

# **City of Commerce City**

## **Emergency Operations Plan**



**January 2026**

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## Executive Summary

The Commerce City Emergency Operation Plan (EOP) was developed in cooperation with governmental agencies and non-government organizations (NGO) that collaborated to provide a planned “Whole Community Approach” and framework for managing emergencies and disaster events. The purpose of the EOP is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities for Commerce City before, during, and after emergencies and disaster events.

The EOP facilitates coordination and delivery of assistance to Commerce City from outside response organizations. It outlines the concept of operations, organizational structures, Federal-State-Local interfaces, and responsibilities. It is designed to guide and support local response and recovery efforts.

The EOP utilizes the accepted standards and principles of the National Incident Management System (NIMS), Incident Command System (ICS), and the Emergency Operations Center (EOC) concept endorsed by the Federal Emergency Management Agency (FEMA). The NIMS, ICS, and EOC methods are nationally accepted emergency management systems for addressing all types of hazards and for integrating multiple agencies, jurisdictions, and disciplines into a coordinated response/recovery effort.

The EOP is organized into three parts using a Department-Focused EOP format:

1. Basic Plan. This section provides an overview of the preparedness and response strategies. It summarizes the basic tasks to prepare for emergencies and disasters and defines how the plan is developed and maintained.
2. Lead and Support Agencies Section. This section discusses the emergency functions for which individual departments, agencies and nonprofit partners are responsible.
3. Hazards/Threats Specific Section. This section addresses the unique hazards and threats to Commerce City.

All departments within the City are responsible for developing and maintaining up-to-date internal plans and procedures for carrying out assigned emergency functions and for ensuring that their personnel are adequately trained. Department directors are responsible for providing the emergency manager with any updated information as to changes in personnel and responsibilities.

Continuing effort is required to enhance sections of the EOP based on lessons learned from exercises and actual response and recovery operations. Periodic updates to the EOP will include changes due to new technology, new methods of response, new hazards identified, or additional capabilities.

## 1. Record of Distribution

The plan is publicly available on the city's website at:

[c3gov.com/Public-Safety/Emergency-Preparedness-and-Management](https://c3gov.com/Public-Safety/Emergency-Preparedness-and-Management)

## 2. Purpose

The purpose of the City of Commerce City EOP is to provide general guidelines for planning, managing and coordinating the overall response and recovery activities of the City before, during and after emergencies and disaster events.

**Note: Americans with Disabilities Act (ADA) and The Pets Evacuation and Transportation Standards Act (PETS Act).** All operations and facilities involved in the emergency/disaster response activities shall take special notes of the ADA and PETS Act. Appropriate efforts shall be made to ensure that necessary considerations are given to accommodate victims with Access and Functional Needs (AFN) and those with service animals. Commerce City uses the CMIST Resource Disruption Framework to meet the resource needs of all community members. (CMIST: Communication, Maintaining Health, Independence, Support Services, Transportation).

## 3. Authority

Chapter 23 of the Commerce City Revised Municipal Code.

## 4. Definition of Terms

**Charter:** The Home Rule Charter of the City of Commerce City as adopted pursuant to the Constitution of the State of Colorado.

**Chief Executive:** As used in this EOP, the chief executive is the executive official in charge of managing the city. The city manager is the chief executive for day-to-day operations, emergencies and disasters. When the mayor declares a "Disaster" and signs a formal disaster declaration, then the mayor becomes the leader of the Disaster Policy Group.

**Continuity of Operations Plan (COOP):** A plan ensuring that essential government functions continue during disruptions to normal operations, including all-hazard emergencies as well as natural, man-made, and technological threats and national security.

**Damage Assessment:** A formal appraisal or determination of the actual physical effects resulting from a disaster. Accurate damage assessment figures help to determine priority actions and the level of outside assistance that is needed for community recovery.

**Disaster:** An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this EOP, disasters are ones that exceed the response capability of Commerce City and surrounding Local Governments and requires State, and potentially Federal assistance.

**Disaster Policy Group:** A group of city executives that advises the chief executive on policies for management of the disaster. The Disaster Policy Group is formed once a Disaster Declaration is signed. It is comprised of the mayor, mayor pro-tem, deputy city manager, city attorney, finance director and city clerk.

**Emergency:** Any occasion or instance that warrants action to save lives, protect property, maintain public health and safety. As used in this EOP, an emergency may exceed the response capability of Commerce City and requires surrounding local government resources for assistance.

**Emergency Disaster Service Workers (EDSW):** As used in this EOP, all full-time city employees may be required to serve in support of the city's response and recovery efforts when an emergency declaration is signed by the city manager, or a disaster declaration is signed by the mayor.

**Emergency Management (EM):** A managerial function focused on reducing community vulnerability to hazards and managing disasters. The phases of emergency management are preparedness, response, recovery, and mitigation.

