

PUEBLO COUNTY EMERGENCY OPERATIONS PLAN

ANNEX V - EOC OPERATIONS

I. PURPOSE

To establish procedures for activation and operation of the Pueblo County Emergency Operations Center (EOC).

II. SITUATIONS and ASSUMPTIONS

A. Situation

1. The Pueblo County EOC is located in the basement of the Pueblo Judicial Building, 320 W. 10th Street, Pueblo, Colorado (Appendix 1).
2. The EOC is a multi use facility, occupied week days-day shift by the Pueblo County Department of Emergency Management (all hazards emergency management) and 24 hours every day by the Pueblo County Sheriff's Communication Center staff.
3. Department of Emergency Management (DEM) staff will coordinate emergency use of the EOC.

B. Assumptions

1. In addition to DEM and Communication Center staffs, the staff will be augmented by representatives from jurisdictions affected by the incident and agencies involved in responding to it.
2. Unless an EOC exercise is in progress or the facility has been set up in disaster mode in anticipation of a significant event, the EOC furniture and equipment will be configured for routine operations when the decision to activate is made, i.e., rearrangement of some furniture and equipment will be necessary to make the EOC operational for disaster use.
3. The EOC may be activated for major emergencies that do not result in local disaster declarations.

III. CONCEPT OF OPERATIONS:

A. Activation

1. The decision to activate the EOC will be made by a member of the Board of County Commissioners, the Sheriff or designee, the DEM Director or designee, based on the need to coordinate response to a

local emergency or disaster involving multiple jurisdictions and/or multiple responding agencies (Appendix 2).

2. Activation will involve call out of representatives of jurisdictions affected by the incident and agencies involved in responding to it.
3. DEM staff, Pueblo County Facilities/Maintenance and others will perform tasks necessary to convert the EOC from routine to disaster use. EOC room use and furniture arrangements for routine and disaster uses are identified on floor plans included herein at Appendix 3, Tab A and Tab B respectively. Work position assignments are identified at Appendix 3, Tab C - H collectively.

B. Operations

1. Operation of the EOC will be coordinated by the EOC Coordinator, who could either be the Office of Emergency Preparedness (OEP) Coordinator, Chemical Stockpile Emergency Preparedness Program (CSEPP) Coordinator, DEM Director or OEP Assistant Coordinator, depending upon the nature of the incident, staff availability and duration of the incident.
2. A checklist approach will be taken to initiate activation of the EOC, Appendix 4, Tab A.
3. The Executive Policy Group (EPG), as described in the Basic Plan will make policy decisions.
4. The Operations Task Force (OTF), as described in the Basic Plan will make operational decisions.
5. The DEM Director or EOC Coordinator will serve as liaison between the EPG and OTF.
6. Regular briefings will be conducted for all EOC staff to provide specific updates and general overview.
7. To the extent possible, the EOC automation system will be utilized providing graphic, video, status board and other outputs to record, summarize and project events--making that information available to EOC staff to enhance their activities. Pueblo County IT staff will be utilized to develop and maintain those automated outputs.
8. Information from the EOC will be utilized to provide incident specific data and recommendations to the public. That information will be disseminated via the Emergency Alert System (EAS) and media briefings as appropriate. Media will be allowed in the EOC during

exercises (to observe its use and to collect file footage), but the media and public may not be allowed in the EOC during an actual activation.

9. If needed, rooms in the EOC or the computer training center in the Courthouse may be utilized to create portions of a transitional JIC. A media briefing area would be established at a location outside the EOC, e.g., at the County Courthouse (215 West 10th Street). Alternately, the JIC may be established at the University of Southern Colorado or at other sites, depending upon the incident specific situation and available resources.
10. Law enforcement staff will maintain EOC security. EOC staff will sign in (Appendix 4, Tab B) and be issued badges as they report to the facility. Badges will be collected as staff leaves the EOC, with the exception of DEM and Pueblo County Sheriff's Communication Center staff, who routinely have photo identification badges. Other EOC badges will be general in character, and will not include a photograph.
11. Food will be provided in the EOC as needed, either by having it catered in or by preparing it in place.
12. Provisions for sleeping in the EOC will be provided when needed. Rooms 24 and 25 (see Appendix 3: Tab B - EOC layout: Disaster Use) will be converted to dormitory use first.
13. Basic Emergency medical support to the EOC will be provided through the Dispensary (Room 27) and the aid of an Emergency Medical Technician.
14. Shower and restroom facilities are available in Rooms 32 & 33.
15. Communication within the EOC will be via a combination of one-to-one conversations, written messages (Appendix 4: Tab C), group briefings and computer access.
16. Communication between non-Communication Center EOC staff and responders outside the EOC will be provided via two-way radio and telephone. Those staff persons whose agencies communicate via two-way radio will generally have access to their frequencies at their assigned EOC work position. Radio calls into the EOC are to go to the Communication Center. Should those calls require communication with a member of the EOC staff outside of the Communication Center, then the communications officer will telephone that staff member and notify him/her of the radio call. The staffer can then use the radio remote unit at his/her work position to communicate with the person

outside the EOC. The radio remote units are provided to allow EOC staff to communicate as needed, with responders outside the EOC; they are not provided to allow EOC staff to monitor field operations. The former recognizes that key agency personnel are in the EOC and that portable radio transmission from the EOC is difficult to impossible. The latter reflects the fact that monitoring detracts from a person's ability to focus on EOC operational responsibilities. EOC staff is expected to comply by not having their portable radios turned on in the EOC and by allowing dispatch personnel to monitor transmissions from outside the EOC. Use of personal cellular telephones is permitted in the EOC, but their reliability is reduced because of the EOC's basement location.

IV. ORGANIZATION AND RESPONSIBILITIES:

- A. The Pueblo EOC will be maintained by Pueblo County and managed by its Department of Emergency Management.
- B. Jurisdictions and agencies involved in a response for which the EOC is activated are responsible for sending appropriate representatives to staff the EOC.

