

# **Winter Storm Incident Annex**

## **ACTIVATION:**

Activation of this annex begins when the need for enhanced coordination between City and County of Broomfield Departments in response to a major winter storm is deemed necessary.

## **MEMBER AGENCIES:**

Lead – Public Works  
Continuing Lead –Broomfield Police Department  
Emergency Management  
Concurrent –  
Broomfield Communications Center  
City and County Shelter Team  
City and County Manager’s Office  
North Metro Fire Rescue

## **REFERENCE:**

City and County of Broomfield All-Hazard Emergency Operations Plan  
City and County of Broomfield Snow and Ice Control Manual  
Broomfield Police Directives  
All applicable State and Federal Statutes

Created January 2010

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**CITY AND COUNTY OF BROOMFIELD  
All – Hazard Emergency Operations Plan**

**WINTER STORM ANNEX**

**I. PURPOSE**

Facilitate a coordinated response and assign responsibilities by City and County Departments to reduce potential loss of life and to maintain or quickly restore essential services during and following a major winter storm.

**II. SITUATION**

- A. All areas of Colorado are vulnerable to major winter storms. Winter storms will fluctuate in size and intensity and may become severe with little warning. Some residents are equipped to handle routine and even severe winter weather, but with the increase in commuters through the city and county, and the influx of new residents, we must plan for many unprepared people.
- B. Large-scale loss of life or property does not normally occur as a result of a winter storm; however,
  - 1. Response to basic emergency calls for service may become critical due to delayed responses caused by the storm.
  - 2. Persons caught out in the storm and stranded motorists may be in extreme danger.
  - 3. Loss of utilities can create a critical situation in a short period of time for a large number of people.
  - 4. The demand for emergency services poses the greatest difficulty, along with locating and rescuing stranded motorists.
  - 5. Roof collapse or other structural damage is possible.
- C. The Citizens of the City and County of Broomfield have high expectations for delivery of services during a winter storm.
- D. Secondary effects of a large winter storm must be planned for (i.e. flooding, debris management, hazardous materials, power failure, subsidence, transportation disruption, etc).

### III. CONCEPT OF OPERATIONS

- A. The Emergency Management Unit and Public Works Department work together to monitor storm prediction and share information of impending storms.
- B. Response to most winter storms is handled independently by each department and varies little from day to day operations.
  - 1. Public Works Department is the lead agency in implementing the City and County of Broomfield Snow and Ice Control Plan.
  - 2. Broomfield Police Department follows directives and procedures to respond to an increase in accidents and traffic congestion.
  - 3. If interactions between departments are needed, it is typically handled through the Communications Center.
- C. A multitude of factors can act synergistically to increase the complexity of the storm response and require enhanced coordination. These factors include but are not limited to: day of the week and time of day the storm occurs, advanced warning, amount of snow and wind, if schools are in session, etc.
- D. Emergency Operations Center (EOC) Activation
  - 1. The EOC should be activated before it is actually needed.
  - 2. Activation will be requested in accordance with the Command and Management Annex of the City and County of Broomfield Emergency Operations Plan.
  - 3. Situations that may require the activation of the EOC/Coordination Group include, but are not limited to:
    - a. Response to routine calls for service are being significantly impacted
    - b. Actual or potential for mass casualties
    - c. Loss of property
    - d. Rescue and evacuation resulting in shelters
    - e. Events requiring the coordination of multiple agencies
    - f. Events requiring significant use or exhaustion of agency resources
    - g. Events requiring multiple operational periods
    - h. Events requiring an extended recovery period
    - i. Events requiring policy decisions
    - j. Other situations deemed appropriate
  - 4. The EOC activation can be requested by:
    - a. City and County Manager or designee

- b. Chief of Police or designee
  - c. Director of Public Works or designee
- E. If activated, the EOC will function as a Command Post and a Coordination Center during the storm.
- F. A Department Operation Center (DOC) may be established by any responding agency or department.
- G. Upon request from the EOC Manager, departments and agencies will send a representative to the EOC.