- **Preparedness:** This phase involves preparing for potential emergencies and disasters; including developing plans, training personnel, and stockpiling resources.
- **Response:** This phase involves responding to emergencies or disasters; including providing immediate assistance to maintain life, improving health, protect property, restore essential functions, coordinate resources, and ensure public safety.
- **Recovery:** This phase involves restoring affected areas and communities to their normal state; including repairing infrastructure, providing long-term assistance, and addressing the long-term consequences of the disaster.
- **Mitigation:** This phase focuses on preventing or reducing the potential impacts of emergencies and disasters; including identifying hazards, implementing preventative measures, and reducing vulnerability.

**Emergency Operations Center (EOC):** A centralized location for coordinating emergency response activities, managing information, and mobilizing resources during emergencies and disasters.

**Emergency Operations Plan (EOP):** A comprehensive document outlining procedures for an organization to respond to and recover from emergencies or disasters, aiming to protect lives and property.

**Incident Commander (IC):** The individual responsible for all incident activities; including developing incident objectives, strategies, tactics, managing all incident operations, ordering and releasing resources as well as responsibility for all responding personnel. The IC has the overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command System (ICS):** A standardized, on-scene, all-risk incident management concept that provides a common organizational structure for managing emergencies and disasters, allowing agencies to work together effectively.

**Initial Damage Assessment (IDA):** The process of collecting preliminary estimates of damage to public infrastructure and private property following a disaster, used to determine if there is sufficient damage to qualify for state or federal disaster assistance.

**Joint Information Center (JIC):** A facility established to coordinate critical emergency information, crisis communications, and public affairs functions, serving as the central point of contact for news media and the public during an incident. Public information officials from all participating agencies should collocate at the JIC.

**Local Government:** As used in this EOP; a county, municipality, city, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government.

**Mutual Aid Agreement (MAA):** A written agreement between agencies and/or jurisdictions that will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Incident Command System (NIMS):** A comprehensive, nationwide approach to incident management, providing a consistent framework for all levels of government, non-governmental organizations, and the private sector to work together during emergencies.

**Point of Dispensing (POD):** A mass dispensing site that provides medications (prophylaxis) or vaccinations to protect the general population from biological threats or epidemics.

**Point of Distribution (POD):** A centralized location in an impacted area where survivors pick up life-sustaining relief supplies following a disaster or emergency.

**Public Information Officer (PIO):** A person responsible for interfacing with the public, media, or with other agencies ensuring the timely and accurate dissemination of information, especially during emergencies.

**Service Animals:** Are dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities.

**Unified Command:** A structure used in incident management to coordinate the efforts of multiple agencies or jurisdictions, ensuring a unified approach to incident response while preserving individual agency authority and accountability.

## 5. Planning Assumptions

- A. The City's response capabilities may be limited due to damage to the City's infrastructure and injuries to City personnel.
- B. Surrounding municipalities may be overwhelmed, and mutual aid may not be immediately available or in short supply.
- C. City departments and personnel will need to respond on short notice to provide timely and effective assistance.
- D. City personnel may be required to work 12+ hour shifts and perform duties outside their normal day-to-day job responsibilities.
- E. Public safety communications may be limited or not available.
- F. Fuel (gasoline/diesel/propane) supplies may be limited or not available.
- G. Public utilities such as communication systems, domestic water supply service, electricity service, natural gas service may be disrupted, partially inoperable or destroyed.
- H. Transportation services and roadways may be damaged causing difficulties and delays in responding to emergencies and movement of emergency supplies/equipment.
- I. The extent of casualties and damage will reflect factors such as the event type, time of occurrence, severity of impact, weather conditions, population density, building construction, and the possible triggering of secondary events such as fires, floods and disease outbreaks.
- J. A major disaster or emergency can cause numerous fatalities, injuries, property loss, and disruption of normal life-support systems, and will have a short term to long term impact on regional economic, physical, and social infrastructures and recovery efforts.

## 6. Planning Strategies for the Phases of Emergency Management



- A. To develop Emergency Operation Plan Annexes to address the possible hazards and threats for Commerce City.
- B. To identify equipment/technology shortfalls/gaps and develop a financial plan to procure the equipment/technology and provide training where necessary.
- C. To develop a training program to ensure all full-time personnel meet the National Incident Management System (NIMS) training requirements and any specific training required to perform their job duties during an emergency.
- D. To conduct exercises and drills which focus on the readiness to respond to all hazards, incidents and emergencies.
- E. To establish mutual aid agreements, memorandums of understanding, and intergovernmental agreements to increase response capacity.
- F. To develop a Communications Plan to ensure all segments of the population can receive the appropriate emergency information.
- G. To establish pre-incident contracts with vendors for services that may be needed during the response and recovery phases.
- H. To establish a priority list for hazard mitigation projects that focuses on preventing or reducing the potential impacts of disasters by identifying and addressing hazards and vulnerabilities. This includes activities such as hazard mapping, land use planning, building code revisions, and zoning requirement revisions that help protect people and property.



## **7. Incident Priorities**

- A. Life Safety
- B. Incident Stabilization
- C. Preservation of Property
- D. Protection of Environment
- E. Return to Normalcy (restoring the impacted area to the new normal)

## **8. Concept of Operations**

The City of Commerce City is responsible for emergency response operations in the incorporated limits of Commerce City in cooperation with Adams County Emergency Services.

