropriate representation at the Emergency Operations Center if requested.

   b. Prior to a Disaster or Emergency, develop and maintain a Continuity of Operations Plan to ensure operations continue without the loss of basic government functions.