

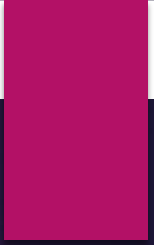


TOWN COUNCIL STUDY SESSION AGENDA
June 24, 2019
5:30 PM

I. Town Council Items

II. Study Session Items

1. Downtown Business Alliance Community Contribution Recipient Presentation - Guests - 15 minutes
2. Douglas County Youth Initiative Community Contribution Recipient Presentation - Guests - 15 minutes
3. Development Design Standards Update - Washee-Freeland/Matthews - 30 minutes
4. Emergency Operations Policy - Coleman/Thornton - 15 minutes
5. School Resource Officer Discussion - Kivela/King - 20 minutes
6. Council Meeting Protocols - Kivela/Schledorn - 15 minutes



The Downtown Business Alliance of Parker

2019 TOWN UPDATE

How it all began...

- ▶ On November 12, 2014, Josh Rivero, Dennis Houston & Shelli Mango brought together a group of downtown Parker business owners and managers at the newly opened Parker Garage.
- ▶ The Creative District was present and gave everyone an overview of their purpose & goals
- ▶ The Mainstreet Master Plan was presented at a high level
- ▶ We developed an initial mission statement & name for our group through brainstorming on white paper – it was truly a collaborative effort!
- ▶ It was at this meeting, businesses in Downtown Parker were bonding and striving for the same thing, making Downtown Parker better & better!

Then what happened...

- ▶ The Downtown Business Alliance started meeting once a month and collaborated with the Creative District, creating the First Friday Art Walks.
- ▶ The Downtown Business Alliance researched festoon lighting and turned over the proposal to the Town of Parker and with the cooperation and contribution from an interested building owner, the Parker Lights on Mainstreet were placed!
- ▶ In April of 2016, the DBA formed a board of directors, adopted boundaries, applied with the Secretary of State and then in November 2016, became an official 501 C6 with the State of Colorado.
- ▶ The DBA folded the Creative District of Parker into their organization, have continued with the third year of Art Walks & have completed one successful fundraising event in Downtown Parker, the Chili Cook off. This event raised over \$6,000 it's first year.

Our Mission

- ▶ The Downtown Business Alliance is comprised of Downtown Parker Business owners, managers, vendors and other non-profit organizations servicing our downtown area. This group is in existence to be a positive, collaborative, action-oriented and solution based group of dedicated individuals striving to increase business in our thriving Downtown Parker Area.

What are the DBA's Goals?

- ▶ Serving over 100,000 people in the surrounding greater Parker area, our goals wrap around creating a more vibrant and exciting Downtown Parker that will serve and entice locals to frequent our space as a regular destination.. Our FIVE Goal Areas are focused in the following categories;
- ▶ #1 Art & Cultural Enhancement
- ▶ #2 Enhance Design, streetscape & connectivity from East End to West End
- ▶ #3 Promotions & Marketing that increases traffic & business
- ▶ #4 Support Business Expansion & Development

Arts & Cultural Enhancement

- ▶ Started the Third Year of the Friday Art Walks
- ▶ June Art Walk had over 30 Artists, 4 entertainers & over 300 people walking through our Downtown Area
- ▶ Our Art Walks have not been a revenue generator, they have been a cultural outreach to our Parker residents.
- ▶ We typically spend on average \$700-\$1,000 for each Art Walk.
- ▶ The Creative District sees the Friday Art Walks as a special offering to our community that supports artists' work & enhances our cultural needs

Enhance Design, Streetscape & Connectivity from East End to West End

- ▶ Our Government Liaison Committee created a specific sub committee of individuals that are focused on this topic
- ▶ This committee has been researching & pricing various options of transportation
- ▶ Most recently, the committee has identified best options and are continuing to define the test plan
- ▶ Our Board has been researching varying options for Bluetooth Speakers that can be placed at power sourced Town of Parker Lights.
- ▶ Bluetooth Speakers will provide music for pedestrians in Downtown as well as provide a blanket of announcements for events such as the Christmas Carriage Parade, the Parker Days Parade and any other event that could benefit by communicating to active participants throughout the DTP area.
- ▶ The Bluetooth speakers could continue to spread as fundraising dollars allow!
- ▶ The DBA is also very dedicated to continuing the festoon lights down Mainstreet as well as widening the East sidewalk down Pikes Peak Ave to create a more walkable path to Victorian Peaks and other businesses on that street.
- ▶ The DBA has also adopted Pikes Peak Drive to pick up trash on a monthly basis. This is a great outreach!

Promotions & Marketing that increases traffic & Business in Downtown Parker

- ▶ MOST IMPORTANTLY! Our Marketing Committee created www.downtownparker.com
- ▶ This website is a one stop shop to all Parker residents for any DBA members events, promotions and activities in Downtown Parker!
- ▶ Anyone can sign up for the weekly BEAT – Business(announcements)Eat & Drink(promos) Arts & Culture(performances of any kind happening) and Things To Do(a calendar of events)
- ▶ Our Membership Committee has also started a You Tube Channel that is filming 30 second commercials for all our DBA members. These commercials will be aired on our website and our Facebook page.
- ▶ FACEBOOK – almost everyone is on Facebook and our Downtown Parker, Co page shares everything it can from all of the DBA members pages and has over 1,800 followers in less than one year.
- ▶ LAST IMPORTANTLY! We held our first annual Chili Cook off in October 2018, had over 400 people entered the event as tasters, over 20 chili participants and raised more money than we expected! This will be our DTP signature event!

Support Business Expansion & Development

- ▶ The Downtown Business Alliance is very supportive of further expansion of downtown business development
- ▶ Rising Tides Raises All Boats!
- ▶ As a group, we want to see our downtown become something all Parker residents want to frequent and feel proud of!
- ▶ We want see more retail & restaurants added to become a one stop shop area for shopping, dining and service providing businesses for all of our long term and new Parker residents!

2019 Budget YTD

Jan 01, 2019 – June 20, 2019

- ▶ Income - \$1,150.00
- ▶ Expenses - \$509.48
- ▶ Net Profit - \$640.52 YTD

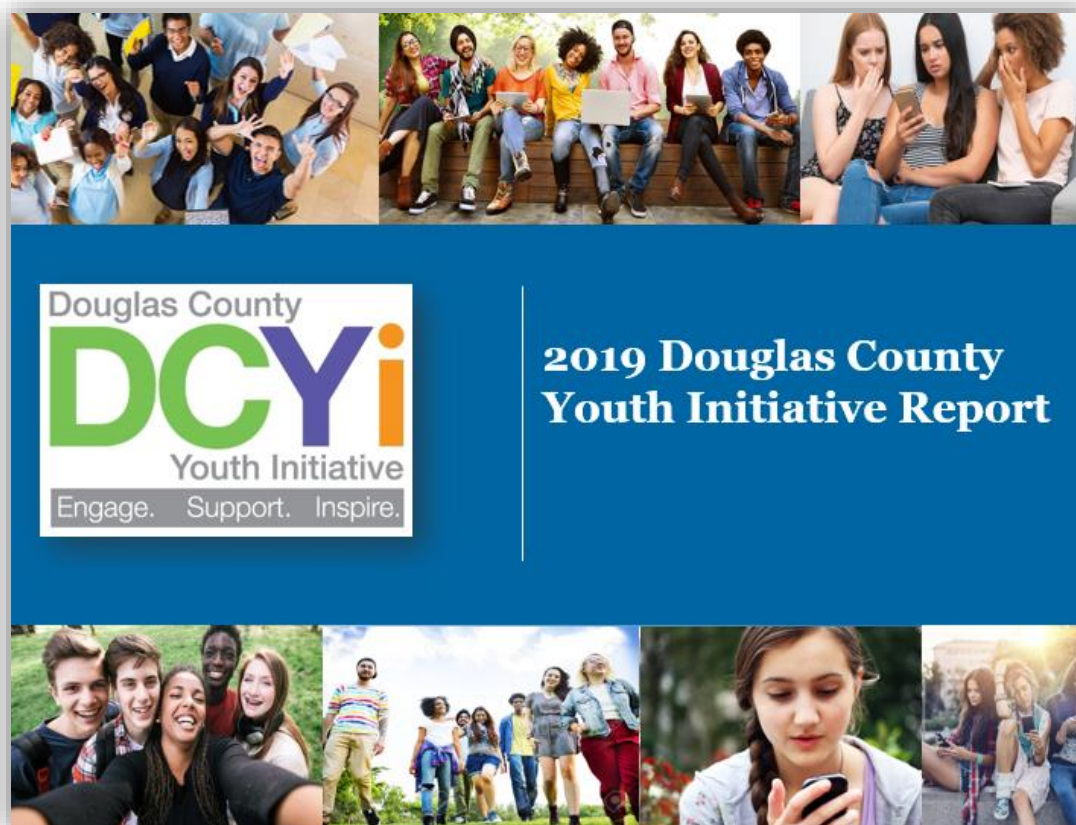
- ▶ Balance Sheet Update
 - ▶ Total Cash \$12,889.32
 - ▶ Total Assets \$13,489.32
 - ▶ Other Equity \$4,098.97
 - ▶ Total Retained Earnings \$9,390.35
 - ▶ Total Equity \$13,489.32

Use of Town Money

“Hit Me With Your Best Shot”

- Pat Benatar

- ▶ 2017-2018
 - ▶ Received \$5k in Town funds tagged for Creative Purposes only
 - ▶ Funded First Friday Art Walks
 - ▶ Built downtownparker.com website
- ▶ 2018-2019
 - ▶ Received \$5k in Town Funds for General Use
 - ▶ Evaluating best uses as previously discussed (Bluetooth speakers, East-West connection)



Vision

The Douglas County Youth Initiative envisions a community in which youth are involved, valued, productive, protected and healthy.

Mission

Our mission is to unite the Douglas County community, including youth, parents, agencies, governments, schools, nonprofits and other adults, in our mutual efforts to:

- Collaborate effectively as a seamless continuum of services.
- Advocate for system improvements that will better serve youth and families of Douglas County.
- Support youth and encourage their contributions to the broader community.
- Effectively intervene with youth who are endangered by their decisions and/or situation.
- Support and expand opportunities for youth to express viewpoints.
- Support parents with resources, education and unconditional care.

Current members of the Advisory Board:

- | | |
|--|--|
| • Josh Rivero, Councilman, Town of Parker | • Abe Laydon, Douglas County |
| • Jason Bower, Councilwoman, Town of Castle Rock | • Renee Anderson, Director, Highlands Ranch Metro District |
| • Jay Carpenter, Councilman, City of Lone Tree | • Wendy Vogel, Director, Board of Education |
| • Deborah Mulvey, City of Castle Pines | • Ron Cole, Libraries |



OUTSTANDING YOUTH AWARDS

YOUTH CONGRESS



LA LIGA SOCCER – Parker and Castle Rock! (AND BASKETBALL)



Douglas County Youth Initiative's Programs and Goals:

WrapAround:

Wrap Around Program:

One Full time
Facilitator and
Family Support
Partner

- Who is it for? Youth with significant issues, system involvement
- What it does? Partners kids and families to develop a sound plan that ensures families feel supported and needs are met
- Why it's better? Offers individualized solutions customized to needs; youth and families take ownership of their plan
- How long does it take? Generally 10-14 months

In 2018, DCYI WrapAround received 100 referrals, and worked with approximately 210 individuals.

WRAP's conservative potential cost savings, due to less disruption in school, students completing high school, fewer law enforcement contacts, receiving appropriate and needed services, etc., is thought to be between \$550,000—\$750,000 annually, as determined by an average 65% rate of involvement in 10 life domains.

"By working with WrapAround, our family was able to successfully work through many issues that resulted in greater stability and safety for our family ."

*-WRAP FAMILY
(Family had an open Child Welfare case.)*



WrapAround staff being recognized by the DCSO for their outstanding support of youth and families!

Hi Patsy,

I just wanted to send you a quick note to tell you how much I appreciate your services with the X Family. Before the referral to **WrapAround**, we were struggling as a school to meet the level of need for the family. I felt that I had exhausted my resources and was not moving toward a healthy, long-term solution. When you came in to assist the family, her parents were so appreciative. They needed your support and strength to look at the situation with a fresh perspective and offer emotional support and resources. Since our first meeting together, X is THRIVING! We have been able to take her through the MTSS process at the school and she has made tremendous progress toward her goals. I cannot believe X will finally be able to receive specialized therapy thanks to you all. X now has a path toward developing as a happy, healthy young lady. I would not have thought all of these outcomes were possible. You are truly a lifesaver!

Thanks again for your ongoing support! Best wishes for a relaxing summer!

Warm regards,

JS, Ed.S.

DCSD School Counselor

SPECIAL EVENTS:



Special Events



2019 Special Events

Youth Congress – in 2018, 150 DCSD students attended; youth presented resolutions to Community Leaders. A youth group was formed to help plan Youth Congress 2019. The Sources of Strength group will present to the Partnership of Douglas County Governments and the Board of Education

Youth Congress past speakers: DCSD Superintendent Thomas Tucker, Reggie Rivers, Teen Court Mock Trial, a Mayoral Forum, Dr. Jim Baroffio, child psychologist, Deputy DA on Internet safety, Co Fiscal Institute, and Dr. Thomas Tucker, DCSD Superintendent

Outstanding Youth Awards – Ten local DCSD teens are honored each year; in 2018 four students received \$1,000 each by local donors. Recent email: "Thank you Marsha! I was honored to attend this event and congratulate these amazing teens! Melissa Coudeyras, Castle Pines Town Council"

Quarterly Community Educational Series – Topics presented: Autism, Appropriate Screen time, Substance Abuse and Addiction, Dr. Scott Poland on suicide prevention, Mitigating Negative Behaviors, LGBTQ, ACES Study, Art from Ashes presentation, Deputy DA on Internet Safety, presentation from the Relationship Institute and Overview of the CASA Mentoring Program

CONTINUED:

Castle Rock started La Liga and Parker then followed

Community







- **Free Soccer in Castle Rock!** DCYI partnering with: a local Castle Rock Spanish Speaking church, Tri-County Health, and the school district.
- **La Liga's** volunteer work, Plum Creek before and after watercress!
- **Dr Scott Poland:** Nationally recognized speaker on teen suicide prevention and school violence – partnering with DCSD or two community sessions, with over 150 community members attending.
- **Tall Cop** presentation with DCSD and DCYI: High in Plain Sight, October, 2018
- **Youth Needs Summit:** 100 attended, surveying the needs in the community
- **La Liga Basketball** – February 2019 at Castle Rock Elementary






DCYI Goals, 2020:

- Continue assisting students in graduating from High School; seven in the last six years
- Continue to increase attendance to DCYI events
- Work on Teen Suicide Prevention with DCSD and community members
- Work on promoting Sources of Strength – helping develop a community promotion plan with DCSD
- Youth Congress for middle schools
- Teen Court Collaboration
- Continue developing a strategic plan focusing on the seven topics selected at the 2019 Youth Needs Summit:
 - **Parent Education and resources**
 - **Coordination of mental health services and resources**
 - **Substance Use Prevention**
 - **Youth Mentorship**
 - **Trauma Informed Community**
 - **Developing youth leadership**
 - **Transportation**

FUNDING:

Funding

Beginning in 2005, each DCYI partner enters into an IGA. **Annual contributions are listed below, and have increased only once, in 2013, by 5%.**

Douglas County School District Re-1:	\$35,750
Douglas County:	\$35,750
Douglas County Libraries	\$19,800
Town of Castle Rock:	\$19,800
Town of Parker:	\$19,800
City of Lone Tree:	\$19,800
Highlands Ranch Metro District	\$19,800

*Douglas County School District Re-1	\$40,000
*Douglas County:	\$40,000

*Douglas County and the Douglas County School District each give a total of: \$75,750.00.

Douglas County Youth Initiative



Marsha Alston, Youth Services Program Manager, Douglas County Youth Initiative
malston@douglas.co.us / 303-814-5327 / 303-995-4251 cell / fax 303-484-5728

FOR MORE INFORMATION ON DCYI, CHECK OUT THESE BRIEF VIDEOS:

<https://vimeo.com/135083402>

<https://vimeo.com/123226792>

<https://www.bing.com/videos/search?q=la+liga+douglas+county+vemo+video&view=detail&mid=BAD73BF60D4442FA97CCBAD73BF60D4442FA97CC&FORM=VIRE>

Article about soccer: <https://castlerocknewspress.net/stories/castle-rock-soccer-league-has-deeper-mission,262852>



MEMORANDUM

TO: Michelle Kivela

FROM: John Fussa, Community Development Director
Carolyn Washee-Freeland, Associate Planner

DATE: June 24, 2019

SUBJECT: Development Design Standards Rewrite Project; Phase 2:
Commercial, Industrial, and Mixed Use Design Standards Update

ISSUE:

In 2017, the Community Development Department discussed its concerns about the design quality of new development occurring in Parker with the Town Council. The Council directed staff to update the existing Commercial, Industrial and Multi-Family (CIMF) Design Standards to address the issue. Community Development staff worked with the consultant UDA Urban Design Associates to assist with the preparation of the new CIMF Design Standards.

In 2018, Community Development staff completed and the Town Council adopted new multi-family residential design standards. Community Development staff have continued to work on preparing new Commercial, Industrial and Mixed-Use Design Standards since they are outdated having been adopted in 1999. The presentation will update the Town Council on the status of the project in preparation for final revisions and public hearings for adoption in the third quarter of 2019.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

At the direction of Town Council, the Community Development Department issued a Request for Proposals in 2017 for a comprehensive update to the Commercial, Industrial and Multi-Family (CIMF) Development Design Standards. The project was awarded to UDA Urban Design Associates and structured in two phases:

1. Multi-Family Residential Design Standards;
2. Commercial, Industrial, and Mixed-Use Design Standards

The Community Development Department completed and Town Council adopted the Multi-Family Residential Design Standards in 2018. UDA provided the Department with draft

Commercial, Light Industrial and Mixed-Use Design Standards in late 2018. Staff have been working to finalize them and are nearing project completion. The staff presentation on June 24th will provide a final update to Town Council.

Public Outreach

Throughout the course of the project, multiple community engagement activities were held to inform residents and seek their input on the project. The activities included:

1. Three (3) community design workshops
2. Project web page with social media posts
3. Two (2) visual preference surveys
4. A development tour of other communities
5. Multiple meetings with the Technical Advisory and Developer Liaison Committees
6. Public Study Sessions with Planning Commission and Town Council at key milestones in the planning process

Analysis of the Current CIMF Design Standards

The following five (5) themes were identified as major issues that the project should address:

1. Standards should focus upon urban design and address the relationship of buildings to the public realm.
2. Standards should provide more direction to guide the site layout and urban design of auto-oriented commercial and industrial development.
3. Standards should define and promote the principal building typologies that are representative of development in Parker.
4. Standards should incorporate clear direction for important urban design elements such as building orientation, massing and composition.
5. Standards should improve the guidance and requirements as they relate to certain architectural design elements such as façade articulation, materiality and window fenestration.

Summary of the New CIMF Design Standards

The new CIMF Design Standards address the issues identified in the UDA technical analysis report and will serve as a tool for applicants, their design professionals, residents and staff to ensure that new development has an improved urban design quality, responds to current architecture practices and strives to maintain community character where appropriate. The new Design Standards feature two main chapters for Site Design and Building Design. The following is a summary of each chapter:

Site Design Standards

The new CIMF Design Standards address site development, building organization, relationship to adjacent properties and building architecture. The main elements of this chapter are as follows:

1. **Commercial Development Blocks:** Large development sites will be required to be divided into smaller blocks by streets or drive aisles that will provide connectivity to the existing street network. The site will be further broken down into smaller elements by design features such as arcades, walkways, paseos and pathways. The smaller development blocks improve multi-modal connectivity and create a more walkable, bikeable and human scaled environment.

2. **Preferred Options for Site Layout:** The Site Design chapter provides guidance on preferred options for site layout. The options will address the following scenarios:

- Buildings that front a public roadway;
- Buildings with parking located in the front;
- Buildings that are oriented back-to-back to each other with their sides fronting a public roadway;
- Buildings that have shared parking between them with their sides fronting a public roadway.

3. **Emphasis on Building Orientation:** The new Design Standards will acknowledge the functionality of each building side (Front, Side and Rear) and establish clear standards for the design of each instead of a one-size fits all approach using 360-degree architecture. The building orientation standards were created to emphasize the activation of street frontages and encourage high quality design while improving the public realm especially where people walk, bike and congregate. The building orientation standards are summarized as follows:

- Building fronts will have the highest level of design detailing and window fenestration because they are highly visible;
- Building sides will have similar architectural detailing as a building front but will allow for less window fenestration because they have moderate visibility;
- Building rears will have the least amount of architectural detailing with a focus on screening undesirable elements such as utilities. The rear of buildings should have the least visibility and will not front the public realm;
- Building fronts and sides will have a minimum standard for window fenestration to avoid blank walls.