Disasters and large-scale emergencies are rarely confined to one jurisdiction. Although only a portion of Commerce City is likely to be impacted by a single disaster or emergency event, a multi-jurisdictional effort may be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of various local government entities, private and volunteer organizations, and state and federal governments.

The contents of this EOP 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. All entities, offices, departments, agencies, and other organizations referenced in this EOP are responsible for developing, maintaining and training on up-to-date standard operating procedures and/or checklists necessary for implementing assigned duties and functions. Annexes to this EOP may be developed as needed to be consistent with this EOP. Such annexes shall be incorporated into this EOP without the need for amendment of this EOP by resolution of the city council. Any changes, additions, or deletions to the substantive content of this EOP must be made by an amendment to the EOP and approved by a resolution by the city council. In the event of a conflict between this EOP and applicable law, then the applicable law shall govern.

The emergency manager is responsible for regularly scheduled EOP updates and revisions and for developing a training and exercise program to familiarize Commerce City officials and employees and other emergency officials and agencies with the provisions of this plan, including volunteer organizations, and appropriate private sector organizations. The emergency manager is responsible for developing necessary guidelines for emergency operations, including both response and recovery phases, consistent with applicable law and this EOP.

NIMS and ICS shall be utilized to manage all incidents managed under this plan.

Emergencies will be managed in the field by an Incident Commander (IC). The EOC will be activated, if needed, to help support the IC and to carry out the additional functions

that are needed (e.g., damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, public information support, etc.). Activation of the EOC is encouraged when needed resources are scarce, or when multiple requests for similar resources are generated from the field. The EOC will function in accordance with this EOP. The primary location of the EOC will be at a location determined by the emergency manager. The EOC will be staffed to serve as the coordination point for supplemental resources and intergovernmental assistance.

Emergency response agencies serving the City request resources through mutual aid arrangements, usually discipline-specific, such as fire, law enforcement, emergency medical services or public works. Each discipline is required to obtain and maintain needed agreements to fulfill their specific task responsibilities as defined in the EOP. The emergency manager should be made aware of these agreements.

Based on the assessment of emergency conditions by the designated incident commander, the City Manager or his/her designee may be notified and advised of the situation and the need to report to the EOC.

The Colorado Division of Homeland Security and Emergency Management (DHSEM) is available 24 hours a day to provide advice and technical assistance to the city and to provide state resources or to coordinate other supplemental assistance in support of local emergency management actions. A disaster declaration by the mayor may be required as a precondition of some forms of state assistance or to expedite state assistance. DHSEM is also the state agency responsible for processing requests for state and federal disaster assistance.

Pursuant to the authority granted by the City Charter, the mayor, as the conservator of the peace of the City of Commerce City, has the power to declare a disaster declaration. The initial declaration may be verbal but shall be followed by a written "Disaster Declaration" as soon as practical, and shall describe the nature of the emergency, the area threatened, the conditions which have brought it about, and the conditions that would remedy it. The mayor shall be responsible for publication and dissemination of information to the public and shall file the declaration with the city clerk. The emergency manager shall forward a copy of the declaration to the Adams County OEM and to DHSEM. Pursuant to the authority granted in the Charter, the issuance of a declaration declaring a disaster shall empower the chief executive to exercise all the emergency powers permitted by state and local law and shall activate all relevant portions of the EOP. The City Council shall convene to perform its legislative powers as the situation demands and shall receive reports through the mayor and evaluate and enact policy and other incident support as required.

Pursuant to the authority granted in the Charter and City ordinances, nothing in this EOP shall abridge or curtail the powers of the City Council. A state of disaster shall remain in effect until the mayor declares that the threat of danger has passed or that the disaster conditions no longer exist.

Any declaration establishing, continuing, or terminating a state of an emergency or disaster shall be filed with the city clerk, and a copy shall be forwarded to the Adams County OEM and to DHSEM. After the emergency or disaster declaration, as defined in this EOP, the mayor and city manager may exercise their respective powers granted by applicable local or state law after issuance of an emergency or disaster declaration.

## Lead and Support Agencies Section

### 9. Commerce City Roles and Responsibilities

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O. Community Well-Being Manager_____	Page 21

A. The **Mayor** is responsible for:

Assuming general control of the City government and all branches thereof and being responsible for the suppression of disorder and the restoration of normal conditions. Additionally, the Mayor shall

- (1) proclaim the existence and then the termination of the emergency;
- (2) in his or her discretion, request the Colorado governor's proclamation if it appears that the resources and the ability of the City are inadequate to cope with the emergency;
- (3) convene City Council, if reasonable to do so;
- (4) execute all Mayoral normal and special powers including, but not limited to, establishing written rules and regulations governing conduct and activities reasonably related to the protection of life and property and to the suppression of the emergency
- (5) have the authority to command the assistance of all able-bodied citizens to aid in the enforcement of the general law and ordinances of the City and to suppress the emergency.

B. The **City Council** is responsible for:

Constituting the legislative and governing body of the City and having all legislative powers and functions of municipal government, except as otherwise provided in the Constitution of the State of Colorado, the City Charter or by statutes applicable to home rule cities. City Council is also responsible for adopting such laws, ordinances, resolutions, and rules as it shall deem proper.