V. ADMINISTRATION AND LOGISTICS:

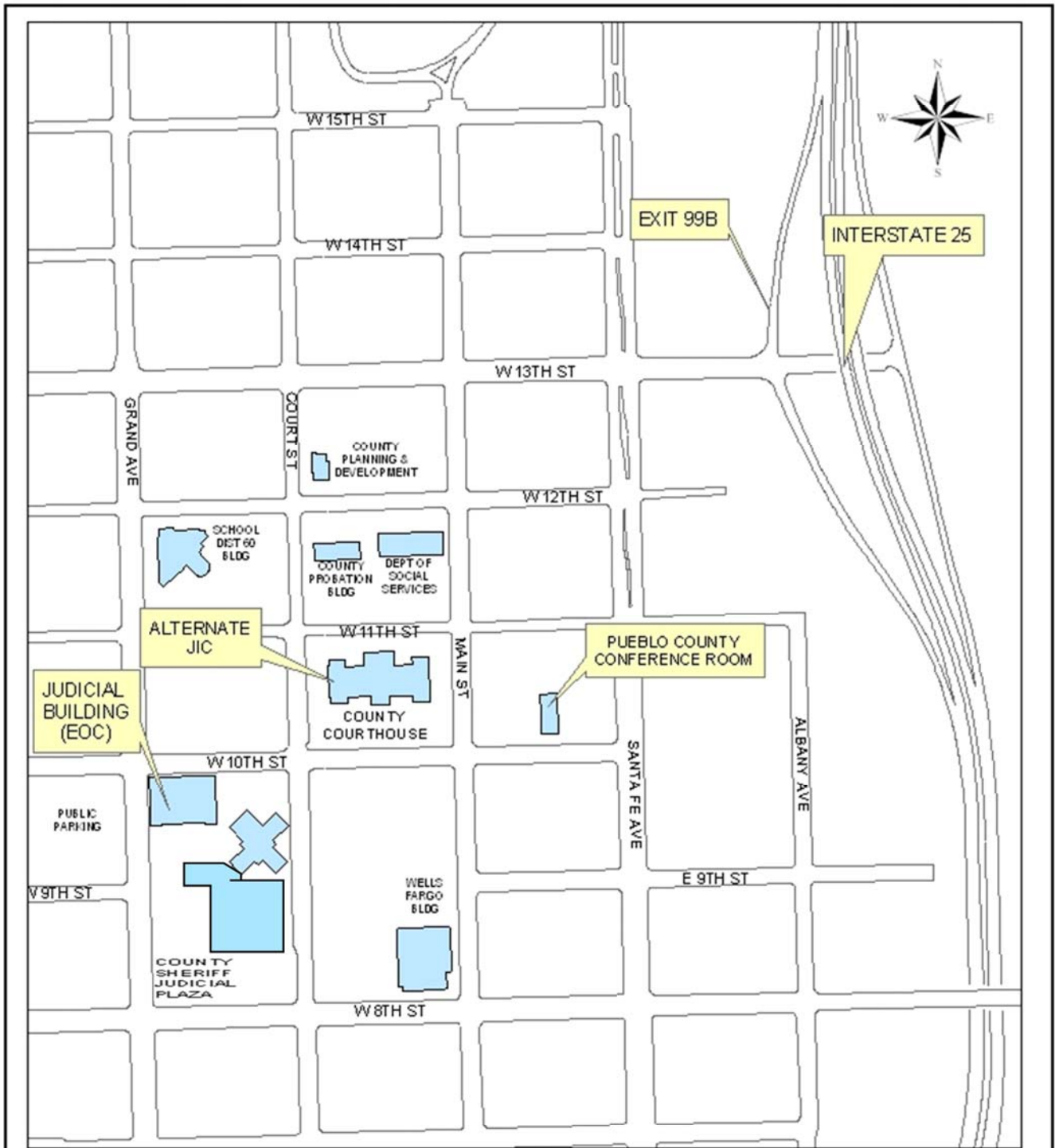
DEM will take the lead for coordinating and providing administrative and logistical support to the EOC. Those requirements will likely exceed DEM staff resources, requiring augmentation from other jurisdictions, departments and agencies.

VI. ANNEX DEVELOPMENT AND MAINTENANCE:

DEM is responsible for developing and maintaining the EOC plans, utilizing input from jurisdictions and agencies that staff the EOC.

VII. AUTHORITIES AND REFERENCES:

Federal Emergency Management Agency (5/84 and 5/89): CPG 1-20:
Emergency Operating Center Handbook



