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**MORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** DENNIS SPRITZER AND STEVE WESTBAY  
**SUBJECT:** DRAFT EMERGENCY OPERATIONS PLAN  
**DATE:** 2/16/2012

Dennis Spritzer and other City staff have been working with local law enforcement and emergency responders to develop an *Emergency Operations Plan (Plan)* for the City. Legal authority for emergency/disaster plans is derived from post-911 and post-Katrina federal legislation, the *Colorado Constitution*, the *MOA for Mutual Aid* between all jurisdictions of Gunnison County and Resolution #2, Series 2006 whereby the City adopted the National Incident Management System (NIMS). Implementation of NIMS requires that the City develop and adopt this *Plan*.

The purpose of the *Plan* is to provide a basis for coordinated management of emergencies and/or disasters that might occur in the city. While most incidents are handled on a daily basis by a single agency at the local level, there could be instances where multiple agencies would be involved in responding to an event. The *Emergency Operations Plan* provides guidance for multiple-agency response.

The *Plan* is modeled after other plans in the region, including the *Gunnison County Emergency Operations Plan* and the *City of Montrose Emergency Operations Plan*, providing even more seamless multi-jurisdictional response.

Section 7 of the *Plan* defines Emergency Support Functions (ESFs) and then assigns those functions to City departments and personnel. Department Managers and supervisors must be aware of their responsibilities. More than one ESF may be assigned to a position and the same ESF may be assigned to several positions. Each department will be responsible for developing their continuity of operations plan. Several existing worksheets are available to help guide the development of the continuity of operations plan for each city department.

The *Plan* assigns the duties of Emergency Manager to the City of Gunnison Fire Marshal and the City of Gunnison Police Captain, who will be responsible for regularly scheduled plan updates and revisions and for developing a training exercise program to familiarize appropriate personnel of the provisions of the plan.

Section 8 of the Plan requires that each city department shall maintain the adopted chain of command and the City shall maintain the *Continuity of Government/Continuity of Operations* as defined in the National Incident Management System (NIMS) and the National Response Framework (NRF).

The *Plan* contains 16 appendices that are not yet complete. These appendices will not be adopted as part of the Plan because they are living documents subject to change at any point in time. The appendices address a variety of topics including but not limited to evacuation procedures, emergency shelter designations, public notification procedures, and mutual aid agreements. Dennis will continue to work with Scott Morrill to complete the appendices.

A discussion of the plan contents will occur at the next management staff meeting. Dennis will provide an overview of the plan and explain the responsibility for development of each department's continuity of operations plan. The City Council will only be adopting the plan (pages 1-17). The appendices will remain working documents updated and maintained by the Fire Marshal.