C. The **City Manager** or designee is responsible for:

- a. Those duties and authorities specifically set forth in the Charter or City ordinances.
- b. Assigning public information releases to a single point of contact, ensuring releases are coordinated and synchronized.
- c. The activation of the Emergency Disaster Service Worker Operations Plan Annex.
- d. Assigning members of the City Manager's Office administrative staff to the emergency operations center, to:
  1. Provide administrative assistance to the emergency operations center manager.
  2. Track personnel and expenses associated with the response and recovery of the emergency operations.

Note: The Line of Succession for the City Manager position is:

1. Deputy City Manager of Operations.
2. Deputy City Manager of Strategy.

- D. The **City Attorney** or designee is responsible for:
- a. Functioning as the legal advisor to the City.
  - b. Providing interpretation of laws and regulations issued by the federal, state, and local governments.
  - c. Preparing recommended ordinances, resolutions, and other legal documents for City Council action to ensure a timely emergency response.
  - d. Providing legal review and coordinating with the Procurement Officer for City contracts, purchase agreements and service agreements.
- E. The **City Clerk** or designee is responsible for:
- a. Controlling the safety of all vital records to maintain governmental continuity.
  - b. In the event an emergency occurs during an election, coordination to maintain open polling locations that meet applicable State and Federal ADA standards regarding voters with disabilities.
  - c. Recording of City's disasters and emergencies declarations.
- F. The **Department Directors** are responsible for:
- a. Establishing a tracking system to ensure all full-time staff have completed the following National Incident Management System (NIMS) and Incident Command System (ICS) courses: (IS-100 and IS-700 are required courses)
    - IS-100, Introduction to the Incident Command System (FEMA online course)
    - IS-700, An Introduction to the National Incident Management System (FEMA online course)

The following four courses are optional, but highly recommended:

    - IS-200, Basic Incident Command System for Initial Response (FEMA online course)
    - IS-800, National Response Framework, An Introduction (FEMA online course)
    - ICS-300, Intermediate ICS for Expanding Incidents (21-hour classroom course for supervisors)
    - ICS-400, Advance ICS for Complex Incidents (16-hour classroom course for executive staff)
  - b. Identifying response/recovery capabilities and gaps/shortfalls and taking measures to mitigate the gaps/shortfalls.
  - c. Ensuring all personnel are trained in their emergency response functions and that all training is documented. Each department will maintain employee training records while the employee is employed by the City and keep those records for five years after the employee is no longer employed with the City.

- d. Preparing plans and organizing their departments to meet emergencies and disasters and assuring continuity of government operations during emergency situations. These plans must be consistent with the City's adopted Emergency Operations Plan.
- e. Maintaining a department's Alert Roster to include employee's name, job title, work cell phone numbers, work emails and secondary emergency contact numbers.
- f. Providing personnel and equipment as requested by the Emergency Manager or Incident Commander.
- g. Providing staff members to the emergency operations center to coordinate your department's emergency response functions.
- h. Working with the risk manager to identify department staff who need to complete the NIMS training and who will work in the shelters as needed.
- i. Identifying functions to be performed during an emergency and assigning personnel that will be responsible for performing those functions.
- j. As a minimum, department directors and their executive staff will meet annually with the emergency manager to review their department's emergency plans and provide any updates for preparedness actions, response/recovery capabilities, gaps, and shortfalls.
- k. Ensuring that City leadership is kept informed of the situation during emergencies by reporting events and activities to the emergency operations center promptly.
- l. Obtaining and maintaining written agreements to fulfill their specific task responsibilities as defined in the EOP. Provide any updates to the emergency manager concerning these agreements.
- m. Developing, maintaining, and training on their department's Continuity of Operations Plan (COOP). The purpose of the COOP is to continue operation of essential functions under a broad range of circumstances including all-hazard emergencies as well as natural, man-made, and technological threats and national security.
- n. Ensuring resource ordering is done through one central ordering point using the "Commerce City Ordering Form 213RR" and maintaining all resource ordering records for their department.
- o. Ensuring all response personnel are completing the "Commerce City Form ICS 214 Activity Log" for each shift worked and maintaining all activities logs for their department.

G. The **Chief of Police** or designee is responsible for:

- a. Exercising civil authority.
- b. Establishing and maintaining law and order throughout the City.