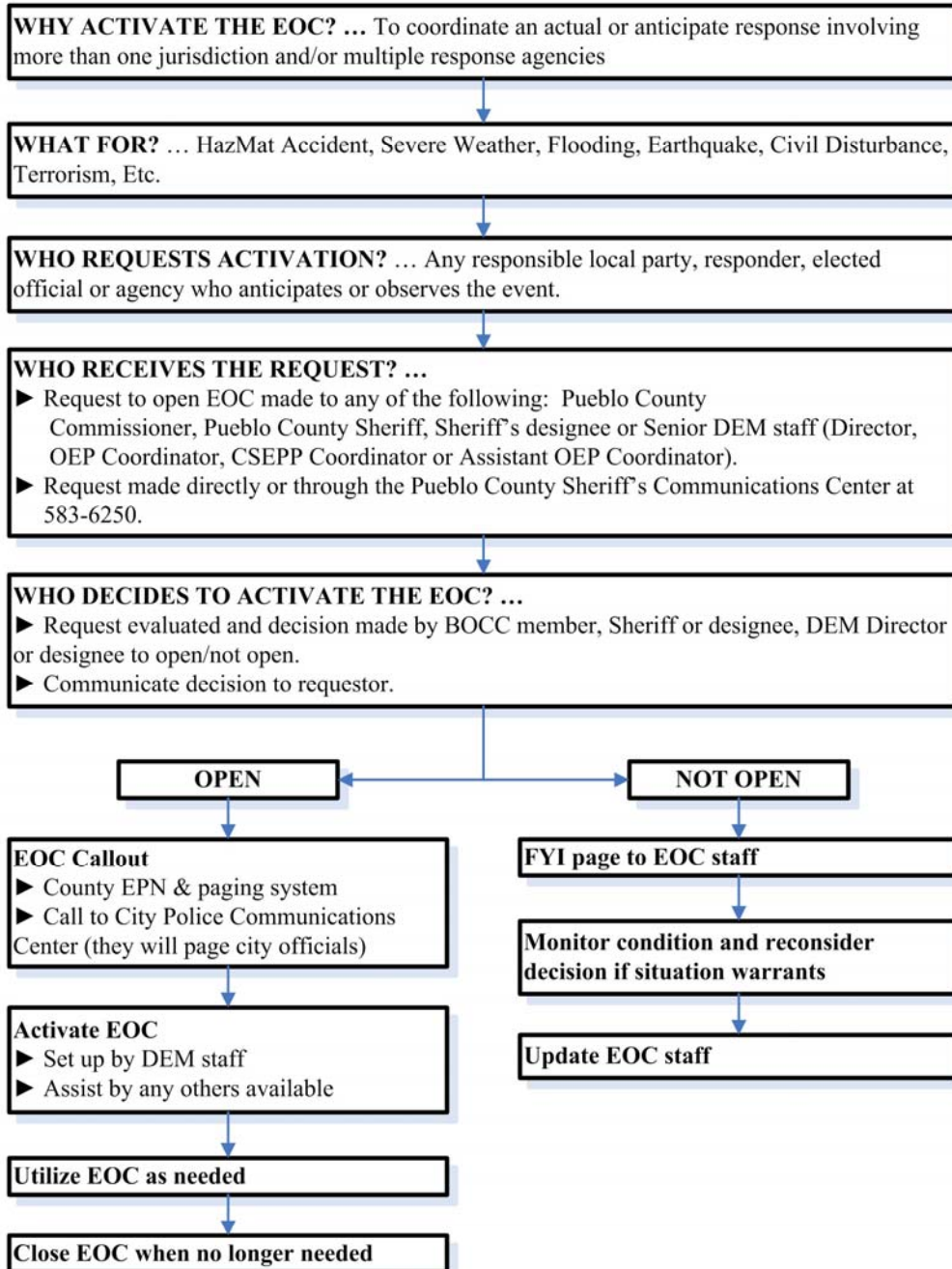
LOCATION MAP FOR THE PUEBLO COUNTY EMERGENCY OPERATIONS CENTER (EOC)

- NOTE:**
1. The Pueblo County Emergency Operations Center (EOC) is located in the basement of the Pueblo County Judicial Building at 320 W 10th St., Pueblo CO 81003
 2. The general entrance to the EOC is on Grand Avenue, down the truck ramp. Wheelchair access is via an elevator from the 1st floor, with access on W 10th St.

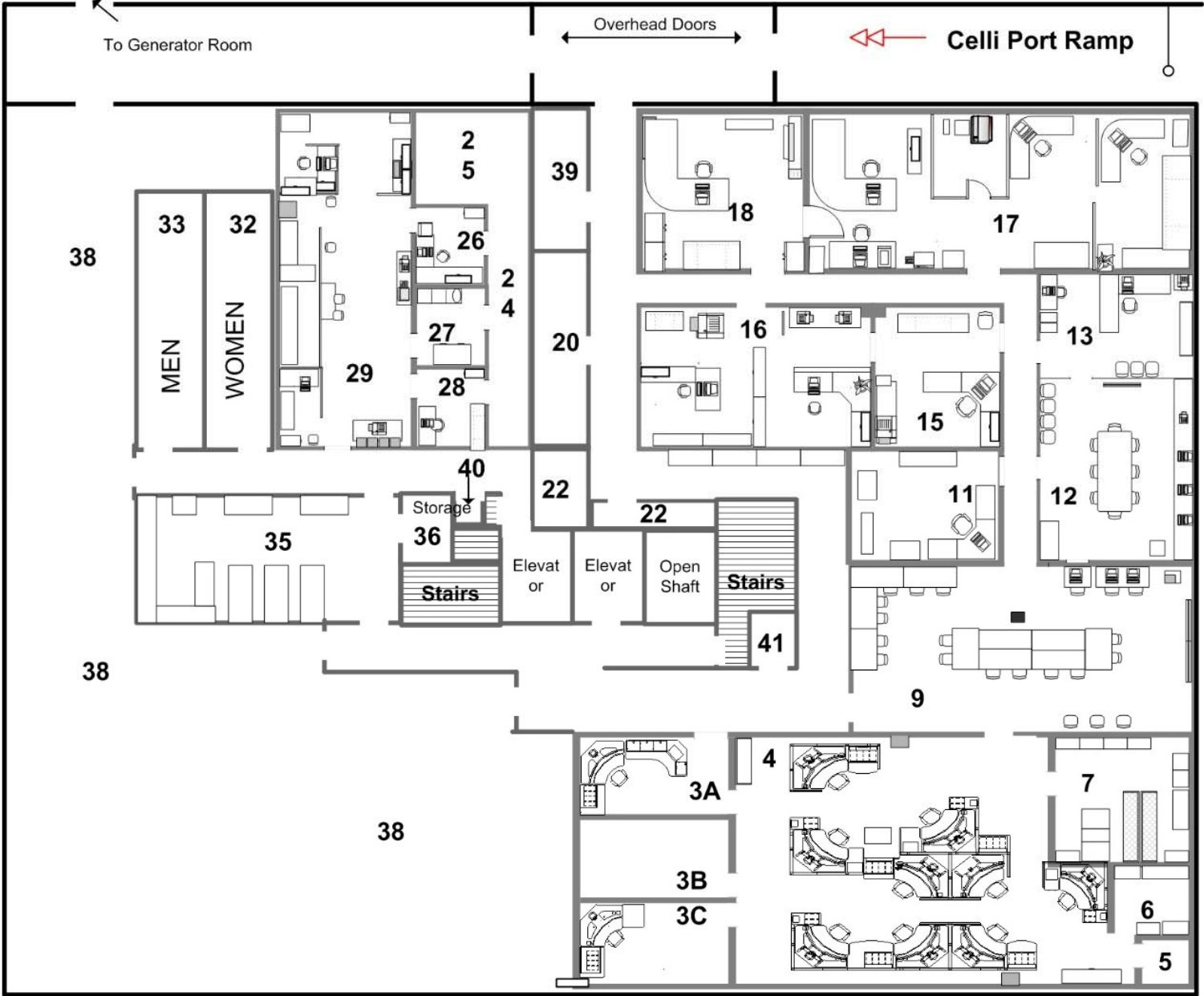
Prepared 05/19/2004 by the Pueblo County GIS Center
 Pueblo COUNTY GIS CENTER
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 320 W 10th St, Pueblo CO, 81003
 719.583.6240 (v) 719.583.6249 (f)