4. **Building Typologies:** To encourage buildings with high quality design and composition, building typologies were developed to allow for a design approach that responds to context, proposed uses and modern development practice. The building typologies are:

- *Commercial Buildings:* Single-tenant commercial building, multi-tenant commercial building, office and vertical mixed-use
- *Commercial Buildings with Auto-Oriented Uses:* Commercial building with a drive-through, gas canopy, car wash or car repair. These building types will be subject to additional orientation requirements to mitigate the intensive, sometimes negative impacts associated with the uses. For example, the narrow side of a gas canopy will be oriented towards the public realm and garage bays will be oriented to screen them from public view.

- *Industrial Buildings:* Single-tenant building with office, warehouse and showroom, flex office building or a multi-tenant building.

Overview of the Building Design Standards

The new CIMF Design Standards include a chapter on Building Design that focuses upon the architecture of commercial, industrial and mixed-use buildings.

The Building Design standards will address the articulation of facades, design of building bays, window fenestration, building form/massing as summarized below:

- The design of bays, openings and windows in a building will create a recognizable pattern to form a balanced building façade.
- Buildings can be composed as a single design building or a building that appears like multiple small buildings adjacent to one another.
- Form and bulk standards for breaking down a building's massing will be achieved through the design of a clear top, middle and base, use of varied roof forms as well as changes in wall plane.
- Buildings will be required to have enhanced entrances and storefronts.
- Buildings located at a corner intersection will be required to be designed with prominent design elements and significant landscaping treatment to frame the intersection.
- Buildings will have architectural elements such as awnings, storefronts, canopies, galleries and large windows on the ground-floor level to activate the public realm.
- Buildings will be required to be utilize high quality exterior building materials.

Industrial Building Design: Industrial building design will focus on articulation, modulation and visual balance in building composition while considering the operational functions of the industrial use. This means designing and locating certain elements such as loading docks, truck courts, staging and utilities to the side of rear of a building to reduce their visual impact.

Renovations of Existing Buildings: Renovations and additions to existing buildings are not addressed in the current CIMF Design Standards. The new Design Standards for renovations and additions provide direction for improving an existing structure, requiring new building additions to be complementary in form/massing and integrating the new and old sections of a building together in a harmonious manner.

Publicly Accessible Space: The design of publicly accessible space known as the public realm in commercial developments will be addressed through guidance for amenities, connections, landscaping and materials.

Next Steps

The next steps to complete the new CIMF Design Standards are to finalize the address any Town Council direction, finalize the Standards and prepare a consolidated document for Council public hearing and adoption. This is currently scheduled for the end of the third quarter

of 2019.

RECOMMENDATION:

None.

REQUESTED DIRECTION:

For informational purposes only

ATTACHMENT:

1. TC SS Presentation CIMU 6.24.2019

Overview of the New Commercial, Industrial and Mixed-Use Design Standards



Town Council Study Session
June 24, 2019

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Town's first Design Standards (CIMF) adopted in 1999; with incremental updates throughout years

Consultant Work

- RFP issued in 2017 to overhaul the CIMF
- Hired UDA/DIG Studios
- UDA completed MF Design Standards in 2018

CIMU Rewrite

- Internal team formed to finish project
- Team completed final draft
- Overview of new CIMU Design Standards



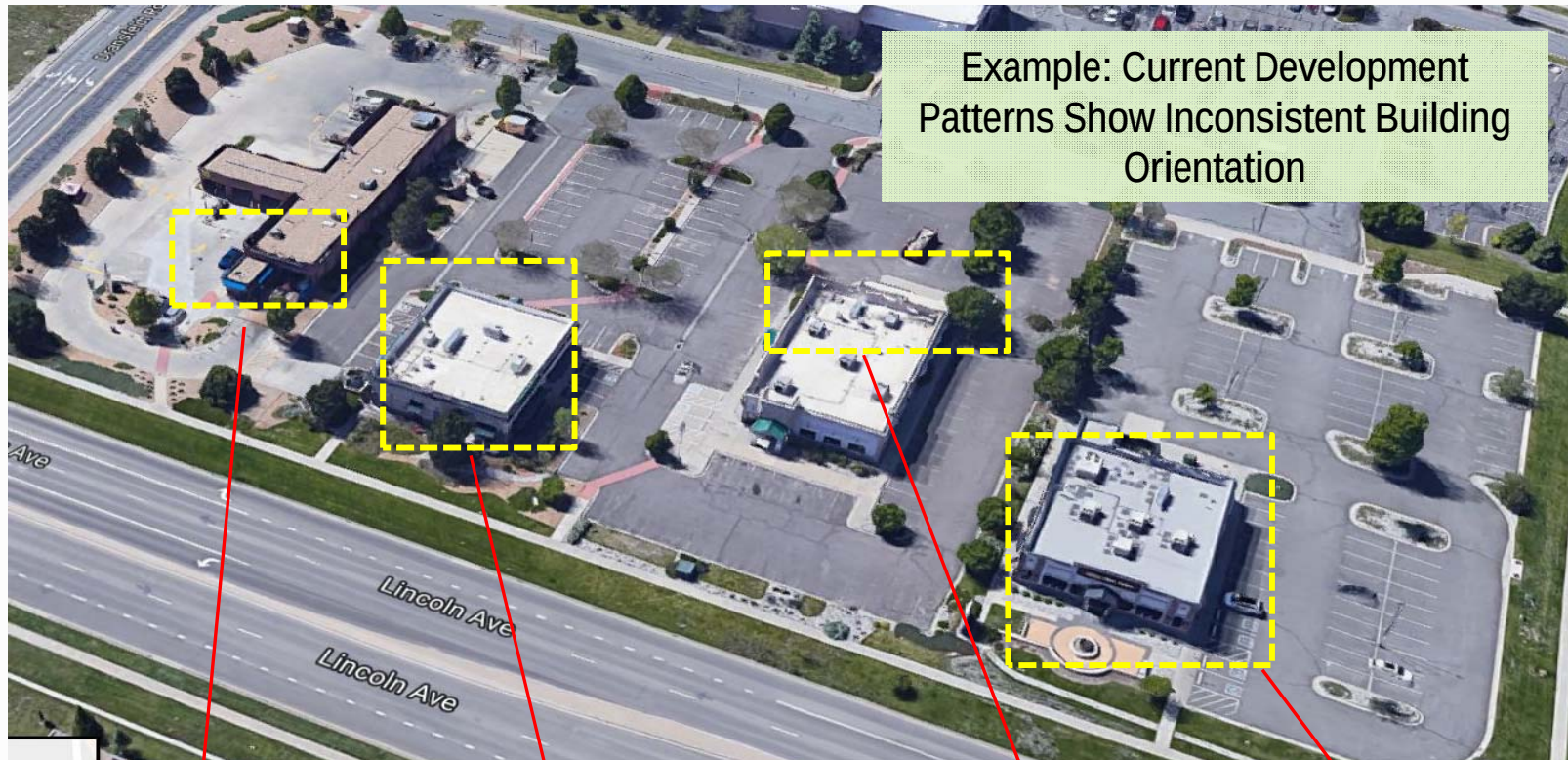
Public Engagement Activities

- 3 Design Workshops
- Project webpage & Social Media
- 2 Visual preference surveys
- Development Site Bus Tour
- Meetings with the Technical Advisory & Developer Liaison Committees
- Future Public Hearings



Current Issues Identified

Issues Identified	
Issue 1: Standards do not address the orientation and design of the fronts and backs of buildings as they relate to the public realm.	Issue 4: Clear direction is needed for building massing breakdown, building composition, and fenestration requirements.
Issue 2: More direction needed for site layout of auto-oriented uses & industrial buildings	Issue 5: The articulation terminology in the current design standards was found to be confusing.
Issue 3: The current standards do not define building typologies that represent current development in Parker	



Example: Current Development
Patterns Show Inconsistent Building
Orientation

Carwash drive-thru &
bay face public roadway

Building rear faces
public roadway

Building sits in middle
of lot with too much
parking; does not
front public roadway

Building not
fronting the corner;
no parking lot
screening

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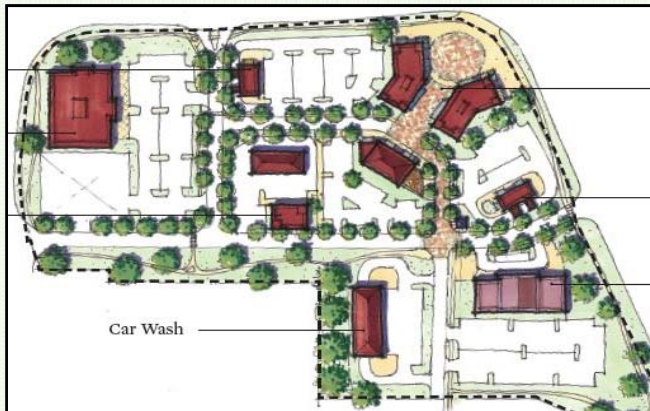


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New CIMU Organized into Two Chapters

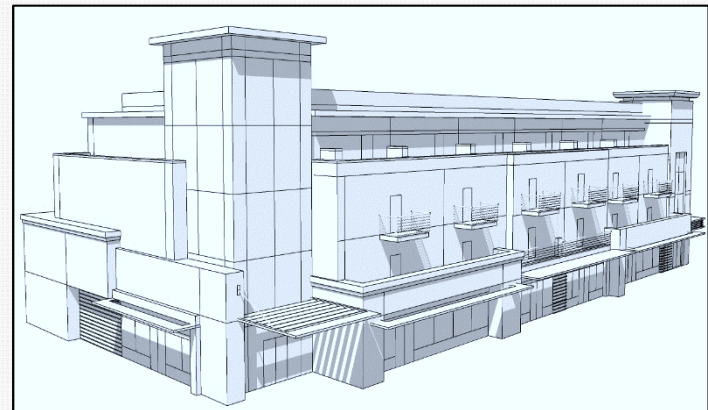
Site Design Standards Chapter

1. Site Design & Building Orientation
2. Transitions for Buildings
3. Access, Circulation & Parking
4. Site Design Checklist



Building Design Standards Chapter

1. Building Composition
2. Renovations, Additions
3. Building Design Checklist



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New CIMU Addresses Issues Identified

Site Design Standards

- New standards for site development, organization and relationship to adjacent properties, and building architecture.
- Main sections are highlighted as follows:
 - *Commercial Development Blocks*
 - *Preferred Options for Site Layout*
 - *Emphasis on Building Orientation*
 - *Building Typologies*



Figure 3.8 Diagram illustrating Fronts, Sides, and Rears in a corner condition.

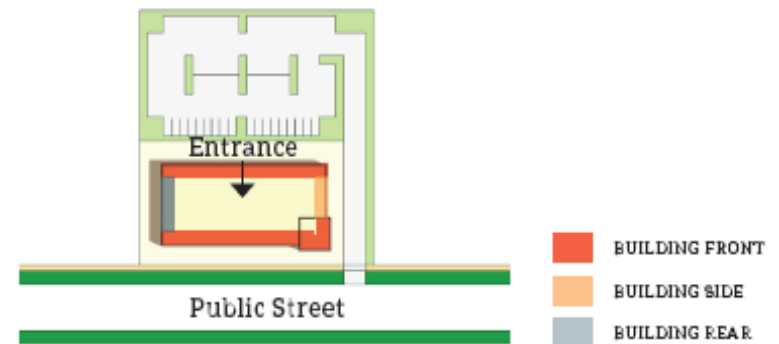


Figure 3.9 Diagram illustrating Fronts, Sides, and Rears in an inline condition.

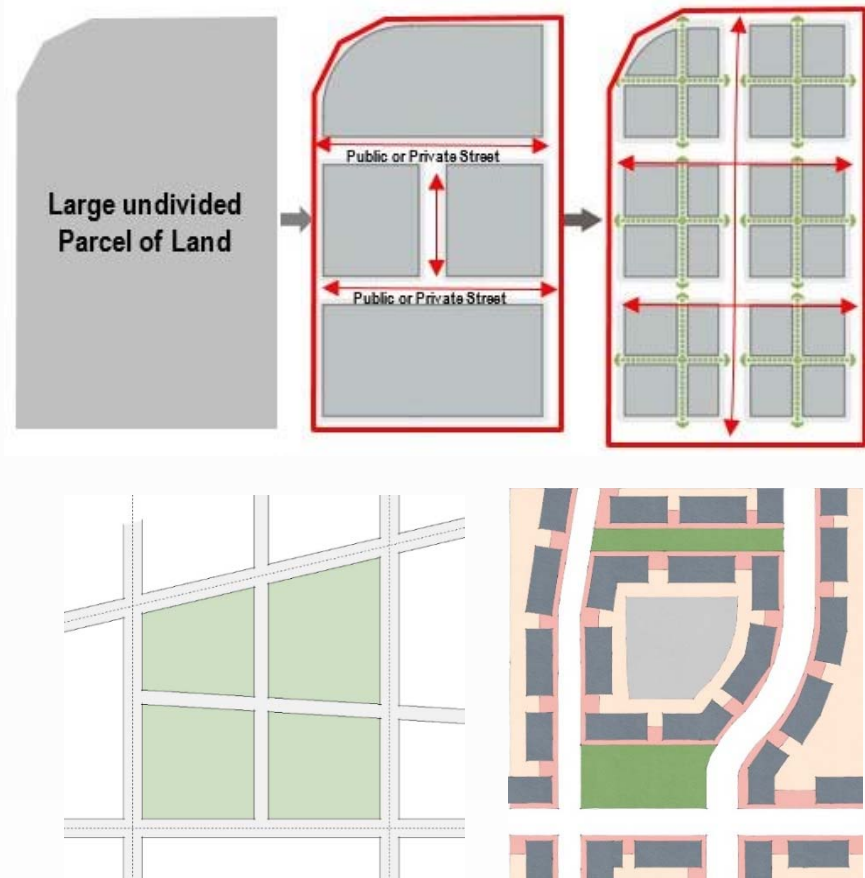
Commercial Development Blocks

Commercial Block

Layout:

- Large developments will be organized into blocks that connect to existing street network
- Blocks will be further broken down into smaller units thru walkways, paseos, and pathways

Examples: *Target Site on Twenty-Mile, Eisenberg Property at Pine & Parker Rd*



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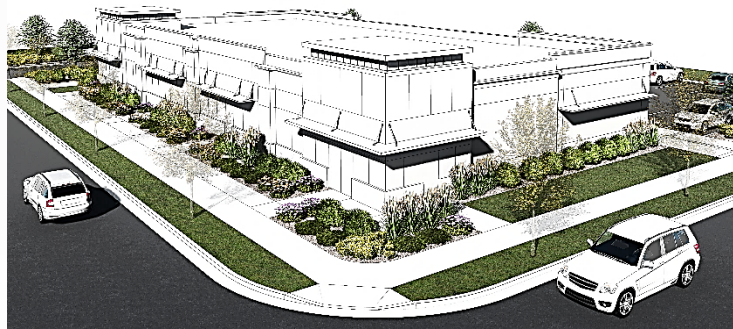


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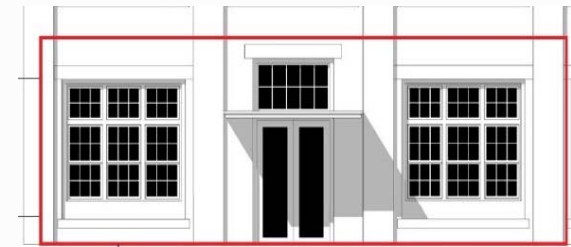
Building Orientation Standards for Front, Sides & Rear of Building

Building Front, Sides & Rear

- **Building Front** - Oriented towards street to activate street edge
- **Building Sides** - Similar architectural detailing as front
- **Building Rears** - Not permitted to face roadway
- **Building Fenestration:**
 - 40% transparency min. for a public roadway; and
 - 25% transparency min. for a side street or parking lot



40% window transparency for building fronting a public roadway



25% window transparency for building fronting a side street or parking lot

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Design Standards for Corners

Corner Treatments

- Buildings fronting an intersection requires:
 - *Transparent openings*
 - *Active prominent entry*
 - *Architectural elements*
- Corner treatments include two primary front facades:
 - *Equally designed & articulated*
 - *One front façade designated as the primary entrance*
- Parking located on side or rear of the building

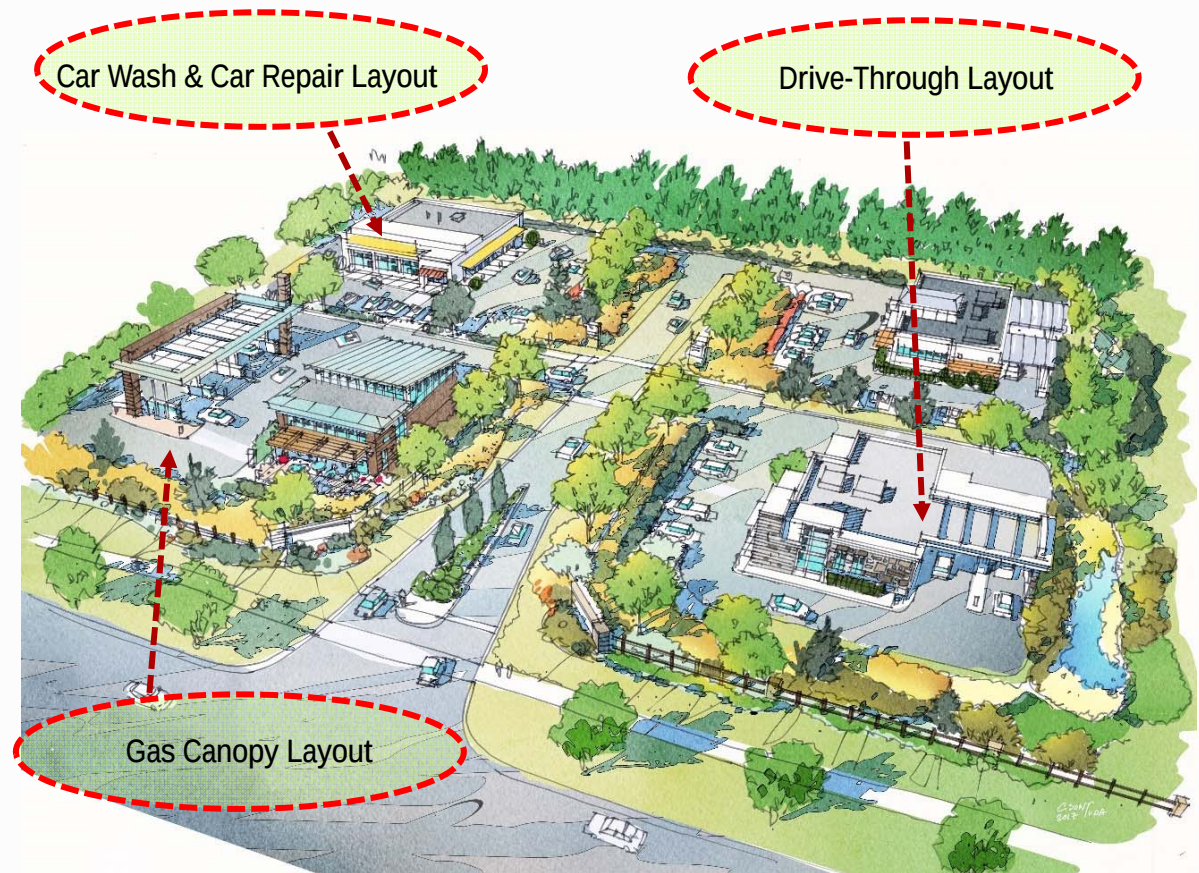


Commercial Buildings with Auto-Oriented Uses

Auto-Oriented Uses

Designed to minimize negative visual impacts of site functions:

- Gas canopies
- Drive-throughs
- Orientation of Carwash tunnels & garage bays



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Commercial & Industrial Building Typologies

Commercial Building Types

- Multi-tenant retail (in-line)
- Single-tenant office
- Vertical mixed use
- Auto-Oriented Buildings:
 - Gas station with canopy
 - Carwash with wash tunnel
 - Car repair with garage door bays
 - Drive-Through



Industrial Building Types

- Single-Tenant with Office, Warehouse, Showroom
- Multi-Tenant and Flex Office
- Small-Sized Single-Tenant



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Design Standards for Building Composition

Building Composition

- Articulation of building front, side & rear vs. 360-degree architecture
- Requires distinct Top, Middle, and Base
- Vertical & horizontal massing breaks
- Enhanced design for corners
- Primary entrances to have storefronts, higher transparency
- Building elements include:
 - Awnings
 - Canopies
 - Galleries



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Design Standards for Industrial Building Design

Industrial Building Standards

Building design will focus on:

- Use and building size
- Operational functions
- Warehouse & showroom locations
- Loading dock & truck court locations
- Safe site circulation & parking



COMMUNITY DEVELOPMENT
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Next Steps to Complete Project

1. Finalize the draft standards & graphics
2. Public Review process
3. Complete a consolidated document for adoption - targeted for 3rd Quarter 2019



Thank you! Any Questions?