- c. Apprising the City Manager, department directors and surrounding law enforcement agencies about the emergency or disaster situation.
  - d. Providing traffic control and enforcement.
  - e. Executing crime prevention measures.
  - f. Collecting and preserving evidence.
  - g. Gathering intelligence and conducting investigations.
  - h. Establishing perimeter security of an emergency scene or disaster area.
  - i. Coordinating mutual aid law enforcement resources for emergency response operations.
  - j. Assisting with evacuation operations.
  - k. Coordinating emergency notifications through our emergency dispatch center.
  - l. Coordinating public information messages through the Police Department's PIO and the City's Communications Department.
  - m. Coordinating between the coroner's office and the county's health department for statistics of casualties and appropriate disposition of bodies.
  - n. Establishing procedures for the handling of animals affected by an emergency or disaster.
  - o. Supervision of the Emergency Manager.
- The **Emergency Manager** or designee is responsible for:
- a. Writing and training of city's emergency operations annex plans.
  - b. Assuring that the National Incident Management System (NIMS) and Incident Command System (ICS) are being used to manage emergencies and disasters.
  - c. Coordinating mass care support.
  - d. Supporting the recreation department in shelter operations.
  - e. Managing the Emergency Operation Center.
  - f. Providing situational awareness information through the Emergency Operations Center.
  - g. Providing revisions to the Emergency Operations Plan.
  - h. Ensuring annual review and training of the Emergency Operations Plan for all department directors and key staff.
  - i. Ensuring Access and Functional Needs (AFN) requirements are included in the planning, response, and recovery phases of emergency management.
  - j. Coordinating and supporting the response for natural disasters and man-made emergency incidents.



- k. Coordinating Closed Point of Dispensing within Commerce City.
  - l. Coordinating with Non-Governmental Organizations (NGOs) for emergency/disaster response support.
  - m. Coordinating with the Adams County Health Department and Commerce City Community Well-Being Division to provide support to individuals and families.
  - n. Ensuring resource ordering is done through one central ordering point using the “Commerce City Ordering Form 213RR” and maintaining all resource ordering records.
  - o. Ensuring all response personnel are completing the “Commerce City Form ICS 214 Activity Log” for each shift worked and maintaining all activities logs.
  - p. Coordinating the feeding of city response personnel and maintaining the feeding operations expense reports.
- H. The **Director of Community Development** or designee is responsible for:
- a. Providing damage assessment reports related to structure damage for the emergency operations center and City Council. This is to be coordinated with the Finance Department.
  - b. Supporting Information Technology/Geographic Information System (GIS) in receiving and plotting current data concerning the extent and type of building damage and recording of significant population concentrations within the city.
  - c. Development and revisions of a Damage Assessment Operations Plan Annex and review annually. Update when necessary.
  - d. Determining habitability of structures and whether services can be restored in coordination with the Fire Department and South Adams County Water and Sanitation District.
  - e. Plan review, permitting, inspections and monitoring of the rebuilding in recovery phase.
  - f. Maintaining compliance with municipal codes and ordinances related to public health, safety, and welfare, including building standards, zoning laws, and property maintenance through code enforcement.
- I. The **Director of Finance** or designee is responsible for:
- a. Maintaining payroll for city employees.
  - b. Providing emergency procedures for purchasing supplies and/or equipment necessary for recovery operations to restore services to the public, including purchases made by city issued purchasing cards (monitoring limits and increasing limits as needed, making mid-cycle payments to restore limits, etc.).

- c. Maintaining detailed financial records of all costs accrued during an emergency or disaster operation and preparing reports on the City's financial position.
- d. Providing overall coordination in the compilation and presentation of requests for disaster relief assistance, when required.
- e. Assisting in developing and coordinating a damage assessment system that meets state and federal procedures.
- f. Responding to risk management issues like recovery of monies from insurance providers, state/federal disaster assistance programs or other funds or combination of funding.
- g. Coordinating with the Procurement Officer for City contracts, purchase agreements and service agreements.

J. The **Director of Human Resources** or designee is responsible for:

- a. Maintaining benefits for City employees.
- b. Recording all personnel costs (including indirect costs) of the response in preparation for reimbursement.
- c. Responding to employee safety concerns and facilitating medical care and compensation for injured city employees through worker's compensation plans.
- d. Managing insurance claims related to City property damage.
- e. Assisting in the fulfillment of all current and future contracts related to human resources functions and City emergency operations.
- f. Drafting and revising relevant City policies.

K. The **Director of Information Technology** or designee is responsible for:

- a. Assuring the protection of information technology's infrastructure, confidential information, and communication capabilities against cyber-terrorism.
- b. Providing GIS mapping and support as requested.
- c. Assuring communications and information capabilities are maintained during an event.
- d. Establishing and maintaining a secure secondary offsite location for the city's back-up servers and storage of information. Recommend that the offsite location be outside of the Denver Metro Area.
- e. Providing IT support for EOC activations during emergencies or disasters.

L. The **Director of Parks, Recreation and Golf** or designee is responsible for:

- a. Providing facility support for shelter operations occurring at the recreation centers.

- b. Providing for the safety of any citizens who may be in the facilities that are managed by the Parks and Recreation Department at the time of an emergency or disaster.
- c. Providing drivers and vans for transportation, if requested.
- d. Providing facilities for reunification operations, if requested.
- e. Management of shelter operations within the city.
- f. Development and revisions of a Shelter Operations Plan Annex.

