

## **EXECUTIVE ORDER NO. 85**

**To: All Agencies and Departments Under the Mayor**

**From: Guillermo "Bill" Vidal, Mayor**

**Date: June 17, 2011**

**Subject: City and County of Denver's Emergency Management Program and Mission and Organization of the Mayor's Office of Emergency Management and Homeland Security.**

**Purpose:** This Executive Order revises Executive Order #85, and #128 into a single Executive Order that defines the mission, organizational structure, and responsibilities of the Office of Emergency Management (also known as the Office of Emergency Management and Homeland Security (OEMHS) for the City and County of Denver. This Executive Order establishes the Policy of the City and County of Denver concerning Disaster Prevention, Preparedness, Mitigation, Response, and Recovery and Critical Infrastructure Protection for all Departments and Agencies in the City and County of Denver. Executive Orders #85, dated November 12, 2002 and #128, dated March 13, 2007, and all memorandum attachments thereto are hereby canceled and superseded by this revised Executive Order No. 85.

- 1.0 **Applicable Authority:** The applicable authority relevant to this provisions and requirements of this Executive Order No. 85 is found in Section 2.2.10 of the 2002 Revised Charter and Chapter 16 of the Denver Revised Municipal Code (DRMC).
- 2.0 **General: 2.0 General:** Local governments are responsible for ensuring the public's health and safety. Emergency management plays an essential role in fulfilling that responsibility. A well prepared City will have plans for managing the City's prevention, preparedness, protection, mitigation, response and recovery efforts to prepare for potential emergencies or disasters. Safety and security of the City following a disaster depends on its ability to maintain, or resume government functions quickly. The resiliency of its citizens, businesses and government will depend on how well the City plans, trains and exercises for a disaster.
- 3.0 **Director of Mayor's Office of Emergency Management and Homeland Security:** In accordance with the provisions of the D.R.M.C., the Director of Emergency Management and Homeland Security (Director) shall advise and assist the Mayor in determining City emergency preparedness, prevention, protection, mitigation, response, and recovery goals and policies for the performance of functions under this order, and the coordination and performance of such functions with other City, regional, state, federal, and private sector entities. The Director of the Mayor's Office of Emergency Management and

Homeland Security will be the City and County of Denver's liaison with regional, state, federal, and private sector agencies involved in prevention, protection, preparedness, mitigation, response, and recovery from major emergencies or disasters. The Director of Emergency Management and Homeland Security will also be responsible for ensuring the coordinated effort of all City and County Departments/Agencies in the preparedness, prevention, protection, mitigation, response, and recovery of all disasters and emergencies in the City and County of Denver.

**4.0 Emergency Operations Plan:** Departments/Agencies identified in the City and County of Denver Emergency Operations Plan (EOP) shall, in accordance with this Executive Order:

- 4.1 Support the EOP Concept of Operations and carry out their assigned functional responsibilities to ensure the orderly and timely delivery of assistance.
- 4.2 Develop internal policies and procedures to address the responsibilities delineated in the annexes of the EOP.
- 4.3 Cooperate with the Mayor, Management Team, Incident Commander and other involved agencies from the City and County of Denver, other local, state, and federal governments to provide effective oversight of disaster operations.
- 4.4 Coordinate with the Director to form partnerships and mutual aid agreements with counterpart local and state agencies, voluntary disaster relief organizations, and the private sector to take advantage of all existing resources.
- 4.5 Make maximum use of existing authorities, organizations, resources, systems, and programs to reduce disaster relief costs; and
- 4.6 Coordinate with the Director to continue to develop and refine the City and County's EOP and regional planning, exercise, and training activities to maintain necessary operational capabilities.

**5.0 Department/Agency Plan:** In addition to the activities specified in the Emergency Operations Plan, all Department and Agency Managers, or applicable designee, shall do the following:

- 5.1 Prepare and keep current Department/Agency Specific Emergency Plans and Procedures, in coordination with the Mayor's Office of Emergency Management and Homeland Security;

- 5.2 Prepare and keep current individual Department/Agency Continuity of Operations Plans (COOP). Each Department/Agency, or applicable designee, shall assign a COOP coordinator, who shall coordinate with the Office of Emergency Management and Homeland Security in the development and updates to the City's overall COOP and Continuity of Government Plan;
- 5.3 Develop plans that cover Preparedness, Protection, Prevention, Mitigation, Response, and Recovery activities that are appropriate for the mission of the Department/Agency;
- 5.4 Give appropriate consideration to emergency preparedness factors in the conduct of the regular functions of their agencies, particularly those functions considered essential in time of emergency;
- 5.5 Be prepared to implement all appropriate plans developed within the City and County of Denver Emergency Operations Plan;
- 5.6 Train and exercise those portions of their Department/Agency plans, in coordination with the City's Training and Exercise Plan developed by the Office of Emergency Management and Homeland Security that are the responsibility of their Department/Agencies at regular intervals.

**6.0 National Incident Management System (NIMS):** In response to the terrorist attacks of September 11, 2001, Homeland Security Presidential Directive #5 directed the Secretary of the Department of Homeland Security to develop and administer the NIMS system. This would provide a consistent nationwide approach at all levels of government to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS, and its attendant Incident Command System, is adopted by the City and County of Denver as the process by which all agencies will respond to disaster or multi-jurisdictional or multi-agency responses.