COMMUNITY DEVELOPMENT
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MEMORANDUM

TO: Mayor and Members of Town Council
FROM: Andy Coleman, Commander
DATE: June 24, 2019
SUBJECT: Emergency Operations Plan

ISSUE:

The Town's Emergency Operations Plan has been written to follow FEMA and DHS guidelines. After thorough review and editing by our many cooperating agencies, to include Douglas County, Arapahoe County, the State Office of Emergency Management and the City of Lone Tree, the revised Plan is ready for approval and adoption.

FISCAL/BUDGET IMPACT:

The sole expenditure associated with Emergency Operations Plan will be printing costs, which are estimated to be \$532.00 and will provide twenty spiral bound copies to the Town of Parker for distribution to Town departments. The printing expenditure will then be submitted to the Emergency Management Program Grant Committee (State level) for review. If approved, fifty percent of the costs would be eligible for reimbursement to the Town of Parker, thereby reducing the expenditure to \$266.00.

BACKGROUND:

The Emergency Management Plan is a document that provides standard operational procedures for the Town of Parker in the event of major incidents; this would include any natural disasters and mass casualty incidents.

The Emergency Manager shall update the Emergency Operations Plan whenever necessary and shall formally review the Plan on an annual basis. Once every three years this plan shall be formally reviewed by a committee for accuracy, relevance and completeness.

The Emergency Operations Plan was prepared under the comprehensive emergency management concept to integrate the response of all available emergency response resources and increase the level of emergency preparedness in the Town of Parker.

RECOMMENDATION:

Support the revisions and implementation of the Emergency Operations Plan for the Town of Parker.

REQUESTED DIRECTION:

Staff is seeking Council approval of the revised Emergency Operations Plan for the Town of Parker.

ATTACHMENT:

1. Resolution No. 19-051

RESOLUTION NO. 19-051, Series of 2019

**TITLE: A RESOLUTION TO AMEND RESOLUTION NO. 10-046, SERIES OF 2010,
AND TO ADOPT THE UPDATED TOWN OF PARKER EMERGENCY
OPERATIONS PLAN**

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN
OF PARKER, COLORADO, AS FOLLOWS:

Section 1. The Town Council of the Town of Parker hereby adopts the Town of Parker
Emergency Operations Plan, which is attached hereto as **Exhibit A** and incorporated by this
reference.

RESOLVED AND PASSED this ____ day of _____, 2019.

TOWN OF PARKER, COLORADO

Mike Waid, Mayor

ATTEST:

Carol Baumgartner, Town Clerk

EXHIBIT A
TOWN OF PARKER
Emergency Operations Plan

Letter of Promulgation

This Emergency Operations Plan (numbered pages only) is hereby approved and ordered published and distributed.

All department heads and personnel are directed to accept the responsibilities as herein assigned and to conduct the organizational planning and training to implement the plan.

Mayor/Town Council

Date

TOWN OF PARKER
Emergency Operations Plan

Review and Concurrence

The following departments are assigned responsibilities in the plan and have reviewed and concurred.

Mayor/Town Council	
Town Administrator	
Town Attorney	
Town Clerk	
Engineering/Public Works	
Community Development	
Police	
Finance	
Information Technology	
Parks and Recreation	
Human Resources	
Communications	
Cultural	

TOWN OF PARKER
Emergency Operations Plan

Revisions

Policy

The Emergency Manager shall update the Emergency Operations Plan whenever necessary and shall formally review the Plan on an annual basis. Once every three years this plan shall be formally reviewed by committee for accuracy, relevance and completeness. All such revisions shall be so noted in the Record of Revisions below.

RECORD OF REVISIONS

Revision Number	Date Entered	Entered by	Section Revised
1	5.28.13	Lt. Doreen Jokerst	2.6 Line of Succession
2	9.17.15	Lt. Doreen Jokerst	2.5 Organization and Assignment of Responsibilities
3	9.17.15	Lt. Doreen Jokerst	2.6 Line of Succession
4	2.22.18	Greg Thornton	EOP revision

TOWN OF PARKER
Emergency Operations Plan

Distribution Plan:

The initial distribution of this plan was made to the following listed officials for information and utilization during a disaster emergency. Additional copies are available upon request to the Police Chief. Each copy is numbered for accountability and updating.

NUMBER	OFFICE OR OFFICIAL	QUANTITY
1	Mayor and Town Council	7
2	Town Administrator	1
3	Town Attorney	1
4	Town Clerk	1
5	Deputy Town Administrator	1
6	Chief of Police & Management Team	6
7	Accreditation File	1
8	Police Supervisory Personnel	12
9	Neighborhood Services	1
10	Police Communications	1
11	Finance Director & Staff	2
12	Public Information Officers	6
13	Director of Engineering/Public Works & Staff	6
14	Parks, Recreation and Open Space Director & Staff	3
15	Community Development Dir. & Staff	3
16	Cultural Director	1
17	Douglas County OEM	1
18	South Metro Fire Rescue Authority	1
19	Victim Services Information	1
		6
	TOTAL	63

PREFACE

This Emergency Operations Plan (EOP) was prepared under the comprehensive emergency management concept to integrate the response of all available emergency response resources and increase the level of emergency preparedness in the Town of Parker (the “Town”). A summary of

TOWN OF PARKER
Emergency Operations Plan

all five components of comprehensive emergency management is included here to provide context and as a matter of information.

The five components of Emergency Management are:

PREVENTION: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the full nature and source of the threat, public health and agricultural surveillance and testing processes, immunizations, isolation or quarantine, and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice. (NIMS)

PREPAREDNESS: Any activity taken in advance of an emergency that facilitates the implementation of coordinated response in the event an emergency occurs. Preparedness measures include, but are not limited to, continuity of government, emergency notification and alert systems, emergency information materials, exercise of plans, mutual aid agreements, resource management, warning systems, and training response personnel.

MITIGATION: Any action taken to eliminate or reduce the degree of long-term risk to human life, property and the environment from natural and man-made hazards. Mitigation assumes that society is exposed to risks, whether or not an emergency occurs. Mitigation measures include, but are not limited to, building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, and stockpiling of emergency supplies.

RESPONSE: Any action taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, on-site incident management, emergency operations center management, critical resource logistics distribution, volunteer management and donations, worker safety and health, public safety and security response, animal health emergency support, environmental health and vector control, explosive device response operations, firefighting operations and support, weapons of mass destruction (WMD)/hazardous materials response and decontamination, citizen protection through evacuation or in-place sheltering, isolation and quarantine, search and rescue, emergency public information and warning, triage and pre-hospital treatment, medical surge, medical supplies management and distribution, mass prophylaxis, mass care, including feeding, sheltering and related services, and fatality management.

RECOVERY: The short-term activity to return vital life-support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, assisting the public by providing long-term healthcare, recovery information and social services, restoring the environment through site cleanup, debris removal, site remediation and restoring natural resources,

TOWN OF PARKER
Emergency Operations Plan

and restoring infrastructure by reconstituting government services, performing structural damage assessment and mitigation, rebuilding property, restoring lifelines and restoring economic institutions.

This plan should be reviewed annually and updated as necessary. Maintaining and updating this plan is the responsibility of the Parker Police Department member assigned by the Chief of Police to be the Emergency Manager.

Annexes to the Emergency Operations Plan will be maintained and updated by the respective department directors or designee. Each department director is responsible for coordinating with and providing the Emergency Manager with all revisions and updates to their respective annexes.

This plan can be implemented entirely or in parts during or in preparation of an event, large-scale disaster or national emergency.

Documented annual training will be conducted to all Town of Parker Police Department employees on the EOP.

This plan was developed by the Parker Police Department Office of Professional Standards and modeled after the National Response Framework.

TOWN OF PARKER
Emergency Operations Plan

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1. INTRODUCTION

TOWN OF PARKER
Emergency Operations Plan

1.1. Purpose

The purpose of the Town of Parker Emergency Operations Plan (EOP) is to provide general guidelines and principles for planning, managing and coordinating the overall response and recovery activities of the Town of Parker government before, during and after major emergency and disaster events. It delineates the roles and responsibilities of Town departments, outside agencies and volunteer organizations which are expected to contribute to the protection of people and property.

This EOP was prepared under the Comprehensive Emergency Management Concept developed by the Federal Emergency Management Agency (FEMA) to integrate the response of all available emergency management resources and increase the level of emergency preparedness in the Town of Parker.

The Plan should be reviewed annually and updated as necessary. Once every three years this plan shall be formally reviewed by committee for accuracy, relevance and completeness. Maintaining and updating this plan is the responsibility of the Chief of Police, or his designee, for the Town of Parker.

2. BASIC PLAN

Attachments to this EOP may be developed as needed. Such attachments shall be called Annexes or Appendices and shall be incorporated into this EOP by reference, without the need for amendment of this EOP by resolution of Town Council. Such Annexes or Appendices will further outline the various response and recovery activities outlined in this EOP. Any changes, additions or deletions to the substantive content of this EOP must be done by an amendment to the EOP and approved by the Town Administrator, Chief of Police and Town Council.

2.1. Scope

Disasters can include natural, biological and technological, such as terrorist attacks and chemical incidents. Regardless of the type of emergency, the priorities remain the same: save lives, protect property and minimize economic impacts. Emergencies can quickly escalate into disasters requiring resources that are not normally available within individual agencies and normal mutual aid agreements. The EOP will be activated when any event begins to overwhelm normal resources and requires the assistance of the Town of Parker Emergency Manager to coordinate resources for the participating agencies.

The decision to activate the EOC will be made by the Town of Parker Emergency Manager in conjunction with on-scene Incident Commander.

2.2. Situations

Natural Hazards

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Natural hazards in which the Town of Parker is vulnerable include:

- Severe Winter Storm
- Flood/Dam Failure
- Tornado
- Wildfires
- Hail
- Extreme Heat
- Landslide, Debris Flow, Rock Fall
- Drought

Biological Hazards

Biological hazards are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses and toxins. Delivery methods include:

- Aerosols
- Animals
- Food and Water Contamination
- Epidemic/Pandemic Events

Technological (Man-Made) Hazards

Technological hazards are those that occur as a result of either an accident or a deliberate act. The six technological hazards of greatest potential significance include:

- Mass Casualty Incidents
- Hazardous Materials Releases
- Terrorism
- Civil Disturbances
- Major Power Outages
- Cyber Events/Attacks

2.3. Assumptions

With respect to natural or technological emergencies, standard assumptions can be made regarding the incident:

- The Town will continue to be subject to the hazards noted above. Warning time available to implement this plan will vary from little to no warning, to days or weeks, depending on the type of hazard.
- Town officials, both elected and appointed, will carry out all responsibilities regarding public safety and protection of property. This includes all phases of comprehensive emergency management and provisions to ensure continuity of government.

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- Citizens expect governments to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.
- Departments with emergency responsibilities will ensure that all personnel concerned are properly trained and familiar with this plan and all department standard operating procedures (SOP) so they are capable of implementing them in a timely and effective manner.
- With the possibility of terrorism and weapons of mass destruction (WMD) any technological or biological hazard must be approached as if it could be an act of terrorism.
- The Incident Command System (ICS) will be used as the on-scene incident management system.
- State and federal assistance, as well as volunteer and private organizations will be available to supplement the Town's resources as needed.

2.4. Concept of Operations

If a disaster occurs within the Town of Parker, immediate response by the Town will be required. Only members trained in the pre-arranged plans and procedures will be prepared to make the coordinated efforts necessary to meet a threat of life and/or property.

When response to a disaster exceeds the capabilities of the Town of Parker, emergency response agencies will request resources through mutual aid agreements with discipline-specific partners. All local governments and special districts within Douglas County are responsible for coordinating with one another and for providing mutual aid within their capabilities and according to established written agreements.

When all local resources and mutual aid resources are exhausted, the Town of Parker, will request assistance from Douglas County. If additional capability is needed, Douglas County, may request aid from the state.

The EOP is based on the concept that emergency response functions will generally parallel the normal operations of all Town departments. To the extent possible, the same members will be utilized in both cases. Those day-to-day functions which would not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected for accomplishment of emergency tasks.

2.5. Organization and Assignment of Responsibilities

General

Most of the Town departments have emergency functions in addition to their normal operations. Each department is responsible for developing and maintaining its own emergency management procedures and operating guides.

Mayor

- Proclaim the existence and then the termination of the emergency

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- Attend to the duties and authorities set forth in the Town Ordinances

Town Administrator

- Implement the EOP in whole or in part as the situation requires
- Hold direction and control of all Town departments before, during and after an emergency event
- Establish a policy for expenditures and allocation of funds
- Attend to the duties and authorities set forth in the Town Ordinances
- Review media releases as approved by the IC

Town Council

- Convene the Town Council, if reasonable and necessary to do so
- Enact ordinances that authorize the Mayor and/or Town Administrator to initiate and implement all or part of the plan prior to, during and after an emergency or disaster to protect the lives and property of the citizens of Parker
- Approve authorization of expenditures that have been expended during major emergencies or disasters

Chief of Police

- Act as coordinating staff advisor to the Town Administrator, Emergency Manager and key Town officials during all levels of response to disaster emergencies
- Function as lead advisor for disaster operations until normal government operations can be resumed

Emergency Manager

- Monitor implementation of the EOP
- Compile, coordinate and present a request to Douglas County, the state and federal government for disaster relief assistance as the situation demands.
- Prepare the EOP for the Town of Parker and conduct training exercises as necessary to maintain and improve the response capabilities of all elements of the town
- Develop private and local government resource lists
- Coordinate disaster planning, operations and training exercises with public utilities, health and human services agencies and emergency preparedness and management directors of adjacent political jurisdictions to enhance the integrated emergency management system
- Represent the Town as directed on matters relating to emergency management
- Keep the Colorado Division of Homeland Security and Emergency Management informed of a disaster situation
- Request assistance if it appears that the resources and the ability of the Town are inadequate to cope with the emergency

Emergency Operations Center Director

TOWN OF PARKER
Emergency Operations Plan

- Organize departments and all supporting agencies within the EOC
- Ensure that messages, information and data are kept current
- Written communications are processed in a timely manner

Emergency Preparedness Coordinator

- Act as an advisor for the Emergency Manager
- Assist with EOC operations
- Develop trainings for the respondent
- Oversee grants
- Assist in maintaining supporting emergency plans
- Assist in coordinating disaster planning, operations and training exercises

Police Department

- Conduct all regularly assigned functions relating to law enforcement in the Town of Parker
- Maintain the position of Emergency Manager
- Evacuate people who are or may be threatened by an imminent disaster
- Control traffic access to the scene of a disaster
- Plan and coordinate response to hostage situations, as well as civil disturbances
- Establish mutual aid agreements with local law enforcement jurisdictions
- Develop an intelligence gathering and analysis capability
- Provide law enforcement assistance to shelter managers when requested
- Receive, relay and secure national warning service emergency messages

South Metro Fire Rescue Authority (SMFRA)

- Provide all regularly assigned district functions relating to fire prevention and control to minimize loss of life and property, as per its department policies, procedures and/or protocols
- Provide continuous communication between the disaster scene and EOC
- Establish and maintain radiological monitoring capabilities

Hazardous Material Incidents (Arapahoe/Douglas Hazardous Materials Board)

- Respond to and direct operations in hazardous material incidents
- Direct and conduct all search and rescue operations
- Provide decontamination and neutralization of any hazardous or radioactive material spills
- Establish mutual aid agreements with other fire jurisdictions
- Respond to hazardous material incidents or WMD events as requested by the Incident Commander
- Establish the appropriate “HazMat” function with the existing Incident Command Structure
- Perform technician-level actions to stop or mitigate the release or event

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- Provide for the decontamination of team members, other first responders and the public as may be required
- Establish and maintain air monitoring capabilities appropriate to the incident

Engineering/Public Works

- Provide emergency traffic engineering and control measures to include signalization and barricading; maintain emergency traffic routes in coordination with police and fire departments
- Coordinate clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares
- Establish damage assessment capabilities and procedures specific to Town infrastructure located within public rights-of-way
- Provide snow removal under all winter storm conditions
- Provide resources and technical support to public safety operations
- Provide mapping, ownership and assessment of structural conditions of bridges and roadways
- Conduct all regularly assigned functions relating to the provision and maintenance of storm sewer services for the Town of Parker
- Notify, as necessary, respective water and sanitary sewer districts located within the Town, to provide for emergency shutdown of water and sanitary sewer services
- Coordinate, as necessary, with respective water districts, who shall have provisions in place, to provide potable water for essential Town relief activities
- Notify, as necessary, respective water and sanitary sewer districts of repairs needed to respective utility systems

Administration

- Provide administrative and logistical support to Town Council, Boards and Commissions, Mayor and all departments within the Town
- Provide logistical support to maintain or restore Information Technology infrastructure and services
- Provide incident management support for police computer-aided dispatch, Records Management Systems, Mobile applications and GIS/Mapping applications tailored to the scope of the incident
- Provide logistical support to activate alternate emergency operation venues when the scope of the incident requires a mobile command post, or relocation of emergency operations from Town Hall to other Town facilities, or if the severity of the incident requires relocation to a designated EOC in another jurisdiction
- Prepare damage assessments to the information technology infrastructure and provide recommendations for recovery; initiate disaster recovery procedures and contingency plans as directed to contact established vendors for support; procure hardware, software and networking services; and recover archived data resources from off-site storage
- Assess, prepare and initiate disaster recovery operations for Town financial and support services such as accounting revenue and expenditures, payroll accounting and processing, general ledger processing

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- In the event of service disruption, act as liaison for service providers such as CenturyLink, AT&T and Sprint/Nextel to maintain or restore hard-wired and wireless networks outside of the Town's direct control
- Coordinate and manage workers' compensation issues

Community Development

- Assist in the coordination of disaster recovery planning efforts as they relate to public buildings
- Assist in the preparation of damage assessment reports as they relate to public buildings
- Assist in recommending which public buildings or structures are retained or demolished
- Assist in the declaration of safe buildings or structures for occupancy
- Develop a plan to keep vital Town facilities operating during a disaster
- Staff and support damage assessment team and coordinate inspection services
- Identify alternate facilities for use by the Town to carry on essential operations

Town Attorney

- Provide legal assistance to the Town Council, Mayor and Town departments in the conduct of official business, including operation of municipal justice system
- Prepare emergency disaster declarations and emergency ordinances
- Provide interpretation of federal and state regulations that relate to disasters
- Prepare recommended ordinances, proclamations and other legal documents for Town Council action to implement federal and state directives that provide authority in the Town of Parker for a timely emergency response

Finance

- Provide financial advice to the Town Administrator and Emergency Manager
 - Coordinate the development of a damage assessment reporting system to meet post-disaster needs
- Maintain detailed records of all disaster-related expenditures
 - Coordinate all data for damage assessment reports to be forwarded to state and federal disaster agencies
- Develop a methodology for purchasing supplies, services and equipment under emergency conditions

Parks, Recreation & Open Space

- Provide meeting places and facilities as needed to support disaster operations and recovery efforts
- Assist in short-term shelter management using Town-owned facilities; assist outside agencies (American Red Cross, Salvation Army, school district) in evacuation and transportation
- Provide equipment and manpower to Town departments upon request
-
- Coordinate activation of the Debris Management Plan

TOWN OF PARKER
Emergency Operations Plan

Specific Outside Agencies

In addition to Town departments, specific outside agencies will be available to provide emergency functions in addition to their normal operations. The list includes, but is not limited to:

Douglas County Office of Emergency Management

- Coordinate the multi-agency coordination system
- In large disasters coordinate disaster declarations
- Coordinate communication and requests between EOCs
- Coordinate all logistical needs with state and federal agencies

Tri-County Health Department

- Issue precautionary health warnings as necessary
- Provide advice on all health matters
- Provide air contamination surveillance
- Monitor the disposal of hazardous and radiological materials
- Inspect all food services facilities at relocation centers
- Determine food and water safety and arrange for the removal of any contaminated product
- Inoculate for the prevention of disease
- Provide information on disinfecting public and private water supply
- Send representative to Town EOC as needed