M. The **Director of Public Works** or designee is responsible for:

- a. Developing plans, policies, and procedures for maximum emergency use and maintenance of all City vehicles, facilities, heavy equipment, fuels, supplies, and assigned city personnel, and for control and repair of all transportation assets.
- b. Advising the City Council regarding the establishment of priorities for decontamination, rehabilitation, and restoration of those public buildings, roads, utilities, and other essential facilities necessary to the operation of the city government.
- c. Initiating actions for refusal disposal to eliminate any unsanitary conditions determined that are detrimental to public health and welfare (by the appropriate health department).
- d. Developing pre-incident contracts with local landfills for acceptance of debris from a disaster.
- e. Developing procedures for the disposal of hazardous household waste created by an emergency or disaster.
- f. Coordinating, with the relevant providers, the shutting down of utilities to prevent damage to, and monitoring repair and restoration of, electrical, gas, and water distribution.
- g. Providing emergency sources of electricity, gas, and potable water for essential city activities when needed.
- h. Developing agreements and procedures for working with utility companies that provide services to city residents and businesses.
- i. Providing immediate clearance of major thoroughfares and removal of debris to permit emergency rescue operations and movement of emergency vehicles and supplies.
- j. Developing a facilities protection and emergency repairs plan for city buildings, roads, utilities, and other essential facilities for restoration and continued operation of city government functions.
- k. Providing damage assessment information to the emergency operations center on roads and equipment belonging to the department.

- l. Development and revisions of a Debris Management Plan Annex. Review annually and update as necessary.
  - m. Developing emergency traffic routes in coordination with the Colorado Department of Transportation for the marking of such emergency routes.
  - n. Coordinating with pledged intergovernmental support groups to render disaster support assistance within their capabilities.
  - o. Providing emergency traffic control devices such as barricades, flares, and temporary signs.
  - p. Assisting the emergency response authority in containing hazardous substances as requested.
  - q. Securing appropriate buildings.
- N. The **Director of Strategic Partnerships** is responsible for the supervision of the Community Relations Manager, the Director of Economic Development, and the Director of Urban Renewal Authority:
  - The **Community Relations Manager** or designee is responsible for:
    - a. Coordination of public information officers (PIOs), establishing lead agency/point of contact and spokesperson/spokespeople for statements.
    - b. Coordination of media relations, including press releases, media availability, talking points and responses.
    - c. Development of a Communication Plan Annex to ensure all segments of the population can receive the appropriate emergency information. Review annually and update as necessary.
    - d. Approval of all external facing messages and responses prior to distribution and/or release by approved personnel.
    - e. Oversight of a Joint Information Center (JIC).
    - f. Assuring accuracy and consistency of information/messaging before, during and after a critical incident. This includes rumor control.
    - g. Ensuring that all incident communications meet applicable State and Federal ADA standards regarding digital accessibility.
  - The **Director of Economic Development** or designee is responsible for:
    - a. Providing policy guidance and direction regarding disaster and post-disaster temporary land use issues.
    - b. Providing environmental analysis support.
    - c. Coordinating with local businesses during emergency situations to provide information regarding disaster assistance and recovery information.

- The **Director of Urban Renewal Authority** or designee is responsible for:
  - a. Identifying and establishing slum and blighted areas for redevelopment.

O. The **Community Well-Being Manager** or designee is responsible for:

- a. Assisting in shelter operations.
- b. Management of the vendor shelter contract.
- c. Management of issuing hotel vouchers.
- d. Providing case management for the homeless population.
- e. Coordinating with the Adams County Human Services Department, Adams County Health Department, and Adams County Community Safety & Well-Being Department to provide support to individuals and families.

## 10. Outside Agencies Roles and Responsibilities

***Note: These agencies listed in this section describe the major duties they can or may provide during an emergency or major disaster.***

A. Adams-Arapahoe County Amateur Radio Emergency Services_____	Page 23
B. Adams County Health Department_____	Page 23
C. Adams County Fire Rescue Department_____	Page 23
D. Adams County Office of Emergency Management_____	Page 23
E. Adcom911 _____	Page 23
F. American Red Cross, Mile High Chapter_____	Page 24
G. Atlantis Community, Inc (Independent Living Center)_____	Page 24
H. Colorado Division of Homeland Security & Emergency Mgmt._____	Page 24
I. Colorado Voluntary Organizations Active in Disaster (COVOAD)____	Page 24
J. Coroner's Office_____	Page 25
K. National Weather Service Denver/Boulder Office_____	Page 25
L. Railroad Companies _____	Page 25
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N. Riverdale Animal Shelter_____	Page 26
O. Rocky Mountain Medical Reserve Corp of Colorado_____	Page 26
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Q. School Districts_____	Page 26
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S. South Adams County Water and Sanitation District_____	Page 27
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X. Utility Companies for Telephone, Cable and Internet Services_____	Page 28