#### IV. RESPONSIBILITIES

- A. **Public Works Department** - Pursuant to the Emergency Management Ordinance, the EOP and this Annex, the Director of Public Works is responsible for:
  - 1. Monitoring weather forecasts and preparing to coordinate the City and County of Broomfield Snow and Ice Control Plan. (This is a shared responsibility with EMU.)
  - 2. Implementing and coordinating efforts to meet the goals and objectives established in the current City and County of Broomfield Snow and Ice Control Plan.
  - 3. Providing situational awareness, unless the EOC is functioning.
  - 4. Maintaining communications with City and County Manager's Office, other City and County of Broomfield Departments to advise on status of the storm and reporting on all activities being taken by Public Works, unless the EOC is functioning.
  - 5. Requesting activation of the EOC when needed.
  - 6. Acting as liaison with CDOT and surrounding jurisdictions' transportation departments as needed.
  - 7. Assisting the Police Department to determine need for road closures.
  - 8. Barricading closed roads and streets.
  - 9. Assisting Police Department and NMFR by clearing routes needed for response to emergency calls for service.

10. Assisting with search and rescue efforts as requested.
11. Maintaining communications and advising dispatch or the EOC of current conditions in all areas of the City and County of Broomfield.
12. Providing Department Representative(s) to EOC as requested.
13. Assisting with shelter operations as requested.

B. **Police Department-** Pursuant to the Emergency Management Ordinance, the EOP and this Annex, the Chief of Police is responsible for:

1. Maintaining the ability to respond to routine calls for service not related to the storm to preserve law and order.
2. Establishing traffic control on City and County of Broomfield roads.
3. Advising the Communications Center or the EOC of current conditions in all areas of the City and County of Broomfield.
4. Coordinating the rescue and evacuation of stranded motorists.
5. Determining the need for road closures and coordinating the closure and reopening.
6. Requesting activation of the EOC as needed.
7. Coordinating towed vehicle operations.
8. Providing law enforcement assistance to shelters as requested.
9. Providing department representative(s) to the EOC as requested.

C. **Emergency Management Unit** - Pursuant to the Emergency Management Ordinance, the EOP and this Annex the Director of Emergency Management is responsible for:

1. Monitoring weather forecasts and preparing to coordinate City and County of Broomfield assistance as needed.
2. Activating and staffing the EOC if needed.
3. Providing situational awareness.
4. Coordinating response to requests for assistance.
5. Maintaining communications with City and County Manager's office and other City and County of Broomfield Departments to advise on the status of the storm, and reporting on all activities being taken by the City and County of Broomfield
6. Acting as liaison to the state and other local jurisdictions regarding the status of the storm, available resources and recovery efforts.

7. Activating and coordinating operations of Support Annex teams including, but not limited to, sheltering and damage assessment.
8. Assuring appropriate citizen notification is made.

D. **City and County Manager's Office-** Pursuant to the Emergency Management Ordinance, the EOP and this Annex, the City and County Manager is responsible for:

1. Declaring when a winter storm is of such severity that it would be unsafe to have nonessential City and County of Broomfield employees respond to their jobs and to make the necessary announcements.
2. Acting as the principal executive officer of the City and County of Broomfield agencies and the Policy EOC Manager.
3. Declaring a state of disaster when he or she is in the opinion that a disaster or emergency event has occurred, or the threat of such is imminent. (§ 2-48-040(A), B.M.C.)
4. Ensuring that the declaration of disaster is in writing, in the appropriate form, and forwarded to the Mayor. (§ 2-48-040(B), B.M.C.)

E. **North Metro Fire Rescue –** Pursuant to the Emergency Management Ordinance, the EOP and this Annex, NMFR is responsible for:

1. Maintaining the ability to respond to routine calls for service not related to the storm.
2. Assisting with the rescue and evacuation of stranded motorists.
3. Providing medical assistance to shelters as requested.
4. Providing Department Representative(s) to the EOC as requested.

F. **Other City and County Departments -** Pursuant to the Emergency Management Ordinance, the EOP and this Annex, all City and County Departments are responsible for:

1. Maintaining resources to meet obligations established in the EOP including the Evacuation Point / Shelter and Damage Assessment Annexes.
2. Providing Department representative(s) to the EOC as requested.