Douglas County Sheriff's Office – Bomb Squad

- Respond to incidents involving the use or threatened use of explosive devices
- Provide for the removal of actual or simulated explosive devices
- Neutralize explosive devices
- Advise the incident commander on explosive devices and potential consequences

Douglas County School District RE-1

- Provide for the safety and protection of students and school personnel
- Coordinate with the Town and the American Red Cross for feeding, sheltering and transportation of displaced persons caused by a disaster
- Assist the Town with identification and selection of school facilities best suited for sheltering and feeding displaced persons caused by a disaster
- Advise the Emergency Manager on the availability of school district resources
- Send representative to Town EOC as needed

American Red Cross (ARC)

- The ARC operates under the Charter of the United States Congress; under the Charter, they provide relief and assistance for a myriad of human needs resulting from natural and technological disasters

TOWN OF PARKER
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- Designate and provide shelter to disaster victims
- Provide food and services for shelters
- Assist disaster victims in the repair of their homes
- Register displaced persons and provide information through the Disaster Welfare Inquiries System (DWIS)
- Provide crisis counseling to disaster victims and response workers
- Provide first-aid stations, nurses, etc., to disaster victims
- Provide assistance to damage assessment teams
- Send representative to Town EOC as needed

Salvation Army

- Assist with personnel feeding and shelter
- Assist the American Red Cross with crisis counseling for victims
- Provide food to disaster relief workers
- Provide clothing to disaster victims
- Send representative to Town EOC as needed

Amateur Radio Emergency Service (ARES)

- Set up emergency communications at the request of the EOC
- Provide communications to emergency workers
- Assist with damage assessment upon request

Douglas County Coroner

- Develop a plan to handle mass fatalities in the event of a major disaster
- Establish a temporary morgue should existing facilities become overwhelmed
- Perform all functions relating to identification, registration and disposition of fatalities
- Send representative to Town EOC as needed

Douglas County Department of Human Services

- Assist with evacuation and sheltering as needed
- Provide food and clothing to disaster victims
- Assist the American Red Cross with disaster welfare inquiries
- Assist with shelter management
- Send representative to Town EOC as needed

Xcel Energy/IREA

- Coordinate with the Town to expedite restoration of gas and electric disruptions caused by a disaster or emergency
- Provide a liaison to the EOC upon request

TOWN OF PARKER
Emergency Operations Plan

Telecommunications

- Coordinate with the Town to expedite restoration of telephone and other communication disruptions caused by disaster or emergency
- Provide emergency cell phone capabilities upon request
- Provide a liaison to the EOC upon request

Parker Water and Sanitation/Cottonwood/Stonegate Districts

- Coordinate with the Town to expedite restoration of sanitary sewer mainline service and appurtenances caused by disaster or emergency
- Coordinate with the Town to expedite restoration of water mainline service and appurtenances caused by disaster or emergency
- Provide a liaison to the EOC upon request

2.6 Continuity of Government

Purpose

The purpose is to provide a means of ensuring the continuity and preservation of the Town of Parker government during a major emergency or disaster.

Disasters can interrupt, paralyze or destroy the ability of local government to carry out its functions. Therefore, it is important that each level of government have the capability to preserve, maintain and reconstitute its ability to carry out essential functions.

The Town of Parker maintains a comprehensive Continuity of Government Plan which includes separate Continuity of Operations Plans for each Town department.

Responsibilities of ALL Town of Parker Departments

- Each department in the Town of Parker is responsible for having a Continuity of Operations Plan (COOP) which will be consolidated into the Town of Parker COOP. Once adopted by Town Council, a copy of the plan will be filed with the Town Clerk's Office. These plans, at minimum, should include:
 - Designated lines of succession and delegating authority for successors (at least 3 successors per department)
 - Establish provision for the preservation of records
 - Develop procedures for the relocation of mission-essential functions
 - Develop procedures to deploy essential personnel, equipment and supplies

2.7. Delegation of Authority – Mayor, Town Council, Town Administrator

TOWN OF PARKER Emergency Operations Plan

Certain events may require the Incident Commander (IC) to perform actions beyond the normal scope of his/her duties as defined by existing laws or policies. In this event, the appropriate Town official(s) may need to provide a written delegation of authority.

A delegation of authority allows the appointed entity to assume command and carry out the specific functions outlined in the delegation of authority. It does NOT relieve the granting authority from the ultimate responsibility of the incident.

A delegation of authority may be required to allow resources from other jurisdictions to operate within the corporate boundaries of the Town of Parker (*e.g.*, to allow peace officers from another agency to perform police functions within the Town).

National Incident Management System (NIMS)

The Town of Parker will use the ICS and the NIMS. The Town of Parker adopted the NIMS under Resolution No. 05-027 on March 21, 2005.

NIMS is a predetermined, flexible command structure incorporating the concepts of the ICS for safely directing all emergency response activities at the scene of an emergency during life-threatening situations that go beyond a routine, single-agency response.

The National Incident Management System is a system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local and tribal governments, the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among federal, state, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.

Incident Command System (ICS)

ICS is a standardized, on-scene emergency management system specifically designed to provide for an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations, as well as an Emergency Operations Center (EOC) and support personnel.

ICS Command Staff positions are established to assign responsibility for key activities not specifically identified in the general staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SOFR), and the Liaison Officer (LNO), in addition to various others, as required and assigned by the IC.

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The general staff includes incident management personnel who represent the major functional elements of the ICS, including the operations section, planning section, logistics section, and finance/administration section.

The operations function will at a minimum address the following:

- Establish perimeters
- Conduct evacuations
- Maintain command post and scene security
- Provide for detainee transportation, processing and confinement
- Direct and control traffic
- Conduct post-incident investigation

The planning function will at a minimum address the following:

- Prepare documented Incident Action Plans
- Gather and disseminate information and intelligence
- Plan post-incident demobilization

The logistics function will at a minimum address the following:

- Communications
- Transportation
- Medical support
- Supplies
- Specialized team and equipment needs

The finance/administration function will at a minimum address the following:

- Record personnel time
- Procure additional resources
- Record expenses
- Document injuries and liability issues

Command staff and general staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

Unified Command

An application of ICS is used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single Incident Action Plan.

National Response Framework

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The National Response Framework identifies fifteen Emergency Support Functions (ESF) of an emergency operation. The Emergency Operations Center will work in conjunction with Douglas County (OEM) to coordinate the appropriate ESF support. The fifteen primary ESFs are as follows:

- ESF #1 – Transportation
- ESF #2 - Communications
- ESF #3 - Public Works and Engineering
- ESF #4 - Firefighting
- ESF #5 – Information and Planning
- ESF #6 - Mass Care
- ESF #7 - Resource Support
- ESF #8 - Public Health and Medical Services
- ESF #9 - Urban Search and Rescue
- ESF #10 - Hazardous Materials/Environmental Protection
- ESF #11 – Food and Water
- ESF #12 – Energy
- ESF #13 - Public Safety and Security
- ESF #14 - Long-Term Community Recovery and Mitigation
- ESF #15 - External Affairs

Incident Response

Upon notification of an actual or impending disaster, the responsible department director, the Emergency Manager or the Town Administrator will activate all or part of this Emergency Operations Plan.

Emergencies will be managed in the field under the plan assignments as set forth herein. The Emergency Operations Center may be activated to help support the assigned agencies 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.) The Primary Emergency Operations Center will be located at the Town of Parker Police Department. A Secondary (backup) EOC, if needed, is located at the Town’s Public Works Operations Center (“PWOC”).

Management and Functional Facilities

Incident Management

Each hazard, whether natural, biological or technological, will be assigned a lead agency. It will be this lead agency’s responsibility to provide the overall incident management.

The EOC director will then organize departments and all supporting agencies within the EOC. The director will ensure that messages, information and data are kept current and that written communications are processed in a timely manner.

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Each department operating within the EOC is responsible for keeping accurate records regarding resources and expenses. Each department is responsible for maintaining a log that includes the dates and times of events that occurred to that department during the event.

Functional Facilities

The Emergency Operations Center (EOC) provides a functional area for decision-making officials to operate. It also provides communication capabilities, resources for logging data and a conference area. Access to the EOC is restricted to key personnel.

The EOC Policy Group is comprised of the Chief of Police, Emergency Manager, and appropriate department directors, depending on the type of incident. In a disaster or major emergency incident, the executive management of the Town of Parker will convene as necessary to support the EOC and Incident Commander with executive policy decisions.

Some of these decisions might include:

- Issue or apply for disaster declarations
- Issue a written delegation of authority
- Disseminate damage assessment information
- Financial management
- Maintain liaison with other municipalities, state or federal representatives

An EOC is responsible for supporting the Incident Command Post (s) in a disaster and does not directly control field assets, but instead is responsible for supporting the logistical and informational needs of the field component. The common functions of all EOCs are to gather and analyze data, make decisions that protect life and property, maintain continuity of the organization within the scope of applicable laws and disseminate those decisions to all concerned agencies and individuals in coordination of incident operations in the field. In most EOCs there is one individual in charge, and in Parker that individual holds the title of Emergency Operations Center Director.

The level of activation will be determined by the level and extent of the situation. All local response and recovery efforts (resources and requests for assistance) will be coordinated at the EOC. Direct communications must be established between the EOC or OEM and responsible agencies of ESFs.

The Incident Commander (IC) will control and coordinate all response forces at the emergency or disaster scene. The IC will establish and maintain communication with the EOC and the response forces.

The Incident Command Post (ICP) is the on-scene area established by the incident commander to maintain direction and control of the incident. The incident commander will establish and maintain communication with the EOC. More specific information on communications is located in the Communication Annex of this plan.

1. The IC maintains operational control of the incident and reports information to the EOC.

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2. Most incident operations are directed from the Incident Command Post, including communications, planning, public information and resource management.

The Mobile Command Post vehicle is a resource that can be requested by the Parker Police Department to help support incident operations. The incident commander will request the Mobile Command Post through the Communications Center.

2.8. Legal Authorities and References

The development of this plan meets the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other state and federal guidelines for local emergency management plans and programs. The contents of this plan 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 Town of Parker. It will also provide the basic framework for the management of unforeseen events. Specific legal references include:

- National Response Framework
- Homeland Security Presidential Directive (HSPD) 5
- Homeland Security Presidential Directive (HSPD) 8
- Title VI of PL 93-288, as amended, entitled “The Robert T. Stafford Disaster Relief and Emergency Assistance Act”
- Title 24, Article 32, Part 2101, *et seq.*, Colorado Revised Statutes, as amended; entitled the "Colorado Disaster Emergency Act of 1992"
- Town of Parker Municipal Code Section 2.03.020(e)(16)
- IGA between Douglas County jurisdictions for Disaster-Emergency Mutual Aid and Disaster-Emergency Resources Assistance (2011)

Parker Charter and Municipal Code References

Town Charter References

Section 4.1 The Mayor

The Mayor shall be the presiding officer of the Council and the recognized head of the Town government for all legal and ceremonial purposes. He shall have no vote upon any question except in the case of a tie-vote, when he shall be allowed to vote. The Mayor shall have the authority within twenty-four (24) hours to veto any ordinance or resolution passed by the Council. In the event of such a veto, the resolution or ordinance shall be void and of no effect unless the Council shall at a following regular meeting approve the ordinance or resolution by a two-thirds (2/3) majority vote of the total Council. All contracts in writing binding the Town, all conveyances of interests in land by the Town, all ordinances and resolutions, and any other documents requiring his signature shall be signed by the Mayor (or person acting as Mayor as provided in Section 3.3) except as otherwise provided by ordinance and attested by the Town Clerk under the Seal of the Town. (Amended by special election, 11/5/96)

Section 8.3 Department of Police

a. There is hereby created a Department of Police, the director of which shall be the Chief of Police who shall be an employee of the Town.

b. The Chief of Police shall be in direct command of the Department of Police. He shall assign all members of the Department to their respective posts, shifts, details and duties. He shall make rules and regulations affecting his Department, in conformity with the ordinances, resolutions and personnel policies of the Town, concerning the operation of the Department and conduct of all employees. He shall be responsible for the efficiency, discipline and good conduct of the Department and for the care and custody of all property used by the Department.

c. Before entering upon the duties of his office, every police officer, including the Chief of Police, shall take and subscribe before a judge or the Town Clerk an oath or affirmation that he will support the Constitution and the laws of the United States and of the State of Colorado, the Charter and ordinances of the Town, and will faithfully perform the duties of the office upon which he is about to enter.

d. The Department of Police shall be responsible for the preservation of public peace, prevention of crime, apprehension of criminals, protection of the rights of persons and property, the enforcement of the laws of the State and of the ordinances of the Town as provided by this Charter and all rules and regulations made in accordance therewith, and such other functions as the Mayor and Council may prescribe for public safety. All members of the Department shall have all powers with respect to the service of criminal process and the enforcement of criminal laws as are vested in police officers in the State of Colorado.

e. The Chief of Police, with approval of the Mayor, may appoint such special policemen, patrolmen or auxiliary force, with or without compensation, as may be deemed necessary, all of

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whom shall have the same responsibility, functions, duties and powers as do other members of the Police Department, unless changed by the Council upon recommendation of the Mayor. However, no special policeman, patrolman or auxiliary force may assume any responsibility, function or duty of the Police Department without adequate training as described in the personnel policy for the Police Department which is approved by the Council. (Ord. 1.62 §2, 1994)

Parker Municipal Code References

Section 2.03.020(e)(16).

(e) The Town Administrator shall have the following additional functions and duties:

* * *

(16) To exercise and perform all administrative functions of the Town that are not imposed by the Charter or this Article upon some other official. Notwithstanding any other provisions in the Charter to the contrary, the Town Administrator may, in the event of an emergency, exercise complete administrative authority over any department, department head or Town employee and all Town-owned property. The Town Administrator shall determine when such emergency exists. It is the intent of this Paragraph to delegate to the Town Administrator the authority within Sections 15.14 and 15.15 of the Charter to provide for the continuity of government and to provide for the necessary organization, powers and authority to enable the timely and effective use of all available Town resources to prepare for, respond to and recover from civil emergencies, emergencies or local disasters. It is also intended to grant as broad a power as permitted within the letter of the Charter and the Town Council-Town Administrator form of government, including but not limited to, upon the declaration of an emergency, the authority to establish a curfew, order an evacuation, regulate distribution of food and water, close businesses, limit sales of alcohol, firearms and explosives, close streets, buildings and transportation routes, commandeer private property, appropriate funds, temporarily close governmental offices, including the Municipal Court, in the event that conducting court operations is not practical or prudent, and issue any order believed necessary to protect the Town. The Town Council retains the power to direct the Town Administrator during the pendency of a declaration.

Colorado Disaster Declaration Process References

Disaster Declarations usually follow these steps:

- **Local government responds**, supplemented by mutual aid from neighboring communities and volunteer agencies. If the disaster exceeds the local capabilities, the local government can request county assistance. When county resources are exhausted, the county can request state assistance.

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A local government may declare a local disaster or an emergency through the principal executive officer of a political subdivision, and submit it to the state.

Why Declare a Disaster?

- To gain access to TABOR (Taxpayer Bill of Rights) emergency reserves
- To qualify for certain types of federal and state disaster assistance
- To activate local and inter-jurisdictional emergency plans and mutual assistance agreements
- To support the enactment of temporary emergency restrictions or controls (*e.g.*, curfews, price controls)
- **The state responds** with state resources as requested (and/or needed) by the local government.

The Colorado Division of Homeland Security and Emergency Management, Department of Military and Veterans Affairs, Department of Public Health & Environment, Department of Transportation, Department of Local Affairs, Department of Public Safety, Colorado State Patrol, Department of Human Services, Department of Agriculture, and the Department of Natural Resources are all examples of Colorado agencies that may respond to a disaster.

The state may declare a disaster or emergency by Executive Order or Proclamation of the Governor if the Governor finds a disaster has occurred or that this occurrence or the threat of a disaster or emergency is imminent. This frees up state TABOR reserves and Disaster Emergency funds, enables the Governor to temporarily enact or suspend state restrictions or controls, activates the state Emergency Operations Plan, and activates the state Emergency Operations Center.

- **Damage assessment.** The state can request a disaster declaration from the Governor with a preliminary damage assessment from the local government through the state Division of Homeland Security and Emergency Management in addition to Douglas County.

The state can also perform a formal federal, state, and local preliminary damage assessment with FEMA to determine if damage amounts may qualify for a presidential disaster request and therefore, federal assistance.

Note: The difference between a **disaster declaration** and an **emergency declaration** is that an emergency can be declared even though there is no disaster. An example would be the Summit of the Eight or World Youth Day. Additional resources were requested and the state Emergency Operations Plan was activated. Also, an emergency declaration is generally of lesser scope and impact than a major disaster declaration.

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Sample Disaster / Emergency Declaration

WHEREAS, The Town of Parker suffered serious damage to roads, bridges, homes, businesses, and other public and private facilities caused by excessive snow melt and unreasonably heavy rains, which occurred on _____; and _____ (date)

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the Town's available resources.

NOW, THEREFORE, be it resolved, that the Town Council of the Town of Parker, Colorado, declare this to be a disaster area.

DATED AT _____, COLORADO
THIS ____ DAY OF _____, (DATE)
at _____ (TIME)

Mayor of the Town of Parker

**NOTE: Supply two (2) copies to CDHSEM -
9195 East Mineral Avenue, Suite 200
Centennial, Colorado 80112
Fax: 720.852.6750
CDHSEM will forward one (1) copy to the Governor's Office.**

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GLOSSARY

For the purposes of the NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Available Resources: Resources assigned to an incident, checked in and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration and Intelligence (if established as a separate section).

Colorado Voluntary Organizations Active in Disaster (COVOAD): Falls under the umbrella of NVOAD (National Voluntary Organizations Active in Disaster). COVOAD works to support its membership by facilitating planning and coordination efforts among response and recovery voluntary agencies. By working together before disasters strike, COVOAD member agencies are better positioned to provide more effective services and minimize duplication.

Command: The act of directing, ordering or controlling by virtue of explicit statutory, regulatory or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Continuity of Operations Plan (COOP): Continuity of Operations, as defined in the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-

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51/HSPD-20) and the National Continuity Policy Implementation Plan (NCPIP), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Debris Management Plan: A planning guide to provide the framework for Town government and other entities to remove debris generated during a public emergency within the Town.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially-declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. An EOC may be organized by major functional disciplines (*e.g.*, fire, law enforcement and medical services), by jurisdiction (*e.g.*, federal, state, regional, county, city, tribal) or some combination thereof.

Emergency Operations Plan (EOP): The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

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Evacuation: Organized, phased and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, *e.g.*, parades, concerts or sporting events. Event Action Plans (EAP) may be developed in lieu of Incident Action Plan (IAP).

Federal: Of or pertaining to the federal government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The term function is also used when describing the activity involved, *e.g.*, the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance/Administration Section Chief. Each may have a deputy, as needed.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. Within the EOC, support groups may be established to assist the Sections. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that

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reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished or have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Response: Resources initially committed to an incident.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (*e.g.*, city, county, tribal, state, or federal boundary lines) or functional (*e.g.*, law enforcement, public health) Sometimes referred to as Jurisdictions Having Authority (JHA).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, 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; an Indian tribe or authorized tribal organization, or in Alaska a native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, any fire, flood or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (federal, state, local and tribal) for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment and/or expertise in a specified manner.

National: Of a nationwide character, including the federal, state, local and tribal aspects of governance and polity.

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National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among federal, state, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework: A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Office of Emergency Management (OEM): An Office of Emergency Management is an agency at the local, state or national level that holds responsibility of comprehensively planning for and responding to all manner of disasters, whether man-made or natural. An OEM may also be requested to provide consequence management for large special events such as major gatherings, visiting dignitaries, *et al.*

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Planning Section: Responsible for the collection, evaluation and dissemination of operational information related to the incident and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental

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organizations to identify threats, determine vulnerabilities and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification and publication management.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking and coordination.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience and physical and medical fitness.

Recovery: The development, coordination and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a state, local or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

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Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special federal, state, local and tribal teams; and resource mobilization protocols.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, *e.g.*, Operations, Planning, Logistics, Finance/ Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command. Groups may be established within the EOC to support Sections.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Technical Assistance: Support provided to state, local and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key

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resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics or finance/administration activity.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation or receipt of compensation for services performed. See, *e.g.*, 16 U.S.C. 742f(c) and 29 CFR 553.101.