- A. **Adams-Arapahoe County Amateur Radio Emergency Services (ACARES)** is responsible for:
  - a. Providing emergency radio communications to local governments during an emergency and/or disaster response, as requested.
  - b. Supporting local emergency operations centers as requested.
- B. **Adams County Health Department** is responsible for:
  - a. Providing public health and human services to local jurisdictions during a disaster or emergency.
  - b. Coordinating and supporting Point of Dispensing (POD) operations.
  - c. Serving as the lead agency for all public and environmental health incidents affecting Adams County.
  - d. Coordinating access and functional needs resources.
- C. **Adams County Fire Rescue Department** is responsible for:
  - a. Providing fire suppression operations.
  - b. Providing rescue operations.
  - c. Providing Emergency Medical Services (EMS) – Triage/Treatment/Transport
  - d. Providing hazardous materials operations.
  - e. Assisting in the coordination of emergency evacuations.
  - f. Supporting local EOC operations.
  - g. Providing mutual aid to surrounding fire agencies.
- D. **Adams County Office of Emergency Management** is responsible for:
  - a. Providing disaster resource coordination, management support, and technical assistance to local EOCs.
  - b. Ordering point for resources.
  - c. Serving as the lead agency for the development and implementation of the County's Disaster Management Plan.
  - d. Providing situational awareness information to neighboring jurisdictions.
  - e. Coordinating the Multi-Agency Coordination system and disaster response and recovery operations.
- E. **Adcom911** is responsible for:
  - a. Providing public safety communications (EMS, Fire, Law Enforcement).
  - b. Providing programming support for public safety radios.

- c. Maintaining emergency notification systems.
- d. Providing mass emergency notifications to the public.
- e. Coordinating information with dispatch centers within and outside of the County.
- f. Providing staffing to the EOC, as requested.

**F. American Red Cross, Mile High Chapter** is responsible for:

- a. Providing mass care.
- b. Providing case workers for emergency/disaster victims.
- c. Assisting in crisis counseling services in conjunction with Salvation Army, police victim advocates, and Adams County Human Services Department.
- d. Providing canteen trucks for emergency workers and displaced citizens.
- e. Providing other housing/shelter assistance in conjunction with the Salvation Army and Adams County Human Services Department.

**G. Atlantis Community, Inc (Independent Living Center, Denver Metro Area)** is responsible for:

- a. Providing resources to individuals and the community on subjects related to living independently with all types of disabilities.
- b. Providing guidance to emergency planners for how to meet the resource needs of individuals with disabilities during an emergency and/or disaster.

**H. Colorado Division of Homeland Security & Emergency Management (DHSEM)** is responsible for:

- a. Being available on a 24-hour basis to provide advice and technical assistance, state resources, and coordination of supplemental assistance in support of local emergency management disaster and recovery operations.
- b. Processing requests for state and federal disaster assistance.
- c. Management of the State EOC.
- d. Assisting in the coordination of federal response and support.
- e. Providing guidance to emergency planners for how to meet the resource needs of individuals with disabilities during an emergency and/or disaster.

**I. Colorado Voluntary Organizations Active in Disaster (COVOAD)** is responsible for:

- a. Coordinating VOAD member agencies for the provision of volunteer services to people affected by disasters.



- b. Keeping VOAD member agencies informed of disaster situations and possible resource needs.
- c. Providing an emergency operations center liaison to assist with the provision of volunteer services, as requested.
- d. Coordinating disaster volunteer information, in conjunction with the Joint Information Center (JIC).
- e. Assisting with volunteer and donations management, as requested.

J. **Coroner's Office** is responsible for:

- a. Serving as the lead agency for development and implementation of Mass Fatalities Plans.
- b. Supporting local jurisdictions on matters pertaining to the handling, disposition, and identification of the deceased.
- c. Establishing morgue facilities and directing the identification and disposition of the deceased.
- d. Providing public information and notification information regarding the deceased.

K. **National Weather Service Denver/Boulder Office** is responsible for:

- a. Providing weather, water and climate data, forecasts, warnings, and impact-based decision support services for the protection of life and property and enhancement of the national economy.
- b. Providing educational and safety weather related information for individuals and communities.

L. **Railroad Companies** are responsible for:

- a. Providing technical assistance and specialized equipment for train accident incidents.
- b. Providing hazardous materials traffic flow reports to first responders, when requested.
- c. Providing hazardous materials training for first responders concerning train accidents.

M. **Rampart Search & Rescue** is responsible for:

- a. Supporting local authorities in locating and extracting lost, stranded, or trapped individuals.
- b. Providing transportation assistance for field damage assessment teams, when requested.

- c. Coordinating 4x4 transportation assistance.
- d. Coordinating Search and Rescue (SAR) dog operations in support of field operations, when requested.
- e. Supporting situational awareness through field and damage assessments.

N. **Riverdale Animal Shelter** is responsible for:

- a. Serving as the lead agency for the sheltering and care of animals during an emergency or disaster.
- b. Providing support and resources to Commerce City Community Service Officer (CSO) section.

O. **Rocky Mountain Medical Reserve Corps of Colorado** is responsible for:

- a. Providing Shelter Support Mission Ready Package
- b. Providing Veterinary Support Mission Ready Package
- c. Providing Medical Standby Mission Ready Package
- d. Providing Community Support – Blue Sky Day Mission Ready Package
- e. Providing Safe Infant Feeding Mission Ready Package
- f. Providing Colorado Acupuncture Mission Ready Package

P. **Salvation Army, Denver Chapter** is responsible for:

- a. Assisting with disaster welfare inquiries and pastoral care.
- b. Assisting counseling services in conjunction with American Red Cross, police victim advocates, and Adams County Human Services Department.
- c. Providing canteen trucks for emergency workers and displaced citizens.
- d. Providing other housing/shelter assistance in conjunction with American Red Cross and Adams County Human Services Department.
- e. Assisting with food/beverage donations related to mass care operations.