PUEBLO COUNTY EOC ACTIVATION SEQUENCE

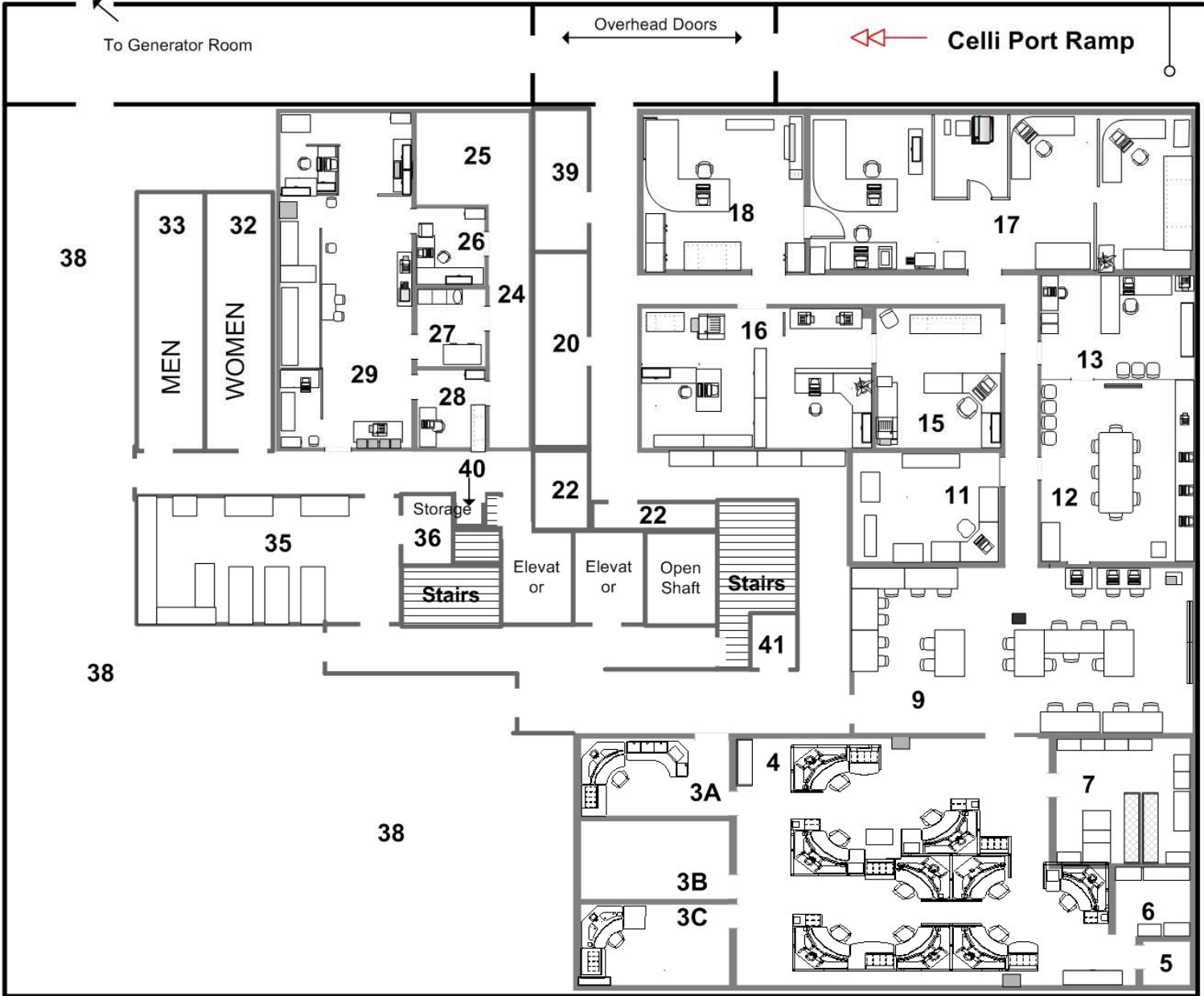


PUEBLO E.O.C. LAYOUT: ROUTINE USE

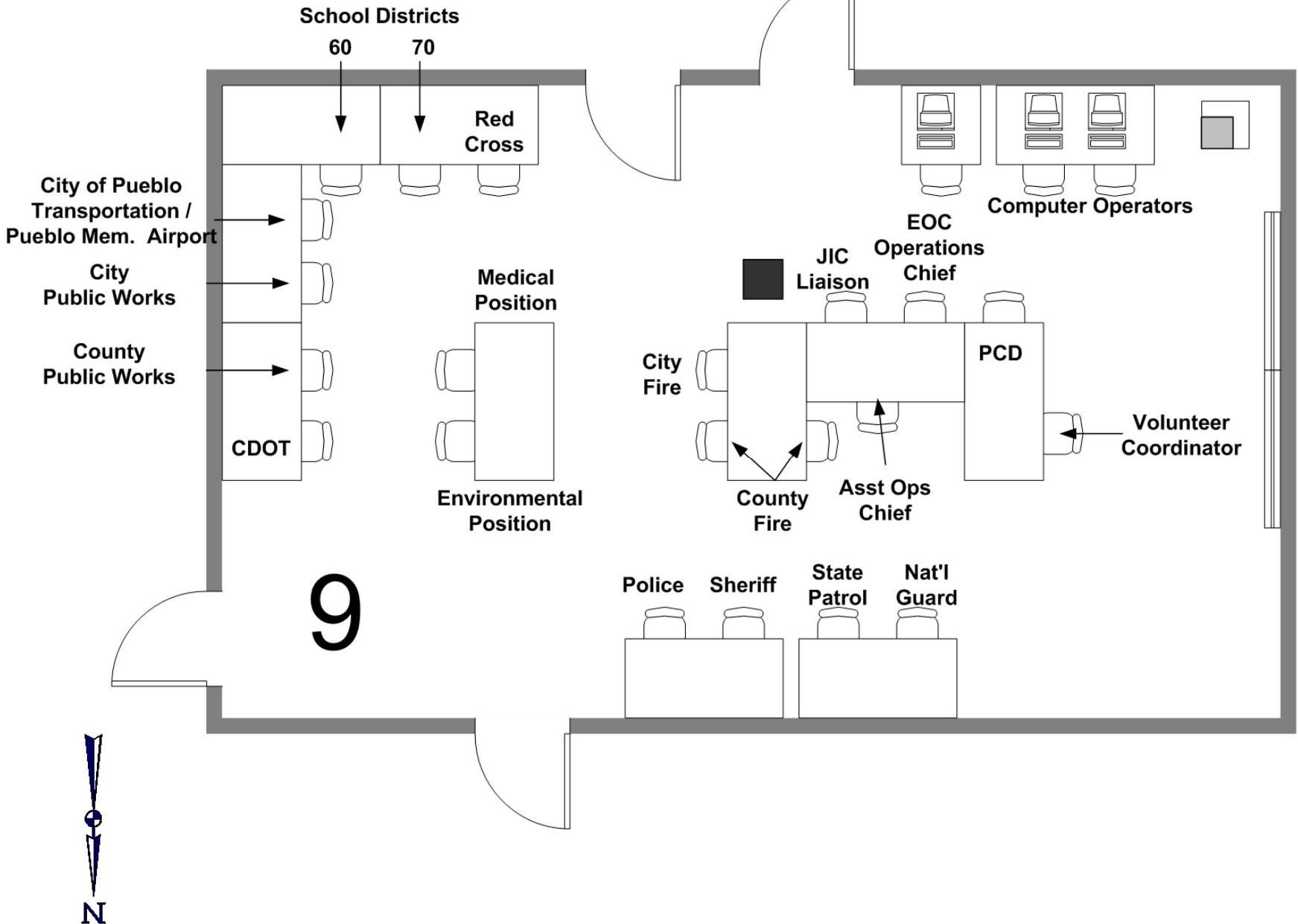


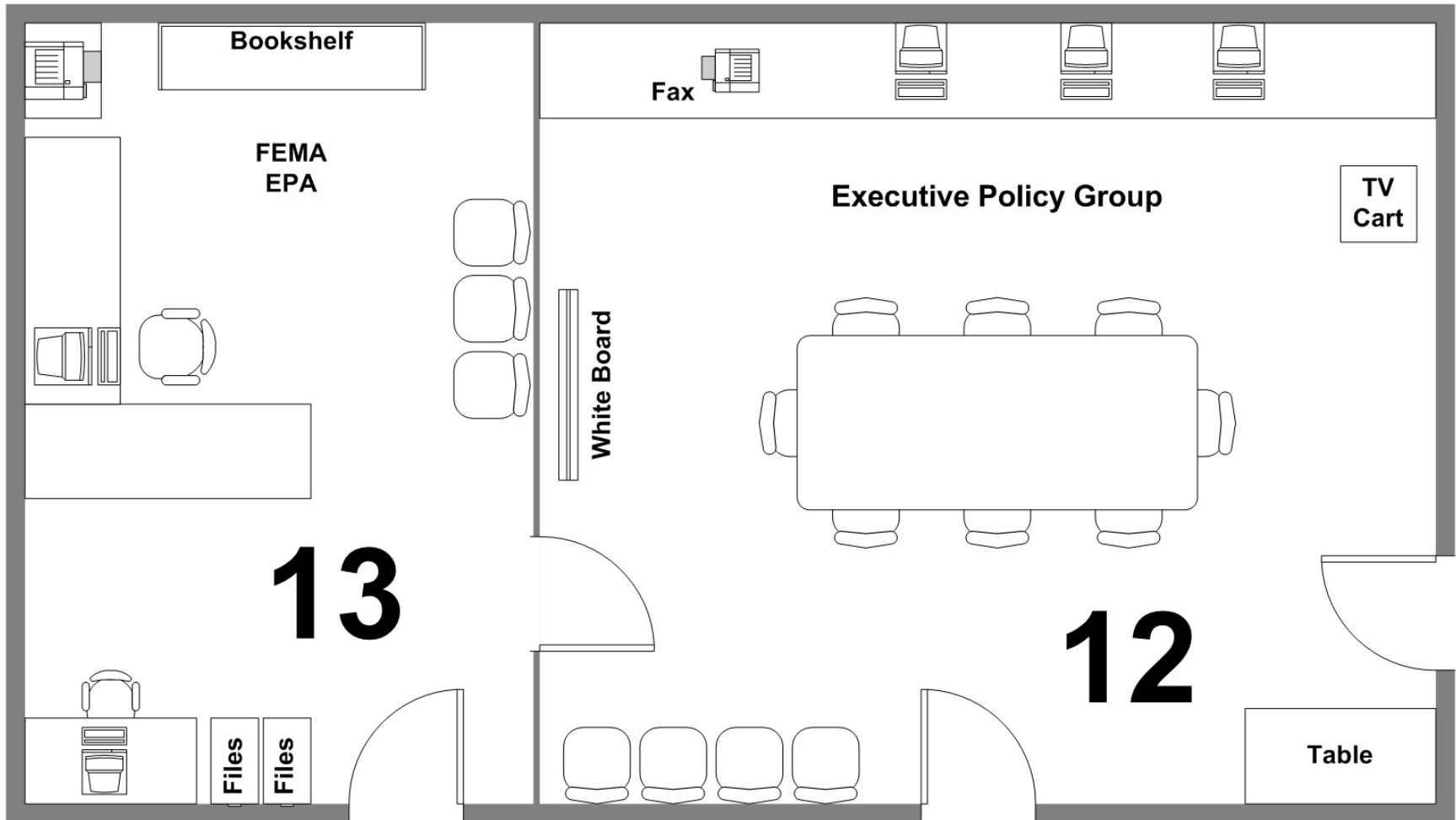
- 3-A. SUPER USER ROOM
- 3-B. STORAGE
- 3-C. SUPERVISOR OFFICE
- 4. COMMUNICATIONS AREA
- 5. RESTROOM
- 6. KITCHENETTE
- 7. RADIO/TELEPHONE/EQUIP. ROOM
- 9. TRAINING/CONFERENCE ROOM
- 11. ASST. OEP COORDINATOR'S OFFICE
- 12. LIBRARY/CONFERENCE ROOM
- 13. DIRECTOR'S OFFICE
- 15. OEP COORDINATOR'S OFFICE
- 16. CLERK'S OFFICE
- 17. TECHNOLOGY SUPPORT
- 18. IT MANAGER
- 20. OFFICE SUPPLY STORAGE
- 22. STORAGE
- 24. HALLWAY
- 25. OFFICE
- 26. CSEPP COORDINATOR'S OFFICE
- 27. EOC DORM SUPPLIES/ MEDICAL
- 28. TAR SPECIALIST
- 29. CSEPP STAFF OFFICES
PIO'S/PPE SPECIALIST
- 32. WOMEN'S RESTROOM
- 33. MEN'S RESTROOM
- 35. KITCHEN/DINING ROOM
- 36. KITCHEN STORAGE AREA
- 38. MAINTENANCE AREA
- 39. ELECTRICAL ROOM (Transformers/Breakers)
- 40. STORAGE ROOM
- 41. AMATEUR RADIO