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Annex I - Direction and Control (ESF #5)

Lead

Agency/Agencies:

**Town of Parker Police Department
Office of Emergency Management**

Supporting

Agency/Agencies:

South Metro Fire Rescue Authority

Purpose

To provide timely, effective and efficient direction and control of available resources in response to a natural or technological emergency or disaster.

Situation

The direction and control organization must be able to activate quickly at any time day or night, operate around the clock and deal effectively with emergency situations that range from minor to catastrophic.

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- Town of Parker resources will be used to respond to emergency situations and, if needed, requests for mutual aid assistance and supplemental assistance from neighboring jurisdictions, county, state or federal agencies will be made if the Town resources become limited or expended as a result of the emergency or disaster.

Concept of Operations

- NIMS-ICS will be used as the command structure for emergency situations.
- Each disaster or emergency will be assigned a lead agency – a specific department that is responsible for overall management and coordination. The responsibilities of the lead agency include, but are not limited to:
 - Activate the EOP and declare the response level;
 - Notify key officials to include Mayor, Emergency Manager, EOC Director, Communications Center and other departments as necessary;
 - Call in personnel as directed by event.
- During all major emergencies, the Town of Parker Emergency Operations Plan (EOP) will be activated as provided for in the Plan.
- Each department is responsible for developing standard operating procedures (SOP) in response to all emergency situations.

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- Each department is responsible for maintaining a current call-up list for essential employees.
- The Town of Parker Police Department Communications Center will serve as the main contact point, on a 24-hour basis, for key official notification. It will maintain a current list of all department on-call members and their phone numbers. The 24-hour phone number is 303-841-9800.
- Each department is responsible for having properly-trained members to manage their operations.
- The Incident Command Post (ICP) will be supported by the Emergency Operations Center (EOC), staff and other emergency supporting agencies as needed. This emergency organization functioning within the EOC, is designed to:
 - Maintain existing leadership and response authority and responsibility (continuity of government);
 - Provide leadership and response organization;
 - Insure a leadership and response organization when an incident requires the potential for state and/or federal assistance.
- The Emergency Operations Center (EOC) is established as the central point to which essential reports and information concerning the emergency or disaster will flow.
- The principle functions of the EOC are to:
 - Monitor potential threats;
 - Support on-scene response operations;
 - Receive, compile and display data on the emergency situation and resource status;
 - Analyze problems and formulate options for solving them;
 - Coordinate among local, state and federal agencies, if required;
 - Develop and disseminate warnings and emergency public information;
 - Coordinate damage assessments activities and assess the health and safety of the public;
 - Request external assistance from other jurisdictions, volunteer organizations, businesses or from the state and county.
- The following personnel may comprise the Emergency Operations staff:
 - Emergency Manager
 - EOC Director
 - Police Chief or designee
 - Fire Department IC or Command Staff
 - Emergency Medical Service Representative
 - Director of Engineering/Public Works or designee

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- o Town Clerk
 - o Town Attorney
 - o Finance Director
 - o Public Information Officer
 - o Other staff as necessary based on the emergency event
- Authority to activate and operate the EOC
 - o Town Administrator
 - o Police Chief
 - o Emergency Manager
 - o Senior Supervisor present
- Primary EOC Location
 - o The primary EOC will be the Town of Parker Police Department EOC
 - o Alternate EOC location(s) may be:
 - Town of Parker Town Hall or
 - The determination to use an alternate EOC location will be made by the Emergency Manager and should be based upon the usability of the primary location and the type of emergency or disaster.
 - Public Works Operations Center (“PWOC”) at 9045 Tammy Lane (northeast corner of Hess Road and Tammy Lane)

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Annex II – Communications (ESF #2)

Lead

Agency/Agencies: **Town of Parker Police Department**

Supporting

Agency/Agencies: **Douglas County Sheriff's Office**
 Castle Rock Police Department
 Littleton Police Department
 Aurora Police Department
 Arapahoe County Sheriff's Office
 Colorado State Patrol

Purpose

To provide assurance that communications during major emergencies will be maintained. To identify alternative resources should Parker Police Department's capabilities be rendered inoperable.

Situation

Communications systems are an integral part in the successful completion of any emergency or disaster type situation.

Concept of Operations

- It is recognized that some telecommunications elements of the emergency or disaster response will be established before the activation of this plan. Therefore, a pre-set formal structure is not desirable. However, the following guideline will be used:
 - In an inter-jurisdictional or multi-agency response, common radio channels between agencies will be utilized first for communications.
- The Parker Police Department EOC will have the responsibility to communicate pertinent information to all key officials.
- It is the responsibility of all departments to develop and utilize their own fan-out system.
- The Parker Police Department Communications Center will activate their emergency procedures.
- The Parker Police Department's Mobile Command Post and Regional Command Post may be set up for police and fire as necessary for interoperable communications.
 - Additional mobile communications' vehicles may be requested from the following agencies:
 - Douglas County
 - City and County of Denver
 - Arapahoe County

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- City and County of Brighton
- South Metro Fire Rescue Authority

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Annex III – Warning (ESF #15b)

Lead

Agency/Agencies:

**Town of Parker Police Department
South Metro Fire Rescue Authority**

Supporting

Agency/Agencies:

**Douglas County Sheriff's Office
Castle Rock Fire Rescue
Franktown Fire
Elizabeth Fire
Rattlesnake Fire
Arapahoe County Sheriff's Office**

Purpose

To provide the resources to warn the public in a timely manner of a pending or occurring emergency or disaster.

Assumptions

- Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

Concept of Operations

- The Parker Police Department Communications Center will be the recipient of emergency information to be disseminated to the public.
- Warnings will be disseminated to the public via:
 - Activation of the Emergency Alert System
 - Code Red notification
 - Electronic media / social media
 - Public address system
 - Door-to-door

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Annex IV – Emergency Public Information (ESF 15a)

Lead

Agency/Agencies: **Town of Parker Police Department**

Supporting

Agency/Agencies: **Town of Parker Community Affairs
Department**

Purpose

To establish responsibilities and procedures for preparation and dissemination of timely and accurate official information to the public during a major emergency or disaster.

Situation

The need for the effective collection, monitoring, management and dissemination of accurate, useful and timely public information to the media and the public during disasters and emergencies is vital in keeping the public and others informed.

Assumptions

- The public needs timely and accurate information for protection of life and property during response to, and recovery from, a disaster or emergency situation.
- The Town of Parker Public Information Officer (PIO) has the lead responsibility as the official spokesperson for all official Town statements and media releases.
- The Police Department public information officer has responsibility as the official spokesperson for emergency operation actions.

Concept of Operations

- This Annex IV will be activated whenever accurate and timely information is needed to inform the public during an emergency or disaster.
- In order to reduce confusion, control rumors and promote public confidence in emergency response efforts, a single point of contact will be established for the direct release of disaster-related information to the public via the news media during a major event.
- Disaster-related information may include information during a disaster or emergency concerning the situation and instructions to the public for obtaining disaster relief and assistance.
- This single point of contact should be designated to the EOC to give media briefings and to approve coordinated news and public information releases when the Town is in emergency response.
- In smaller incidents, a single spokesperson from the primary response department at the scene will be designated to release information about the incident.
- A Joint Information Center (JIC) may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.

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- When a JIC is established, the Town's single point of contact shall be designated as the JIC Manager and shall coordinate the release of information through the Police Department.
 - Records shall be kept of actions performed and information that is released.

Annex V – Sheltering / Mass Care (ESF #6)

Lead

Agency/Agencies: **Town of Parker Police Department**
 Town of Parker Parks, Recreation and Open Space Department
 South Metro Fire Rescue Authority

Supporting

Agency/Agencies: **American Red Cross**
 Salvation Army
 Douglas County Office of Emergency Management
 Colorado Division of Homeland Security and Emergency
 Management
 Douglas County School District RE-1 Transportation Services

Purpose

To provide shelter and care to disaster victims within the Town.

Situation

An emergency or disaster may cause victims to be forced from their homes. Family members may be separated immediately following an emergency or disaster, such as children in school and parents at work.

Assumptions

- Not all disaster victims will require mass care services. Some victims will go to mass shelters, others will find shelter with friends and relatives; many victims will remain with or near their damaged homes.
- Private and volunteer organizations, *i.e.*, ARC, Salvation Army, Colorado Voluntary Organizations Active in Disaster (COVOAD), etc., will provide immediate shelter, feeding and emergency first aid relief to individuals and families not normally available from government resources.

Concept of Operations

- The police and fire departments will determine the threat, magnitude and need for mass care services.
- Establish an on-scene Incident Command Post.
- The Parker Police Department will coordinate the evacuation process.
- The Parker Police Department will contact the American Red Cross who maintains formal written agreements with local schools for the use of school facilities for mass care in a disaster event.
- RTD and/or school district will supply buses for transportation if needed.

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- The American Red Cross will provide for the immediate needs of sheltered residents for lodging, food, clothing and personal items.
- The Parker Police Department will provide security for the evacuated area.
- Door-to-door notifications will be made to assure evacuation is complete.
- The Police Department will provide security to the shelters if needed.
- A disaster welfare network will be set up by the American Red Cross.
- Sheltering arrangements will be made for pets by the Parker Police Department Animal Control Officer or Douglas County Animal Response Team (DCART).
- A list of evacuees and their location will be maintained by the Parker Police Department Victim Services Section.
- The Town must send a representative to each shelter. This representative will be in contact with the EOC, either by phone or radio, so occupants of the shelter may receive regular updates on the status of the emergency, the duration of their needed stay and other information relative to the incident.
- Contact will be made with Douglas County Office of Emergency Management, if necessary, to assist with additional sheltering and resource allocation.

Local designated shelters include:

Chaparral High School 15655 Brookstone Drive Parker, CO 80134 303.387.3500 Capacity: 2900 Contact: Rich Payne Director of Security Douglas County Schools Dispatch: 303.387.9999 Office: 303.387.0377 Cell: 719.290.9776	Ponderosa High School 7007 Bayou Gulch Road Parker, CO 80134 303.387.4000 Capacity: 2200 Contact: Rich Payne Director of Security Douglas County Schools Dispatch: 303.387.9999 Office: 303.387.0377 Cell: 719.290.9776
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Annex VI – Health and Medical (ESF #8)

Lead

Agency/Agencies: **South Metro Fire Rescue Authority**

Supporting

Agency/Agencies: **Town of Parker Police Department
Douglas County Coroner's Office
Tri-County Health Department
Parker Adventist Hospital**

Purpose

To outline the general responsibilities for providing proper care, treatment and transportation to victims of a mass casualty or mass fatality event.

Situation

Virtually any type of natural or technological disaster carries the potential for significant numbers of dead and injured.

A catastrophic event would activate the National Disaster Medical System (NDMS), causing an overflow of victims into or out of the Denver Metropolitan Area. The Disaster Mortuary Operational Response Team (DMORT) could be activated as well.

Assumptions

- Paramedics will assume the responsibility for emergency medical operations.
- Area hospitals may become overwhelmed.
- The Metropolitan Medical Response System (MMRS) may be activated to provide mutual aid and equipment.

Concept of Operations

- Preservation of life and safety of emergency workers and the public will take precedence over all activities addressed in this Annex VI.
- Personnel providing health and medical services will adhere to accepted standards of care and take appropriate protective measures.
- Emergency health and medical services programs will be administered by those agencies having day-to-day responsibility.
- Representatives at the EOC will be assigned within the Incident Command System structure and health and medical operations will be coordinated using that system.
- In a mass fatality incident, the police department will be the lead investigating agency, until such time that the incident is handed over to another qualified investigating agency, if deemed necessary.

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- The police department will be responsible for investigating violations of applicable laws and for securing the scene and evidence.

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Annex VII – Resource Management (ESF #7)

Lead

Agency/Agencies:

Town of Parker Police Department

Town of Parker Engineering/Public Works Department

Supporting

Agency/Agencies:

All Town of Parker Town Departments

Douglas County Office of Emergency Management

Colorado Division of Homeland Security and

Emergency Management

Purpose

The purpose of this Annex VII is to provide a plan for effective procurement and use of human and material resources in the case of any type of emergency or disaster within the Town of Parker.

Situation

Town resources will be available during an emergency and should be used accordingly; however, as Town resources become depleted, mutual aid resources, as well as state and federal resources, may be requested. Private and contracted resources may also be procured.

Assumptions

- Shortages in Town of Parker response resources may occur in any emergency or disaster. Procedures should be maintained to identify where and how to replenish them.
- Private contractors and volunteer agencies may be willing to assist the community during an emergency or disaster. They should be identified by material or service each can provide.
- Mutual aid agreements with neighboring jurisdictions will be established and invoked as needed.
- Support is available through requests to state and federal agencies. Procedures should be maintained for accessing this support.

Concept of Operations

- Pre-emergency planning requires that each department that is assigned a responsibility in the basic plan will identify all personnel and material resources they may require and how to access or procure those resources.
- Emergency procurement procedures will be established and records maintained of all expenditures for goods, services and personnel.
- If additional resources are required, requests should be made through the Emergency Operations Center (EOC).
- All purchases and requests for additional resources require the approval of the Incident Commander and will be coordinated through the EOC.

Annex VIII – Evacuation (ESF #13b)

Lead

Agency/Agencies: **Town of Parker Police Department**

Supporting

Agency/Agencies: **South Metro Fire Rescue Authority
Douglas County Office of Emergency Management
Colorado Division of Homeland Security and Emergency
Management
Douglas County School District RE-1 Transportation Services
Town of Parker Engineering/Public Works Department**

Purpose

To put a plan in place when a disaster makes it necessary to evacuate a portion of, or the entire Town.

Situation

An emergency or disaster may cause victims to be forced from their homes and/or businesses depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions.

There are two types of evacuations that may be utilized: general and limited.

- A **general** evacuation would involve the relocation of a large portion of the public from a risk area. The EOC will be activated.
- A **limited** evacuation would involve the relocation of a smaller portion of the public from a risk area. The EOC may be activated.

Assumptions

- First responders (fire, police, EMS) will usually be able to recognize a situation requiring an evacuation and would initiate initial evacuation recommendations and procedures.
- This Annex VIII focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Some residents may refuse to evacuate after being advised to do so.
- Most evacuees would try to relocate with friends or relatives or go to a hotel/motel, rather than go to a public shelter.
- Residents may try to re-enter a risk area before it is safe to do so.
- Spontaneous evacuation will occur when there is sufficient warning of the threat.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.

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- Evacuation of people for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary.
 - Evacuation instructions should be based on known or assumed health risks associated with the hazard.

Concept of Operations

- The Police and Fire Departments will determine the threat, magnitude, intensity, time until onset and expected duration of the emergency, as well as the need for evacuation.
- Establish an on-scene Incident Command Post. Activate the EOC, if necessary.
- The Police and Fire Departments will coordinate the evacuation process until such time as the EOC is operational, to include:
 - Identify the number of people requiring transportation to evacuate;
 - Designate an assembly point for evacuees without their own transportation for assembly;
 - Arrange transportation for evacuees without their own vehicles;
 - Arrange shelters to house evacuees;
 - Provide evacuation information to the local media to be disseminated.
- The Parker Police Department should provide security for the evacuated area.
- Door-to-door notifications should be made to assure evacuation is complete.
- A list of evacuees and their location will be maintained.
- Contact will be made with Douglas County Office of Emergency Management, if necessary, to assist with evacuation, additional sheltering and resource allocation.
- An evacuation of the Town of Parker will impact neighboring jurisdictions and evacuation routes will need to be coordinated.
- The Town of Parker Incident Commander will designate, in cooperation with the Town's Traffic Engineer, general evacuation routes for residents to use.
- To the extent possible, provisions will be made for providing the elderly and special needs population with transportation methods, medical assistance and other related support during emergency situations.
- If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for transportation, as a last resort, officials may recommend in-place sheltering.
- Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation.
- Access to controlled areas will be controlled by law enforcement. Law enforcement will patrol all evacuated areas unless officers are at risk.

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- Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
 - If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions or the state or federal government. Assistance requests to nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the CDHSEM, through Douglas County OEM, if possible.

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Annex IX – Communications Systems Failure Management (ESF #2)

Lead

Agency/Agencies: **Town of Parker Police Communications Center**

Supporting

Agency/Agencies: **Town of Parker Information Technology Department
Douglas County Sheriff's Office Communications Center
Douglas County E-911 Emergency Telephone Authority**

Purpose

Develop a plan to ensure continuity and availability of essential communications systems for the Town of Parker in the event of a massive or sustained failure of systems during a disaster.

Situation

Numerous natural and man-made disasters can affect one or multiple communications systems. It is essential for the efficient management of a major emergency disaster to provide for alternate communications systems.

Assumptions

- Specific failures of communications systems are hard to predict. The Continuity of Operations Plan shall hold specific information as to personal responsibility and equipment information.
- Should the Communications Center become uninhabitable or should all systems fail, the communications operation shall be transferred to a predetermined facility with equipment and space to provide for the Town of Parker's needs.

Concept of Operations

The Communications plan may be either a part of the Information Officer's role or linked to this role. However, during the time when an incident is in process, all aspects of the Communications plan should be cleared with the Incident Commander before any information is released. In addition to the COOP, the following will be developed by the Emergency Manager, Information Technologies and the Communications Center:

- Plans and policies for the transfer of 911 calls shall be maintained by the Communications Center.
- Radio systems shall be transferred from the Communications Center to either the Command van or to a designated radio backup call center.
- Communication mediums, include, but are not limited to, paper copy, bulletin board, press release, telephone tree, remote telephone call center, remotely stored information for retrieval by others, out-of-area contact personnel.

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- Templates and samples, include, but are not limited to, canned statements and background information on key personnel, locations, suppliers, charts, graphs and diagrams and maps for complex areas that would be difficult to communicate in written or spoken form. A set of forms to track various messages and a log form to document sources of information, decisions, management approvals.
 - Easy-to-understand and train other instructions, "how-to" note sheets laminated in plastic so they won't get damaged in water.
 - A detailed training plan to train essential members in the organization that need to be involved in alternative communication systems.
 - A testing plan and schedule periodic tests of the COOP using realistic scenarios shall be regularly conducted.

Annex X – Public Safety (ESF #7 and 13)

Lead

Agency/Agencies: **Town of Parker Police Department**

Supporting

Agency/Agencies: **South Metro Fire Rescue Authority**
 Area Law Enforcement Agencies
 State Law Enforcement Agencies
 Federal Law Enforcement Agencies

Purpose

The purpose is to establish a comprehensive, all-hazards approach to domestic-incident management across a spectrum of activities including prevention, preparedness, response and recovery; delineate the available emergency law enforcement resources for use in natural, man-made or terrorist disasters and other widespread emergencies; protect the Town from terrorist attacks and other natural and man-made hazards; save lives; protect property and apprehend lawbreakers.

This Annex X is developed as an integral part of the Town of Parker Emergency Operations Plan. It is also designed to stand alone as the Law Enforcement Emergency Plan.

This Annex X describes the systems that will be used to conduct emergency law enforcement operations prior to, and during recovery from, disasters, terrorist events and other emergencies, as well as multi-agency situations requiring prompt actions in order to protect lives and property.

Situation

This Annex X is a strategic document that provides planning guidance and outlines operational concepts for the law enforcement and investigative response to natural, man-made or terrorist disasters and other widespread emergencies.

All ESF activities will normally be coordinated from the EOC. The Parker Police Department representative located in the EOC will maintain communication with the police command center.

Upon activation of the Town Emergency Operation Center, the police department will initiate the following functions:

- **Planning support:** Assess and provide information concerning public safety and law enforcement services for areas affected by the emergency. Analyze disaster or potential disaster conditions; assess townwide needs and national requirements and recommend to the Town Administrator those functions that should be reduced, strengthened or maintained during the emergency period.
- **Coordination:** Work in coordination with other state and local agencies to ensure that services and public safety issues are coordinated throughout the Town.

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- **Information:** Provide the EOC with information related to law enforcement problems identified throughout the Town. Verify identified problems and take actions as appropriate.
 - **Planning assumptions and considerations:** Incidents may result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life-support systems, essential public services and basic infrastructure and significant damage to the environment.

Assumptions

Top priorities for law enforcement are to:

- Save lives and protect the health and safety of the public, responders and recovery workers;
- Ensure security of the Town;
- Prevent an imminent incident, including acts of terrorism, from occurring;
- Protect critical infrastructure and key resources;
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution;
- Protect property and mitigate damages and impacts to individuals, communities and the environment;
- Conduct operations that assist with the flow of traffic and conveyance, and manage crowd control;
- Coordinate a response with appropriate federal law enforcement agencies in the event of a terrorist attack.