Q. **School Districts** are responsible for:

- a. Coordinating transportation services when requested by the emergency operation center or incident command.
- b. Maintaining accountability and safety for students and staff.
- c. Managing the reunification of students to legal guardians.
- d. Establishing a school incident command as needed.
- e. Maintaining communications with external agencies, local emergency operations centers and/or incident command.

- f. Establishing a Joint Information Center (JIC) with the Commerce City public information team when a Commerce City school is involved in an emergency.

**R. South Adams County Fire Department** is responsible for:

- a. Providing fire suppression operations.
- b. Providing rescue operations.
- c. Providing Emergency Medical Services (EMS) – Triage/Treatment/Transport.
- d. Providing hazardous materials operations.
- e. Assisting in the coordination of emergency evacuations.
- f. Supporting Commerce City EOC operations.
- g. Establishing a unified command post with the Commerce City Police Department when responding together.
- h. Establishing a Joint Information Center (JIC) with the Commerce City public information team when multiple agencies are responding.
- i. Providing mutual aid to surrounding fire agencies.
- j. Providing a Mobile Command Center (MCC).

**S. South Adams County Water and Sanitation District (SACWSD)** is responsible for:

- a. Providing reliable, affordable and sustainable water resources and services to protect public health, the environment, and quality of life.
- b. Establishing a Joint Information Center (JIC) with the Commerce City Community Relations team when required.

**T. The Federal Government** is responsible for:

- a. Providing emergency responses on federally owned or controlled property.
- b. Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency, and in accordance with the national response plans.
- c. Identifying and coordinating recovery assistance under other federal statutory authorities.

**U. The United Way 211 Program** is responsible for:

- a. Providing 2-1-1 as a central phone number and call center for information and referral services in the event of an emergency/disaster.
- b. Coordinating public information through the Joint Information Center.

V. **Trash/Recycling Services** are responsible for:

- a. Providing waste management and recycling services.
- b. Providing dumpsters for debris removal after an emergency/disaster.
- c. Providing guidance for the disposal of hazardous waste in landfills.

W. **Utility Companies for Electricity and Natural Gas** are responsible for:

- a. Assuring that all emergency response agencies have appropriate emergency contact procedures.
- b. Assisting with the development of preplanned emergency electrical and gas outage plans.
- c. Assuring appropriate emergency responses to energy outages.

X. **Utility Companies for Telephone, Cable and Internet Services** are responsible for:

- a. Assuring that all emergency response agencies have appropriate emergency contact procedures.
- b. Assisting with the development of preplanned emergency communication plans.
- c. Assuring appropriate emergency responses to communication outages.

## **Hazards/Threats Specific Section**

The natural disasters and man-made incidents listed below will require responses from multiple agencies thereby requiring the utilization of the unified command concept. Depending on the type of the incident, the discipline specific agency such as police, fire, emergency medical services, or public works will be the lead agency while the others agencies will function as support agencies. The list below has been identified as possible hazards/threats for Commerce City.

- Hazard: Something that is potentially dangerous or harmful.
- Threat: An indication of possible violence, harm, or danger.

### **11. Natural Disaster Incidents**

- Blizzard
- Extreme Cold Weather Event
- Extreme Heat Weather Event
- Flooding/Flash Flood
- Hailstorm
- High Wind Event
- Heavy Snow Event
- Pandemic
- Severe Thunderstorm
- Tornado
- Wildland/Urban Fires

### **12. Man-Made Incidents**

- Active Shooter Incident
- Aviation Accident
- Bombing Incident
- Civil Unrest
- Cyber Attack
- Extended Power Outage
- Hazardous Material Incident
- Terrorism Incident
- Train Derailment
- Vehicle-Ramming Attack (Vehicle use as a weapon attack)

## References

### ➤ Federal

- Americans with Disabilities Act of 1990, as amended
- Comprehensive Preparedness Guide (CPG) 101, September 2021
- Emergency Planning and Community Right-to-Know Act of 1986, as amended
- Homeland Security Act of 2002, as amended
- Homeland Security Presidential Directive 5 (HSPD 5), Management of Domestic Incidents
- Pets Evacuation and Transportation Standards Act of 2006, as amended
- Plain Language Guidance
- Post-Katrina Emergency Management Reform Act of 2006, as amended
- Presidential Directive Policy 8, National Preparedness Goal
- National Disaster Recovery Framework, December 2024
- National Incident Management System (NIMS), October 2017
- National Prevention Framework, June 2016
- National Response Framework, October 2019
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

### ➤ State

- Colorado Disaster Emergency Act of 1992, as amended
- Colorado State Emergency Operations Plan, 2023

### ➤ County

- Adams County Disaster Management Plan, 2023 Version
- Adams County Hazard Mitigation Plan, 2024 Version

### ➤ Local

- Commerce City Charter

**CITY OF COMMERCE CITY**

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Jason Rogers, City Manager  
City Manager's Office

ATTEST:

APPROVED AS TO FORM:

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Dylan A. Gibson, City Clerk

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Lee Zarzecki, City Attorney