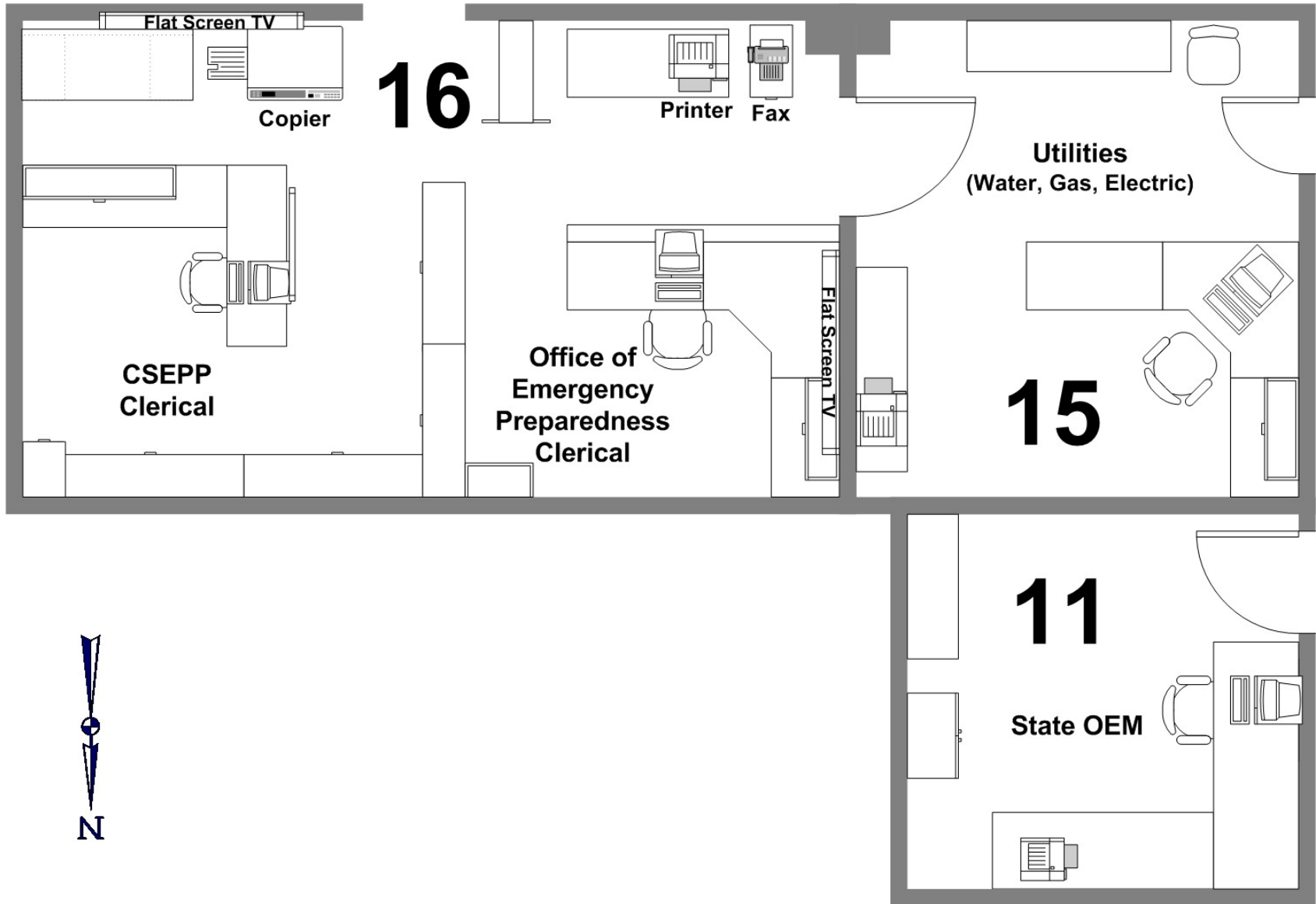
PUEBLO E.O.C. LAYOUT: DISASTER USE

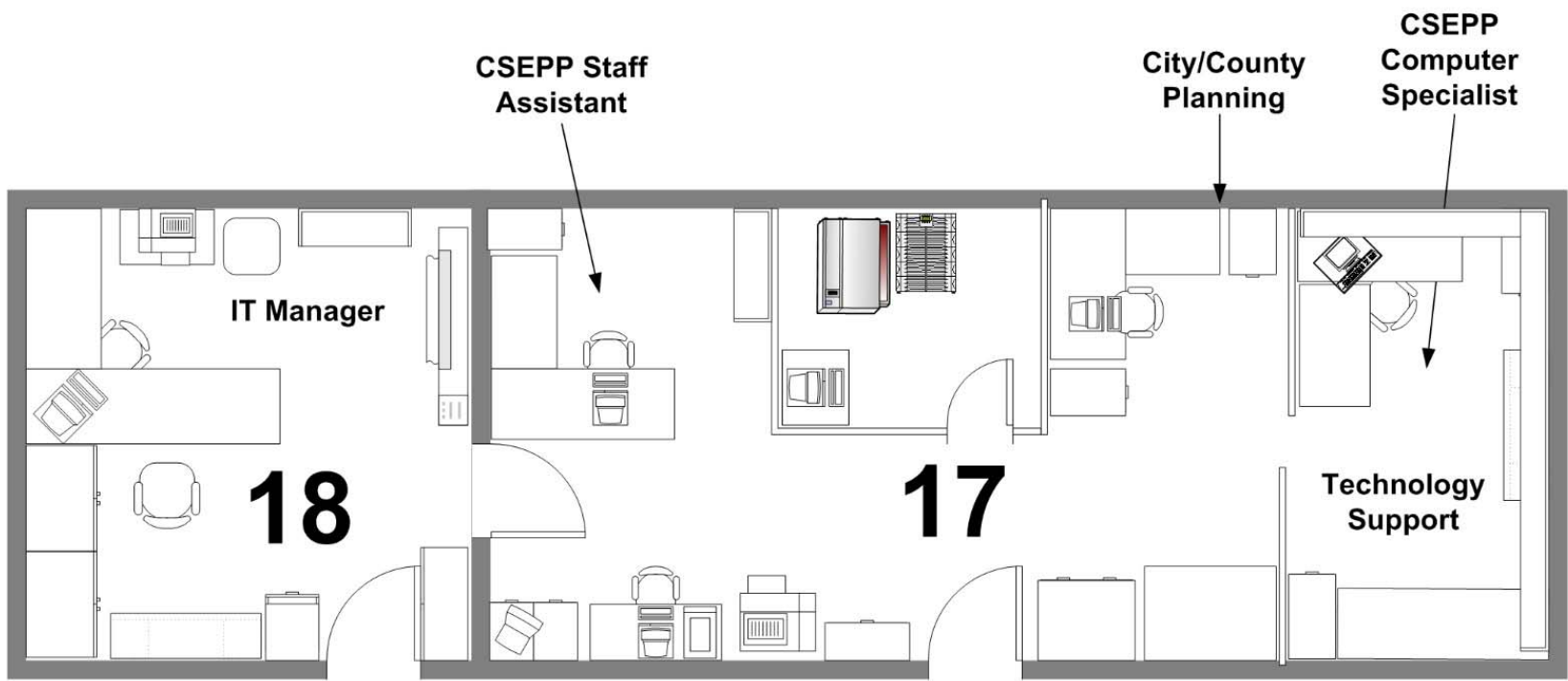


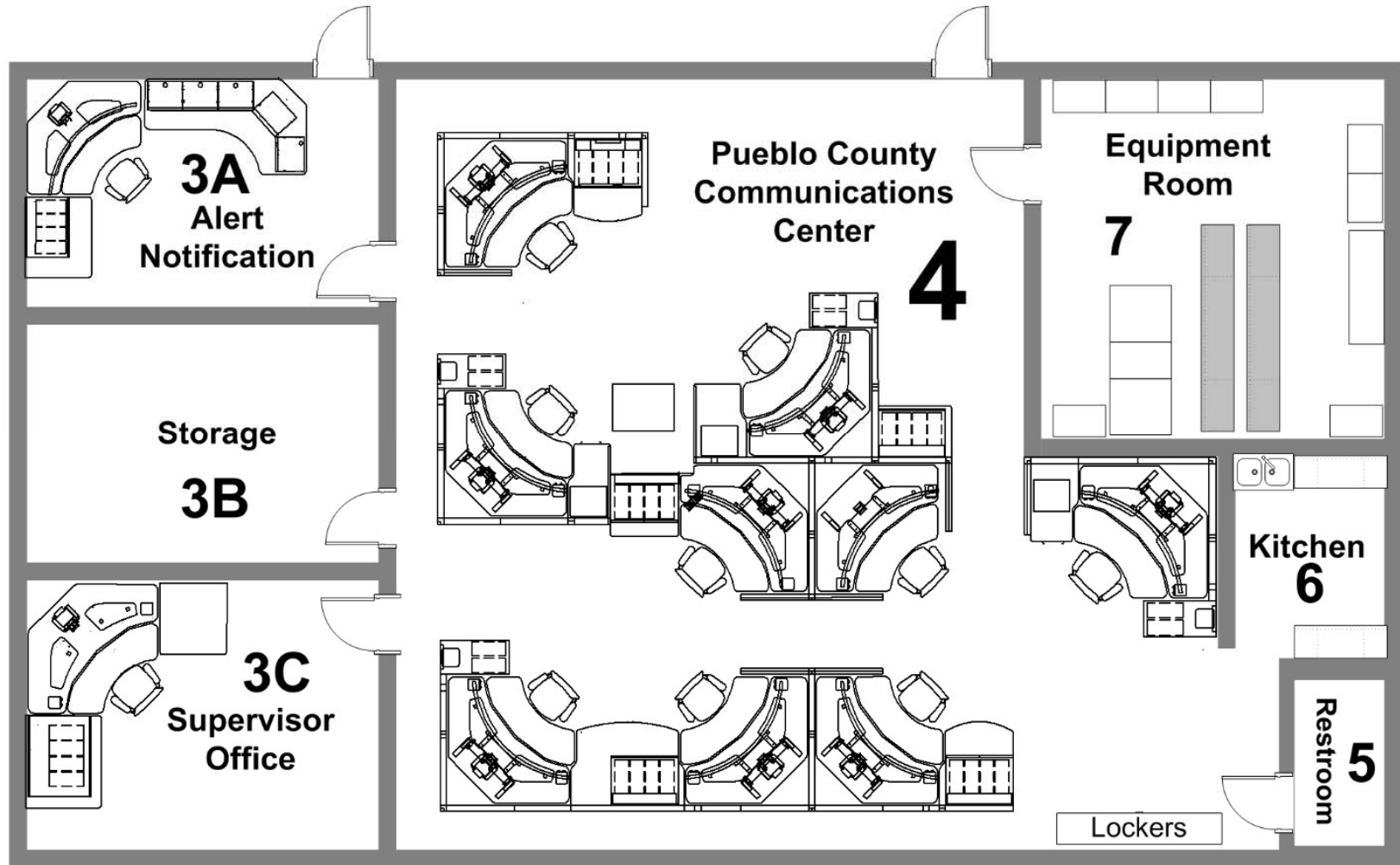
- 3-A. ALERT NOTIFICATION
- 3-B. STORAGE
- 3-C. SUPERVISOR OFFICE
- 4. COMMUNICATIONS AREA
- 5. RESTROOM
- 6. KITCHENETTE
- 7. RADIO/TELEPHONE/EQUIP. ROOM
- 9. TRAINING/CONFERENCE ROOM
- 11. ASST. OEP COORDINATOR'S OFFICE
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- 38. MAINTENANCE AREA
- 39. ELECTRICAL ROOM (Transformers/Breakers)
- 40. STORAGE ROOM
- 41. AMATEUR RADIO

