

ADAMS COUNTY DISASTER POLICIES

Pursuant to resolution of the Board of County Commissioners, the following policies take effect upon declaration of a disaster pursuant to Colorado Revised Statute (C.R.S.) § 24-33.5-709(1):

I. Definitions

- a. "Disaster" means the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause, technological cause, or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, hostile military or paramilitary action, or a condition of riot, insurrection, or invasion existing in the state or in any county, city, town, or district in the state that may have imminent consequences on the County.
- b. "Disaster Declaration" is a resolution declaring a disaster approved by the Board of County Commissioners pursuant to C.R.S. § 24-33.5-709(1), C.R.S.

II. Purpose

- a. It is the intent and purpose of this resolution to facilitate the continuity of government and the timely and effective utilization of all available County resources to prepare for, respond to and recover from emergencies or disasters, whether natural, technological, or man-made, that are likely to affect the health, security, safety, or property of the citizens of the County.
- b. The intent and purpose of this resolution to provide for the coordination of emergency and disaster response functions of this County with all other public agencies, businesses, non-profit organization and affected persons as provided by the Colorado Disaster Emergency Act of 1992, C.R.S. § 24-33.5-701, C.R.S., *et seq.*

III. Declaration of Disaster

- a. The County is authorized to declare a disaster if the County finds that the County or any of its cities, municipalities, townships, special district, or other part thereof is suffering from, or is in imminent danger of suffering, a natural, technological, or man-made emergency or disaster.

- b. Upon declaring an emergency or disaster, and unless the circumstances of the emergency or disaster prevent or impede, such declaration shall be promptly filed with the Colorado Office of Emergency Management and the County Clerk and Recorder.
- c. A declaration of disaster shall activate the County Disaster Management Plan and shall be the authority for the deployment, use, and/or distribution of any supplies, equipment, and materials assembled, stockpiled, or arranged to be made available pursuant to this article or any other provision of law or intergovernmental agreement relating to disaster emergencies. The County Disaster Management Plan, and related annexes, policies and operating procedures, shall remain in effect for as long as is necessary to respond to, and recover from the disaster, despite the expiration of the disaster declaration.
- d. The public shall be notified of such a declaration through general dissemination to the news media, posting on the County website or other means of publicity as intended to advise the general public. All members of the public shall be deemed to have been given notice of the information contained within a declaration upon its dissemination to the news media or publication on the County website or other means of publicity.
- e. The County Manager may continue or renew the declared disaster for a period in excess of seven days upon submission of the request and the approval of the County Commissioners. (C.R.S. § 24-33.5-709). In the event the County Commissioners cannot assemble to approve a continuance of the declaration, such declaration shall remain in effect until such time as a quorum can be assembled.

IV. Powers and Authority of the County in a Declared Disaster

- a. Upon the issuance of a disaster declaration, the Board of County Commissioners may exercise the following powers, including but not limited to:
 - i. An order closing or canceling the use of any County owned building, facility, public park, or other public place.
 - ii. Suspend County business operations as necessary and, in conjunction with elected officials, suspend and or close other County offices.
 - iii. Suspend or change department policies regarding timelines for service to citizens and customers.
 - iv. Suspend or change times and locations of public meetings as necessary.

- v. Utilize all available resources of the County as may be reasonably necessary to cope with the disaster whether in preparation for, response to, or recovery from the disaster.
- vi. Compensate employees for overtime worked in relationship to the disaster in accordance with the policies set forth in the Adams County Employee Manual.
- vii. Make application for state or federal assistance.
- viii. Delegate authority to such County officials as determined to be reasonably necessary or expedient.
- ix. Suspend normal operating procedures for approval of contracts and other County agreements as necessary. The Chair of the Board of County Commissioners and/or the County Manager is specifically authorized to enter into contracts and other agreements that are outside of his/her normal contracting authority when he/she determines that the disaster necessitates that the matter be handled immediately. Contracts or agreements that are normally placed on a public hearing agenda shall be included on the agenda for the next regular meeting of the Board.
- x. Enter into such reciprocal aid, mutual aid, joint powers agreements, intergovernmental assistance agreements or other compacts or plans with other governmental entities for the protection of life and property.
- xi. When a required competency or skill for a disaster function is not available within the County government, the County may seek assistance from persons or incident management teams through the State Office of Emergency Management and delegate such authority for such period of time and extent as necessary to successfully manage the disaster.
- xii. Any expenditures made in connection with this resolution, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the County.
- xiii. In the event of a declared disaster, the County's Finance Policy #1015 will be in effect. This policy includes, but is not limited to:
 - Department Heads and Elected Officials are authorized to sole source the purchase of goods and services where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.

- Procurement card purchasing limits shall be increased for elected officials, directors, managers, and other designated employees.
 - Elected officials, directors and their designees shall be responsible for maintaining detailed records of all items/services procured during the disaster and must present records, invoices, and any other information related to those procurements to the Finance Department and the Office of Emergency Management no later than thirty (30) days after the disaster is declared to be over. The Board of County Commissioners may extend this reporting period as needed.
 - Elected officials, directors and their designees shall be responsible for maintaining and reporting accurate records of hours worked by employees during the disaster and the assigned task of those employees if related to the disaster.
- xiv. Modify building and or planning permit requirements to facilitate the efficient restoration of buildings and property within the county.
- xv. Issue any and all other orders or undertake such other functions and activities as the County reasonably believes is necessary to protect the health, safety, and welfare of persons or property within the County or to otherwise preserve the public peace or abate, clean up, or mitigate the effects of any disaster.
- xvi. This resolution will not relieve any County departments of the responsibilities or authority otherwise given to them by the Board of County Commissioners.

V. Succession of Authorities

- a. If the Board of County Commissioners is made unavailable due to a disaster, the County Manager may act on their behalf as proscribed herein.
- b. In the event the County Manager is unavailable, the line of succession of authority shall be in the following order: a Deputy County Manager, the County Attorney, or the Office of Emergency Management. In the event none of the above is available, the designee of each department listed in the line of succession, as specified in the department's Continuity of Operations Plan, shall serve in such capacity.

VI. Recovery & Mitigation Provisions

- a. The County Manager, or designee, shall reasonably pursue any legal reimbursement possible pursuant to state laws and federal reimbursement

provisions, for disasters occurring within its jurisdiction, and on behalf of any jurisdictions assisting in the local disaster response or recovery. Upon receipt of reimbursement, and after subtracting the reasonable costs of pursuing and collecting the reimbursement, the County Manager, or designee, will distribute received funds in a fair and equitable manner to assist jurisdictions, based upon a pro rata share of their documented expenses for the involved incident.

- b. The Board of County Commissioners shall prioritize recovery and mitigation policies to be implemented in conjunction with involved departments and elected officials.
- c. The County will make every effort to include local businesses, citizen groups and other interested parties in planning for recovery, mitigation and the rebuilding of those areas affected by such disaster.
- d. At the request of the County Manager or the Board of County Commissioners, the County Emergency Manager, or his/her designee, shall prepare a written report that details the official actions taken by the County during the declaration, including a timeline, significant actions, recovery measures and a detailed summary of all expenses incurred during such declaration.