Authorities: In accordance with HSPD-5 and other relevant statutes and directives, the Attorney General of the United States has lead responsibilities for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States. The Parker Police Department will work in concert with federal law enforcement to identify the perpetrators and bring them to justice, consistent with the laws of the United States, the State of Colorado, and the Town of Parker.

Concept of Operations

General:

- Law enforcement activities remain under the control of the Chief of Police or the Incident Commander.
- When a determination is made to activate the EOC, a representative from the Parker Police Department will respond. Initial assessment will include the extent of the emergency and any effects on public safety.
- The federal government has responsibility for enforcement of federal laws, though state and local officers have authority to enforce and make arrests for certain federal violations.

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- In an extreme disaster emergency, the government may assume the authority with the disaster area to exercise all police power constitutionally vested in the state.
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Responsibilities – Police Departments:

- Save lives and protect the health and safety of the public, responders and recover workers;
- Ensure security of the Town;
- Protect critical infrastructure and key resources;
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators and collect and preserve evidence for prosecution and/or attribution;
- Protect property and mitigate damages and impacts to individuals, communities and the environment;
- Colorado Revised Statutes (C.R.S.) provide authority for chief executive officers of law enforcement agencies to request mutual aid assistance from adjacent jurisdictions at any time when the needs for law enforcement exceed available resources;
- When responding to mutual-aid requests under state law, officers of the responding agency act as officers of the requesting jurisdiction during such service;
- Requests for law enforcement support beyond those of routine mutual aid should be made through the Chief of Police;
- Coordinate a response with appropriate federal law enforcement agencies in the event of a terrorist attack.

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Annex XI – Damage Assessment (ESF #14a)

Lead

Agency/Agencies: **Town of Parker Community Development**
 Town of Parker Engineering/Public Works Department

Supporting

Agency/Agencies: **Town of Parker Information Technology Department**
 Douglas County Office of Emergency Management
 Colorado Division of Homeland Security and Emergency
 Management

Purpose

To provide timely and comprehensive information on the scope and impacts of a disaster and, when necessary, meet disaster declaration needs consistent with state and federal criteria.

Situation

An emergency or disaster requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss and directs attention to the mobilization of resources necessary to cope with the situation.

State and federal disaster assistance may be required during an emergency or disaster. If such assistance is necessary, it must be based upon an accurate aggregate damage/loss estimate.

Concept of Operations

- The Town of Parker Chief Building Official and the Engineering Services Manager will begin an initial damage assessment to collect, record and report data. Information will serve as the basis for evaluating the need for disaster declaration at local, state and federal levels should such action become necessary. GIS to be used to plot the damage data.
- Implement the Town of Parker Disaster Recovery Plan, based on the Town's capability to manage disaster recovery based on the current situational analysis.
- Information and documentation compiled will be consolidated into a preliminary damage assessment report forwarded to the EOC who will report such damage to key personnel and the Colorado Division of Homeland Security and Emergency Management.
- A Disaster Declaration may be declared by the Town Administrator in order to fully mobilize resources or to enact temporary restrictions, such as curfews and price controls. Such declaration will be given prompt and general publicity and will be filed with the Town Clerk and respective Douglas County Clerk and Recorder and two copies will be forwarded to the state Office of Emergency Management (OEM). A local declaration is a precondition for state emergency assistance in most cases.

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Annex XII – Vital Records

Lead

Agency/Agencies: **Parker Town Clerk’s Office**

Supporting

Agency/Agencies: **All Town of Parker Departments**

Purpose

To ensure that a list of vital records be maintained by all departments.

Situation

In any emergency or disaster, the continuity of government and the re-establishment of government after a situation are vital to the public. Vital records maintained by government are an essential aspect of continuity and re-establishment of operations.

Assumptions

- Government maintains various records that can include:
 - Vital statistics
 - License registers
 - Election records
 - Budget records
 - Charters
 - Official minutes
 - Criminal and court records
 - Incorporation records
 - Contracts
 - Ordinances and resolutions
 - Boundary determinations
 - Inventory of property and equipment
- Government records must be producible when requested by an official agency or the public, subject to the Colorado (Open) Records Act.

Concept of Operations

- Each department is responsible for maintaining vital records related to their respective operations.
- Each department is responsible for identifying vital records necessary for continuity of government and for the re-establishment of government before, during and after an emergency or disaster.
- Vital records should be stored in at least two (2) separate locations, with one being off site.
- Procedures for obtaining off-site records should be established and updated as necessary.

Annex XIII – Administrative Services

Lead

Agency/Agencies: **Parker Town Administrator’s Office**

Supporting

Agency/Agencies: **All Town of Parker Departments
South Metro Fire Rescue Authority
Town of Parker Administration Staff**

Purpose

To support emergency operations with administrative resources needed for timely assessment of the financial impact of a disaster; to promptly recover voice and data systems; to effect procurement of goods, services and manpower; follow a logical system for allocation and expenditure of funds; and to keep detailed records of disaster-related expenditures.

Situation

In any emergency or disaster, administrative services, along with emergency first responders, are a vital component of the overall effective management of a situation.

Assumptions

- Administrative services will continue to provide an infrastructure for Town services and resources despite disruptions caused by an emergency.
- Initial assessment of the financial magnitude of disaster response and recovery and the extent of insurance coverage will determine the need to request state and federal financial assistance.

Concept of Operations

- Administrative services will be responsible for developing and maintaining its own detailed emergency procedures.
- Town of Parker Chief Building Official will develop a damage assessment recordkeeping system to meet post-disaster needs.
- Finance will maintain records of disaster-related expenditures to support reimbursement from insurers, state and federal agencies.
- Finance will function as principal advisor to the Town Administrator on all fiscal matters.

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Annex XIV – Debris Management (ESF #3b)

Lead

Agency/Agencies: **Town of Parker Engineering/Public Works Department**
 Town of Parker Parks, Recreation and Open Space Department

Supporting

Agency/Agencies: **All Town of Parker Departments**

Purpose

To plan the coordination of the removal, collection and disposal of debris following a disaster, as defined in the *Town of Parker Debris Management Plan*, and to mitigate against any potential threat to health, safety and welfare of the impacted citizens.

Definitions

Phase I: consists of the clearance of the debris that hinders immediate lifesaving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.

Phase II: consists of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

Situation

Disasters precipitate a variety of debris that includes, but is not limited to, trees, sand, gravel, building construction material, vehicles, personal property, and hazardous materials.

Assumptions

- The amount of debris resulting from a disaster could exceed the Town of Parker's ability to dispose of it.
- If a state of emergency is declared, state resources may be made available to assist in the removal and disposal of debris.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The Parks, Recreation and Open Space, and Engineering/Public Works Departments will pre-designate temporary debris storage and reduction sites, including exact location, size, and ingress and egress routes.

Concept of Operations

- The Parks, Recreation and Open Space, and Engineering/Public Works Departments will determine the extent of damage and resulting debris will be categorized for Phase I or Phase II removal.

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Annex XV – Emergency/Disaster Reporting Process

Lead

Agency/Agencies: **Parker Town Administrator’s Office
Finance Department**

Supporting

Agency/Agencies: **All Town of Parker Departments**

Purpose

To ensure proper reporting of expenditures and other actions taken to ensure maximum reimbursement for losses and expenses incurred in the recovery process.

Situation

Prompt and accurate reporting is a must in order to ensure that local governments recover the maximum financial reimbursement for authorized disaster/emergency-related expenses and losses. It is almost impossible to document claims after the work has been done and a period of time has passed.

Assumptions

- Any disaster or emergency will come with associated costs and expenditures.
- Additional funding will be needed and/or reimbursement necessary for costs associated with a disaster or emergency.
- Current budget amounts, as well as any reserve funds, may need to be expended on the disaster or emergency.

Concept of Operations

- All departments, organizations and agencies involved in a disaster or emergency occurring within the Town of Parker will need to keep accurate records of expenditures, losses and other actions taken.
- These records will be forwarded to the Town Finance Department for tracking of overall expenditures and losses.
- Initial Report
 - Reporting disaster emergency information
 - Upon confirmation of a disaster or emergency event:
 - Activate local warning systems.
 - Implement Emergency Operations Plan (EOP).
 - Mobilize local emergency response resources.
 - Activate Town of Parker Emergency Operations Center (EOC).
 - Contact Douglas County Office of Emergency Management.

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- Contact Colorado Division of Homeland Security and Emergency Management at the 24-hour emergency telephone number (303) 279-8855.
 - Lead time is critical when contacting CDHSEM. Early warning will give the duty officer time to place response resources on standby and alert the federal government, as necessary.
- Initial Situation Assessment
 - This should be authorized by an elected official or the Town Administrator.
 - Initial decisions to mobilize and activate resources will be made on this report.
 - Assess the situation accurately and provide ongoing information flow from the field to local EOCs.
 - Provide Situation Reports from local EOCs to CDHSEM/SEOC.
 - CDHSEM will advise appropriate departments of state government and request the Governor and federal agencies to provide the necessary support.
 - Update situation reports as new information is secured.
- Initial Damage Report
 - Reporting location
 - Type of disaster/emergency
 - Area affected
 - Number of persons killed, injured or endangered
 - Damage to essential facilities
 - Damage to public property
 - Damage to private property
 - Types of assistance needed
- Recordkeeping
 - The basic rule is to maintain proof of any disaster-related expenditure.
 - Some examples are:
 - Records of overtime compensation to employees
 - Receipts and purchase orders
 - Contracts for emergency repairs
 - Equipment logs (including work site)
 - Receipts for rented or leased equipment
 - Issue slips for supplies used
- Local Declaration of Disaster Emergency

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o Section 2.03.020(e)(16) of the Parker Municipal Code:

(e) The Town Administrator shall have the following additional functions and duties:

* * *

(16) To exercise and perform all administrative functions of the Town that are not imposed by the Charter or this Article upon some other official. Notwithstanding any other provisions in the Charter to the contrary, the Town Administrator may, in the event of an emergency, exercise complete administrative authority over any department, department head or Town employee and all Town-owned property. The Town Administrator shall determine when such emergency exists. It is the intent of this Paragraph to delegate to the Town Administrator the authority within Sections 15.14 and 15.15 of the Charter to provide for the continuity of government and to provide for the necessary organization, powers and authority to enable the timely and effective use of all available Town resources to prepare for, respond to and recover from civil emergencies, emergencies or local disasters. It is also intended to grant as broad a power as permitted within the letter of the Charter and the Town Council-Town Administrator form of government, including but not limited to, upon the declaration of an emergency, the authority to establish a curfew, order an evacuation, regulate distribution of food and water, close businesses, limit sales of alcohol, firearms and explosives, close streets, buildings and transportation routes, commandeer private property, appropriate funds, temporarily close governmental offices, including the Municipal Court, in the event that conducting court operations is not practical or prudent, and issue any order believed necessary to protect the Town. The Town Council retains the power to direct the Town Administrator during the pendency of a declaration.

- o The declaration should be made when it is determined that the needed response to a disaster or emergency event is at or beyond the normal capability of local government agencies.
- o Two copies should be sent to CDHSEM, one of which will be forwarded to the Governor.

● Situation Reports

- o During any disaster or emergency operation, daily reports of threat, damage, response and needs are necessary for efficient coordination of outside resource requirements.
- o Situation reports should contain:
 - Nature of disaster/emergency/threat and current magnitude
 - Deaths and injuries (total to date)
 - Damage/potential damage
 - Utilities
 - Public property
 - Private property

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- Resources committed and reserves
 - Local resources
 - Outside resources
- Volunteer activities – search and rescue, etc.
- Local government actions
 - Activation of Emergency Operation Plan
 - Staffing of EOC
 - Evacuation
 - Other information
- Additional assistance needed
- Date and time sent
- Damage Assessment
 - Use to tabulate initial reports and estimate of damages

Annex XVI – Victim Services/Volunteer Coordination (ESF #7c)

Lead

Agency/Agencies: **Parker Police Victim Services Section**

Supporting

Agency/Agencies: **Douglas County Center for Mental Health
Douglas County School District RE-1
American Red Cross**

Purpose

To ensure that victims of a natural or crime-related disaster receive resources and support services that will minimize the emotional and physical impact of the event.

Situation

Victim Services believes victims of a community disaster are best served by an integrated approach provided by professionals who are skilled in crisis intervention and risk assessment. Victim Services also believes first responders must have familiarity with the criminal justice process and with community resources.

Concept of Operations

Victim Services will coordinate the immediate response to victims of crime or other trauma inducing tragedy, in conjunction with other responding agencies. Referrals for ongoing support, counseling and responses will be made following the initial response.

- Crisis intervention on-scene/hospitals, etc.
- Coordinate and assemble crisis intervention teams
- Assist coroner with death notifications
- Provide information/referrals and resources
- Provide debriefings

Victim Services will have a station at the Incident Command Center or direct access to it. Communication and coordination will originate from this point. Requests for law-enforcement-based advocates will be made as directed by the lead law enforcement agency's mutual aid policy.

The commanding law enforcement agency will establish a Victim Services staging area. All persons responding to aid/assist victims will report to the staging area. They will be screened for qualifications and then directed to the specific area of need.

* According to the Aviation Disaster Family Assistance Act of 1996, the American Red Cross bears primary responsibility for coordinating emergency care and support of the passengers involved in aircraft accidents and their families. In these cases, the American Red Cross will be part of the unified command system and will coordinate with Victim Services.

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Acts of terrorism fall under the jurisdiction of the federal government. Victim Services will coordinate services to victims of these crimes with federal victim assistance.

Annex XVII - Animal Emergency Management (ESF #11)

Lead

Agency/Agencies: **Town of Parker Police Department Animal Control Officer**

Supporting

Agency/Agencies: **American Red Cross
Douglas County Office of Emergency Management
Douglas County Animal Response Team (DCART)
Code 3 Associates**

Purpose

Develop a plan to evacuate and ensure care for animals during a major disaster emergency.

Situation

Animals of all kinds are integral parts of our society and economy. Nearly 60% of our nation's households include pets, a number greater than the number of households with children. Service animals provide augmentation to the senses of sight and sound to disabled persons, and both dogs and horses add critical capabilities to our law enforcement and emergency response community. Caring for animals helps provide meaningful stewardship experiences, helping to build responsibility within our society.

Assumptions

- The primary responsibility for evacuating and providing care for animals during an emergency rests with the animals' owners.
- Experience has shown that this is often impossible when:
 - Owners are unable to evacuate with their animals and are forced by urgent circumstances to leave them behind;
 - Owners become separated from their animals during or after an evacuation;
 - Animal shelters are not available in close proximity to human shelters so that owners can evacuate to an appropriate destination where they can continue to provide daily care.

Concept of Operations

A designated Animal Control Officer assigned by the Parker Police Department will be in communication with the Incident Commander and will be assigned to manage the animal evacuation response as needed. The Animal Control Officer will initially handle all incoming requests for:

- Small and large animal housing
- Feeding, cleaning, etc.
- Veterinary care

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- Facility usage
- Evacuation options
- Displaced pet/livestock, wildlife and exotic animal assistance

The Town of Parker Animal Control Officer will provide for companion animals, livestock, research animals, exhibit animals and wildlife and provide for a rapid response to events affecting the health, safety and welfare of human beings and animals. The veterinary medicine and animal care activities (in the preparedness, mitigation, response and recovery activity phases of emergency management) include, but are not limited to:

- Small and large animal housing
- Husbandry (feeding, cleaning, etc.)
- Veterinary care
- Facility usage
- Evacuation options
- Wildlife issues
- Displaced pet/livestock, wildlife and exotic animal assistance
- Transportation of people will often necessitate transportation of companion animals, especially during emergency evacuations and rescue efforts.
- Transportation of emergency supplies of animal feeds (hay, grain and species-specific rations) may be necessary when a natural disaster has destroyed local pastures and stored feed supplies.
- Dead animal removal and disposal management support by public works

Local designated shelters for animals include:

- Denver Dumb Friends League (can take three animals from each resident)
- Tenaker Pet Care Center 303.366.2376
- Horse Protection League 303.424.0037
- PetAid Colorado Disaster Services 720-218-4692

Owners should be allowed to either shelter-in-place or immediately return to care for their animals. Livestock owners should be provided priority access to and assistance in resuming normal operations for humane care reasons and also to minimize both immediate and downstream economic impacts.

The American Red Cross assists in essential functions to provide the planning, support, resources, program implementation and emergency services that are most likely to be needed during incidents.

Appendix I – Earthquake

Lead

Agency/Agencies: **Town of Parker Police Department
South Metro Fire Rescue Authority**

Supporting

Agency/Agencies: **All Town of Parker Departments
Douglas County Office of Emergency Management
Area Law Enforcement and Fire Agencies
Public Utilities
Colorado Urban Search & Rescue**

Purpose

To identify the major hazards associated with earthquake disaster and community response.

Assumptions

- An earthquake could occur at any location in the state and/or Denver Metro Area, causing injuries, death and building damage and destruction.
- A major earthquake will likely cause cascading events such as fires, hazardous materials incidents and others.
- Several earthquakes have occurred in the past in the area of the Rocky Mountain Arsenal in Adams County.
- There are numerous faults within the state that may cause an earthquake.
- Mutual aid may be needed immediately.
- Amateur radio and other communication systems may need to be brought in.
- Utilities may face major disruption and hazardous situations.
- Infrastructure, such as roads, highways, bridges, may be unusable.
- Telephone communications may be nonexistent or overloaded.
- Buildings and structures may be damaged and uninhabitable.

Concept of Operations

- Conduct damage assessment.
- Activate the EOC.
- Facilitate emergency response.
- Facilitate reactivation of vital facilities.
- Protect property.
- Coordinate and liaise with other agencies.

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- Maintain functional operation of all Town facilities to the extent possible.
- Investigate and assess damage to buildings, structures and property within the Town for the purpose of:
 - Identifying imminently hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy, and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.

Compile a statistical damage assessment report for distribution to Town officials, county, state and federal government agencies, media, various organizations and the general public.

Appendix II – Flood

Lead

Agency/Agencies: **Town of Parker Police Department**
 Town of Parker Engineering/Public Works

Supporting

Agency/Agencies: **All Town of Parker Departments**
 South Metro Fire Rescue Authority
 Douglas County Office of Emergency Management

Purpose

To ensure a plan is in place to respond to flooding in the Town of Parker.

Urban Drainage and Flood Control District

- The Town of Parker falls within the Urban Drainage and Flood Control District (District).
- Provides a local flood warning program in conjunction with National Weather Service (NWS).
- Messages that the District can send out:

MESSAGE 1 (Street Flooding Potential)

The M1-SFP informs key people that weather conditions are such that low impact street flooding may occur later in the day. Streets, low-lying areas, normally dry gulches, small urban streams, and recreational trails located along streams are areas most likely to be affected. Mud, debris and rock slides are the primary concern in the mountains and foothills. This product is comparable to a **NWS Hazardous Weather Outlook** concerning heavy rainfall.

MESSAGE 2 (Low Impact Flooding)

The M1-LIF informs key people that low impact flooding is either imminent or occurring. Streets, low-lying areas, normally dry gulches, small urban streams, and recreational trails located along streams are areas most likely to be affected. Mud, debris and rock slides are the primary concern in the mountains and foothills. This product is comparable to a **NWS Flood Advisory**.

MESSAGE 3 (Flash Flood Watch)

- This advisory message is to inform key people that either a Flash Flood Watch has been issued by NWS, or PMS believes that weather conditions are such that a life-threatening flash flood may occur later in the day. Significant stream flooding and property damage is possible. PMS will add any additional information that is available.

MESSAGE 4 (Flash Flood Warning)

- This warning message will be issued to inform key people that a Flash Flood Warning has been issued by NWS, or PMS feels that a life-threatening flash flood is imminent or occurring. Significant stream flooding and property damage is expected. PMS will add

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any additional information that is available. This warning message should be disseminated as quickly as possible.

o **MESSAGE UPDATE**

- o This message will be used by PMS to update any of the previous messages. For example, this message can be used to narrow a watch or warning area as more information becomes available, or to provide more site-specific data and direction during an event.

MESSAGE 5 (All Clear)

This message cancels the flood potential status. It is issued by PMS after consultation with NWS and other entities involved with direct PMS communications.

SUPPLEMENTAL: F2P2 messages are used to notify local governments of potential (M1-SPF and M2) and imminent (M1-LIF and M3) flood threats. All F2P2 messages are designed for internal use and not intended for the public.

Assumptions

- The delivery of public flood warnings is dependent, to a large extent, upon the electronic news media (*i.e.*, radio and television) with the National Weather Service (NWS) being primarily responsible for the initial release of the warning and its content, supplemented by the aforementioned Local Flood Warning Program provided by the District.
- Local governments are also responsible for disseminating public warning information within their political boundaries.
- Flash floods on the front range can occur at any time.
- Street flooding from heavy rains or snowmelt may also occur.