- 6.1 NIMS requires that, during a response, City departments/agencies shall have:
  - Standardized terminology
  - Standardized organizational structures
  - Interoperable communications
  - Consolidated action plans
  - Unified command structures
  - Uniform personnel qualification standards
  - Uniform standards for planning, training, and exercising
  - Comprehensive resource management
  - Designated incident facilities for emergencies or disasters

NIMS provides a system that allows the City to respond to and manage an incident internally and in conjunction with other jurisdictions in a seamless fashion. NIMS is intended to enhance Denver's readiness, maintain first responder safety and streamline incident management processes.

- 6.2 The Director of the Mayor's Office of Emergency Management and Homeland Security shall serve as the NIMS coordinator for the City and County of Denver, and shall be responsible for ensuring the implementation, training, exercising, and compliance of the NIMS provisions across City Departments/Agencies. The Director shall be responsible for reporting the City's NIMS compliance to the appropriate state and federal agencies.
- 6.3 Each Department/Agency Appointing Authority shall designate a single point of contact to serve as the coordinator for implementation of NIMS within their department/agency. The Mayor's Office of Emergency Management and Homeland Security will advise the agency points of contact on updates or revisions to NIMS Standards and annual training recommendations, along with information on training and exercise opportunities.
- 6.4 Annually, each Department/Agency point of contact for NIMS implementation shall report to OEMHS the number of staff that have taken the recommended NIMS training, as deemed appropriate by their Appointing Authority, and shall verify in writing the following:
  - 6.4.1 NIMS components, concepts and principles are incorporated into the agency's procedures and guidelines and are used by agency personnel.
  - 6.4.2 All incidents and planned events use Incident Action Plans (IAP) and common communications plans, as appropriate.
  - 6.4.3 NIMS concepts and principles are incorporated into all training and exercises conducted by the agency that address emergency or disaster situations.
  - 6.4.4 NIMS concepts and principles are incorporated into any mutual aid agreements entered into by the agency for addressing emergency or disaster situations.
  - 6.4.5 Agency response assets are entered into a resource management database maintained by OEMHS.

6.5 Department's/Agency's public information officers shall participate in the City and County of Denver Joint Information System during incidents and planned events, as appropriate.

7.0 **Critical Infrastructure Program:** The purpose of adopting a Critical Infrastructure Program and the Automated Critical Asset Management System (ACAMS) for the City and County of Denver, under the Mayor's Office of Emergency Management and Homeland Security, is to ensure compliance with federal standards, grant guidance, and to align our emergency management/homeland security efforts with the State of Colorado's Critical Infrastructure Protection Program, State and local Homeland Security Strategy, and the U.S Department of Homeland Security's National Critical Infrastructure Protection Program. This Executive Order assigns the responsibility of the City's Critical Infrastructure Protection to the Mayor's Office of Emergency Management and Homeland Security, and it identifies the Mayor's commitment to ensuring coordination and efficiencies across all Department/Agencies by:

- Providing a mechanism in which Departments/Agencies shall cooperate in ensuring that the City and County of Denver has a robust infrastructure protection program;
- Providing clarity in process by assigning the Mayor's Office of Emergency Management and Homeland Security as the City and County of Denver's coordinating entity for Critical Infrastructure Protection;
- Making it clear to Department/Agencies, state and federal partners, and the private sector that the City and County of Denver has a commitment to identifying, assessing, and instituting protective measures to Denver's critical infrastructure to ensure the safety and security of Denver's vital critical services.

7.1 This Executive Order adopts the US Department of Homeland Security's ACAMS program as the official assessment, prioritization, cataloging, and planning tool for all designated critical infrastructure in the City and County of Denver, which:

- Provides for one standard across the region and State that allows for the protection of critical infrastructure;
- Ensures the City and County of Denver's compliance with the US Department of Homeland Security's Buffer Zone Protection

Program, by identifying the priority of integrating the ACAMS program into a jurisdiction's infrastructure protection program; and

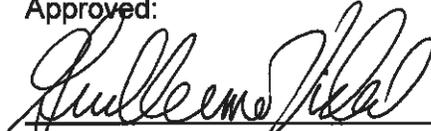
- Establishes unity of effort and coordination by all City Department/Agencies in support of the Mayor's Office of Emergency Management and Homeland Security Mission to identify, analyze, catalogue, protect, respond to, and recover from, natural or man-made disasters against private, local, state, or federally owned critical infrastructure located within the boundaries of the City and County of Denver.

Approved for Legality:



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Attorney for the City and County  
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Approved:



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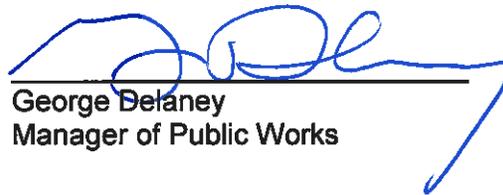
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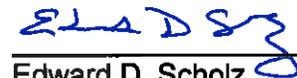
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