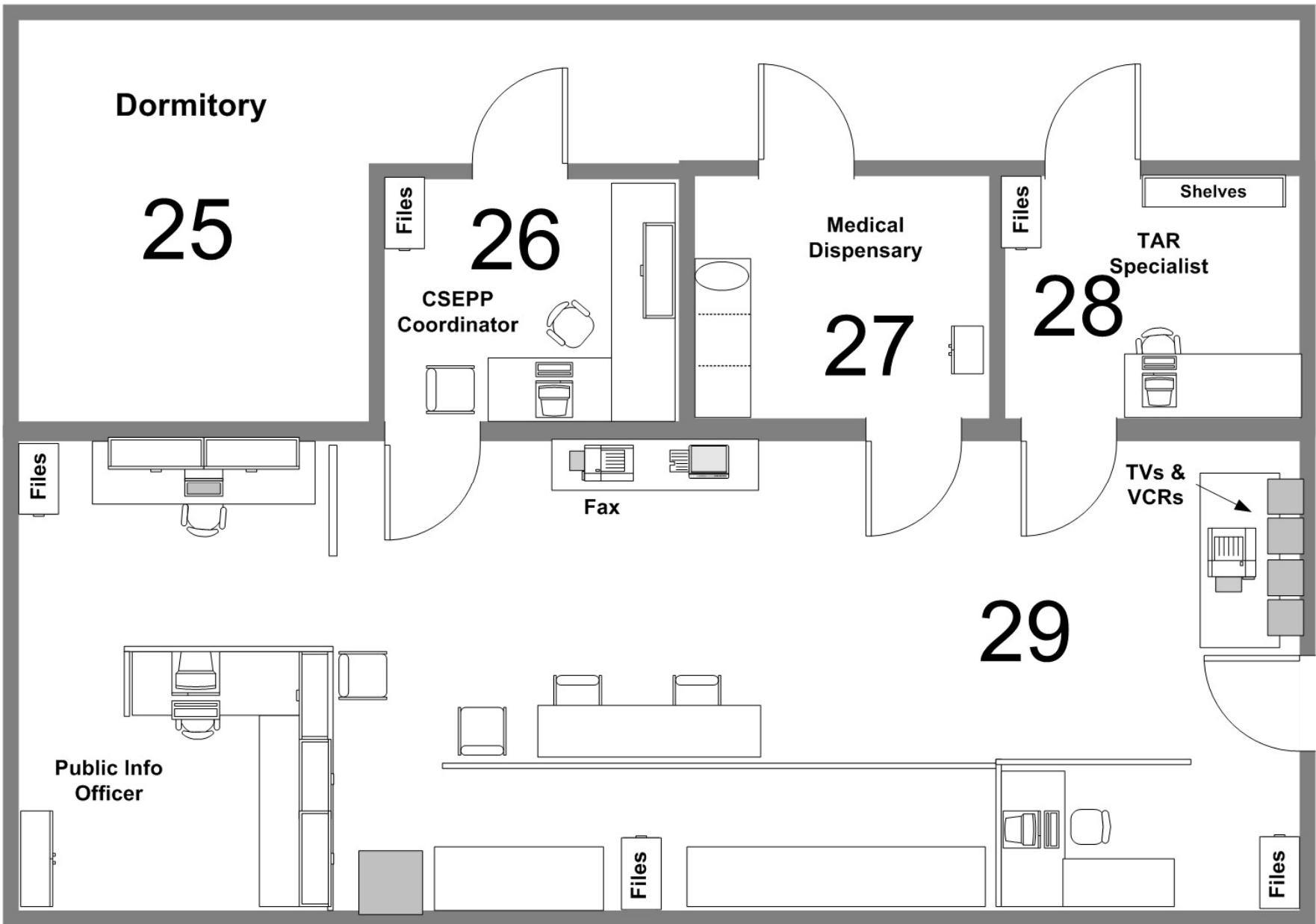












PUEBLO EOC: INITIATING CHECKLIST

COMPLETED <u>X</u>	TASK	DATE/TIME/INITIALS
_____	Incident Notification Received	_____
_____	EOC Activation Decision Made	_____
_____	Initial EOC Staffing Call-Out Begun	_____
_____	Initial Protective Action Decision Made (i.e., evacuation or shelter in place)	_____
_____	Initial EAS Message Issued	_____
_____	Public Alerting Devices Activated	_____
_____	Rio Grande Railroad Notified	_____
_____	Burlington Northern Railroad Notified	_____
_____	Santa Fe Railroad Notified	_____
_____	Pueblo Memorial Airport Notified	_____
_____	Initial Traffic Control Points Identified	_____
_____	Initial Traffic Control Points Activated	_____
_____	Initial EOC Staffing Call-Out Complete	_____
_____	EOC Open	_____
_____	JIC Activated	_____
_____	State EOC Notified	_____
_____	Initial EOC Staff Briefing Completed	_____
_____	Public Response to Protective Action Recommendation Confirmed	_____
_____	Initial Damage Assessment Begun	_____
_____	Initial Damage Assessment Complete	_____
_____	Disaster Declaration Made	_____
_____	- Local Disaster	_____
_____	- State Disaster	_____
_____	- Federal Disaster	_____
_____	Initial Shelter(s) Activated	_____

MESSAGE

PUEBLO COUNTY EMERGENCY OPERATIONS CENTER

FROM: _____ **CALL BACK NO:** ____/____-____
(name and department)

SUBJECT: _____

SUBJECT DETAIL:

TO: _____
(name and department)

ACTION TAKEN:

COMPLETED: _____ **TIME:** _____

WHITE - EOC / CONTROLLER / FILE COPY

CANARY - SENDER COPY

PINK - ACTION AGENT COPY