Concept of Operations

- Depending upon flood threat conditions, this Appendix II may be conducted in five stages.
- **Stage I**
 - o Stormwater staff is notified of a flood issue from District.
 - o Stormwater staff responds and determines if additional staff is necessary for response.
 - o Stormwater staff and the police department will maintain continuous monitoring of weather conditions and alert messages from District.
 - o Stormwater Utility Manager will coordinate with Director of Engineering/Public Works and decide when a Stage II activation is required.
- **Stage II**
 - o Notification of key departments/Agencies (Parks, Recreation, and Open Space, Engineering/Public Works, Police Department, Fire, Town Administrator's Office) and key individuals.

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- o The Town's stormwater utility staff and police and fire will maintain a continuous monitoring of all weather conditions.
- o The Stormwater Utility Manager will coordinate with other departments and decide when a Stage III activation is required.
- o Potential evacuation of suspected flood locations will be considered.
- o Police and fire personnel will respond to the potential danger areas to warn individuals, and Engineering/Public Works staff may establish road and trail blocks.
- o EOC may be activated.
- o Incident command post may be established.
- o Evacuation routes may need to be established.
- o Determine need for diking (sandbags, earth, etc.).
- o Determine available resources from outside agencies; stage if possible.
- **Stage III**
 - o Warn public through available means of public notification (See Warning Annex).
 - o Evacuate public to other locations or staging areas.
 - o Establish communications with Douglas County Office of Emergency Management.
 - o Initiate fan-out or call-out lists.
 - o Provide search and rescue operations as required.
 - o Relocate essential Town services, if in the danger zone.
 - o Request appropriate agencies to assist in providing temporary housing, food and shelter.
 - o The EOC will be activated and staffed as necessary.
 - o All support agencies will be notified.
 - o Designated individuals may be dispatched to potential hazard areas to monitor and report findings.
 - o Shelters and transportation will be provided for evacuees.
 - o Damage assessment team will be activated if needed.
- **Stage IV**
 - o Town Administrator will declare a State of Emergency, by request.
 - o Implement notification of county and state agencies.
 - o Begin restoration of vital Town services.
 - o Town Council will approve emergency contingency funding.

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- ***Stage V***
 - The Emergency Manager will act as overall coordinator of the recovery event and coordinate disaster relief assistance with state and federal agencies.
 - Begin short- and long-term disaster recovery.

Appendix III – Hazardous Materials (ESF #10)

Lead

Agency/Agencies: **South Metro Fire Rescue Authority**

Supporting

Agency/Agencies: **Town of Parker Police Department**
 Town of Parker Stormwater Utility Division
 Douglas County Sheriff's Office
 Town of Parker Engineering/Public Works Department

Purpose

To protect the citizens and employees of the Town of Parker from the immediate and long-term effects of exposure to hazardous materials, and to identify the actions and responsible agencies for handling a hazardous materials incident.

Situation

There are thousands of chemicals in daily use that can cause an emergency affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life.

Many of these chemicals and flammable gasses are transported via air, rail and motor transport. The U.S. Department of Transportation requires adequate warning markings on the carrier vehicle; however, there are numerous exceptions.

Identification of the precise nature of the chemicals involved in a particular incident is a major problem, and care should be taken to note location, hazardous properties, characteristics and potential hazardous reactions with each other.

Assumptions

- Incidents involving hazardous materials may occur during transportation near the Town. I-70 as well as I-25 are designated routes for transporting hazardous materials.
- Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident.

Concept of Operations

- The fire authority or department having jurisdiction will coordinate all response activities associated with a hazardous materials incident in accordance with their established SOPs, including immediate notification of stormwater personnel.
- Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.

The size of the spill, characteristics of the material and potential threat determine the structure of the emergency response effort.

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Appendix IV – Winter Storm

Lead

Agency/Agencies: **Parker Parks, Recreation, and Open Space Department**
 Parker Engineering/Public Works Department

Supporting

Agency/Agencies: **All Town of Parker Departments**
 South Metro Fire Rescue Authority (SMFRA)
 Douglas County Office of Emergency Management

Purpose

To ensure essential Town services are maintained during severe winter weather. Refer also to *Town of Parker Snow and Ice Control Plan*.

Definitions: Advisories, Watches, Warnings and Emergencies

Winter Storm Advisory: Issued to inform the public that there may be an impending storm that could produce localized snow accumulation. During this period, the public should take caution while traveling due to slick or icy roadways. Typical conditions could be expected to produce freezing rain, sleet and snow accumulations up to four (4) inches. No announcement relating to parking, snow tire or chain requirements should be expected.

Winter Storm Watch: Issued to inform the public that a winter storm is in progress that is not of major significance. During this period, the public may be advised of hazardous driving conditions and advised that they may wish to leave early to avoid rush-hour conditions. Typical conditions could be expected to produce snow accumulations up to ten (10) inches with moderate drifting. No announcement relating to parking, snow tire or chain requirements should be expected.

Winter Storm Watch: Issued by the National Weather Service when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Winter Storm or Blizzard Warning: Issued when a major snowstorm is in progress. During this period, the public may be requested to limit travel to essential trips. The public should have four-wheel drive or have their vehicles equipped with snow tires or chains which would be adequate to allow travel in a manner that could be reasonably expected to get them to their destination without obstructing traffic. Typical conditions could include snow accumulations up to eighteen (18) inches with moderate to heavy drifting. Blizzard conditions will exist with sustained winds of 35 mph or greater.

Blizzard Warning: Issued for winter storms with sustained or frequent winds of 35 mph or higher with considerable falling and/or blowing snow that frequently reduces visibility to 1/4 of a mile or less. These conditions are expected to prevail for a minimum of 3 hours.

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Winter Storm Emergency: During a declared winter storm emergency, all traffic will be discouraged, except for public safety vehicles providing services for the welfare of the general public. This warning will be issued on an extremely infrequent basis for storms that are potentially life threatening. Travel that would be allowed includes: police, fire, ambulance services and snow removal equipment, medical service and essential utilities. Employees that are essential to these services would be exempt from travel restrictions. Typical conditions may include snow accumulations of nineteen (19) inches or greater with heavy drifting. Many road closures could be expected, with only major streets serving critical services (police, fire, hospitals, etc.) being maintained.

Assumptions

- All areas of Colorado are vulnerable to major winter storms.
- Long-time residents of the area are usually well equipped to handle routine and even severe winter weather.
- Loss of utilities in the Town can create a critical situation in a short period of time for a large number of people.
- The demand for emergency services poses the greatest difficulty.
- Medical assistance may become critical.

Concept of Operations

Winter storms that occur in our area may be categorized into four basic types. The response to the storm is different for each category. The following presents information concerning these categories, the service levels maintained and the materials used for each type of storm.

- **Category I - Light**

Predicted Snow Fall Amount: Trace – 6” Crews will respond and deploy using the pager system with the Police Department, or the ice alarm pager “system” activates.

Service level: Maintain arterial (Priority 1) and collector (Priority 2) routes during storm. Lower priority snow routes usually do not require service, except school bus routes if 3” or greater.

Materials: Liquid anti-icer, solid deicer, as needed.

Road treatment primarily consists of applying anti-icing chemical, if necessary, prior to the onset of the storm. Liquid deicers may be applied only to bridges and overpasses depending upon weather conditions. Solid de-icing materials may also be used depending upon weather. Typically, these storms move out of Parker within 24 hours, and one application of the anti-icing chemical is sufficient to maintain a desired service level. (This storm category does not typically require multiple work shifts).

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- **Category II - Moderate**

Predicted Snowfall Amount: 6" – 10" Crews will be scheduled for shift work.

Service Level: Maintain arterial (Priority 1), collector (Priority 2) routes and school bus routes during storm. Lower priority snow routes require service at the end of the storm.

Materials: Liquid anti-icer, solid deicer as needed

Storms in this category may require all available snow plows from operating divisions, including liquid chemical distributors. Heavy equipment is not required for storms at this level. Road treatment primarily consists of applying anti-icing chemicals prior to the onset of the storm and deicing chemicals as needed during the storm. Plowing may be required depending upon the weather conditions, and if required, arterial (Priority 1) snow routes are maintained throughout the storm. Lower priority routes are maintained as the storm abates or ends. Multiple work shifts are usually required for this type of storm. Additional supervision may also be necessary to manage storm response.

- **Category III - Heavy**

Predicted Snowfall Amount: 10" – 18". Crews will be scheduled for shift work.

Service level: Maintain arterial (Priority 1) and collector (Priority 2) routes during storm. Collector (green – Priority 2) may be delayed depending upon weather conditions. Lower priority snow routes require service as soon as pick-up brigade plows and/or supplemental contractors are available.

Materials: Liquid anti-icer, solid deicer as needed.

Storms at this level require all available equipment including snowplows and heavy equipment. Typically, multiple work shifts over more than one day are needed to maintain the road system in passable condition. Road treatment may initially consist of applying anti-icing chemical at the onset of the storm, but typically progresses to snowplowing with spot application of solid deicers.

During the storm, arterial (Priority 1) snow routes are the only routes maintained. Collector (Priority 2) routes are treated and/or plowed as personnel and equipment become available after the first priority routes are completed. Bus routes (Priority 3) are plowed after the arterial and collector routes are completed and as soon as resources are available.

- **Category IV - Extreme**

Predicted Snowfall Amount: 18" or more. Crews will be scheduled for shift work.

Service Level: Arterials (Priority 1) routes remain passable during storm event. Collectors (Priority 2) routes are plowed after the main arterials are fully opened and

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passable. School bus routes will be cleared pending decisions to reopen local schools, and residential streets will follow as resources allow.

Materials: Liquid anti-icer and solid deicers as the storm abates.

This category includes storms with sufficient snowfall to cause major disruption in the transportation system. Major roadways, including interstate highways, may be closed. Businesses and schools may also be closed. During the storm, arterial (Priority 1) routes will remain passable. All other routes will be plowed as personnel and equipment permit, typically after snowfall has ceased. Snow removal will be required on residential streets. Storms in this category require all available Town personnel and equipment and may include contracted snow removal personnel and equipment.

The Town Administrator may declare a townwide emergency. This proclamation gives the Town Administrator the power to enact any order necessary to preserve public peace, health and safety. The EOC may be opened, and many affected directors may be requested to report to the EOC.

Department responsibilities:

- The Engineering/Public Works Department is responsible for the clearing and maintenance of all Town streets (not state highways) during the event. They are also responsible for maintaining a list of contractors that provide barricades, tree removal, debris removal and additional snow removal services.
- The Colorado Department of Transportation (CDOT) is responsible for the clearing and maintenance of State Highway 83, aka Parker Road, within the Town boundaries.
- The Parks, Recreation and Open Space Department is responsible for the maintenance of all Town facilities and the parking lots and access to these buildings.
- The Police Department is responsible for responding to traffic accidents, the enforcement of all laws and the clearing of any abandoned vehicles on all roadways.
- SMFRA is responsible for any rescue operations within its jurisdiction.
- The Department Operations Center (DOC) at the Public Works Operations Center (PWOC) will be the primary point of operations and control, unless a Town EOC is opened.
- If the Town EOC is operational, direct coordination will be made with the Douglas County EOC, if applicable.

Appendix V – Terrorism – Weapons of Mass Destruction

Lead

Agency/Agencies: **Town of Parker Police Department**
 South Metro Fire Rescue Authority

Supporting

Agency/Agencies: **Town of Parker Engineering/Public Works Department**
 Parker Water and Sanitation Department
 Town of Parker Neighborhood Services
 Town of Parker Fleet Services
 Town of Parker Community Affairs Department

Purpose

To facilitate the Town’s response to threats/events relative to a terrorism or a weapons of mass destruction (WMD) event. This response must be multi-disciplinary and multi-jurisdictional and will require broad interagency planning, cooperation and coordination between federal, state and local governments.

In addition to the authorities cited in the basic plan, the following listed authorities will also be considered during a terrorism/WMD threat/event:

- Presidential Decision Directive 39 (PDD-39), the United States Policy on Counterterrorism;
- Presidential Decision Directive 62 (PDD-62), the United States Policy on Protection Against Unconventional Threats to the Homeland and Americans Overseas;
- Department of Defense (DOD) Directives and Chairman Joint Chiefs of Staff CONPLAN 0300-97.

Situation

The Town of Parker and its citizens would be at great risk resulting from a terrorist/WMD attack or threat of attack.

Mass casualties and fatalities, catastrophic damage to buildings or other types of property, contamination of buildings or property, psychosomatic responses from unaffected citizens and contamination/targeting of first responders could have a major impact on the Town’s response capabilities and could place a major burden on area metropolitan hospitals.

The scope of the incident may expand geographically and may affect mutual-aid jurisdictions. Airborne agents flow with the air current and, if disseminated via ventilation systems, may carry WMD agents far from their initial source.

TOWN OF PARKER
Emergency Operations Plan

Assumptions

- The situation may not be recognizable as a terrorism/WMD event until there are multiple casualties.
- There may be multiple events (*e.g.*, one event in an attempt to influence another event's outcome).
- Responders should always assume that there will be secondary devices designed to harm or kill emergency personnel.
- Responders are placed at a higher risk of becoming casualties.
- The scene will always be treated as a crime scene.
- Contamination of critical facilities and large geographic areas may result.
- There will be a stronger reaction from the public than with other types of incidents.
- Time is working against responding elements. The incident can expand geographically and very quickly.
- A complex command and control situation would result utilizing Town TLOs (terrorism liaison officers (TLOs)).
- Initially, public information would be received and disseminated from the Community Affairs Department, or when established, a joint information center (JIC).

Concept of Operations

General:

- The Emergency Operations Plan will be activated when responding to a known terrorism/WMD threat or event; or immediately subsequent to discovery that a threat or event is related to terrorism/WMD.
- Mutual aid and special technical assistance will be needed.
- Appropriate agencies will be notified as soon as possible to include the Colorado Division of Homeland Security and Emergency Management and Colorado Information Analysis Center (CIAC).
- All available communications will be utilized to verify and disseminate warnings. Because of the closed and secure nature, traffic via CCIC/NCIC may be assumed accurate.
- The Emergency Operations Center (EOC) and Departmental Operations Centers (DOCs) will be activated assuming they are functional and not a target of a threat. All department directors will report to the EOC for a briefing. Reallocate and/or relocate Town resources, as necessary.

Procedures: A "Hot Zone" may be established as needed.

TOWN OF PARKER
Emergency Operations Plan

Responsibilities:

South Metro Fire Rescue Authority:

- May resolve hazardous material issues prior to response of other agencies or resources.
- Establish Unified Command with notification to the Office of Emergency Management and all appropriate agencies;
- Perform hazard confinement and cleanup operations.
- Coordinate fire department mutual aid resources.
- Provide medical services and fire control.
- Provide a “command staff” officer for the federal joint operations command center.

Police Department/TLOs:

- May resolve on-scene suspect threats, sweeps for additional devices or other situations of a threatening nature prior to the response of other agencies or resources.
- Establish Unified Command with notification to the Office of Emergency Management and all appropriate agencies.
- Provide scene security and integrity for the incident.
- Provide emergency evacuation as needed.
- Provide for security and/or lock-down of medical facilities.
- Provide for support of the Mobile Command Vehicle and coordinate law enforcement mutual aid response resources.
- Provide a “command staff” officer for the federal joint operations command center.

Engineering/Public Works:

- Provide heavy equipment and trained operators to assist in emergency rescue/mitigation measures as determined by the IC.
- Provide dirt or other aggregates for use in runoff control.
- Assist with coordination of private resources.
- Provide barricades and traffic control devices.
- Perform other duties as necessary.

Community Affairs Department:

- Both the fire and police public information officers will initially respond to the JIC. At the request of the IC, the PIOs may be requested to respond to a safe area near the Field Command Center to coordinate media requests.

TOWN OF PARKER
Emergency Operations Plan

-
- Prepare messages for dissemination over the Emergency Alert System (EAS) when requested. These systems will be activated by Fire Dispatch (METCOM), Parker Police Communications Center, as well as authorized emergency managers.
 - Coordinate, prepare and disseminate emergency public information and/or instructions as required.

Fleet Maintenance: Coordinate transportation resources for use in assisting in mass evacuation.

Appendix VI – Tornado

Lead

Agency/Agencies: **Town of Parker Police Department**
 South Metro Fire Rescue Authority
 Town of Parker Engineering/Public Works Department

Supporting

Agency/Agencies: **All Town of Parker Departments**
 Douglas County Office of Emergency Management
 Area Law Enforcement and Fire Agencies
 Skyview Weather

Purpose

To ensure a plan is in place in the event of a tornado.

Situation

If a tornado reaches the ground, its high winds and sudden drop in air pressure as it passes cause almost complete destruction of everything in its path.

Assumptions

- Citizens will be advised of potential severe weather conditions through a variety of means, including: National Oceanic & Atmospheric Administration (NOAA) radio, standard radio announcements, TV announcements, smartphone apps, and social media
- The National Weather Service (NWS) will provide tornado and severe weather warnings. Warning time will vary.

Concept of Operations

- The National Weather Service will advise the area of potential severe thunderstorm and tornado activity.
- Evacuation of Town facilities may be deemed necessary and may be called for by the Mayor, the Town Administrator, the responsible department director for the facility, the Emergency Manager or the senior supervisor on duty.
- ***Stage I – Tornado Watch / Warning***
 - The Parker Police Department Communications Center will notify key officials and field personnel of pending severe weather.
 - Tornado warnings are disseminated through all available communication systems.
- ***Stage II – Response***
 - Confirmation of a tornado touchdown, resulting in injuries and property damage.
 - The EOC will be activated and staffed as necessary by key individuals.

TOWN OF PARKER
Emergency Operations Plan

- o All support agencies will be notified and coordination maintained throughout the emergency. Designated individuals by department may be dispatched to affected areas.
 - o Damage assessment team will be activated as needed.
 - o Direction and control of field operations will be managed through on-site command post.
 - o All news releases will be coordinated through the Public Information Officer.
 - o “All clear” messages will be initiated when the threat of an active tornado has dissipated.
- ***Stage III – State of Emergency***
 - o Town Administrator by request will declare a state of emergency.
 - o County and state agencies will be notified.
 - o Restoration of vital Town services will begin.
 - o Town Council will approve emergency contingency funding.
- ***Stage IV - Recovery***
 - o The Emergency Manager will act as overall coordinator of the short-term recovery event and coordinate disaster relief assistance with state and federal agencies.
 - o Short- and long-term disaster recovery will begin.
 - o Activate recovery team
 - o Establish a recovery manager and team for long-term recovery procedures.

Appendix VII – Civil Disturbance

Lead

Agency/Agencies: **Town of Parker Police Department**

Supporting

Agency/Agencies: **Area Law Enforcement Agencies**

Purpose

To facilitate the Town's response to the threat or actual event of civil disaster.

Situation

Emergency situations such as civil disturbances, looting, evacuations, active shooter situations, hostage situations, widespread power outages, etc., may cause need for specialized law enforcement activities, including outside assistance.

Citizens may gather to vocally promote or demonstrate their individual rights or group interests. These demonstrations, although normally peaceful, have the potential of turning violent and causing injury to persons and damages to property. It is therefore prudent that the Parker Police Department monitors large gatherings within the Town for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

Assumptions

- Civil disorders can cause alteration or disruption of daily operations.
- Town employees may be in danger in normal field operations.
- Public utilities may be disrupted.
- Public information will be a vital function.
- Law enforcement activities will increase significantly during a major disaster, civil disturbance or other emergency situation.
- During an emergency situation, the Parker Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.

Concept of Operations

- Emergency law enforcement operations will be an expansion of normal functions and responsibilities.
- Law enforcement may be required to gather intelligence, within applicable laws, against groups that form with a potential for civil disturbance or violent activities.
- Pre-planning and using mutual aid can reasonably assure law enforcement officials that adequate support is available to counter a civil disturbance and maintain or restore order.

TOWN OF PARKER
Emergency Operations Plan

- Once the Town issues a "State of Emergency" proclamation, the Town has the additional authority to effectively address the situation through its applicable departments.
- The EOC may be activated for a threat or actual event.
- Mutual aid resources may be called in.
- The Colorado Division of Homeland Security and Emergency Management may be notified, as well as CIAC.

Appendix VIII – Cyber Attack Management

Lead

Agency/Agencies: **Town of Parker Information Technology Department**

Supporting

Agency/Agencies: **All Town of Parker Departments**

Purpose

Develop a plan to ensure business continuity and availability of essential automated systems for the Town of Parker in the event of a massive or sustained cyber systems compromise or attack.

Situation

Current events and threats from terrorists both local and foreign have attacked and threatened the information technologies of both private industry and government. To ensure that critical information is protected and retained for the efficient operation of the Town, a plan to protect such information and technologies should be implemented.

Assumptions

Mitigation and preparedness are the best defense against an attack on information technologies.

Concept of Operations

- The Town shall have the latest versions of firewall, anti-virus and spyware software technologies deployed across the enterprise.
- The Town shall have a system to monitor misuse or unauthorized/remote access of cyber systems, especially by personnel under emotional or financial strains and with access to major data and system integrity.
- The Town shall have a proactive and well-documented cyber-security training program for all personnel with potential access.
- The Town shall have rules for employees working from home to comply with information and systems security.
- The Town shall have data back-up (data redundancy) processes and policies for townwide and departmental-specific data systems.
- The Town shall have a management process to approve all cyber-technologies utilized in the organization, including, but not limited to, different systems sharing, such as data and how shared or exchanged, data protected from corruption, while allowing access to critical data under emergent conditions.
- The Town shall have policies for the interface and deployment of wireless data and voice systems communications.
- The Town shall have trained personnel for cyber-system response and recovery operations.

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Emergency Operations Plan

- The Town shall have a protocol to monitor the number of cyber-system response events involving external attacks by deliberate attempts to penetrate, and shall take appropriate protective actions.
- The Town completed a hazard vulnerability analysis of all cyber systems to determine infrastructure security improvements needed for all internal and external threats.
- The Town shall have data security exchange protocols for secure interface with authorized emergency management agencies under a unified command.
- The Town shall comply with current standards on disaster/emergency management and business continuity programs as they apply to all third-party vendors that support and supply cyber-technology services, such as offsite backup and data recovery process for the institution.
- The Town shall have a system of cyber-security audits using a scenario-based evaluation or a series of critical benchmarks approved by a multi-disciplinary committee of the Town.
- The Town shall have standards for the development and security of systems and substructures (*i.e.*, departments), including non-IT/IS staff with special levels of cyber-systems knowledge.
- The Town shall have the ability to terminate access immediately upon an employee's termination of employment.

Appendix IX – Mass Fatality

Lead

Agency/Agencies: **Town of Parker Police Department**

Supporting

Agency/Agencies: **South Metro Fire Rescue Authority**
 Town of Parker Community Affairs Department
 Douglas County Coroner’s Office

Purpose

To provide direction and coordination when dealing with mass fatality incidents. This Appendix IX addresses those functions critical to supporting and facilitating response to a mass fatality incident. The lead agency and all supporting agencies will organize under the incident command system. It may fall under the operations section as a mass fatality branch, or it may fall under the logistics section as the morgue.

Policies

- Authority: C.R.S. § 30-10-606, coroner inquiry. Investigations with respect to the cause and manner of death.
- Definition: A multiple-death incident which exceeds the capability of the local coroner’s office.

Situations

- Mass fatality incidents will most likely occur with no warning;
- Individual county coroner’s offices will not have the capability to effectively manage the incident;
- Accurate information will be difficult to ascertain at the beginning of the incident;
- Specialized equipment will have to be requested that may not be readily available;
- Weather may play an important role in the types of resources needed.

Assumptions

- The Parker Police Department will notify the appropriate coroner’s office and will assist with scene preservation;
- Incidents that are widespread may exceed the Town’s capabilities to secure the scene;
- Some bodies may have to be moved in order to perform rescue and medical treatment for the injured;
- All multiple death incidents will be investigated to determine cause of death;

TOWN OF PARKER
Emergency Operations Plan

- The cause of death may involve criminal conduct and may require investigation by local, state or federal agencies;
- The coroner's office may rely on mutual aid from other professionals to identify and prepare victims;
- Federal and state agencies may take part in the investigation of multiple death incidents, even if criminal conduct is not involved;
- Information and media response require careful coordination due to the sensitivity of the situation;
- Special consideration will be necessary when interacting with relatives and friends of victims;
- All first responders have an obligation to preserve the scene when carrying out their duties.

Concept of Operations

General:

- All personnel responding to an incident involving multiple deaths have the responsibility to preserve the site by not disturbing anything or anyone unnecessarily.
- Under no circumstances will information pertaining to names of fatal victims be released by anyone other than the medical examiner's office.
- Personal articles, including identification, will not be removed from deceased persons, except as directed by the coroner.
- Critical incident stress debriefing will be offered to all responders.

Notification:

- The Parker Police Department will be the primary agency for mass fatality incidents.
- Security of the incident site will be coordinated by the Parker Police Department.
- The county coroner's office shall assume all responsibility for identification, preparation and transportation of the deceased.
- Public information will be coordinated through the medical examiner and designated Town public information officer.
- All first responders shall make every effort to support the investigation team by documenting as much information as possible pertaining to their initial observations, findings and actions at the scene.
- Volunteer groups, including the American Red Cross, Salvation Army and clergy may be requested to provide assistance for family, friends and workers.

TOWN OF PARKER
Emergency Operations Plan

Responsibilities:

Primary Agency: Parker Police Department

- Will assume the role of lead agency regarding mass fatalities;
- Control ingress and egress to the incident site;
- Notify the coroner's office and assist with the investigation;
- Secure a temporary morgue site with staff or contract personnel;
- Nonuniformed personnel requiring site access will be issued identification in compliance with the North Central Region's credentialing plan.

Support Agencies:

Fire Authority:

- Control and/or eliminate hazardous conditions;
- Assist the coroner and police with removal of bodies by providing manpower and equipment;
- Provide resource management and logistics to support operations.

Engineering/Public Works:

- Provide heavy equipment to support on-site operations.

Volunteer Groups:

- American Red Cross will provide assistance to family and friends of victims;
- Salvation Army will provide support to personnel working on the incident;
- Clergy will administer last rites and comfort family and friends of victims;
- Facilitate stress debriefing for all affected individuals as needed.

TOWN OF PARKER
Emergency Operations Plan

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Appendix X – Aircraft Accident

Lead

Agency/Agencies: **South Metro Fire Rescue Authority**

Supporting

Agency/Agencies: **Town of Parker Police Department**
 Town of Parker Engineering/Public Works Department
 Town of Parker Neighborhood Services Department
 Town of Parker Police Department Communications
 Section
 Colorado Aircraft Disaster Response Team

Purpose

To define responsibility in the event of an aircraft incident in the Town of Parker.

Situation

- The Town of Parker is at high risk for an incident involving aircraft, including private, commercial and military.
- Geographically, the Town of Parker is located near both a private airport and a busy reliever airport.

Assumptions

- An incident involving an aircraft may happen with little or no warning.
- An aircraft incident is likely to be in a densely populated area, which could cause a major impact on the resources of the Town of Parker.
- Incidents involving military aircraft must be handled with extreme caution due to the fact that live ordnance, ejection seats and hazardous materials may be involved.
- Large commercial aircraft may require specialized crash/rescue units from neighboring entities.
- The possibility exists that there may be hazardous materials involved.
- Commercial passenger aircraft will most likely be transporting a large number of individuals which would require a highly coordinated response effort of all involved groups.
- A large number of casualties and/or fatalities may be expected with this type of incident.

TOWN OF PARKER
Emergency Operations Plan

Concept of Operations

General:

- The Town of Parker Emergency Operations Plan will be activated when responding to all major aircraft incidents.
- Specialized response equipment may be requested from neighboring air fields to assist in the handling of these situations.
- Mutual aid may be requested from neighboring entities to assist with EMS activities, fire control and forensic assistance.
- Federal, state, local and volunteer agencies must be included in a joint cooperative effort.
- Incidents involving military aircraft will be handled by South Metro Fire Rescue Authority, until relieved by military personnel trained in the handling of military aircraft.
- If it becomes necessary to move bodies to access patients, a picture should be taken prior to movement. If it is not feasible to take a picture, then a mental note shall be made as to the location and position of the victim.
- The crash site shall be disturbed as little as possible and then only as needed for rescue and extinguishment.

Notification:

- The National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA) and other required agencies will be notified that an aircraft is down in the Town limits.

Responsibilities:

Primary Agency: Fire Authority

- South Metro Fire Rescue Authority will have the lead role in providing emergency medical care to individuals involved in an aircraft incident within the Town of Parker.
- South Metro Fire Rescue Authority shall be responsible for fire control and extinguishment of all fires resulting from aircraft incidents.
- Act as lead agency and determine what level of the plan to activate.
- Shall establish Command as needed.
- Implement the Mass Casualty and/or Mass Fatality Annexes.

Support Agencies:

Colorado Aircraft Disaster Response Team

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Emergency Operations Plan

Engineering/Public Works Department

- Assist police with barricades and signaling devices.
- Provide damage assessment for Town-owned properties.
- Assist with clearing of debris from streets and alleys.

Volunteer Agencies

- Provide food, clothing, shelter and counseling for victims.
- Establish a Family Assistance Center as needed

Town Administrator

- Declare a “State of Emergency” if necessary.
- Request emergency funding from Town Council.

Police Department

- Set up a perimeter control.
- Maintain crowd control.
- Keep traffic clear to assist with the flow of emergency vehicles.

Communications Department

- Shall coordinate communication with South Metro Fire Rescue Authority, Parker Police Department and others to assist with public information.
- Shall prepare and disseminate news releases, statements and advisories.
- Shall work in conjunction with South Metro Fire Rescue Authority and the news media.
- Notify PIOs of type and location of aircraft; *i.e.*, Buckley AFB, Centennial Airport, Denver International Airport (DIA).

Neighborhood Services

- Coordinate incoming messages from community members.
- Provide translators as needed.
- Assist in determining the needs of the community involved after the scene is released by the National Transportation Safety Board (NTSB).

TOWN OF PARKER
Emergency Operations Plan

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MEMORANDUM

TO: Mayor and Town Council

FROM: Michelle Kivela, Town Administrator
David King, Chief

DATE: June 24, 2019

SUBJECT: School Resource Officer Requests

ISSUE:

On June 11, 2019, Town Administrator Kivela, Chief King and Police Department staff met with Douglas County School District (DCSD) Superintendent Dr. Tucker, Assistant Superintendent Knight and Director of School Security Payne regarding school security. DCSD informed staff that they are budgeting for seven (7) additional School Resource Officers (SRO) positions in their 2020 budget. The seven (7) SROs, which are budgeted at the 50/50 match, would provide for five (5) SROs in unincorporated Douglas County, one (1) in Parker and one (1) in Castle Rock.

FISCAL/BUDGET IMPACT:

The Police Department budget can cover the shared cost of the additional SRO for the 2019-2020 school year through reallocation of staff. Staff is recommending reallocating (on a temporary basis) the Police Department's Youth Education and Safety in Schools (YESS) Officer to the SRO position and "pause" the YESS program temporarily in elementary schools and have the schools pick the program up through their counselors and other staff. The two SRO's at Sierra and Cimarron would teach YESS to middle school aged students. Currently, the YESS Officer is paid/funded 100% by Parker. This will also provide a cost savings for other SRO matching requests.

BACKGROUND:

DCSD would like to have one full-time SRO at all District middle schools and high schools beginning with the 2019-2020 school year. For Parker, that would equate to three full-time SROs; one at Sierra Middle School, one at Cimarron Middle School and one at Legend High School. Currently, Parker has two full-time SROs. Cimarron and Legend share one SRO and Sierra has one full-time SRO due to the call load. The two SROs are paid per the IGA at the 50/50 split (Parker and DCSD). The Town would need to fund the additional SRO at 50% in 2019 for the August - December school year and then a full year in 2020.

In addition to the two SROs, the Police Department currently has one YESS Officer and two School Marshal Officers (SMO) who rotate around the elementary schools. As mentioned, SROs are funded at a 50/50 match between the School District and the Town. The YESS Officer is funded 100% by the Town. The SMOs are paid by the Douglas County School District and Charter Schools who choose to use them. Currently, Challenge to Excellence Charter School and American Academy Charter Schools (Motsenbocker and Lincoln Meadows) utilize and pay for the SMOs.

In order to meet the need for an additional SRO for the start of the school year in August, staff will move the YESS officer to the new SRO as there is not enough time to recruit and train a new employee.

Challenge to Excellence Charter School and American Academy Charter Schools (both campuses) utilize and pay for the School Marshal officers (SMOs). American Academy (both campuses) have requested two full time SROs for the 2019/2020 school year at the 50/50 split. The Police Department will work with them to see if one SRO can be shared between the two campuses. This will also free up the SMOs at those schools to be used elsewhere (other charter schools), which are paid by the schools.

RECOMMENDATION:

Support of the additional SRO.

REQUESTED DIRECTION:

Staff is seeking direction from Council on the additional SRO position for the 2019-2020 school year.

ATTACHMENT:

None



MEMORANDUM

TO: Mayor and Members of Town Council

FROM: Michelle Kivela, Town Administrator
Kristin Schledorn, Deputy Town Attorney

DATE: June 24, 2019

SUBJECT: Council Meeting Protocols

ISSUE:

Whether to remove all resolutions from the consent agenda and whether to adopt a Town Council Public Comment Policy.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

Councilmember Poage requested Town Council consider removing all resolutions from the consent agenda and processing them on the regular agenda. The purpose of this study session item will be to discuss this request with Town Council and receive direction.

Several years ago the decision was made by Town of Parker Council and staff to move resolutions, contracts and other routine items to the consent agenda. At the time, Council meetings were extremely lengthy, often going until 1 or 2 a.m. due to numerous presentations associated with those regular items. Additionally, citizens, staff (many who were non-exempt and paid overtime), Town consultants and presenters were obligated to stay through the routine housekeeping items for the public hearings which occurred later. Utilizing the consent agenda for contracts, resolutions and other routine actions is consistent with other municipalities. As an example, Douglas County does their housekeeping/consent agenda during normal business hours allowing for more efficiency with citizen and staff time. The resolutions often included on consent agendas are very routine, such as easements which there are typically two to three on every meeting.

Additionally, staff has evaluated other municipalities' rules regarding public comment and has put together a draft policy statement for Council review and comment. The proposed policy limits public comment to the first 30 minutes of the meeting, and if additional time is necessary, public comment is continued at the end of the meeting. All members of the public requesting to speak must sign up, and the Mayor determines the order of the speakers, with priority given to

Town residents. Additionally, it addresses disruptions at the meeting. While historically a large number of speakers or speakers that are disruptive have not been an issue for the Town, staff would like Town Council to consider proactively establishing rules governing public comment.

A draft policy is attached for Town Council's review. It has been included as part of the current Policy Statement on Public Hearing Procedures (the newly-added section on Public Comment begins on page 2).

RECOMMENDATION:

Staff does not recommend that resolutions be removed from the consent agenda.

Staff does recommend adoption of the policy concerning public comment.

REQUESTED DIRECTION:

Provide direction on consent agenda resolutions and public comment policy.

ATTACHMENT:

1. Policy Statement Public Hearing and Public Comment Procedure

Town of Parker, Colorado

POLICY STATEMENT

TITLE Town Council Public Hearing Procedure and Public Comment Policy	PAGE 1 of 2	POLICY NUMBER 1-8
EFFECTIVE DATE _____, 2019	REVISED DATE	
APPROVED BY COUNCIL ACTION Resolution No. 19-__		

PURPOSE

The purpose of this policy statement is to establish procedures for public hearings and public comment periods that are held by the Town Council.

POLICY STATEMENT

In order to provide due process for public hearings held before the Town Council, the following procedure will be used:

TOWN COUNCIL PUBLIC HEARING PROCEDURE

ACTOR	ACTION
1. Mayor	Open public hearing and specify time. Brief explanation of: 1) purpose of public hearing; and 2) the order of business, which should be as follows: a) staff presentation; b) applicant presentation; c) public testimony; d) closing comments, applicant; and e) closing comments, staff.
2. Mayor	Request presentation from staff.
3. Mayor/ Councilmembers	Address questions to staff.
4. Mayor	Applicants are requested to come to podium, state their name and address, make presentation, and respond to questions from the Mayor/Councilmembers (30 minutes allocated).
5. Mayor/	Address questions to Applicant/staff that are directly related to the

ACTOR	ACTION
Councilmembers	application(s).
6. Mayor	Request members of the public interested in the application to come to the podium, state their name and address, and speak and respond to questions from the Mayor/Councilmembers (3 minutes allocated per speaker).
7. Mayor	May request further information from staff and/or Applicant if needed.
8. Mayor	Closes the hearing to the public (specify the time) and open for debate and discussion of the evidence among Mayor/Councilmembers.
9. Mayor	Closes debate among Councilmembers.
10. Mayor	Requests Town Council motion/decision on the matter.
11. Mayor	States the Town Council's decision or states that the Town Council's decision will be rendered within a specified time or reasonable time, as provided by the applicable ordinance.

PUBLIC COMMENT RULES OF PARTICIPATION

- a. All Town Council meetings are open to the public, but the public's participation, through public comment periods, is permitted only at regular and special Town Council meetings, during the time and in the manner set forth in these rules. Public participation is generally not permitted during study sessions, although the public is encouraged to express comments in writing or other communication prior to those sessions. The intent of these rules is to:
 1. Provide a safe and secure setting for Councilmembers and the public to attend to the Town's business.
 2. Enable Town Council to conduct its deliberative process without interruption, in a manner that can be heard and viewed by all in attendance or watching via video feed.
 3. Ensure that the public has a full opportunity to be heard during public hearings and public comment periods of Town Council meetings.
 4. Promote transparency in the conduct of Council meetings so that all persons have the opportunity to observe and hear all of the Town Council discussion and votes.
 5. Facilitate Town Council meetings as business meetings by limiting interruptions, unreasonable delay, or comments, presentations, and discussion that does not relate to the business of the Town.
 6. Develop an atmosphere of civility that is respectful of diverse opinions and allows presentation of positions that vary from the position of others at the meeting.

- b. During all times a meeting of the Town Council is being conducted, the following rules shall apply:
1. The public comment period in a Town Council regular or special meeting is 30 minutes. Town Council will accommodate as many speakers as it can within that timeframe. If all speakers are not able to address Town Council during that timeframe, additional time will be made available at the end of the Town Council meeting. All members wishing to address the Town Council must sign up. Sign up begins 30 minutes prior to the start of the meeting. The Mayor shall determine the order of speakers, with priority given to Town residents.
 2. All remarks to the Town Council shall be at a microphone and only after the speaker is acknowledged by the presiding officer.
 3. While in attendance at a Town Council meeting, no attendee shall disrupt, disturb, or otherwise impede the orderly conduct of the meeting by any means or in a manner that obstructs the business of the meeting. Disorderly conduct also includes failing to obey any lawful order of the presiding officer to be seated, leave the meeting room or refrain from addressing the Town Council.
 4. No attendee shall make threats or other forms of intimidation against any person in the Council chambers or meeting room.
 5. To maintain the fire code occupancy limits and allow for safe exit, unless addressing the Town Council or entering or leaving the Council chambers or meeting room, all persons in the audience shall remain seated in the seats provided. No person shall stand or sit in the aisles, nor shall the doorways be blocked.
 6. All persons in the Council chambers or other meeting rooms, including, without limitation, Councilmembers, staff, and attendees shall silence all cell phones and other electronic devices to prevent disruption at the meeting.
 7. No sign shall be displayed in Council chambers in a manner that blocks the view of another person or in a manner that would violate subsection 5 above.
- c. The Mayor or other presiding officer, with the assistance of any Town police officers in attendance, shall be responsible for maintaining the order and decorum of meetings.
1. The Mayor or presiding officer may interrupt any speaker who is violating these rules of participation or disrupting a meeting.
 2. The Mayor or presiding officer may order the removal of any person, who fails to observe these rules of participation, from the Council chambers or other room in which a meeting of the Town Council is occurring. The Mayor or presiding officer shall attempt to provide a verbal warning to any attendee or particular speaker that may be violating these rules or participation, but such verbal warning shall not be required as a condition of removing such person from the Council chambers or meeting room.
 3. These enforcement provisions are in addition to the authority held by any police officer in attendance, to maintain order pursuant to that officer's lawful authority.
 4. Any person who has been removed from a meeting may be charged with violation of applicable provisions of the Parker Municipal Code.
 5. In addition to any other authority of the Mayor or presiding officer, the Mayor or presiding officer may call a recess to restore order to the meeting.

6. If necessary for the safety of the Town Council and public, the Mayor or presiding officer may order the Council chambers or meeting room cleared of all attendees. In such event, the meeting may continue only as long as the proceedings are televised or otherwise recorded so that the proceedings of the meeting are available to the public.